

# MARINE CORPS SECURITY COOPERATION GROUP



# M C S C G

"VICTORY THROUGH PARTNERSHIP"



## INTERNATIONAL MILITARY STUDENT OFFICER DESKTOP GUIDE 2012

## *Foreword*

As challenges arise from the ever changing operational environment, the Marine Corps has incorporated these challenges into our training and education. The Marine Corps Training and Education Command has developed initiatives that provide training venues to better prepare our Marines and Coalition Partners for more effective operations against irregular opponents. Building partner nation capacity and security cooperation with our allies throughout the world will create the conditions that reduce or mitigate the rise of opponents.

The objective of the Marine Corps Security Cooperation Group is to support the Geographic Combatant Commander's theater strategy and the associated Marine Force Components through our training and education programs. One of the hurdles we face is our ability to accommodate all international requirements through the year, current year and beyond. Another issue is the impact of updating programs of instruction so that they are relevant to the combat operations our Marines will face. We continue to find innovative ways to maintain meaningful engagement with our Partner Nations and we have increased Professional Military Education opportunities to offer.

With this Desktop Guide, we strive to provide the International Military Student Officers (IMSO) with information that will enable them to assist International Military Students (IMS) while they are attending our training and education programs. We offer a familiarization of the Marine Corps ideals, attitudes, and core competencies, as well as, expose the IMSO to standard operation procedures and training opportunities that are available to advance their individual knowledge and skill.

Please feel free to contact a member of TECOM G-3 Security Cooperation Coordination Section or MCSCG Security Assistance Branch to answer any questions or provide any assistance you might need.

Christopher R. McCarthy  
Commanding Officer  
Marine Corps Security Cooperation Group

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# **Chapter 1**

## **General Information**



## **Marine Corps Security Cooperation Overview**

Security cooperation is a key element of building partner capacity as the Marine Corps embarks on an operational employment concept to meet an uncertain security environment. The Marine Corps employs a coordinated approach to security cooperation based on direction provided by the Global Employment of Forces (GEF). The Marine Corps' security cooperation campaign support plan guides the execution of security cooperation Corps wide.

The **International Issues Branch (PLU)** acts on behalf of the Deputy Commandant for Plans, Policies, and Operations, as the coordinating and oversight authority for implementing Marine Corps policy in security cooperation and technology transfer matters thereby ensuring Marine Corps security cooperation efforts are consistent with U.S. strategic plans. The Branch develops Marine Corps recommendations to the Joint Staff on policy and program aspects of security cooperation and is the author of the Commandant's security cooperation campaign support plan.

The **Regional Marine Component** Commands remain the focal point for execution of security cooperation within their regions, however, the cohesiveness and unity of purpose of the Corps' overall security cooperation execution is achieved through the communication and integration of efforts of four major security cooperation organizations – the International Issues Branch, Strategies and Plans Division, Deputy Commandant for Plans, Policies, and Operations, located at Headquarters, Marine Corps; the Marine Corps Security Cooperation Group located at the Joint Expeditionary Base Little Creek-Fort Story, VA; TECOM G-3 and International Programs, Marine Corps Systems Command also located in Quantico, VA.

**Marine Forces Command** plays a crucial role in coordinating Marine Corps security cooperation, especially those aspects regarding deployed training or advisory assistance. As Marine force provider, **Marine Forces Command** coordinates force provider responsibilities for security cooperation missions. Through the utilization of force requirements data systems and a periodic synchronization conference this Component Command addresses all force requirements involving Marine Corps equity recommending sourcing solutions as appropriate.

**Training and Education Command G-3 Security Cooperation (TECOM G-3/SC)** - As a Security Cooperation enabling organization TECOM G-3/SC manages, implements, organizes, and sources, SC teams from within the supporting establishment; and conducts SC planning as required in order to support MARFOR component Commands' Campaign Support Plan(s) .

**Marine Corps Security Cooperation Group (MCSCG)** coordinates, manages, executes, and evaluates security cooperation programs and activities, to include assessments, planning, related education and training, and advisory support to ensure unity of effort in building partner capacity and capability in order to facilitate USMC and regional Marine Forces (MARFORS) component command security cooperation objectives. MCSCG is located at Joint Expeditionary Base Little Creek-Fort Story, Virginia and reports directly to the Commanding General, Marine Forces Command (CG MARFORCOM) at Norfolk, Virginia.

**International Programs (IP) of the Marine Corps Systems Command** is responsible for planning, coordinating, implementing, and executing all Marine Corps related security

cooperation acquisition and logistics matters, procedures, instructions, technology transfer programs, disclosure of classified information requests, and technical data packages to provide military assistance to partner nations.

**Marine Corps Security Cooperation Group (MCSCG)  
Security Assistance Branch  
Points of Contact**

***Command Element***

Commanding Officer	DSN: 438-4430; Commercial: (757) 962-4430 ext: 2221
Executive Officer	DSN: 438-4430; Commercial: (757) 962-4430 ext: 2222
Sergeant Major	DSN: 438-4430; Commercial: (757) 962-4430 ext: 2223
Adjutant	DSN: 438-4430; Commercial: (757) 962-4430 ext: 2233
MCSCG Duty Officer	Cell: (757) 390-9300

***Security Assistance Branch***

Head, Security Assistance	DSN: 438-4430; Commercial: (757) 962-4430 ext: 2261
Deputy, Security Assistance	DSN: 438-4430; Commercial: (757) 962-4430 ext: 2256
African Command/European Command Program Manager	DSN: 438-4430; Commercial: (757) 962-4430 ext: 2253
Central Command /Pacific Command Program Manager	DSN: 438-4430; Commercial: (757) 962-4430 ext: 2254
Southern Command/Northern Command Program Manager	DSN: 438-4430; Commercial: (757) 962-4430 ext: 2256
Training Program Coordinator (IMSO/FSP Manager)	DSN: 438-4430; Commercial: (757) 962-4430 ext: 2252
Training Program Coordinator (Quota Manager)	DSN: 438-4430; Commercial: (757) 962-4430 ext: 2260

**Address (official mail)**

Marine Corps Security Cooperation Group (MCSCG)  
Security Assistance Branch  
937 Atlantic Ave  
Fort Story, VA 23459-0007

***Training and Education Command***

Security Cooperation Branch Head:	DSN: 278-9753,	Commercial: (703) 784-9753,
Int'l Security Cooperation Officer:	DSN: 278-9578,	Commercial: (703) 784-9578,

<b><i>MCSCG Officer of the Day</i></b>	DSN: 438-4430;	Commercial: (757) 390-9300
<b><i>TECOM Officer of the Day</i></b>	DSN: 278-6424;	Commercial: (703) 784-6424





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# Geographic Combatant Commander's Areas of Responsibility



## **Chapter 2**

# **Guidance for International Military Student Officers (IMSOs)**

## The International Military Student Officer (IMSO)

The Joint Security Cooperation Education and Training Regulation (JSCET) (SECNAVINST 4950.4B) and the Marine Corps order on security assistance and related international programs (MCO 4900.3A) require that Marine Corps commands and activities providing training and education to international students appoint an International Military Student Officer (IMSO). This individual may be a U.S. military member (officer or enlisted) or Civilian Marine. An example of the **IMSO appointment letter** is found in Chapter 3 of this Desktop Guide.

Selection of an IMSO is extremely important. It is imperative that IMS are welcomed, received and treated with the proper consideration when they arrive at a U. S. installation or activity. Therefore, the commander must exercise care in selecting the IMSO. The IMSO must be tactful, mature, possess a pleasant personality, be sensitive to a myriad of cultural differences, exhibit leadership, have the ability to deal with dynamic situations, exhibit sound judgment, and be able to communicate effectively both orally and in writing. The IMSO is the command's representative to the IMS and the IMS representative to the command. As such, the IMSO is key to the IMS successful completion of the education or training program.

When possible an IMSO should be appointed on appropriate orders for a minimum of two years and receive the training necessary to perform this important function. IMSO training is addressed separately in this Desktop Guide.

Once selected, the name, office code, mailing address, message address, e-mail address, and telephone number (both commercial and DSN) of the IMSO must be reported to TECOM G-3/SC and MCSCG Security Assistance section. A copy of the official correspondence appointing the IMSO must also be sent to TECOM G-3/SC and the MCSCG Security Assistance section. Any changes in the information concerning the IMSO should be furnished as they occur.

The IMSO has overall responsibility for the day-to-day administration of IMS assigned to a command or activity providing training or education. Specific IMSO responsibilities are outlined below. This list is not all-inclusive. IMSOs often find they must perform many functions not included in this list in their dealings with IMS. IMSOs will:

- Ensure the IMSO SAN is updated and maintained to include the point of contact information, arrival/departure instructions, servicing airport, billeting, dining/messing costs, estimates of living costs, uniform/clothing requirements, and any other information that would be of interest and assistance to the prospective IMS.
- Maintain IMS biographical records. SCOs collect biographical data for officer IMS attending professional military education schools. When received, the SCO will provide this information to the school or training activity concerned so they can have a better understanding of the IMS that will be attending their program of instruction. The IMSO maintains this data as appropriate. If this biographical data is not received from the SCO, IMSOs are authorized direct communication with the SCO to obtain the data.

- Brief IMS upon their arrival at the command or activity. As a complement to the in-country pre-departure briefing, the IMSO will brief the IMS as soon as possible after the IMS arrival at the training or education installation. The IMSO will ensure that all elements of concern to the IMS are covered in the briefing with special attention to chapters 10 and 11 of the JSCET. The briefing will include the following plus any other information pertaining to the local installation and surrounding community:
  - IMSO – duties and functions.
  - Policy and regulations – Privileges; restrictions; conduct, appearance, and grooming; medical and dental care; identification cards.
  - 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.
  - Training program – Role of the ITO as the governing document for all training or education provided; requests not programmed for additional training or education; officers in enlisted courses; elimination from training or education program for cause; the importance of meeting schedules and appointments; English language testing; clothing and equipment; release and shipment of instructional material.
  - Field Studies Program (FSP) – Program objectives and activities.
  - Conduct and personal appearance – Grooming standards; cleanliness; morale problems; military discipline and courtesies.
  - Student and instructor relationship – Male, female, officer, enlisted, civilian, minorities.
  - Travel – Arrangements; accommodations; baggage allowance; delays en route; travel schedules.
  - Power-driven vehicles – Purchase; registration; insurance; operation; travel; laws.
  - Living allowances – Authorized amount; payment schedule, if applicable.
  - Dependents – Authorization; housing; cost of living; medical care benefits, charges, payment procedures and health insurance.
  - Currency – Monetary exchange; banking.
  - Mail – Postal facilities; official and personal mail.
  - U. S. Government quarters – Occupancy; duration, housekeeping; custodial fees.
  - Firearms – Purchase; possession; transportation.
  - Military Customs and Courtesies – Colors and saluting.
  - Local Off-Limits – Areas and businesses with restricted access
  - Employment – Restriction against IMS and family members being employed during their stay in the United States.
- Prepare required progress reports in the IMSO San Web within three days of student arrival (Arrival/Enrollment Report) or within one working day after a student does not report for training as scheduled (No-Show Report).
  - NOTE: Contact appropriate Program Manager at MCSCG prior to sending this report. This is to ensure training hasn't been cancelled at the last minute and that the training dates are accurate. It is important that the dates of training be accurate. If dates are incorrect, the MCSCG Program Manager should be notified and the dates on the report should be corrected.

- Implement procedures to avoid the indebtedness of IMS to the U. S. Government or a non-appropriated fund.
  - The following procedures should be implemented by the IMSO to avoid IMS indebtedness:
    - Make arrangements with the installation billeting office, and other facilities as deemed appropriate, to ensure the IMSO is immediately notified of delinquent IMS accounts.
    - Discuss procedures for payment of billeting fees or laundry during IMS in processing to ensure the IMS is aware of how and when payments are to be made.
    - Discuss with the IMS the closing of bank accounts and ensuring all checks have cleared before the account is closed out avoid indebtedness.
    - Include a check with the billeting office, as part of the IMS out-processing, to ensure his or her account has been paid.
    - When IMS is responsible for payment of medical charges for himself/herself or authorized dependents, discuss procedures for payment during IMS in processing to ensure the IMS is aware of how and when these payments are required. If the training is for more than 90 days, recommend the IMS obtain medical insurance that will cover the IMS and dependents needs.
  - On notification of IMS indebtedness, meet with the IMS, or senior country representative at the training activity, to determine the reason for the indebtedness.
    - If the reason for indebtedness is beyond the IMS control (for example, no financial support provided by his or her country or the United States under IMET), notify the appropriate MCSCG Program Manager immediately.
    - When it appears that a medical condition for the IMS or authorized dependents will result in extensive medical charges, counsel the IMS regarding responsibility for payment. If it appears the IMS will not be able to make the required payment, notify TECOM G-3/SC and the appropriate MCSCG Program Manager for disposition instructions. Include the diagnosis, prognosis and estimated cost of medical care. {NOTE: **Do not include the IMS's name on any correspondence pertaining to health, hospitalization, or medical issues.**} Refer to Administrative Channels of Communication page 2-13 for further instructions.
    - If the indebtedness is determined to be within the IMS control, take the following actions:
      - Counsel the IMS. Taking into consideration the amount of debt and the financial support received by the IMS, set up a payment plan to ensure past and future payment requirements are satisfied.
      - If the IMS does not agree to the arrangement or does not adhere to a payment plan, refer the matter of indebtedness to the training installation commander.
      - Notify TECOM-G3 and the appropriate MCSCG Program Manager if the problem is not resolved after counseling by the training installation commander.
      - Diploma will not be issued until IMS has paid all outstanding debts.



- If the IMS departs the training activity before resolving the indebtedness problem, notify the IMSO at the gaining activity. Notify TECOM-G3 and the appropriate MCSCG Program Manager through the chain of command if the IMS is to return to his or her home country. In the latter event, the appropriate MCSCG Program Manager will notify the IMS's embassy or the SCO.
- Maintain IMS records. IMSOs will accurately maintain a complete personnel and training record on each IMS. Records, to include progress reports, ITOs and academic reports, should be maintained for 2 years and then destroyed in accordance with SECNAVINST 5212.5D. IMS will not hand-carry these records or review their contents. The personnel and training record will be established at the first U.S. military training installation. Information such as, but not limited to, that listed below will be filed in chronological sequence of action in the record.
  - Copy of ITO, amendments, and endorsements.
  - Application for ID cards for IMS and their authorized accompanying dependents.
  - Instructor comments on the IMS strengths, weaknesses, idiosyncrasies, and attitude. Comments should be recorded during the course of instruction as well as upon completion.
  - Record of courses attended.
  - Any correspondence relating to indebtedness, traffic violations, civil law violations and charges, and similar incidents or actions regardless of action taken. Such collection of documents should indicate the result of each action if available.
  - Record of individual counseling given the IMS.
  - Record of DoD FSP activities that IMS either participated in or were given the opportunity to participate in.
  - Any other documents that would furnish data beneficial to IMSOs at subsequent training locations.
- Transmit IMS records.
  - IMSOs will transmit IMS personnel and training records to the gaining installation as soon as possible (not to exceed 10 days) after IMS complete training. The last training installation will forward these records to the SCO immediately, if possible, but not later than 60 days following graduation.
  - Classified notebooks, workbooks, and similar documents developed by IMS will be forwarded to their home service, through the SCO, using applicable document release forms. (See Chapter 10: Section IX of the JSCET regulation for details.)
  - Individual flight and unclassified medical records may be hand-carried between training installations by IMS or mailed to the gaining installation. The last installation will forward these records to the SCO after IMS complete training.
  - Check IMS installation clearance and checkout procedures. IMSOs will ensure that proper installation clearance and checkout processing procedures are followed.
- IMSOs are required to complete the final progress reports (Completion/Departure Reports) in the IMSO SAN Web within three working days of course completion /

termination. Information copies of these reports are sent to MCSCG and the Security Cooperation Office (SCO) in the student's home country.

Routine questions on the administration of IMS should be referred directly to the appropriate Program Manager at MCSCG.

Occasionally, in the performance of duty, an IMSO will come across serious, unique, or controversial situations. When this occurs, IMSOs should report these situations **immediately**, through their chain of command, to TECOM G-3/SC and the appropriate MCSCG Program Manager. The initial report will be by telephone or e-mail. TECOM G-3/SC will advise if record message traffic is required. Such messages will be addressed to CG TECOM with an information copy to MCSCG. Situations that require reporting include infractions, incidents of a serious nature, or serious medical conditions or emergencies involving either IMS or their dependents. Situations that may warrant a report include unique or controversial situations related to grooming standards, religious principles, indebtedness, or any situation detrimental to the IMS successful completion of training. In coordination with TECOM G-3/SC and the Program Managers at MCSCG will provide guidance to the IMSOs and their commands on available courses of action. IMSOs should call the appropriate Program Manager at MCSCG at the first sign of a problem. Procedures to be followed relating to disciplinary action in the case of IMS are addressed separately in this Guide.

To assist IMSOs in the daily performance of their duties, an **IMSO Checklist** is included in this Guide.



## **Training For International Military Student Officers (IMSOs)**

The Defense Institute of Security Assistance Management (DISAM), Wright-Patterson AFB, Ohio, serves as the centralized Department of Defense (DoD) school for the professional education of personnel involved in security assistance management. DISAM conducts resident and non-resident formal courses of instruction to prepare U. S. and foreign military and civilian personnel as well as defense contractor and industry personnel engaged in security assistance functions to effectively perform security assistance duties. Another DoD educational resource is the United States Air Force Special Operations School (USAFSOS), Hurlburt Field, Florida. Courses provided by these two institutions form the foundation of training for IMSOs.

The DISAM Training Officer (SAM-TO) course and the USAFSOS Intercultural Competence for SOF (ICSOF) course, are the two basic courses every IMSO should complete within one year after their appointment. These institutions also provide advanced training, such as the Advanced Training course (SAM-AT) taught by DISAM or one of the regional orientation courses taught by the USAFSOS.

Course information on training opportunities for IMSOs is provided below:

- **TRAINING OFFICER COURSE (SAM-TO).** This course is for personnel responsible for the supervision and administration of international military students in CONUS, Hawaii, and Alaska. This course provides an overview of security assistance management and the policies and procedures required by IMSO to administer international military students and conduct the DoD Informational Program.
- **INTERCULTURAL COMPETENCE FOR SOF COURSE (ICSOF).** This course is designed to improve the communication and problem-solving skills of DoD personnel engaged in training, administration, and/or negotiation with foreign military personnel. Instruction is key to strategies for effective interaction with people from a variety of cultures. Regions covered may include Southwest Asia, Latin American, Asian-Pacific, Africa, Russia, Central Asia, Eastern Europe, Western Europe, and the Balkans. The course is divided into two instructional areas: 1) a conceptual analysis of values and culture with strategies basic to effective cross cultural communications and 2) a regional focus covering historical culture development and specific regional norms.

Additional information about DISAM or the courses it offers can be found on its website:

<http://www.disam.DSCA.mil>

Additional information about USAFSOS or the courses it offers can be found on its website:

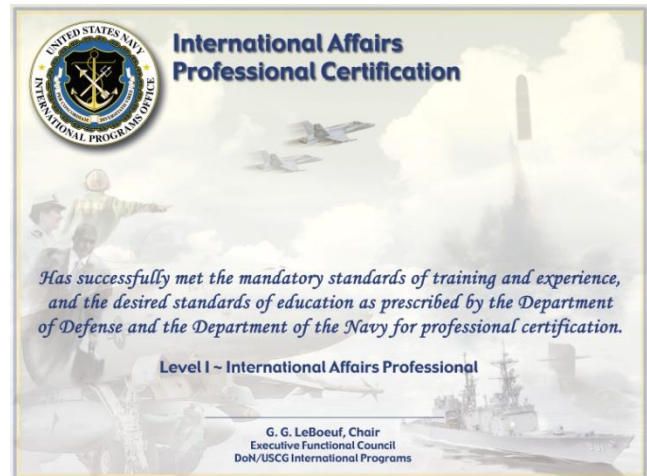
<http://www.afsoc.af.mil/usafsos>

All Marine Corps requirements for IMSO training should be sent to: Director, Marine Corps Security Cooperation Group Security Assistance Section, Attn: Training Program Coordinator, MCSCG Security Assistance, 937 Atlantic Ave, Fort Story, Virginia 23459. For more information, contact the MCSCG Training Program Coordinator, DSN 438-4430, COMM (757) 962-4430. Ext: 2252

## International Affairs Workforce Certification

The Department of the Navy has implemented an International Affairs (IA) workforce certification program. This program consists of formal standards and career certification guidelines for International Affairs professionals. The guidelines articulate job experience, training, and education requirements for three levels of certification.

**LEVEL I – BASIC.** Training standards for this level are designed to establish fundamental qualifications and expertise in the individual's International Affairs specialty. This level is the foundation for career progression and is designed to prepare qualified, motivated personnel for positions of increasing responsibility. At the basic level, individuals are exposed to the primary functional areas of International Affairs and the roles of its various specializations.



**LEVEL II – INTERMEDIATE.** At this level, specialization is initially emphasized. Development continues, the responsibilities and the length of time an individual spends in each position generally increases. While specialization in one of the primary functional areas is emphasized at the beginning of this level, the individual should later begin to broaden his or her background toward a more general expertise in the overall process of International Affairs.

**LEVEL III – ADVANCED.** By the time an individual reaches the senior levels of International Affairs, they should have completed all the mandatory training and education requirements appropriate to the level they have attained. Their career patterns should have given them depth of knowledge in one or more primary functional areas, plus knowledge ranging across the spectrum of International Affairs.

All Marine Corps IMSOs are eligible for certification through this program. Marines, both military and civilian, who perform IMSO duties on a full-time or near full-time basis, should achieve a minimum of Level I certification. For more information on experience, training, and education requirements or to request training, contact the Marine Corps Security Cooperation Group Security Assistance Section, Attn: Training Program Coordinator, MCSCG Security Assistance, 937 Atlantic Ave, Fort Story, Virginia 23459. For more information, contact the MCSCG Training Program Coordinator, DSN 438-4430, COMM (757) 962-4430. Ext: 2279.

Information on certification criteria and how to apply can be found at the following web site <https://iacertification.dsca.mil>.

## Academic Deficiencies and Disciplinary Action

When a partner nation sends a student to train in the U.S., they want that student to receive the same training as the U.S. students, within disclosure authorization limits. Partner nations expect their students to train to the same standards within what can reasonably be expected. Marine Corps schoolhouses should maintain the same standards for an international military student (IMS) that are set for U.S. students.

*It is imperative that the appropriate MCSCG Program Managers and TECOM G-3/SC are notified at the first sign of academic deficiencies or disciplinary problems.* This will provide the opportunity to notify the appropriate partner nation representative and the Security Cooperation Officer (SCO) that there is a potential problem. Often these deficiencies can be corrected by the partner nation representative or by programming other training. In many cases, such contacts can have a positive influence on academic problems, especially where the cause may be the IMS's attitude in pursuing the course of instruction.

IMs who fail to meet the training standards set for U.S. personnel may be disenrolled from the school upon approval by CG TECOM based on the Commanding Officer/School Director recommendation. Disenrollment of an IMS indicates that the mission of educating or training contracted for under a security cooperation program has not been accomplished. Therefore disenrollment must be viewed as the last resort.

Sometimes it is determined that a student may continue training, but will only receive a **Certificate of Attendance** instead of graduating with a diploma. Certificates of attendance in U.S. formal courses of instruction will be given to IMS when they do not meet the established training standard but have attended the entire course and have 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.

When it is apparent that an IMS should be withdrawn from training or will receive a certificate of, TECOM G-3/SC and the appropriate MCSCG Program Manager will be advised immediately of the full particulars of the case. This will include Commanding Officer/School Director recommendations on suitability for other training or disposition of the IMS. Pending receipt of this authority, suspension is authorized at the discretion of the Commanding Officer/School Director.

In the absence of standard agreements with countries involved in security assistance training, **IMS cannot be disciplined in accordance with the Uniform Code of Military Justice.** Disenrollment is the only disciplinary option available in the case of an IMS who has demonstrated an inability to conform to the rules and regulations at the command where training takes place.

To facilitate the proper documentation, reporting, and resolution of academic and disciplinary problems, the following system will be implemented by all Marine Corps commands and activities providing education or training to IMS:

- Warning

- 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 that an official warning is being provided and that change is required to avoid the IMS 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's training record. The IMS will be informed that if the required changes in either behavior or academic performance are made within the time period specified the official record of the counseling session will be removed from the IMS's training record upon the IMS's successful completion of the current course of instruction.
  - The IMSO will inform the TECOM G-3/SC and the appropriate MCSCG Program Manager of the actions taken with the IMS.
- 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 an IMS is placed on probation, the Commanding Officer/School Director 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, that the IMS is officially being placed on probation, that the IMS must change to avoid recommendation for disenrollment, of the exact nature of the change required, of the time period in which the change must occur, and that the IMS's Washington, DC, based attaché or other government official will be notified of this action. These details will be recorded in an official letter to the IMS from the Commanding Officer/School Director that will be provided to the IMS during the official counseling session. A copy of this letter will be placed in the IMS's training record and will remain in that record until the IMS successfully completes all CONUS based training. If the IMS's conduct or academic progress so warrants, the IMSO at the last activity or installation providing training to the IMS will remove this letter from the training record prior to forwarding the training record to the SCO.
- Disenrollment
    - When an IMS fails to make the changes in either behavior or academic performance required as a result of being formally placed on probation, or when an IMS exhibits behavior prejudicial to good order and discipline, the Commanding Officer of the training activity is authorized to recommend disenrollment. This recommendation will be made through the chain of command to CG TECOM via the MCSCG Security Assistance Branch. The initial report will be by telephone or e-mail followed immediately by Official Correspondence, this letter may be scanned and e-mailed to the TECOM G-

- 3/SC and MCSCG Security Assistance Program Managers. The correspondence will include appropriate recommendations. Unless otherwise directed, copies of all record correspondence relating to disenrollment will become a permanent part of the IMS's training record and will be forwarded to the SCO after the IMS return to homeland.
- Based on the decision of CG TECOM, MCSCG Security Assistance Branch will provide disposition instructions to the training activity involved. Copies will be provided to Navy IPO, the Geographic Combatant Commander, the Marine Component Commander, the SCO, and the Washington, DC, based representative of the IMS's government.



## Academic Reports

The IMSO is responsible for ensuring that an International Student Academic Report (DD Form 2496) is also prepared for each IMS and uploaded on the IMSO portion of the SAN. Preparers must take special care in writing the reports to ensure the reports are comprehensive and accurately portray the IMS academic achievements. Repetitive comments from one report to another are not permitted. A sample of an International Student Academic Report is provided in this Desktop Guide.

The academic report is the major source of information available to the SCO and the foreign government to assess the International Military Student's (IMS) academic accomplishment. It is very important that the reports provide sufficient information for the IMS's home country, as it serves as a "fitness report" for his time in training and could potentially affect his promotion and assignment to certain positions. It is equally important to make sure that the Academic Reports have correct information in the heading so the Security Cooperation Officer can identify the IMS properly and vector the report to the correct Service in-country.

As a matter of policy, IMS numerical grades or class standing will not be released by training installations except as listed below. MCSCG Security Assistance Program Managers must authorize other exceptions.

- An individual IMS may be provided his or her grade and class standing.
- Training installations may release class standing of IMS who are first in class standing.

Normally, academic reports are prepared at the conclusion of a particular course of instruction. If a student attends more than one course in a particular location, a separate academic report must be prepared for each course. Unless requested or authorized by MCSCG Security Assistance, in response to a specific country request, interim reports are not usually provided. Academic reports are forwarded via the SANWEB to the SCO by the IMSO as a part of this record. MCSCG Security Assistance does not keep copies.

Requests for IMS academic records and reports or information relating to them from an activity or organization outside the security assistance framework will be referred to TECOM G-3/SC and the appropriate MCSCG Program Manager for guidance.

IMSOs should maintain personnel and training records on each IMS for a period of 2 years and then destroy in accordance with SECNAVINST 5212.5D.

## Administrative Channels of Communication

Direct communication between the Marine Corps education and training installations (to include the IMSO) and a SCO is discouraged unless specifically authorized by the appropriate MCSCG Program Manager. All matters originating at the training installation, SCOs, or partner nation inquiries should be directed to the appropriate MCSCG Program Manager.

For all cross-service education and training programs the MCSCG Program Manager will communicate and coordinate with the sponsoring Service prior to taking any action to add, change, or remove an IMS from any education or training program. An exception is where safety is an issue. In this case, the IMS may be removed from training and the sponsoring Service notified by the MCSCG Program Manager after the fact.

The subject line on message traffic or correspondence relating to international education or training should be comprehensive so the subject can be readily identified and the problem resolved as quickly and smoothly as possible. When communicating about an IMS, the subject line will contain, at a minimum, the IMS name (except in the case of a medical issue), country, Program Type, Worksheet Control Number (WCN), and fiscal year (FY).

Example: ZZ, P12I, WCN 6666, Name

Example: ZZ, P-TXX, WCN 6666, Name

When an IMS or dependent is injured or requires hospitalization, the training installation will notify TECOM G-3/SC and the appropriate MCSCG Program Manager as soon as possible. In order to protect the privacy of personal health information, **do not include the IMS's name on any correspondence pertaining to health, hospitalization, or medical issues.** The country code, fiscal year or case designator, and the WCN of the IMS are sufficient. If the patient is a dependent, use the WCN and the dependent # from the IMS's Invitational Travel Order (ITO) block 12b, i.e. WCN 5004-2 with "2" being the second dependent listed in block 12b. E-mails regarding medical issues should be marked *For Official Use Only (FOUO)*. Notifications regarding medical issues will include all pertinent information concerning the IMS or dependent's condition as well as prognosis.

Additionally, the following **Health Insurance Portability and Accountability Act of 1996 (HIPAA)** disclosure statement must be included on all correspondence regarding a student's or dependent's medical or dental situation or hospitalization:

*"FOR OFFICIAL USE ONLY. This electronic transmission may contain personal medical information protected by the Privacy Act of 1974 and the Health Insurance Portability and Accountability Act (HIPAA) (see DoD 6025.18-R) not intended for disclosure outside government channels and exempt from mandatory disclosure under the Freedom of Information Act, 5 U.S.C., 552. Exemption 6 may apply. Do not release outside of DoD channels without the consent of the originator's office. If you received this message in error, please notify the sender by reply e-mail and delete all copies of message."*

## **Baggage Allowance for International Military Students**

IMSOs should review the ITO of each incoming IMS to insure the appropriate baggage authorization is marked.

Airlines have tightened their baggage policies within the past few years and now often charge for authorized checked baggage. Airlines have also placed significant restrictions on the amount, size, and type of carry-on items permitted on a given flight. Before an IMS travels by air, the IMSO should check with the airline to determine that airline's policy regarding charges for authorized checked baggage, as well as their rules for carry-on items, and advise the IMS accordingly.

Information pertaining who pays for the IMS's travel can be found in Section 12.g of the ITO.

When travel/transportation is funded by the IMS's home country/government the cost of transporting the IMS's baggage is the responsibility of that country/government.

When travel/transportation costs are paid by a U.S. Government funded program the baggage allowances described below are authorized for an IMS and apply to both overseas travel and travel to U.S. education/training installations or locations.

Baggage in excess of the amount authorized will be at the expense of the IMS or the IMS's home country/government.

Authorized baggage allowances for U.S. Government funded programs:

- Two total pieces of checked baggage, not to exceed 50 pounds each, are authorized for IMS when education/training is 12 weeks or less.
- Three total pieces of checked baggage, not to exceed 50 pounds each, are authorized for IMS when education/training is 13 through 23 weeks.
- Four total pieces of checked baggage, not to exceed 50 pounds each, are authorized for IMS when education/training is 24 through 35 weeks.
- Five total pieces of checked baggage, not to exceed 50 pounds each, are authorized for IMS when education/training is 36 weeks or longer.
- In addition to the allowances above, IF ANNOTATED ON THE ITO one additional piece of checked baggage (six total pieces of checked baggage, not to exceed 50 pounds each) is authorized for an IMS attending Marine Corps War College, School of Advanced Warfighting, Command and Staff College, Expeditionary Warfare School, Marine Corps International Fellows Program, or flight training.

After determining the airline's policy on checked baggage, the IMSO should arrange to include the cost of any checked baggage, up to the number of bags authorized on the ITO, in the last living allowance payment made to an IMS traveling under a U.S. Government funded program. If this is not possible the IMS should be instructed to file a travel reimbursement claim upon return to home country with the assistance of the SCO.

When traveling, an IMS's checked baggage must conform to carrier stipulations and should accompany the IMS.

For an IMS traveling under a U.S Government funded program, if checked baggage is unable to accompany the student on a flight *due to an airline imposed baggage embargo in country*, the IMSO is authorized to ship the IMS's baggage to the IMS's home address via the most economical method available. This could cause issues with customs in the IMS's home country so it is imperative that the baggage go with the student if at all possible. Baggage being shipped back in this manner must comply with applicable carrier regulations and the number of bags authorized for shipment must comply with limitations specified on the IMS's ITO.

IMSO questions regarding baggage allowance for IMS should be directed to the appropriate MCSCG Program Manager.



## Casualty Report, Death, and Disposition of Remains

If an IMS under security assistance sponsorship dies while undergoing education or training with the Marine Corps, or while traveling in connection with such training, the remains will generally become the responsibility of the Marine Corps until return to home country custody can be arranged.

Basic guidance is contained in NAVMEDCOMINST 5360.1. The activity at which death occurs will **IMMEDIATELY** notify TECOM G-3/SC and the appropriate MCSCG Program Manager. If the incident occurs after hours, notification should be made to the TECOM Duty Officer at (703) 784-6424 or DSN 278-6424 and the MCSCG Duty Officer at (757) 390-9300. The appropriate MCSCG Program Manager will notify the foreign attaché, public affairs office, and others as necessary. The activity at which death occurs will submit a casualty report in accordance with NAVMEDCOMINST 5360.1. The TECOM G-3/SC will notify the TECOM Chain of Command. The following additional information will be included in the remarks section of the casualty report:

- IMS's Invitational Travel Order number and date, WCN, and country.
- Request for instructions for disposition of remains.
- Request for permission to perform autopsy if required.
- Identification and location of next of kin if available.

Funeral or memorial services will not be conducted for the IMS until instructions concerning the disposition of the remains have been received from MCSCG. MCSCG will obtain special instructions on the disposition of remains from the IMS's home government.

The training installation will coordinate the preparation and transportation of the remains in accordance with authorized disposition instructions. 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.

- Per Diem and travel costs of the escort accompanying the remains of an IMET IMS within the United States are chargeable to IMET program.
- Travel and transportation expenses for escorts accompanying the remains of an FMS IMS will be borne by the foreign government concerned.

The IMET fund-cite in the IMS ITO will be used to defray preparation expenses and costs for transportation of the remains to the home country. Overseas return transportation costs will be paid from IMET program only for deceased IMSs from countries for which travel costs are defrayed from IMET funds. For transportation to a country that is responsible for all or part of the IMS's travel costs, the country concerned must arrange and pay for that portion through an official foreign government representative. Bills for services in connection with the disposition of a deceased IMS under the IMET program will be submitted to the Naval Medical Command for certification. The Naval Medical Command will then forward certified bills to Naval Education and Training Security Assistance Field Activity (NETSAFA) for processing.

Expenses involved in the death of a Foreign Military Sales (FMS) funded IMSs 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 IMSs will be handled by the sponsoring agency.

Expenses involved in the death of dependents of IMSs are the responsibility of the IMS or the foreign government and will be handled in the same manner as stated in the paragraph on FMS IMSs above.

The activity concerned will appoint an individual to officially coordinate the deceased IMS's 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 SCO for release to the next of kin.

An investigative report of death as a result of accident or homicide will be forwarded to the TECOM G-3/SC and appropriate MCSCG Program Manager. The report can be in letter format. It should address all circumstances surrounding the IMS's death and contain copies of all necessary supporting documents, for example, accident report, medical reports, and death certificate.

## Classified Training

Personnel involved with security cooperation education and training must be familiar with Marine Corps and DoD policies concerning the disclosure of classified military information (CMI) and controlled unclassified information (CUI) to an IMS. CUI is unclassified information to which access or distribution limitations have been applied in accordance with national laws, policies, and regulations of the originating country. All official information not cleared for public release must be reviewed and subsequently approved for release to a foreign government or organization.

It is the MCSCG Program Manager's responsibility to ensure a country is authorized to attend a course or not. It is the IMSOs responsibility that the course directors and instructors know the limitations of what can be disclosed and what cannot.

- CMI and CUI will only be disclosed or released to IMS according to SECNAVINST 5510.34A and only on a need-to-know basis.
- Training that involves the disclosure of classified information or sensitive information must be reviewed and approved by HQMC PL, TECOM G-3/SC or other appropriate Designated Disclosure Authority (DDA) before the training can be programmed. The release of classified information to a country that is not currently eligible for access will be denied.
- The Training Military Articles and Services List (T-MASL) identifies those formal courses that require a security clearance for attendance; however, this designation does not mean that all countries can attend the course. Only those countries that have been specifically authorized can be programmed for these courses.
- Instruction on a weapon system, equipment the country does not have, or has not shown a firm intent to acquire is not authorized.
- Courses may cover more than one weapon system. If so, IMS will be retained in class for instruction only on those weapon systems that their country has in its inventory or has shown a firm intent to acquire.
- Disclosure of communication security (COMSEC) information will be based on HQMC PL, in coordination with HQMC C4 approval.
- Access to NATO classified information may be provided to IMS from NATO nations upon receipt of access certifications by the respective training installations as prescribed by treaty regulations and properly cleared by Headquarters, NATO. Each certification should show the highest level of NATO access granted to the IMS. Granting of this access will allow NATO IMS to receive NATO classified information and briefings available during the course.

Appropriately cleared international military students (IMS) are permitted to participate in classified training if disclosure has been authorized in accordance with SECNAVINST 5510.34A. Such participation is contingent on completion of a two-step process.

- The individual IMS must be screened and his or her clearance verified on the ITO. The SCO is responsible for validating this screening. The results are annotated in the appropriate section of the ITO.



- Appropriate disclosure authority must be for the country and must be approved to attend a particular program of instruction. The MCSCG Program Manager coordinates this process with TECOM G-3/SC , HQMC or the appropriate DDA. If a classified program of instruction is approved for international attendance, HQMC or the appropriate DDA prepares a *Delegation of Disclosure Authority Letter* (DDL) for each country involved.

Prior to adding a course to the T- MASL, the TECOM G-3/SC will request a disclosure of classified material review. This requires the school to submit a detailed listing of classified information and materials used in the particular course. The format prescribed by MCO 5510.20A. The TECOM G-3/SC will review the request for completeness and then forward it to HQMC or the appropriate DDA for the required disclosure authorization. If necessary, HQMC or the appropriate DDA coordinates this review with Navy International Programs Office or another military department's disclosure office.

The results of the review for classified training are documented in a DDL. If more than one country is scheduled to attend the classified course of instruction, all countries involved can be covered by a single DDL. Completed DDLs by TECOM G-3/SC will be sent to MCSCG and the appropriate command or school. The command or school will ensure that all personnel involved in providing classified instruction to international students are familiar with the conditions spelled out in the DDL.

Disclosure authorizations, as provided in DDLs, are reviewed annually. During the annual Disclosure Review, TECOM G-3/SC /SC will task commands and schools providing classified instruction to review and resubmit an up-to-date list of classified information and materials for each course. The same format prescribed by MCO 5510.20A is utilized. Changes from the previous submission will be annotated. If no changes have occurred since the last disclosure review, then the DDL remains valid. If changes have been made, then the disclosure process is repeated and a new DDL is issued. If at any time the curriculum changes and classified material is added, notify TECOM G-3/SC and MCSCG immediately so a review of the classified material can be conducted and appropriate authorizations determined.

Classified OJT or observer training requires a similar submission and approval process and documentation.

Under no circumstances will a Marine Corps command or school provide classified instruction to an IMS without receipt of both a DDL for the country involved and verification, by means of the ITO, of the IMS security screening.

Release of instructional related material to IMS is authorized as outlined below. **Other than as stated below, training installations are not authorized to release U.S. military documents directly to foreign requesters. This means that the commands cannot provide programs of instruction (POI) or other documents to visitors or others who may request it without appropriate approval.**

- Unclassified material: Commanders of training installations may authorize the release of unclassified student notes and locally prepared training materials to IMS at the conclusion of training. These may be included in RIM.
- Controlled unclassified material within the parameters of the disclosure authorization: IMS participating in training may be issued CUI publications and training material during the training. IMS must be briefed that all CUI provided to them must remain under their control at all times; that it may not be copied, reproduced, or distributed to anyone else, and that all controlled unclassified material must be returned to the school at the conclusion of the training course. Publications, if approved by DC PP&O PL, may then be shipped to the appropriate SCO in accordance with appropriate release procedures.
- Classified material within the parameters of the disclosure authorization: IMS participating in classified training may be issued classified publications used as texts and schematics during the training. All notes, including those written in the student's language, and other classified publications will be collected at the end of the training, properly marked, and shipped to the appropriate SCO in accordance with appropriate release procedures.

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Disclosure Review Format

**Classified Materials and Information Used In  
Courses Attended By International Students At**

*(Insert name of School/Course)*

POC:  
NAME: \_\_\_\_\_  
PHONE: \_\_\_\_\_

Course Number:  
Overall Classification:

Title:

PUBLICATIONS

Short Title:	Long Title:	Access Required by Students	Chapter	Page	Para	Class
		YES NO				

TRAINING AIDS

Identification	Short Title	Long Title	Classification
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EQUIPMENT

Identification	Short Title	Components	Classification
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OTHER CLASSIFIED MATERIALS

Identification	Source Material	Components	Classification
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## Clothing, Uniforms, and Equipment

Military IMS should report to U. S. installations with their full complement of uniforms, clothing, and equipment required by the program of instruction. It is understood that all IMS will not have the same issue, or quantity of items that U.S. Marines have. Specific information on uniform, clothing, and equipment requirements are provided to the SCOs on the Security Assistance Network (SAN). SCOs use this information to assist IMSs prepare for Marine Corps training.

IMSOs should ensure that details on the types of clothing, uniforms, and equipment required for the courses at their installations is provided on their section of the SAN as well as in any pre-course information provided an anticipated IMS. Military IMS should wear their country equivalent of Marine Corps uniforms appropriate for their course of instruction.

Organizational clothing and equipment required by IMS for a prescribed training course are authorized for loan. Maintenance costs of equipment, replacement costs of clothing, and issue expenses are normally included in course costs. Issue to IMS will be as authorized for officers and enlisted personnel of equivalent rank. Lost, damaged, or destroyed property will be accounted for, to include cash collection from IMS, if determined appropriate.

IMS may be allowed to wear their own physical training (PT) gear, or they may purchase unit or Marine Corps “green-on-green” sweatshirt and sweatpants, or shorts and T-shirt. Program funds will not normally be used for such purchases. Additionally, Marine Corps PT gear may only be worn during physical training and is not authorized for wear during periods of leave and liberty. The USMC sweatshirt may be worn during leave and liberty as an outer garment or as a layering garment (e.g., under a jacket).



Realizing that the student may not have all the appropriate uniform items, individual clothing and equipment required for prescribed training courses may be made available to IMS as required. Issue expenses not included in the course costs will normally be paid for by the IMS. Issued individual clothing and equipment will be collected from IMS on completion of their training at each installation. Items that cannot be returned for hygienic or aesthetic reasons, or items purchased by the IMS, will be retained by the IMS.

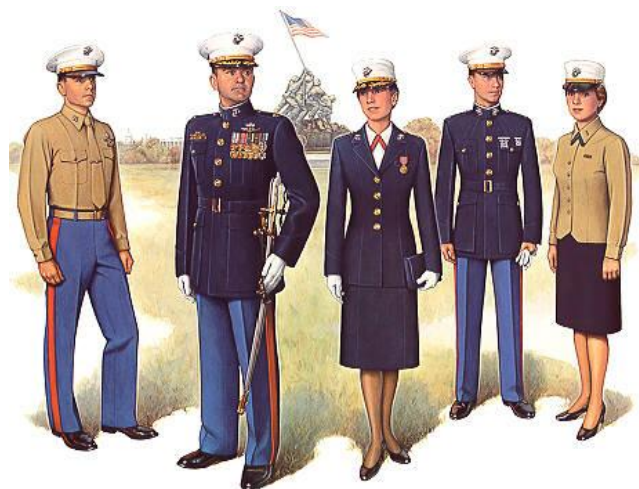
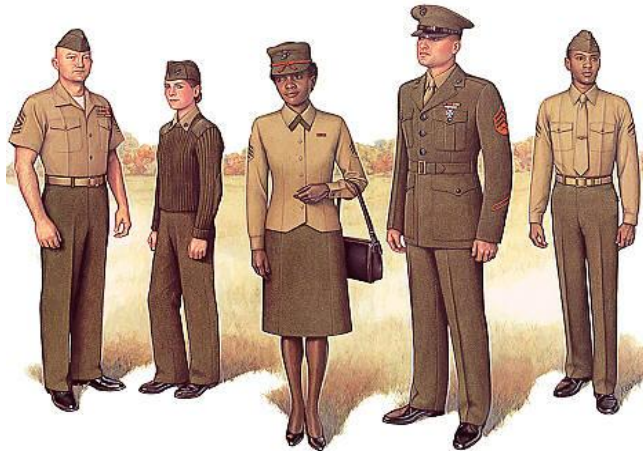
Base Commanders may extend to IMS the privilege of purchasing non-distinctive clothing for cash from Cash Sales stores. Non-distinctive clothing will be sold in reasonable amounts to comply with the requirements of the individual concerned. **The Marine Corps digital pattern camouflage uniform is considered a distinctive uniform item, exclusive to U.S. Marines and is not authorized for sale to or use by internationals.**

If a student does not have a uniform suitable for climatic conditions in the United States, there will be no objection to the wearing of a basic U. S. uniform (i.e., the old style camouflaged utility uniform). *U. S. buttons, insignia, and distinguishing marks must be removed and replaced by the distinguishing marks of the country concerned.* Authorized uniforms may be



purchased by the country or by the individual IMS. Program funds will not normally be used for such purchases.

The wearing of a uniform by military personnel from certain specified countries may not be permitted. The MCSCG Program Manager will provide IMSOs advance notice if this prohibition applies.



## English Comprehension Level (ECL) Testing and Test Control Officers (TCO)

The ECL test is the Department of Defense test for assessing the English language proficiency of IMS being considered for assignment or training in the United States. The required ECL score for course entry is set by the military service and the school which conducts the course. The test is scored on a scale of 100, and most requirements fall between 65 and 85.

The ECL test is a four-option, multiple choice test for listening and reading comprehension. The emphasis is on informal American English, the kind of language that might be used in a military training environment. However it does not test specialized technical terminology but rather general English proficiency. All sites, except the Defense Language Institute, English Language Center (DLIELC) in Lackland AFB, San Antonio, TX campus, use the traditional *paper-and-pencil* version of the test with the listening items on cassette tape. Administration of the test takes about 75 minutes, and it can be easily scored using an answer key. DLIELC uses a computer-adaptive version of the ECL (CAT ECL) test. Additional information on ECL testing can be found on DLIELC's website at: [http://www.dlielc.edu/Testing/ecl\\_test.html](http://www.dlielc.edu/Testing/ecl_test.html)

It is the responsibility of the IMSO at the first installation to ensure direct entry students are tested. IMSs coming from DLIELC or another school are not tested. The ECL can be obtained and administered only by authorized ECL TCOs, who are US Government personnel. The TCO may be the IMSO, or the base education office may appoint a TCO.

In this Desktop Guide are examples of a Memorandum for Record (MFR) for the ECL TCO appointments and the ECL questionnaire for ordering ECL tests. A new TCO must send a copy of the MFR of appointments with the Questionnaire when ordering their first supply of ECL tests. An established TCO does not need to send a copy of the appointment MFR if there has been no change in appointments since the last MFR was submitted.

A "direct entry" student is a student who comes directly from country to the Marine Corps training installation without first attending English language training at DLIELC. Direct entry students from most countries require an ECL test prior to entry into their course of instruction.

In accordance with Defense Security Cooperation Agency (DSCA) Memorandum, dated 27 Dec 2011, FY 12 ECL and OPI Country Exemption Lists, the information below applies. Note – this information changes annually. <http://www.disam.dsca.mil/itm/messages/messages.asp>  
Contact the appropriate MCSCG Program Manager for up to date information.

### **FY12 COUNTRY EXEMPTION LISTS FOR ENGLISH COMPREHENSION LEVEL (ECL), TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL), AND ORAL PROFICIENCY INTERVIEW (OPI)**

For FY 12 the following 26 countries are **exempt from in-country and CONUS ECL, Oral Proficiency Interview (OPI), and Test of English as a Foreign Language (TOEFL) testing**: Antigua, Australia, Bahamas, Barbados, Belgium, Belize, Brunei, Canada, Dominica, Grenada, Guyana, India, Ireland, Jamaica, Malta, Mauritius, Netherlands, New Zealand, Norway, Singapore, St Kitts, St Lucia, St Vincent, Trinidad and Tobago, and United Kingdom.

- Security Cooperation Offices (SCOs) have the option of conducting ECL or other testing regardless of country exemption if concerned with the IMS' English-language capabilities.
- IMS from Pakistan and Kenya who are scheduled for senior Professional Military Education (PME) courses are also exempt from all in-country and U.S. testing of ECL, OPI and TOEFL.

For **FY 12** the following 34 countries are **exempt from in-country ECL testing only**: Austria, Bangladesh, Botswana, Denmark, Fiji, Finland, France, Gambia, Germany, Ghana, Iceland, Israel, Italy, Kenya, Lesotho, Luxembourg, Malawi, Malaysia, Nigeria, Pakistan, Papua New Guinea, Philippines, Samoa, Sierra Leone, Solomon Islands, South Africa, Spain, Sri Lanka, Suriname, Swaziland, Sweden, Switzerland, Tonga, and Zambia

For these countries:

- SCOS should appropriately annotate the student Invitational Travel Order (ITO) to indicate the student is exempt from in-country ECL testing, but is required to take an ECL test upon arrival at the first training installation in the U.S.
- In-country ECL testing may be required for critical courses or if a Specialized English Training (SET) waiver is requested.
- SCOs have the option of conducting ECL testing regardless of country exemption if concerned with the student's English language capabilities.
- Students from Israel scheduled for senior PME courses are required to take in-country ECL tests.
- ECL-exempt countries can request internet-based ALCPT to establish candidates' eligibility for required OPI testing. Submit internet based testing request via e-mail to DLI. Internet-based testing is available on a case-by-case basis under the following conditions:
  - Whether the country is ECL and/or OPI exempt and does not have an active ECL test site;
  - Whether the country can provide a test control officer (in accordance with DLIELC Instruction 1025.15), to provide access to the candidate in U.S. facility, or U.S.-run facility, and remain in the room during testing; or
  - Whether the U.S. facility has the appropriate internet capability.

For **FY 12** the following 14 countries are **exempt from in-country ECL testing only**: Austria, Botswana, Denmark, Finland, France, Germany, Greece, Israel, Italy, Luxembourg, Portugal, Spain, Sweden, and Switzerland.

- The OPI is an oral complement to the ECL; it is a time-consuming and labor-intensive process and should be requested judiciously. Therefore, ECL-exempt countries in FY12 should administer an ALCPT to screen candidates prior to requesting a telephonic OPI.
- For countries listed in this category, SCOs will mark the ITOs to indicate that the student is exempt from in-country OPI testing only.
- Students from countries listed in this category are required to take a DLIELC administered OPI test upon arrival at the first training installation in CONUS. Test Control Officers should schedule the OPI as soon as a qualifying ECL score is achieved.

SCOs may require an OPI if concerned with student language capabilities.

- DSCA strongly encourages SCOs to schedule in-country OPI tests for all candidates with an OPI requirement that exceeds 2, since levels 2+ and above require extensive language training time. If the SCO elects to OPI test a candidate in country, the SCO must ensure that the candidate has achieved the minimum FOT ECL requirement on in-country ECL prior to scheduling the OPI.
- Students from all non-exempt countries enrolled in the Public Affairs Qualification Course (MASL B164590) or the Public Affairs Qualification Course for International Students (MASL B164601) are required to take an in-country OPI test.
- ECL-exempt countries can request internet-based ALCPT to establish candidates' eligibility for required OPI testing. (See instructions in Category 2, paragraph g.)
- If in-country OPI testing is required for a SET waiver, candidate must meet required in-country ECL/ALCPT prior to scheduling OPI.
- Students from the **exempt from in-country ECL testing** must continue to demonstrate appropriate proficiency skills during training or country exemption will be withdrawn. SCOs from countries that are exempt from in-country OPI testing should ensure their students are language qualified. Forfeiture charges will apply when a student's failure to qualify on direct-entry OPI testing results in rescheduling or cancellation of training.

The minimum 55-ECL exemptions have been rescinded. Students from all countries, regardless of funding (Foreign Military Sales, International Military Education & Training, etc.), must have the minimum 55 ECL before attending English language training at DLIELC. SCOs from countries that are not able to purchase appropriate English language equipment and materials to develop an in-country ability to reach a 55 ECL due to a small IMET program, or other considerations which make this economically unfeasible, may submit minimum 55 ECL waiver requests to DSCA to be considered on a case-by-case basis.

The following policy guidance pertains to the ECL testing and is provided for IMSO information:

- Students from countries listed above that are exempt from all ECL testing requirements or in-country ECL testing must continue to demonstrate successful English language performance during training or their country's exemption status will be withdrawn. Countries should keep an American Language Course Placement Test (ALCPT) on hand to screen OPI candidates to determine whether or not they are within range (at least 80 for a 2/2 requirement) prior to requesting an OPI, and to assess cases that seem questionable.
- All applicable forfeiture charge(s) will be applied when a student's failure to meet the prerequisite ECL on the "U.S. direct entry ECL tests" results in rescheduling or cancellation of the direct entry training and/or subsequent training track lines due to language deficiency. Forfeiture charge(s) will also be applied when students attending English language training at DLIELC fail to meet the language requirement for follow-on training, resulting in rescheduling or cancellation of the follow-on training.
- SCOs have the option of conducting ECL testing regardless of in-country exemption if concerned with the student capabilities.

- Requests for additions/deletions of countries to/from the above lists should be forwarded by the appropriate Geographic Combatant Commander to DSCA with info to DLIELC and the various Services and Military Departments.
- Students from non-exempt countries must meet the TOEFL requirements established for admission to graduate programs offered by several DoD institutions. The test is administered in Paper Based (PBT), Computer-Based (CBT) or Internet-Based (IBT) form. Scores are valid for two years from the date of the test and must be current when the student reports to the institution.
- DLIELC offers a TOEFL preparatory academic writing course, MASL D177022, for IMSs scoring below 560/220/83 but above 513/183/65.

The following 14 countries are **exempt from in-country OPI testing**: Austria, Botswana, Denmark, Finland, France, Germany, Greece, Israel, Italy, Luxembourg, Portugal, Spain, Sweden, and Switzerland. As appropriate:

- SCOs for countries not exempt from in-country OPI testing should schedule a required telephonic OPI with DLIELC as early as practicable. Candidates must first satisfy ECL/ALCPT requirements to qualify for a telephonic OPI. The OPI is an oral complement to the ECL, they are time-consuming and labor-intensive and should be requested judiciously; therefore, ECL-exempt countries should keep an ALCPT on hand to screen candidates prior to requesting a telephonic OPI.
- ITOs should be appropriately marked to indicate that the student is exempt from in-country OPI testing only.
- Students from countries listed as exempt from in-country OPI testing requirements are required to take a DLIELC-administered OPI test upon arrival at the first training installation in CONUS (Test Control Officer should schedule the OPI as soon as a qualifying ECL score is achieved)
- Students from countries listed as exempt from OPI testing requirements must continue to demonstrate appropriate proficiency skills during training or country exemption will be withdrawn.
- Countries exempt from in-country OPI testing should ensure their students are language qualified. Forfeiture charges will apply when a student's failure to qualify on direct entry OPI testing results in rescheduling or cancellation of training.
- If in-country OPI testing is required for a SET waiver, candidate must meet required in-country ECL/ALCPT prior to scheduling OPI.
- An International Military Student Officer (IMSO) with students from countries granted an in-country OPI exemption should schedule a telephonic OPI with DLIELC immediately after student arrives at the training location.
- Student ITOs should be appropriately marked to indicate that the student is exempt from in-country OPI testing, but is required to take an OPI test upon arrival at the first training installation in CONUS.
- SCOs may require an OPI if concerned with student language capabilities. SCOs are strongly encouraged to schedule in-country OPI tests for all candidates with an OPI requirement that exceeds 2, since levels 2+ and above require extensive language training time. Ensure candidate scores minimum of 85 on in-country ECL/ALCPT prior to scheduling an OPI.

- ECL-exempt countries can request internet-based ALCPT to establish candidates' eligibility for required OPI testing. Internet-based testing is available on a case-by-case basis under the following conditions: 1) country is ECL and/or OPI exempt and does not have an active ECL test-site, 2) country can provide a test control officer in accordance with DLIELC Instruction 1025.15, who will log-on candidate in U.S. facility and remain in room during testing, and 3) U.S. facility has high speed internet connection. Submit internet based testing request via e-mail to: [dlitesting@lackland.af.mil](mailto:dlitesting@lackland.af.mil)
- Exemptions from in-country ECL testing and/or in-country OPI testing do not apply to exercises and competitions, ship crew training, and training at civilian institutions that may require language testing in accordance with standards established by the U.S. host organization. These language prerequisites/testing requirements may be referenced in the message/invitation announcing the exercise/competition/ship crew training or training at civilian institutions and are defined in the applicable training plan and/or Letter of Offer and Acceptance.

The IMS ITO should be appropriately marked to indicate that the student is exempt from in-country ECL testing but is required to take an ECL test upon arrival at the first training installation in CONUS.

Students from countries listed above that are exempt from all ECL testing requirements or in-country ECL screening must continue to demonstrate successful English language performance during training or country exemption will be withdrawn.

The following basic guidelines apply to ECL testing at the schoolhouse:

- If student achieves required ECL score, student is entered into training
- If student does not achieve required ECL score:
  - Student is retested in 1-2 working days (never the same day)
  - DLIELC and the appropriate MCSCG Program Manager will be advised if the IMS fails the retest. (both DLIELC and the MCSCG PM must approve a second retest.) MCSCG has responsibility to waive prerequisite score or cancel training and assess penalty charges.

The overall ECL testing program is controlled by DLIELC. Test control POC at DLIELC can be contacted at DSN 473-4889.

## Test of English as a Foreign Language (TOEFL)

Candidates for all Marine Corps University (MCU) Masters Degree programs and for the MCU International Fellows Program from non-English speaking countries will be required to validate their fluency in English through the Test of English as a Foreign Language (TOEFL). The MCU identification code is 1453. The only countries exempt are those who are exempt from all ECL, OPI, and TOEFL testing requirements as determined by the Defense Security Cooperation Agency (DSCA).

Those courses at the Marine Corps University (MCU) requiring TOEFL are:

- Marine Corps War College
- Marine Corps University International Fellows Program
- School of Advanced Warfighting
- Command and Staff College (if applying for the Masters Degree)

When applying for a TOEFL exam, the **MCU identification code is 1453**. This should be included on the registration application to allow for a copy of the results to be sent directly to the MCU. TOEFL test results are valid for two years from the test date and must be valid when the student reports to MCU.

Information regarding TOEFL testing can be obtained at the following addresses:

- TOEFL Website: <http://www.toefl.org/>
- Mailing Address:

TOEFL/TSE Services  
Test of English as a Foreign Language  
P.O. Box 6151  
Princeton, NJ 08541-6151  
Telephone: (609) 771-7100



## Field Studies Program (FSP)

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

- DoD Instruction 5410.17 of 15 Sep 06
- Joint Security Cooperation Education and Training Regulation (JSCET), Chapter 11
- Security Assistance Management Manual (SAMM), Chapter 10
- DSCA – DoD Informational Program Handbook

The information outlined below supplements these references and applies to all IMS undergoing training or participating in orientation tours with the United States Marine Corps in the United States as part of one of the security cooperation education and training programs.

This information does not apply to foreign personnel visiting at the personal invitation of the Commandant of the Marine Corps, partner nation participants in a Geographic Combatant Commander's initiative visits, self-invited visits, liaison officers, or other non-security assistance programs.

Each IMS attending military training in the United States, or participating in an orientation tour arranged under Marine Corps Security Cooperation Group (MSCSG), will be given the opportunity and encouraged to participate in the Marine Corps FSP. All training activities are required to offer FSP. Participation in FSP activities is part of the total training program and of importance second only to the military objectives for which the IMS is in training. It is critical that IMS be exposed to non-military aspects of life in the United States in addition to their military training.

Participation in FSP activities, other than those that are integral parts of the course program of instruction, are highly encouraged but not required.

The USMC FSP point of contact can be reached at (757) 962-4430 ext: 2252

### Objectives

The FSP will support the following four areas of emphasis:

- Internationally recognized human rights as outlined in the Universal Declaration of Human Rights.
- The democratic ideals of an elected government and effective civil-military relations that reinforce that elected government.
- The roles and interrelationships of a culturally, ethnically, economically, and socially diverse population in a democratic society.
- The U.S. free enterprise system and its role in a democratic society.



The goal of the FSP is to ensure that international students return to their homeland with an understanding of the responsibilities of governments, militaries, and citizens to protect, preserve,

and respect the rights of every individual. The FSP will be developed and implemented with the specific objective of promoting an understanding of U.S. society, institutions, and ideals and the way in which these elements reflect U.S. commitment to basic principles of internationally recognized human rights.

To achieve this objective, the FSP will provide students and visitors with an understanding of the following facets of American life, within time limitations and resources:

**Human Rights.** U.S. commitment to basic principles of internationally recognized human rights as reflected in United Nations General Assembly Resolution 217 A (III), “Universal Declaration of Human Rights,” and The Constitution of the United States of America. This aspect of American life shall be emphasized in conjunction with all subsequent FSP topics.

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

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

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

**Political Processes.** American democracy and political reform, including opening the political process to all members of society, the practice of free elections, freedom of association, and the influence of various governmental and non-governmental organizations that promote democracy, the rule of law, transparency, and accountability in the political process.

**The Judicial System.** The U.S. establishment of the rule of law and an effective judicial system, the role of the military justice system and its procedures, and the laws and institutions for addressing extremist violence and taking effective action to prosecute those who are alleged to have committed crimes.

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

**The Media.** The role of a free press and other communications media in American life; how diversity of media ensures people of all races, creeds, and political persuasions can be heard (e.g., editorials, letters to the editor) and ensures diverse, pluralistic culture.

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

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

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



All FSP facets are associated with human rights. When planning any FSP event every effort should be made to identify corresponding human rights aspects of the event for the IMS prior to the tour/event. While the words "human rights" do not have to be used with the IMS, the "right" itself, such as the right to freedom of peaceful assembly and association, will be identified prior to observing an opposition political rally.

The training activity IMSO will act as the commanding officer's principal advisor for the FSP. Cooperation and assistance of training activities such as finance, transportation, and public affairs are necessary to carry out an effective program.

### **FSP Planning and Program Development**

The FSP begins with the in-country departure briefing of IMS by SCOs and continues throughout the training period. An overview of the FSP should be included in the IMS's Arrival Briefing at the training installation. A warm reception in the United States and home hospitality for IMS are essential elements of a successful FSP.

FSP events should be planned with consideration to the IMSs academic schedule. When possible, FSP events should be conducted when the IMS is excused from classified portions of the courses.

The success of the program depends largely on the imagination applied and the diversity of activities planned to interest the IMS in the FSP objective. Each command should ensure that its program is interesting and attractive to earn the full and active support of IMS. The *DoDIP Handbook* provides sufficient information to successfully implement the program.

<http://www.disam.dsca.mil/itm/functional/handbook.asp>

In addition to the IMSO, a command may designate military or civilian personnel to serve as Escort Officers for an FSP event. Escorts should be knowledgeable and experienced in international training, and have a firm understanding of the goals and objectives of the FSP. It is

the IMSOs responsibility to ensure escorts are fully briefed on the FSP event, and the FSP objectives and topics to be covered. The recommended ratio of U.S. escorts for visits, trips, and tours is one escort for every ten participants. Students participating in Field Studies Program tours are considered to be in a duty status.

In arranging FSP activities, maximum use will be made of local civic groups, organizations, agencies, facilities, and historical attractions. Of particular interest is the development of an IMS Sponsorship Program to include both U. S. military and civilian participants.

Trips, with the exception of the Washington, DC, tour, will be limited to 600 miles round trip. A waiver from MCSCG Security Assistance is required for planned events that exceed the 600-mile limit. Exceptions beyond the 600-mile limit will be planned on a very limited basis only after all local FSP possibilities have been exhausted. Emphasis should also be placed on activities in the local civilian community as a means of providing the best possible exposure to the civilian aspects of the program.



For better understanding of the United States and its people, IMS should be acquainted directly or indirectly with the specific topics or themes outlined in the Areas of Emphasis and Goals section. Each topic bears on a significant facet of life in the United States and contributes to an understanding of the FSP areas of emphasis.

In developing the FSP at installation level, each IMSO responsible for an IMS is expected to supplement or modify the topics when necessary to fit the character and background of the IMS involved and the training time and local resources available for such purposes.

Local or no cost FSP events are strongly encouraged. These include visits to private homes, local industry, cultural and industrial exhibits, farms, and schools, historic points of interest, civic activities, or having guest speakers who are subject matter experts such as Judges, Sheriffs, School Superintendents, business owners or locally elected officials. These local area programs provide the best possible exposure to FSP topics at minimal cost. **ALL** no cost events should be reported to MCSCG utilizing the FSP Request Forms and recorded in the IMSO web.

Once the event is planned, requests and waivers if required are forwarded to MCSCG, FSP Manager, utilizing the FSP Request Form for approval and funding. Requests must be submitted a minimum of 30 days prior to scheduled FSP event. FSP events will not be executed until event has been approved / funded by MCSCG. Additional required documentation should accompany the request (i.e., RCO Worksheets, SF 1034).

### **Tour of Washington, DC.**

Subject to the availability of time, funds and MCSCG approval, a tour of Washington DC should be made available to officer and senior enlisted IMS attending senior, career, and other significant courses.



- The purpose of this tour is to give IMS a deeper understanding and appreciation of the United States and to acquaint them with some of the functions of our national government to which they have been exposed through FSP topics. It is important that before arrival in Washington, DC, the IMS be adequately briefed concerning the U.S. government system and the salient aspects of governmental activities that exist in Washington, DC. A previous trip to a state capital may be beneficial in this respect.
- The Washington, DC tour is for IMS who have not previously toured the Nation's Capital during the current sequence of training under the official sponsorship of security cooperation.
- Training installations are responsible for arranging round trip transportation to comply with the tour schedule.
- U.S. personnel designated as escorts will familiarize themselves with the objective of the FSP. They will be prepared to make maximum use of the Washington, DC tour to attain those objectives. Knowledge of the Washington, DC area as the seat of national government is a must. Escorts will brief IMS on each day's itinerary describing the significance of the places to be visited. It will be emphasized that the full planned itinerary must be followed and exceptions will be made only in the cases of illness or inclement weather.
- An itinerary of Washington DC tours must be provided to MCSCG with the FSP After Action Report.

### **FSP Execution**

Once approval has been obtained, IMSOs are responsible for the following in the execution of an FSP:

- Conducting a pre-briefing for IMS before departure, to ensure the IMS understands the objectives of the FSP event.
- Brief escorts on their responsibilities, ensuring they understand FSP objective and topics to be covered.
- Provide IMS with emergency and assistance phone numbers while on the FSP trip.
- Inform the FSP Manager of any significant changes involving participants, itinerary, or funding requirements.

Ensure that persons who address IMS are made aware of the overall program objective, the specific purpose of the visit, and the general English language comprehension level of the IMS.

IMS and escorts participating in FSP tours are considered to be in a duty status. Therefore, appropriate personnel orders will be published for FSP activities that are in excess of 10 hours. No cost blanket travel orders should be used for escorts and IMS, with the following remark to be included in the orders:

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

USG transportation will be used to the fullest extent possible in an effort to broaden the program and affect economy.

- Commercial transportation is authorized as required.
- To provide the IMS a close look at the U.S. countryside, installations are encouraged to use surface transportation for short trips.

IMET IMS authorized living allowances will continue to receive the same rate for the duration of an FSP activity.

At the conclusion of the FSP event, conduct a thorough debrief, once again emphasizing the objectives of the FSP event. Each IMS and escort should complete an assessment/evaluation of the FSP activity utilizing the attached forms. These evaluations are used as measuring tools to quantify the success of this valuable program, and to justify future FSP funding levels. IMSOs must submit copies of these assessments with every settlement of FSP funds to MCSCG.

### **Dependents in the FSP**

- When considered appropriate, dependents may accompany their sponsors on local trips on a space-available basis and at no cost to the USG. An exception is for minor costs, when individual collection from dependents for their share is impractical; for example, parking fees or tolls.
- Dependents are not authorized generally to accompany IMS on the Washington, DC tour. If dependents do accompany IMS, it will be at no additional cost to the USG.

### **FSP Funding and Financial Management**

Funds for FSP are derived from course tuition costs. Navy International Programs Office provides these funds to MCSCG. MCSCG centrally supervises and manages FSPs for Marine Corps commands and activities based on FSP Plans and Budget Submission.

Activities must provide MCSCG Security Assistance with a budget estimate of their current FSP efforts and an estimate of funds required during the next fiscal year **NLT 1 July** of every year. MCSCG will notify training activities of funding allocations by 1 Oct. The FSP budget submission will include the following information:

- Future plans for implementing the FSP. These plans should contain sufficient detail to permit an accurate assessment of activity efforts towards fulfillment of DoD FSP goals.
- An estimate of the number of IMS to be trained during the next reporting period (IMET and FMS IMSs). This projection may be based on past attendance data.
- An estimate of the total number of IMS weeks of training during the next training cycle.
- Quarterly breakout of the next fiscal year FSP funding requirements.

The following are general guidelines for funding of FSP activities:

- Authorized expenses include transportation, quarters, meals, admission and tour fees, brochures, pamphlets, and maps used as handouts. Personal expenses of the IMS, such as

laundry, phone calls, and room service, will be the responsibility of the IMS. Payments for meals of IMS while participating in an FSP should not exceed published per diem meal costs as specified by the JFTR. Single room accommodations are authorized only for flag and general officer IMS. All other IMS will be assigned double room accommodations. IMS below flag and general officer rank who want a single-room accommodation will pay the difference in cost.

- FSP tours, including the tour to Washington, DC, normally will be conducted on an all-expense-paid basis. However, IMS may be required to pay certain admission fees and meal costs depending on the type of FSP activity.
- FSP funds may be used to defray the cost of group activities for such items as tickets to cultural events and admission to historical sites; special luncheons, dinners, receptions on military installations and other activities. These funds will not be given to the IMS but will be used by the escort to meet expenses connected with the FSP.
- Escort expenses should be included in the estimated cost of an FSP tour. Escorts will be considered as members of the tour group for participation in all activities and all expense will be paid from FSP funds.

To assist in the execution of the FSP, the following options are available for approved FSP events (*training requirements must be met prior to utilizing these options*):

- Paying Agent/Cashier. IMSO or escort officers for FSP events may be appointed as Class A Paying Agents/ Cashier in accordance with HQMC Policy Letter 4-09. The paying agent will receive an advance of FSP funds to cover the estimated cost of FSP activities. Upon completion of the FSP event, the paying agent will reconcile with the Disbursing/Finance Office via a DD Form 1081 and will include copies of all receipts. A copy of the settlement documents, receipts and the FSP Event After Action Report must be forwarded to MCSCG, within five (5) working days of FSP completion. IMSO should retain a copy of the settlement document in their IMSO files.
- Government-Wide Commercial Purchase Card (GCPC). A GCPC will be used for the FSP when possible to pay for administrative program costs and actual event execution costs. IMSO will coordinate with MCSCG Security Assistance for the issue of the credit card. An RCO Worksheet is required with the submission of FSP requests when the GCPC will be utilized. IMSO will forward a copy of settlement (completed and signed RCO Worksheet and log), FSP Event After Action Report, to include a copy of receipts, to MCSCG, within five (5) working days of FSP completion. IMSO will reconcile monthly GCPC statements to ascertain all charges are legitimate and properly charged to the FSP. A copy of reconciled statements must be retained in the IMSO files.
- Unit Travel Cards. A Unit Travel Card under a Centrally Billed Account (CBA) has been established to cover travel related expenses. CBA Travel cards will be issued to IMSOs by SCETC, to defray cost of transportation, lodging and meals for groups participating in an FSP event. ***Only authorized, official government travel-related expenses may be charged to this account.*** IMSO will forward FSP Event After Action Report with a copy of receipts, to MCSCG, within five (5) days of FSP completion. IMSO will reconcile monthly Unit Travel Card statements to ascertain all charges are legitimate and properly charged to the FSP. A copy of reconciled statements must be retained in the IMSO files.

- Transportation Management Office (TMO): IMSOs are authorized to arrange for transportation and other support required for the FSP through TMO or other installation support activities. The lowest transportation rates should be utilized. An SF 1034 and contract should accompany the FSP Event Request when utilizing TMO. A copy of the settlement document must be forwarded to MCSCG within five (5) days of FSP Completion.

#### Out-of-pocket expenses:

- IMSOs may be authorized to be reimbursed for legitimate out-of-pocket expenses incurred as a direct result of FSP activities. Reimbursement will be made from FSP funds using the Defense Travel System (DTS) under local travel. Examples of legitimate out-of-pocket expenses are privately owned vehicle (POV) mileage to and from transportation centers to transport IMS when official vehicles are not available, associated tolls, and parking fees.
- Advance of funds for FSP activities may be authorized (where available).
  - When an advance of funds is required, the training installation authorized to incur obligations for FSP purposes will perform the following actions:
    - Designate and authorize an individual to incur and pay for expenses
    - Indicate the number of officer, enlisted, and civilian and international students and the maximum amount to be expended.
    - Authorize the appropriate disbursing officer to advance the required amount of funds.
  - When billing is made directly by an agency, club, or organization in connection with the FSP, such bills will be rendered on the supplier's regular letterhead. The appropriate accounting data will be vouched on SF 1034 (NAVCOMPT 2277) and processed by the appropriate finance officer.

#### Funding Constraints

FSP funds will **NOT** be used to pay for the following items or activities:

- FSP funds will not be obligated or expended to pay for alcoholic beverages. Alcoholic beverages, if served at FSP events, must be at no cost to the Field Studies Program.
- FSP funds will not be obligated or expended to pay for food outside the military installation unless associated with FSP trip where students do not stay at or have the opportunity to dine upon a military installation.
- FSP funds will not be obligated or expended to pay for entertainment expense for activities that are substantially recreational in nature, including entrance fees at sporting events, theatrical and musical productions, and amusement parks.
- FSP funds will not be used to support purely academic objectives such as field study trips that are an integral part of the training course curriculum. In such cases, expenses will be included as part of the tuition cost rather than being drawn from FSP funds.
- FSP funds will not be used to defray transportation expense to and from field study assignments when such assignments are for academic purpose and not specifically intended to further the goals of the FSP. FSP funds will be used only for the incremental



cost related to FSP events which on such assignments. The 600-mile round trip limitation will be calculated from the site of the field study assignment in this situation.

- Excess baggage is not an authorized FSP expense.

Mementos – FSP funds may be used to fund presentation mementos, plaques, school emblems, and other commemorative items. Presentation is limited to one item per IMS at each training installation, at a cost not to exceed \$25.00. Each item will be of a permanent nature, with the exception of photographs. Ball caps and T-shirts are not considered to be of a permanent nature.

Social Events – Social activities with participation by U.S. personnel, who are guests at FSP functions such as breakfasts, luncheons, dinners, gatherings, and receptions, are authorized provided that these functions directly relate to at least one of the FSP facet areas. However, discretion must be used to maintain a proper ratio between IMS and U.S. guests. Alcohol shall not be purchased with FSP funds.

### **Reporting requirements**

IMSO will complete and forward a FSP Event After Action Report (AAR) to MCSCG within five (5) days of event completion. The AAR will include all required paperwork depending on method(s) of payment (i.e., RCO Worksheet, Log Sheets, SF 1034, settlement vouchers) and copies of ALL receipts.

A copy of reconciled statements must be retained in the IMSO files.

FSP events will additionally be recorded in the IMSO Web Refer to Chapter 3 for step-by-step instructions on building FSP events and recording them.



## Graduation, Diplomas, Certificates of Attendance, and Awards

Upon successful completion of a Marine Corps course of instruction, each IMS will be issued a certificate or diploma. Diplomas issued to an IMS will be identical to diplomas issued to U. S. students. Any notation of *Foreign Course of Instruction* will not appear.

A diploma for graduation from a Marine Corps course of instruction will be given to an IMS only when he or she successfully meets the established standards for that course of instruction.

It is not the intent of security cooperation training policy that only numerical grades be used in determining whether the IMS has achieved the standards set for U. S. military personnel. The determining factor is whether the IMS can accomplish satisfactorily the objectives for which he or she was trained. This determination will be influenced by aptitude, application, practical effort, and demonstrated understanding, as well as by numerical grades. Classified hours of instruction not available to IMS will not be considered in this determination.

In most cases, Certificates of Attendance in Marine Corps courses of instruction will be given to IMS when they do not meet the established training standard but have 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. **The appropriate MCSCG Program Manager and TECOM G-3/SC /SC should be notified as soon as it is determined that a Certificate of Attendance will be awarded vice a diploma.**



Special awards, such as plaques, may be awarded to outstanding IMS as determined by the school director. School directors have the authority to establish and authenticate these awards and are encouraged to do so. Other acts of recognition may include special commendation letters, signed appropriately by the director, and special remarks on the IMS academic report and the SANWEB completion report. MCSCG should be notified when an IMS receives recognition of achievement.

The military attaché of the country may be invited to the award or graduation ceremony.

Copies of letters of appreciation, recognition of exceptional performance, and similar documents will be included in the IMS personnel and training records in addition it will be uploaded to the SANWEB with the academic report.

School and course directors are encouraged to establish briefing procedures to ensure all IMS are fully aware of the specific requirements and performance standards required to earn a diploma.

## Healthcare Policy

The DSCA has promulgated two new policies that cover healthcare for IMS attending education or training in the United States. The first, DSCA Policy Memorandum 09 – 42, covers medical screening of IMS and authorized dependents. The second, DSCA Policy Memorandum 11-32 addresses healthcare coverage requirements.

### Medical Screening (DSCA Policy Memorandum 09 – 42)

Pre-departure medical examinations (conducted within three months preceding the departure of the IMS and authorized accompanying or joining dependents) are required prior to issuance of the ITO. Required medical examinations will be recorded in English on DD form 2808 (Report of Medical Examination), and DD form 2807-1 (Report of Medical History). Instructions for completing the forms for IMS and for authorized dependents and sample forms are on the DISAM international training management web page (<http://www.disam.dsca.mil/itm>) under the Health Affairs functional area.

Requirements for IMS medical screening:

- Completed DD forms 2808 and 2807-1 to include the following:
  - Chest X-ray to determine absence of TB or other lung disease.
    - NOTE 1: If an individual has or will need to travel to the U.S. for training more than once in a 12 month period and the chest X-ray prior to the initial training period is documented to have been negative for active disease, a repeat chest X-ray is not required unless the individual has symptoms of, or a clinical examination finds or suspects, a pulmonary (lung) problem.
    - NOTE 2: Chest X-ray results will be included on DD form 2808, block 73.
  - Serological test for HIV.
    - NOTE: HIV test results will be included on DD form 2808, block 49.
  - Verification that IMS is free of all “communicable disease of public health significance,” (as listed in the DHHS Regulation), which currently include:
    - Chancroid
    - Cholera or Suspected Cholera
    - Gonorrhea
    - Granuloma Inguinale
    - Hansen’s Disease (leprosy)
    - Infectious HIV (active)
    - Lymphogranuloma Venereum
    - Plague
    - Severe Acute Respiratory Syndrome (SARS)
    - Suspected Viral Hemorrhagic Fevers (Lassa, Marburg, Ebola, Congo-Crimean, other not yet isolated or named)
    - Suspected smallpox
    - Syphilis, infectious state
    - TB, infectious state
    - Yellow Fever

- NOTE 1: A “communicable disease of public health significance” is defined by DHHS Regulations and updated periodically; the SCO should contact the U.S. Consular Section/US Embassy for the most current list.
    - NOTE 2: A statement verifying IMS is free of communicable disease of public health significance” will be included on DD form 2808, block 73.
  - Pregnancy test for female IMS.
    - NOTE: Test results will be included on DD form 2808, block 73. If an IMS is pregnant, the SCO will be required to submit a request for a health policy medical waiver.
  - The medical certification signed by a licensed, practicing medical authority (physician or dentist) from the list of qualified practitioners maintained by the U.S. Embassy, documented on block 82 of DD form 2808, certifies that the named individual:
    - Is medically fit to perform the education and training that they have been nominated to attend (e.g., has no medical conditions that would prohibit education or training and meets health prerequisites specified by training provider. Specific health prerequisites are available from the schoolhouse and/or are part of the course description posted on the SANWEB).
    - Has the following immunization:
      - Measles, Mumps and Rubella
      - Polio
      - Tetanus and Diphtheria toxoids, and Acellular Pertussis (if indicated Td/Tdap)
      - Varicella (chickenpox)
      - Yellow fever (if traveling from or thru an infected area)
      - Hepatitis A and Hepatitis B
  - A complete dental examination including dental certification [signed by a licensed, practicing medical authority (physician or dentist) from the list of qualified practitioners maintained by the U.S. Embassy] and documented in block 83 of DD form 2808, that no care is required for cavities, infection or any oral disease.
- When a course has special medical screening requirements (e.g., flight, diving, EOD, Special Forces, Ranger, etc.), the IMS should have the physical examination completed in home country before entry into the U.S. In cases where the country does not have the capability to perform the required physical examination, or if the U.S. facility does not accept the medical records from the IMS home country, or the physical examination is required to be performed by a U.S. military physician, the SCO will annotate in the remarks section of the ITO, requesting the first training installation conduct the physical examination at sending country expense and also include where health screening bills are to be sent for payment. All IMS attending courses requiring special medical prerequisites will have to meet specific U.S. military medical standards before full enrollment in those courses of study. The only exceptions are if previous NATO or other memoranda of agreements have waived this requirement.
  - NOTE: IMS found to have medical conditions not meeting established or specific training requirements which cannot be resolved prior to commencement of training will be disenrolled and returned to their country.
- When training is to take place in the home country of the IMS, or in a third country (e.g. a regional MTT), the U.S. will not require medical screening. The SCO should make sure

the country representative understands that the IMS must meet the specific medical/physical fitness prerequisites for the education/training to be provided.

- When the individual is in the U.S. for other than education/training purposes and the purpose of presence changes such that the primary reason the person is now in the U.S. is to attend Security Assistance /Cooperation education/training, the health screening requirements described in this policy, including use of DD forms, apply.

For each authorized dependent:

- Complete medical examination consistent with that required for the IMS to include chest X-ray for TB and serological test for HIV is required. If the authorized dependent is under age of 15 a TB and HIV test are not required unless the authorized dependent has symptoms that are consistent with TB or are in contact with a person with infection, or there is reason to believe the dependent has been exposed to either TB or HIV.
- Medical certification signed by a licensed, practicing medical authority (physician or dentist) from the list of qualified practitioners maintained by the U.S. Embassy, documented on DD form 2808, block 82, certifies that the named individual is free of communicable diseases and has complied with recommended immunizations listed in the IMS section above. If authorized dependents are going to accompany or join the IMS, the SCO is required to check with the IMSO at the final destination to determine what additional immunizations are required for schools and day care entry in their area.
- A pregnancy test for each authorized female dependent between the ages of 18 and 44 years old is required. If an authorized dependent is pregnant, the SCO will be required to submit a request for a health policy waiver.

Fast Track:

- The purpose of medical fast tracking is to relieve students from approved countries of redundant medical tests and to eliminate the need for fast track countries to complete U.S as well as their national medical examination and medical history forms.
  - DSCA maintains the list of approved fast track countries. This list is reviewed annually by DSCA, the Geographic Combatant Commanders, and the Military Departments/Services (MCSCG participates in this review) to determine if a country should be removed or others added.
  - If an IMS from a country specified on the Fast Track list arrives for training with medical/dental conditions that should have been identified during their screening programs, DSCA will re-evaluate the country's eligibility status for fast track medical screening.
- The IMS of fast track countries can submit their country's medical examination and medical history forms (in English) to the SCO in lieu of DD Forms 2808 and 2807-1; however, the SCO may still insist on using DD form 2808 and 2807-1 if desired.
- Students of fast track countries must provide certification in writing to the SCO that their medical examination includes all of the required items included on DD form 2808 plus a chest X-ray. Certification will state that the IMS has been medically screened and is medically fit to participate in the education/training he/she is scheduled to attend.
- For female IMS and authorized dependents, pregnancy test results are required.

- When a course has special medical screening requirements (e.g., flight, diving, Special Forces, Ranger, etc.), the requirements of the receiving schoolhouse will apply.
- Medical Fast Tracking is applicable to the following:
  - The IMS (not applicable to authorized dependents) of eligible countries designated the DSCA Fast Track list; without a medical condition(s) requiring maintenance medication(s) and routine follow ups during training (e.g., low or high blood pressure, diabetes, cardiac condition, allergies, etc.); that are funded via an FMS case with a corresponding medical line (or some other form of coverage provided by their government) that covers all potential medical costs.
  - Participants in Regional Center programs.
- Medical Fast Tracking DOES NOT:
  - Relieve the country/student of the responsibility of providing health care coverage (insurance) for the IMS and/or accompanying dependents.
  - Relieve the country of complying with all medical screening requirements stipulated in the IMS section of this policy.
- Although the SCO does not need to review medical tests for individuals from fast track countries, the IMS is required to receive and forward/hand carry copies of medical exam, medical history and any relevant medical test results for delivery to their medical treatment facility upon arrival in the U.S. Medical test results must be in English or translated into English.

Invitational Travel Order:

- Complete health screening and proof of health care coverage is required and must be provided to the SCO prior to dependents being authorized on the ITO.
- The SCO will annotate the required health screening and health care financial responsibility entries for the IMS and dependents appropriately and accurately on the ITO. Authorized dependents will not be added to the ITO until all medical screening and health care coverage requirements have been verified by the SCO.

Health Policy Waivers for IMS and Authorized Dependents:

- Health policy waivers based on the specific training requirements or the person's health condition may be requested.
- For individuals testing positive for communicable diseases not included in the Department of Health and Human Services (DHHS) regulations (e.g. Hepatitis A, Hepatitis B, and Hepatitis C, etc.), health policy waivers will be considered on a case-by-case basis. Requests for health policy waivers are to be tracked and referenced by the appropriate Military Department (MILDEP) to ensure consistent application of criteria for each individual case.
  - NOTE: Health policy waivers for a communicable diseases listed in the most current DHHS Regulation will also require USCIS Form I-601.
- Requests for health policy waivers will be submitted by the SCO through the Geographic Combatant Commander to the appropriate MILDEP policy contact. For Marine Corps training, this is coordinated with MCSCG. The health policy waiver requests should include the IMS WCN and program type, (i.e. IMET, FMS case, etc.) and schedule of training including dates and locations. Health policy waiver requests for authorized

dependents should include corresponding IMS identifying information along with information on the dependent/ IMS relationship. All health policy waiver requests will include attached copies of the pertinent laboratory results. The MILDEP policy contact will coordinate health policy waiver requests with the appropriate medical personnel, training field activity and school personnel.

- Health policy waivers will not be approved for a pregnant IMS or authorized dependent under any program unless the IMS has documented medical coverage for pre/post natal care, delivery, and care for the newborn. Health policy waiver request will also include the address where bills will be sent for payment.
- All health policy waivers granted must be noted on the ITO. A health policy waiver may only be granted based on criteria established by the MILDEP medical department.

#### Right to Privacy:

- The individual's right to privacy of health information will be maintained, ensuring only those with a need to know have access to this information:
  - When reporting health information, required by policy or regulation, use only the individual's country, WCN, and type of program sponsor (e.g. IMET, FMS case, etc.).
  - When requesting health policy waivers the SCO will obtain a release of health information from the IMS prior to submitting the health policy waiver request (reference DD form 2870).
  - SCOs and IMSOs should not maintain IMS or dependent's health information as part of IMS education/training historical records. While medical service providers should maintain their own treatment records, the IMS will maintain a copy of their own health information during their stay in the U.S. for reference in medical treatment and emergencies.

#### Responsibilities:

- **Country Responsibilities:**
  - Have required IMS health screening performed by a licensed, practicing medical authority (physician or dentist) from the list of qualified practitioners maintained by the U.S. Embassy, to ensure that IMS meets the specific medical and dental prerequisites for scheduled education/training and are in compliance with the requirements described in this policy.
  - Have authorized dependents screened by a licensed, practicing medical authority (physician or dentist) from the list of qualified practitioners maintained by the U.S. Embassy, to ensure dependents meet health screening requirements identified in this policy.
    - When health screening for authorized dependents, provide to the SCO copies of the DD forms 2808 and 2807-1 along with any additional documentation required.
  - Provide medical/dental certification, signed by a licensed, practicing medical authority (physician or dentist) from the list of qualified practitioners maintained by the U.S. Embassy, (documented on DD form 2808 and DD form 2807-1) to the SCO. These documents must be received through official channels; at no time should the medical documentation be presented to the SCO by the IMS.



- When warranted, adhere to fast track procedures developed by SCO.
- **SCO Responsibilities:**
  - Review updated medical insurance policy coverage options to ensure compliance with DSCA policy on healthcare coverage requirements and coordinate available options with host nation and IMS.
  - Before issuing the ITO, obtain and thoroughly examine completeness and authenticity of medical/dental certification, copies of the DD forms 2808 and 2807-1 and copies of required test results. If there are any health conditions noted by the examining physician or dentist that may require attention during training (e.g., low or high blood pressure, diabetes, cardiac condition, allergies, etc.) alert the school by annotating in item 15 of the ITO that the IMS has a medical condition(s) requiring maintenance medication(s) and routine follow ups.
    - NOTE 1: Not applicable to fast track countries.
    - NOTE 2: To protect the IMS' privacy, do not specify conditions on the ITO, only annotate that the IMS has a maintenance medical condition(s).
  - If warranted, develop fast track procedure with host country, to include identifying what documentation will be required to certify medical screening (e.g. certification from host government/ letter from physician, and/or copies of host countries test results, etc.)
  - Assemble all required health documentation and English version of the health care insurance policy, if applicable, for IMS and authorized dependents and place in a sealed packet. Provide second sealed copy of medical insurance policy in English to the IMS to provide to the IMSO. Advise IMS to travel with sealed packet containing health screening documents for self and authorized dependents for delivery to U.S. health care provider. Inform IMS that proof of medical insurance policy coverage, if applicable, is to be presented to the IMSO upon their arrival at first education/training site.
- **IMS Responsibilities:**
  - Notify IMSO immediately of any and all known medical conditions that arise while residing in the U.S., to include pregnancy. This applies to IMS and all dependents.
  - Ensure familiarity with all medical policies, procedures and requirements as identified in this policy document.
  - If applicable, deliver English copy of medical insurance to IMSO.
  - Deliver sealed envelope of medical history and test documentation to medical treatment facility.
    - NOTE: IMS will keep all medical documentation if medical treatment facility will not retain this data in IMS medical file.
- **IMSO Responsibilities:**
  - Review ITO for compliance with medical screening requirements to include chest X-ray and HIV test results.
  - Brief IMS and dependents of medical facilities/options available in the area.
  - Verify with IMS that envelope containing medical test for screening has been delivered to medical treatment facility.

## Regional Centers (RC):

- Participants traveling to an RC program or event in the U.S. with an ITO issued by SCO will adhere to the fast track procedures described in the IMS of this policy.
- Participants traveling to an RC program or event in the U.S. with an ITO or a letter of invitation issued by the RC must meet Department of State medical screening entry requirements as determined by U.S. Consular Office in embassy.
- Participants traveling to an RC program or event in a third country will be responsible for meeting health requirements of the host country (e.g., German requirements for participants to enter Germany going to Marshal Center).
- Participants traveling to an RC program or event do not require a pregnancy test.

## DSCA Fast Track Listing:

- The internal medical screening procedures, as required by the armed forces of the following countries, have been determined by the Geographic Combatant Commanders, MILDEPs and DSCA to be adequate for the medical screening of an IMS to attend DoD sponsored education/training courses provided under an FMS training case
  - **AFRICOM:** None
  - **EUCCOM:** Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, and the United Kingdom
  - **CENTCOM:** Lebanon
  - **NORTHCOM:** Canada
  - **PACOM:** Australia, Japan, and New Zealand
  - **SOUTHCOM:** Argentina, Barbados, Chile

## Healthcare Coverage (DSCA Policy Memorandum 11-32)

General: All IMS and authorized dependents are required to have healthcare coverage while in the United States.

- There are five primary methods by which healthcare coverage may be provided for IMS and/or authorized dependents:
  - **Foreign government indemnification and direct payment to service providers for healthcare cost incurred by IMS and/or dependents.**
    - Bills for healthcare services are sent directly to an IMS' government entity with a U.S. address for payment.
      - NOTE: Arrangements that require the IMS to pay for medical services and then seek reimbursement from their government are not acceptable. Such arrangements are cost prohibitive for even routine medical services due to the high cost of healthcare in the United States.
  - **Training case line item for medical coverage.**
    - IMS and/or dependents may require their government's indemnification of cost for medical services not covered by the training case or they may require a

supplemental commercial insurance policy to fully meet the requirements of this policy. The cost of insurance is not treated as a cost of the training or course itself.

- **Grant programs.**
  - Some U.S. Government grant programs (e.g., IMET, CTFP, FMF cases with approved medical lines, etc.) pay for the healthcare cost of the IMS. These programs do not cover healthcare cost for authorized dependents.
- **RHCA and NATO/PfP nations.**
  - IMS and dependents from nations with either a RHCA or NATO/PfP SOFA require supplemental commercial healthcare insurance or indemnification by their government for medical services not covered under the RHCA or NATO/PfP SOFA.
- **Commercial healthcare insurance policies procured by the IMS.**
  - The insurance provider must directly reimburse medical healthcare providers in U.S. dollars and have a claims office in the United States.
- When healthcare costs are incurred in a DoD Medical Treatment Facility (MTF) they are considered to be a personal debt of the IMS to the U.S. Government.
- In most cases, civilian healthcare providers/treatment facilities will require the patient to show how costs for healthcare will be paid. Properly prepared ITOs fulfill this requirement. When the ITO indicates commercial healthcare insurance is required, the IMS will need to provide the servicing medical treatment facility with their insurance card.
- When a specific medical or dental treatment is not available at a DoD treatment facility, IMS and dependents must obtain a referral from the appropriate DoD treatment facility for the medical or dental treatment to be received in a civilian medical or dental facility (with the exception of an emergency or unavailability of the DoD treatment facility, such as weekend closure).

#### Healthcare Coverage:

- Non-NATO/PfP SOFA IMS healthcare coverage will be provided by the appropriate program as designated on the ITO (e.g., IMET, CTFP, country direct, FMS case, FMF case, or a personally procured medical insurance policy that meets the DSCA requirements).
- The IMET and CTFP programs provide healthcare coverage for the IMS only; authorized dependents will require healthcare insurance if payment is not guaranteed by the foreign government. Other U.S. grant programs with a medical line on the case or that self-insure also provide healthcare coverage for IMS. Those that do not provide complete coverage require either a separate FMS case for medical expenses or commercial insurance that meets DSCA requirements.
- For an IMS with NATO/PfP under a SOFA status, the following healthcare provisions pertain:
  - Healthcare at a DoD MTF is as follows:

- Outpatient care (medical and emergency dental) in DoD MTF is at no charge for IMS and authorized dependents (some treatments are available for only IMS and not for authorized dependents).
    - Inpatient care for both IMS and dependents (if available) is on a reimbursable basis. Healthcare insurance is required for IMS and/or authorized dependents if not covered by the program or case or if payment is not authorized by the foreign government.
  - Healthcare at a civilian treatment facility is as follows:
    - If referred by a DoD MTF, IMS outpatient care (medical and emergency dental) at a civilian treatment facility is at no charge, and the referring DoD MTF is responsible for payment. If referred by a DoD MTF, outpatient care for authorized dependents is covered by TRICARE which is a healthcare program of the U.S. DoD Military Health System; standard/extra for outpatient care, and a co-pay are required, as well as a deductible if not yet met.
    - Inpatient care for both IMS and dependents is on a reimbursable basis. IMS and/or dependents are required to have supplemental medical insurance coverage.
- For IMS covered under a Reciprocal Healthcare Agreement:
  - RHCAs differ by country in coverage and may not provide full healthcare coverage. It is critical that the RCHA be carefully reviewed by the IMSO to determine if it is current or will expire during the IMS expected stay and to determine the exact coverage provided. RHCAs usually provide care in a U.S. DoD MTF at no cost, and with few exceptions do not cover civilian provided healthcare. Many military installations do not have full service MTF, or the nearest MTF is located a considerable distance from the schoolhouse/training activity. In addition, IMS and authorized dependents may require care while traveling away from their assigned military installation. A later section of this policy specifies the total amount of insurance required; all IMS and their authorized dependents that are relying on an RHCA as their primary source of insurance coverage must secure the supplemental healthcare insurance needed to meet the full requirements specified. This healthcare coverage must remain in effect for the full duration of the IMS and dependant's stay in the United States under DoD sponsorship.
  - For verification and information on RHCA, please access the DISAM International Training Management web page at <http://www.disam.dsca.mil/itm/> and go to *Functional Areas - Health Affairs - Reciprocal Health Care Agreements*.
- Minimum Required Healthcare Insurance Policy Coverage:
  - Healthcare insurance policy coverage should include coverage for all non-elective medical conditions, and must remain in effect for the duration of the IMS and authorized dependents DoD sponsored stay in the U.S. The initial insurance policy should be in effect for one year or the duration of the IMS stay in the United States under DoD security cooperation sponsorship.
  - Medical benefits of at least \$400,000 per year (payable in U.S. dollars; no conversion from foreign currency).
  - Deductible not to exceed \$1000 annually per family.
  - Repatriation of remains in the amount of \$50,000 (per individual), should a death occur in the United States.
    - NOTE: This provides for the preparation and transportation of remains to home country.

- Medical evacuation in the amount of at least \$250,000 (per individual) for immediate transportation to the nearest adequate medical facility, and subsequently in the event it is determined to be medically necessary for IMS, international civilian students, and/or authorized dependents to return to their home country. Healthcare insurance policy coverage must meet the following requirements.
- Healthcare insurance policy coverage must meet the following requirements:
  - NOTE: Information concerning some (but not all) healthcare insurance policies that meet the requirements of this policy can be found on the web at <http://www.disam.dsca.mil/itm/> under *Functional Areas*.
  - No exclusion for payment of benefits directly to a DoD MTF if applicable.
  - Provide nationwide coverage/service; non-U.S. based policies must provide benefits in the United States.
  - Provide single source administration/management for the policy.
  - Have a point of contact in the United States. In all cases, the insurance company is to pay promptly in U.S. currency directly to healthcare provider.
  - Have a copy of the policy written in English.
    - An English copy of the policy will be provided to the SCO, the servicing MTF, and the IMSO at all schoolhouses within the IMS' training track (e.g., DLIELC). The IMS will also retain a copy the policy.
    - Some MILDEP schools may require the IMSO to review health insurance policies for compliance prior to the issuance of the ITO to the IMS, the SCO will scan and send a copy (in English) of the proposed policy as directed.
  - If U.S. education and training is taking place in a third country, benefits must meet the requirements of the host country.
    - NOTE: Contact SCO, DoD training facility, or Regional Centers in host country to determine specific requirements.
- The minimum dollar standards and coverage requirements will be reviewed annually by DSCA/PGM/BPC to ensure that minimum requirements reflect current cost and coverage of the U.S. healthcare.

#### Pregnancy Coverage:

- Pregnant dependents will not be authorized to accompany or join the student unless the costs of prenatal, childbirth, and postnatal care are covered by an FMS (national funds) case, or an already existing pregnancy insurance policy for at least \$250,000 prior to their arrival, or if the country agrees to pay for any incurred cost, in writing, prior to their arrival.
  - NOTE: Pregnancy insurance is in addition to insurance requirements specified in paragraph 4.e. of this policy.
- An IMS or authorized dependent without pregnancy coverage who is found to be pregnant after arrival in the U.S. will be returned to their home country immediately unless the IMS' government guarantees within ten working days after notification to pay all costs associated for prenatal, childbirth and postnatal care. Failure to provide payment of associated bills by the country within 90 days after the bill is sent could affect the authorization for dependents to accompany students from that country in the future.

- Pregnancy and childbirth coverage is not usually included in insurance policies purchased less than 12 months in advance, and is generally very expensive.
- Pregnancy insurance coverage is not available for purchase after an IMS or dependent is determined to be pregnant as it is considered a pre-existing condition.

#### Invitational Travel Order (ITO):

- Required health screening and healthcare financial responsibility entries for IMS and authorized dependents must be annotated appropriately and accurately on the ITO according to the status of the IMS. Authorized dependents will not be added to the ITO until all medical screening and healthcare coverage requirements have been verified by the SCO.
- For IMS and authorized dependents, the SCO will check the appropriate block of the ITO to indicate how healthcare charges will be paid and ensure the ITO includes a U.S. billing address and U.S. telephone number. When commercial insurance is the means of healthcare coverage, the SCO will include the insurance company name, policy number, inclusive dates of the policy, and the U.S. point of contact in block 12 of the ITO. If the foreign government or FMS case is responsible for IMS and authorized dependant healthcare coverage, a statement will be included in the Remarks Section of the ITO that indicates whether or not all costs associated with pregnancy coverage is included in this coverage.
- Dependents are encouraged to accompany or join the IMS attending the following institutions or courses: National Defense University, Army War College, Inter-American Defense College, Intermediate Level Education (ILE) and School of Advanced Military Studies (SAMS) at the Army Command and General Staff College, ILE at the Western Hemisphere Institute for Security Cooperation, Army Sergeants Major Course, Navy Command College, Navy Staff College, United States Marine Corps (USMC) Command and Staff College, USMC Expeditionary Warfare School, USMC School of Advanced Warfighting, Marine Corps War College, Marine Corps University International Fellows Program, Air War College, Air Command and Staff College, Naval Postgraduate School, and graduate programs at Air Force Institute of Technology.
  - NOTE: Dependents are not encouraged to accompany or join the IMS at other courses.
- A pregnant IMS and/or a pregnant authorized dependant will require a health policy waiver before being placed on an ITO. Policy and procedures for a health policy waivers are provided in DSCA Policy Memo 09-42.

#### Responsibilities:

- Country Responsibilities: When applicable, provide to the SCO copies of signed, legal country-to-country agreements or other statements that stipulate payments and reimbursements of healthcare costs for IMS and/or dependents (e.g., RHCA, SOFAs, etc.).
- DSCA Responsibilities. DSCA is the DoD designated authority for international security cooperation training and education programs. DSCA develops, promulgates policy and guidance, and provides oversight for the implementation and execution of healthcare coverage policy to the MILDEPs, IMSO, COCOMs, and SCOs. DSCA reviews,

coordinates with MILDEPs, and approves requests for exception to the healthcare coverage policy.

- **SCO Responsibilities:**
  - Determine healthcare coverage requirements and payment method(s) applicable to IMS and authorized dependents (if any). If commercial healthcare coverage is required, scan and send an English language copy of the insurance policy along with the proposed ITO to the IMSO and any others specified by the MILDEP at least 30 days prior to report date for unaccompanied IMS and at least 60 days prior for accompanied students. Obtain concurrence from the IMSO that coverage meets the requirements of this policy prior to signing the ITO.
  - When IMS is covered by RHCA or NATO/PfP SOFA, ensure ITO block 12 specifies either a supplemental commercial healthcare insurance policy or indemnification by their government for healthcare services not covered under RHCA or NATO/PfP SOFA.
  - A waiver granted by DSCA (Programs Directorate) is required for modified medical coverage arrangement; e.g., country insurance requires student to pay outpatient costs and seek reimbursement; or country wishes to guarantee payment for medevac or repatriation expenses rather than including in insurance. DSCA (Programs Directorate) will coordinate approval of the waiver request with the MILDEPs. SCO will include specific details, U.S. point of contacts, and U.S. billing address for the approved request with date of DSCA approval in the ITO.
  - If applicable, ensure IMS has a copy of healthcare insurance policy (in English) for delivery to IMSO upon arrival at first education and training site.
  - If applicable, include in block 15 of the ITO a notation of any existing special medical conditions/preconditions for both IMS and/or dependents.
    - NOTE: Per DSCA Policy Memo 09-42, do not provide any details that may compromise the rights to privacy of the IMS or authorized dependents.
  - If applicable, when training will occur in a third country, ensure IMS has met healthcare requirements of host country.
  - Brief IMS on the following:
    - Eligibility for healthcare in a DoD MTF.
    - When applicable, advise that failure to maintain required healthcare insurance policy coverage, to include pregnancy coverage, for the duration of stay, could result in removal from education and training and return home.
    - Inform IMS that while under sponsorship of DoD security assistance or security cooperation education and training programs, non-emergency participation on behalf of IMS or non-U.S. citizen dependents, in a U.S. Federal, State or other U.S. taxpayer-subsidized medical/dental programs is not authorized.
    - Inform the IMS of the financial and ethical responsibilities regarding all aspects of this healthcare policy and have IMS acknowledge, in writing, an understanding of the policy concerning healthcare insurance coverage, including consequences of a lack of pregnancy coverage and prohibition against using non-emergency U.S. taxpayer provided medical/dental assistance under DoD sponsorship. Retain the statement until IMS has returned to home country.
- **IMS Responsibilities:**
  - Acknowledge, in writing, an understanding of policy concerning healthcare insurance coverage, including consequences of the lack of pregnancy coverage and prohibition

- against using non-emergency U.S. taxpayer provided medical/dental assistance while under DoD sponsorship.
- If applicable, present healthcare insurance policy (in English) to the IMSO and to medical treatment facilities.
  - Notify IMSO immediately of any and all medical care required or received by IMS and/or dependents, including cases of pregnancy. It is not necessary to divulge private medical information if it does not affect successful completion of training, but it is necessary to let the IMSO know that a medical bill may be expected.
  - IMSO Responsibilities:
    - Review ITO for accuracy. When commercial healthcare insurance policy is marked or stated in the remarks, a copy of the insurance policy, along with any updates to the policy, will be placed in the IMS file.
    - If commercial healthcare insurance is required for IMS and/or authorized dependents, as directed by the MILDEP, review the healthcare insurance policy for compliance with requirements specified in Section 4.e. of this policy memo. Provide SCO with instructions on where to send the English version for review. Report any deficiencies in healthcare coverage immediately to the MCSCG Country Program Manager and SCO. If it is found that minimum coverage requirements have not been met, ID cards will not be issued to dependents.
      - NOTE: Review for insurance policy compliance should be completed prior to issuance of the ITO.
    - Advise IMS to take ITO and healthcare insurance policy documentation to local medical treatment facilities and any physicians they see during their stay in the United States.
    - Brief IMS on all procedures and requirements as outlined in this policy memorandum, including requirements in cases of pregnancy. **Obtain a signed memorandum of acknowledgement and understanding from IMS.**
    - Unauthorized dependents are not covered within this policy. In cases when an unauthorized dependant arrives at the training activity location, contact appropriate MCSCG Program Manager immediately.
  - Geographic Combatant Commander Responsibilities:
    - Ensure that SCO understands and adheres to the policies contained in this message.
    - Include adherence to this policy as an area of interest in Inspector General inspections and performance evaluations of SCO.
  - MCSCG Responsibilities:
    - When commercial healthcare coverage is required, establish policy and procedures for the review of healthcare policies for compliance with this policy memo. If this task is assigned to the IMSO, ensure the IMSO has received the necessary training and/or support to meet the requirement to review IMS commercially procured healthcare policies. (NOTE – this process is currently being established in coordination with the Department of the Navy and the U.S. Coast Guard.)
      - NOTE: If MILDEPs’ contracts for needed support to IMSO to review proposed healthcare coverage policies the cost of the medical reviewer is additive to tuition rates and shall be computed similarly to the instructions found in the DoD Financial Management Regulation, Volume 15, Chapter 7, paragraph 071102.B. The cost developed will be the same per student regardless of the training rate, (i.e. cost is considered to be an incremental cost).



- In coordination with the Geographic Combatant Commanders, enforce the following directives when notified by IMSO of IMS non-compliance with this policy memorandum:
  - When notified by the IMSO of an irresolvable lapse or lack of required commercial healthcare insurance for the IMS, coordinate with IMS' government to determine payment mechanism for outstanding medical bills. If IMS' government does not agree to pay for required healthcare insurance or outstanding medical bills take action to withdraw IMS from education and training and return IMS to home country.
  - When notified by IMSO of an irresolvable lapse of required commercial healthcare insurance for authorized dependents, the appropriate MCSCG Program Manager will take the following action:
    - Direct SCO to remove all non-compliant authorized dependents from ITO.
    - Direct the IMSO to collect DoD issued ID cards and request IMS to return authorized dependents to home country.
    - If IMS fails to send authorized dependents home, direct IMSO to withdraw IMS from training and return IMS to home country.
    - As applicable periodically forward information concerning healthcare policies that meet the requirements of this policy memo to DISAM for posting on the DISAM web site (<http://www.disam.dscamil>).
- Regional Centers (RC):
  - Participants traveling to a RC program or event (e.g., course, seminar, conference, workshop, etc.) are responsible for meeting any and all healthcare coverage requirements imposed by the country where the RC event is being held. The host RC will advise of any corresponding requirements.
  - If the RC program or event requires travel to the United States, the RC will determine healthcare coverage requirements on a case by case basis.

### **Additional Health Care Comments**

When an IMS or dependent is injured or requires hospitalization, the training installation will notify the appropriate MCSCG Program Manager as soon as possible and the chain of command as appropriate.

In order to maintain the patient's privacy, it is important that the IMS or dependent be identified by country code, IMET or FMS Case, Worksheet Control Number (WCN) instead of by name. The notification will include as much information as possible, with a follow-up e-mail providing all pertinent information concerning the IMS or dependent's condition as well as prognosis. If the patient is a dependent, use the WCN and the dependent number from the ITO block 12b, i.e. WCN 5004-2 with "2" being the second dependent listed in block 12b. E-mails should be marked "FOR OFFICIAL USE ONLY (FOUO)."

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 institutes business practices to protect the use and disclosure of protected health information. The medical facility ensures HIPAA compliance prior to the release of information to the military chain of command. All correspondence regarding health, medical, hospitalization issues will include the following HIPAA statement:

**"FOR OFFICIAL USE ONLY. This electronic transmission may contain personal medical information protected by the Privacy Act of 1974 and the Health Insurance Portability and Accountability Act (HIPAA) (see DoD 6025.18-R) not intended for disclosure outside government channels and exempt from mandatory disclosure under the Freedom of Information Act, 5 U.S.C., 552. Exemption 6 may apply. Do not release outside of DoD channels without the consent of the originator's office. If you received this message in error, please notify the sender by reply e-mail and delete all copies of message."**

Each IMS or dependent who receives care at a medical facility is entitled to a personal copy of their inpatient and outpatient medical records. Outpatient records will be provided to the IMS/dependent during their routine out-processing. Inpatient records can be obtained upon the patient's written request.

Emergency Healthcare is defined as care that saves life, eyesight and limbs.

Dental care is provided for Non-NATO IMSs only on an emergency, reimbursable basis where needed for relief of painful or acute conditions; routine dental care must be received from civilian sources. NATO/PFP IMSs receive the same dental care as U. S. military personnel. A dental emergency is a situation where dental treatment is required for relief of painful or acute conditions. Dentists are authorized to include in the concept of a dental emergency, care that is required to keep the student progressing in their studies. Medical/dental care that can wait until the following normal work day is not emergency care.

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

Current information regarding health care policy maybe be found under *Functional Areas, Health Affairs* at the <http://www.disam.dsca.mil/itm/> website.

Information regarding a country's reciprocal healthcare agreement may not be shared with individuals from another country.

## **Billing Procedures**

Clinics and hospitals account for the treatment rendered to IMSs by completing a DD Form 7 for inpatient care and a DD Form 7A for outpatient care. Billing for dependents is done at the local level and payment is the student's responsibility. Naval medical treatment facilities must forward DD Form 7/7As for the IMS the Naval Education and Training Security Assistance Field Activity (NETSAFA) for IMET IMS or the foreign government for FMS/FMS IMS as appropriate.

- IMET. If a government treatment facility treats an IMET IMS, the ITO indicates that the IMET program is responsible for payment, and criteria for treatment are met, the Military treatment facility will forward invoices to NETSAFA.

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

In situations where the medical bills from a civilian medical treatment facility are paid by the USG or a medical line on a FMS case, the IMSO will obtain three copies of the bill(s) for treatment and services including a statement signed by the doctor that states: *"I certify that the above services are necessary in treatment of the above named individual, that services were as stated, and that charges are not in excess of those customarily made in this vicinity."* If care is provided during an FSP trip, the IMSO will provide a statement including the fact that treatment occurred during an FSP trip.

Forward the bill(s), the medical statement, and three copies of the IMS' ITO to the appropriate MCSCG Program Manager. MCSCG will forward to the appropriate agency for payment.

When the ITO states the IMS is financially responsible for healthcare, the IMS will either pay the bill, or in the case of insurance, will pay the deductible and any co-payment. The medical facility will collect the IMS's insurance information and directly bill the insurance firm for the balance due.

When the ITO states the foreign government will pay for healthcare, the civilian medical facility will directly bill the foreign government point of contact listed on the ITO.

The local DoD MTF will assist and process reimbursements using DD Form 7 (Report of Treatment Furnished Pay Patients Hospitalization Furnished (Part A)) or DD Form 7A (Report of Treatment Furnished Pay Patients Outpatient Treatment Furnished (Part B)). The MTF will forward these forms to the appropriate MILDEP for disbursement.



## **Identification Cards, Foreign Identification Numbers (FINs), and Student Control Numbers (SCNs)**

Identification (ID) cards will be issued to each international military student (IMS) and accompanying dependents authorized on the sponsor's ITO by the first training installation in accordance with MCO P5512.11, NAVMILPERSCOMINST 1750.10 series and other appropriation directives.

In addition, each IMS will be issued a DD Form 2765 (Uniformed Services Identification and Privilege Card), also known as the Common Access Card (CAC). The expiration date will be one week after completion of the last training line on the ITO. If the ITO does not reflect dates for all training lines, contact MCSCG. An IMS's ITO will be endorsed upon issuance and return of ID cards.

The CAC cards are generated by the Real Time Automated Personnel Identification System (RAPIDS). A prerequisite to the availability of the new cards is access to the RAPIDS sites worldwide. The Defense Enrollment Eligibility Reporting System (DEERS) through RAPIDS will assign a Foreign ID Number (FIN) for the international student. The FIN is an alphanumeric designator generated by DEERS for DoD tracking purposes and is followed by an F (e.g., 900-00-4121F) so as not to confuse it with a Social Security Number. (Note: these procedures do not yet apply to international civilian students under the sponsorship of the DoD security cooperation education and training programs). An endorsement to the ITO will indicate that an ID card has been issued and will include the FIN number of the IMS card. RAPIDS will also enroll the international student and, if applicable, his/her family into the DEERS. DoD Human Resources Activity issued guidance on how to enroll foreign military members and their families into DEERS on 3 August 1999. Questions concerning how to enroll international personnel should be directed to the DEERS/RAPIDS Assistance Center, telephone 1-800-372-7437 or DSN 761-6953.

DD Form 1172 is the U. S. military *Application for Uniformed Services Identification Card/DEERS Enrollment* form used by Military Personnel Offices. Please note much of the data requested is not applicable to IMS.

Identification cards will be surrendered by IMS and their dependents during out-processing at the last training installation. Cards will be disposed of according to DoD instructions.

**NOTE: All IMS and dependents must have two (2) forms of picture identifications when applying for a military Identification Card, preferably in English (i.e.; home country ID, passport, driver's license, etc.).**

The SCN is assigned by the Training Management System (TMS) when the ITO is issued in country. When the SCO enters the IMS name, TMS searches the history that is maintained in that country's database and if it finds a name that looks the same, it will ask the SCO if this is the same IMS that has participated in previous trainings. If the answer is yes, TMS will assign the same SCN to that student and the records will be linked together.

## Identity Theft

The IMS can be particularly vulnerable to possible electronic identity theft. IMSOs should ensure that IMS are warned of such illegal activities during their time in the U.S. When an IMS arrives at a training site, he/she should be briefed on the potential for identity theft. IMS should be cautioned not to divulge personal information to anyone who does not have an official, legitimate reason for having the information. This information includes:

- Full Name
- Date/Place of Birth
- FIN/SSN
- Bank/Checking/Savings Account Numbers

In particular, IMS should be advised to:

- Safeguard personal papers/information against theft
- Shred bank statements and other papers with personal information
- Never divulge information by phone, e-mail, or over the internet to strangers
- Never click on links sent in unsolicited e-mails
- Check bank statements and other records for any unexpected/unknown transactions
- Report any suspicious requests for information or activity immediately
- Contact the IMSO to discuss any questionable or suspicious situation

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

<http://www.ftc.gov/bcp/menus/consumer/data/idt.shtm>

## International Military Education and Training (IMET) Survey

The International Military Education and Training (IMET) program is crucial to national security and foreign policy. This program is supported throughout inter-agency and Congress. However, objectives of the IMET program have been difficult to measure and past indicators of success for this program have been unreliable. In order to maintain support for this program we must demonstrate the value of IMET. The Department of State (DoS) and Department of Defense (DoD) require a more objective measure to the IMET program's accomplishments. In order to correct this deficiency, an on-line questionnaire has been developed for students completing Security Cooperation Education and Training courses. This survey will quantitatively evaluate the impact of the IMET program on foreign countries and their international military students in order to: identify weaknesses in the IMET program, assist in funding decisions and reporting the program's performance to the public.

The IMET evaluation will be accomplished by a short 25 question survey that IMSO's will administer to graduating students via the internet.

The administration of this questionnaire to IMET students is instrumental in the success of this study.

**Only students graduating from training under the IMET PROGRAM are required to complete the survey.** Students graduating from training under other programs (i.e., FMS, CTFP, INL, etc) ARE NOT to take part in this survey. The survey should be incorporated into schoolhouse out-processing of IMET students from their final course of instruction in their

training track (i.e. the last course before returning to home country). Students should only complete the survey once.

Marine Corps IMSOs have been notified by SCETC of the requirement to conduct this survey at their school. As the evaluation is expanded, the remaining schools/IMSOs will be contacted when the evaluation is required at their location.

Each graduating IMET student should access the survey by going to the following website:  
<http://www.afit.edu/en/Surveys/IMETSurvey/>

Basic information and instructions about the survey are contained on the initial screen which request the student confirm that their tuition is paid for via the IMET Program. If they select “No” to the IMET question, they will get a message to exit the survey.

Student should have the training location, MASL number and title of the course they completed readily available to complete the survey.

Once the student completes the survey, they will have the opportunity to print a completion certificate to provide to the IMSO.

Chapter 10 of DoD 5105.38-M, Security Assistance Management Manual (SAMM), has been updated with the following change:

C 10.3.4 Security Cooperation Education and Training Program Evaluations.  
Schools training IMS under Security Cooperation Programs may be directed to participate in student evaluations of these programs. The Defense Institute of Security Assistance Management (DISAM) will be the DSCA activity conducting these evaluations. DISAM will coordinate directly with military schools and the respective MILDEP Security Assistance Training Activities, notifying them of students selected to complete the evaluation. Participation in this evaluation is not optional for schools.

MCSCG Security Assistance Point of Contact is the Training Program Coordinator at (757) 962-4430 ext: 2252.



## Invitational Travel Orders (ITO)

All partner nation personnel who receive training and education from DoD schools, to include DoD-contracted facilities in the U.S. must be accounted for and issued an ITO. The ITO is the controlling document for training that is provided to each international student involved in a Security Cooperation training program. It is the authority which allows International Military Students onto a military installation and to receive training. **No student enters a Security Cooperation-sponsored training program without a properly executed ITO.**

The ITO not only provides guidance for determining which support is payable and which is not (i.e., living allowance and medical, student status and privileges) it is also used for accounting purposes. The Foreign Assistance Act and the annual Foreign Operations Act requires the Secretary of Defense and Secretary of State to jointly prepare and submit to Congress a report on all military training provided to foreign military personnel by the DoD and the DoS during the previous fiscal year and all such training proposed for the current fiscal year. For the purpose of this report, *“training” (to include education) is defined as any activity where a significant objective is the transfer of knowledge or skills (related to the performance of tasks of a military or defense nature) to units or individuals of the foreign armed forces or foreign MOD civilians.* When the ITO is uploaded into the SAN, it provides information to the Defense Security Assistance Management System – Training Module (DSAMS-TM), Foreign Visit System (FVS), and to the Cornerstone System. Via this process, the security organizations (security battalion, military police) at appropriate military bases are notified that an international military student will be on board the base.



# EXAMPLE

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

1. ITO Number: BN10I0011800      2. Country/Organization: Banderia      3. Date: 17-Apr-10

The U.S. Government hereby issues this ITO for the IMS herein named to attend the course(s) of instruction herein listed, subject to the terms and conditions contained herein, and as may be amended by competent authority. This ITO is the only document that will be used and is valid only for the IMS entering U.S. training under the Foreign Assistance Act of 1961, as amended, or the Arms Export Control Act. Definitions of acronyms and abbreviations contained in this document, and instructions for completing this form are provided in the Joint Security Assistance Training Regulation, JSATR (SECNAVINST4950.4A/AR 12-15/AFI 16-105). This computer generated, letter format ITO is authorized in accordance with the Security Assistance Management Manual (SAMM), DoD 5105.38-M.

4. Issuing Security Cooperation Organization (SCO).

a. Name of Organization: SCO Office  
b. Mailing Address: American Embassy  
PO Box 1234  
APO AE 12345-6789

c. E-mail Address: chargerhd@state.gov

5. Program Type: IMET: 1YR Intl. Mil. Education and Training BN-P-10I001

6. IMS Information.

a. Surname: SMYTHE  
First Name: JOHNUS  
b. Sex: MALE  
c. Country Service Rank: MAJ  
d. U.S. Equivalent Rank/Pay Grade: O4  
e. Country Service: Army  
f. Country Service Number:  
g. Date of Birth: 06-Jan-59  
h. Place of Birth: PLEASANTVILLE, BANDERIA  
i. Passport Number: BN549876321  
j. Country of Citizenship: BANDERIA  
k. Visa Number: 99006579  
l. Visa Type: A-2

7. Invitation.

The Secretary of Department of the Navy invites the IMS listed in Item 6 of this Order, to proceed on or about 25-Apr-10 from Banderia to QUANTICO, VA 22134 for the purpose of commencing training listed in Item 8 of this Order.

8. Authorized Training: No additional training to that specified in this order will be provided. Case: 09Q001

a. WCN: 1800A 68335.1      MASL: P171801      TITLE: COMMAND & STAFF COLL USMC  
Military Service Course No: M02RHA6      School: COMMANDING GENERAL, EDUCATION COMMAND  
QUANTICO  
Location: QUANTICO, VA 22134      Report Date: 14-Jul-10      End Date: 09-Jun-11  
\*\*\*\*\*Last Line\*\*\*\*\*

9. Funding. Fund Cite: 57-119/0 1085 429 8815 N10IQ 409 667100 FSR: 001728 PSR: 090509

10. Language Prerequisites:

a. Highest Required ECL: 80  
b. IMS completed the in-country English language testing as follows:  
ECL Exam No: 10A      Date Completed: 17-Feb-10      Score: 86

11. Security and Student Screening:

a. Human Rights, Security and Medical Screening have been completed in accordance with SAMM Paragraph C10.3.4 and JSATR Paragraph 10-41 for IMS listed in Item 6 of this Order.

12. Conditions:

a. Dependents: Dependents are authorized by U.S. authority to accompany the IMS or join the IMS while in training

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EXAMPLE



## ITO Amendments and Endorsements

The ITO is the controlling document for training provided to all international students being trained or educated in the U.S. under Security Cooperation training programs. It is the authority that allows training and provides guidance for determining which support is payable and which is not (i.e., living allowance and medical), student status and privileges, it is also used for accounting purposes. No student enters a Security Cooperation-sponsored education or training program without an ITO. All information on the ITO must be accurate.

The SCO is responsible for preparation of the ITO and issues an individual ITO for each student. As the *issuing authority*, **only the SCO can amend an ITO**. Once the ITO is created, the SCO uploads it to the SAN and a notification is sent to the IMSO and to the appropriate MCSCG Program Manager. The ITO should be reviewed by the IMSO immediately upon receipt. If at any time the information is not accurate, such as course dates, baggage allowance, student rank or name, etc., then the appropriate MCSCG Program Manager should be notified to make necessary corrections. Additionally, many times changes occur during training or status of the IMS after the ITO has been issued or after the student's arrival. The appropriate MCSCG Program Manager should contact the Security Assistance Branch who will request the SCO make the appropriate corrections.

An endorsement is a written record of actions that have been accomplished for, or about, an IMS by the IMSO at the schoolhouse. Endorsements serve the purpose of providing official documentation of several types of actions. ITOs are endorsed upon the issuance of transportation requests and meal tickets. ITOs are also endorsed upon payment of a living allowance (*indicating from/to dates of payment and amount paid*), arrival/departure at a training installation, and issuance/return of the U.S. DOD/Uniformed Services Identification and Privilege Card. Endorsements differ from Amendments. Amendments alter the basic authorities of the ITO and can only be issued by the SCO, the originator of the ITO.

Certificates or endorsements indicating that Government quarters and subsistence were or were not available will be provided and affixed by appropriate commanding officers, designated representatives, or the IMSO. Appropriate authorities at each training installation will endorse the original ITO indicating the dates, arrival, departure times, and mode of transportation.

ITO endorsements will be prepared separately by the IMSO. Headings will contain at a minimum the following data:

- Name of organization and official address of publishing activity
- Original ITO number and date
- Rank/grade and name [surname (all capitals), first, middle] of IMS
- Country
- Program Type and WCN
  - For IMET IMS, indicate IMET case identifier with Fiscal Year and WCN
  - For FMS IMS, indicate FMS case identifier and WCN
  - For other program types, enter the case identifier

Program Type can be found in Paragraph (5) of the Basic ITO. The WCN is composed of the last four digits of the ITO number in Paragraph (1).

All ITO endorsements will be signed by an authorized representative with the same distribution as that in Paragraph 16 of the ITO, as well as to others as appropriate. The IMSO will provide the IMS with five copies of the endorsement. Distribution via E-mail attachment is authorized.



## **Leave, Liberty, and Holidays**

An international student's parent service may authorize leave in the United States upon completion of training before returning to home country. A maximum of 7 days leave may be authorized. Leave should be approved before the student departs from his or her home country and authority included in the student's ITO. Requests for leave, or leave extension upon completion of scheduled training, will not be granted unless the SCO has amended the ITO not later than 15 days prior to the completion of scheduled training. A living allowance is not payable while in post-training leave status. Students who do not adhere to the scheduled return flights will not be the responsibility of the U.S. Government.

Leave at an international student's request between the last training installation and the port of departure is not authorized at the expense of the U.S. Government. No living allowance will be paid for such leave.

An international student may request leave for short periods to travel in CONUS. This leave may take place between certain courses or phases of instruction (such as non-applicable phases or classified phases of instruction). The student's request for leave must be jointly approved by the school/training activity commander/director and an authorized representative of the student's country in Washington, DC. For students in training under the IMET program continuation of living allowances is authorized during these periods.

Special rules apply for leave for an international student outside CONUS.

First, homeward travel for IMET students leaving the United States will be the most direct route using U.S. flag carriers. When an IMS is permitted by his or her government to deviate from the most direct route to visit other countries, IMET sponsorship will be suspended during such deviation. Further, if an IMS elects to remain at a point en route to his or her country beyond the time normally required to make travel connections, IMET funding of travel allowances during that excess time is not authorized. The ITO will be endorsed by the final training installation to indicate the foregoing provisos as appropriate. When IMS is permitted to take leave outside the U.S. the IMS should take their belongings with them.

Second, leave for IMET students outside the United States for which a living allowance is authorized is limited to 72 hours. Students will be responsible for fulfilling all immigration requirements.

Third, international students wishing to travel outside the United States in excess of 72 hours must obtain prior approval from appropriate country representatives in Washington, DC. IMSs will comply with all immigration regulations. IMET living allowances in excess of 72 hours are not authorized.

Fourth, U.S. officials are not authorized to approve leave for international students in any country other than the United States. International students must make their own arrangements when traveling outside the United States. This includes visa, travel, and accommodations. These students must also meet any other requirements that may be imposed on travel to the country desired.

International students may be granted leave between consecutive courses and or training installations. Between consecutive courses, the appropriate school/training activity commander/director may authorize leave not to exceed 7 days. Such leave should not be approved or used indiscriminately to occupy an international student during the period between courses of instruction.

Travel on a space-available basis in U.S. military aircraft by an international student on leave is not authorized.

Except for emergency leave, leave granted to an international student will not interfere with, nor prolong, the period of training. Requests for emergency leave will be submitted directly to the SCO concerned via e-mail with an information copy to the appropriate MCSCG Program Manager. Requests will reflect the international student's present course of instruction, graduation date, and scheduled additional training. It will also include any information necessary to substantiate the request.

For U.S. holidays, school commanders/directors are authorized to grant international students, liberty at their discretion. Those students attending education or training under the IMET program are authorized living allowance, during authorized holidays observed by the U.S. military personnel. International students are also authorized to observe major national and religious holidays of their home country no to exceed 1 academic day for each holiday authorized. These students are authorized not more than 2 of their country's religious or national holidays in one calendar year. Academic progress will be the deciding factor in each case. MCSCG will advise training installations of the authorized holidays to be observed.

International students may be authorized non-chargeable leave during the Christmas holiday period when activities at training installations have been curtailed. If additional training is scheduled at another installation immediately following the Christmas holiday period, the losing installation will be responsible for the international student during the holiday period.

School commanders/directors or their designated representatives are authorized to grant non-chargeable holiday leave, and USG-funded IMS are authorized living allowance during:

- Authorized holidays observed by the Marine Corps.
- Major national and religious holidays of the IMS' country not to exceed 1 academic day for each holiday authorized. IMS are authorized not more than 2 of their country's religious or national holidays in one calendar year. Academic progress will be the deciding factor in each case. MCSCG will advise training installations of the holidays to be observed. A list of these holidays can be found at:  
<http://www.disam.dsca.mil/itm/messages/messages.asp>
- The Christmas holiday period when activities at training installations have been curtailed.

IMSOs should ensure that the IMS has IMSO contact information and that the IMSO has the leave/liberty contact information for the IMS if the IMS is going "out of bounds". Also, make sure the IMS has a plane, bus, or train ticket to either return to the schoolhouse, or to follow-on location.

## Legal Status and Claims

**Jurisdiction:** Military and civilian IMSs and their dependents, while in the United States, are subject to the jurisdiction of the U. S. courts, both State and Federal. This is true unless they are exempted by treaty, or other specific authority, or have diplomatic immunity. Questions on the jurisdictional status of IMS or their dependents should be referred to the local staff judge advocate.

**Diplomatic status:** IMSs usually do not have diplomatic immunity; however, those who believe themselves entitled to diplomatic immunity or other special status should have their claimed status verified. The IMSO should contact the appropriate Program Manager at MCSCG for determination of IMS's status. As a general rule, a sponsor's diplomatic immunity extends to his or her dependents as well.

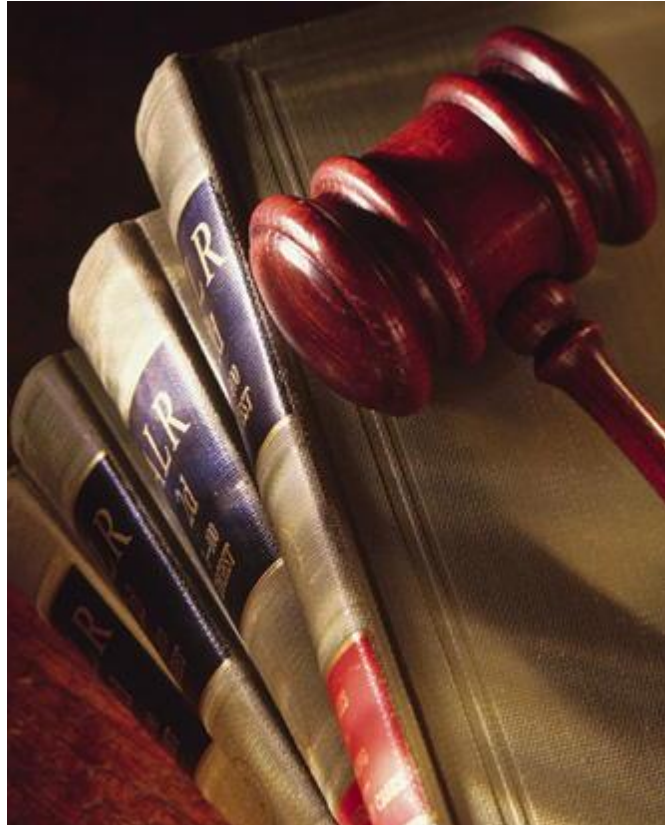
**Control of IMS:** IMSs are not subject to the Uniform Code of Military Justice (UCMJ). Generally, no authority exists under which U. S. military authorities may place an IMS in military confinement. Under the Federal statutes, however, Australian military authorities in the United States may request the assistance of U. S. military authorities to apprehend and confine members of Australian forces in the United States. U. S. civil authorities, State or Federal, may also apprehend and confine IMS for breaches of State or Federal law. Except for authorization by treaty or agreement (such as NATO SOFA), or by statute, Executive Order, or Presidential Proclamation (such as in the case of Australia), foreign military attaches or commanders stationed in this country have no authority to arrest, detain, or confine members of their forces within the United States; nor can they empower U. S. military authorities to arrest, detain, or confine members of their forces. When warranted by urgent circumstances, the installation commander may authorize temporary restraint to prevent bodily harm to the IMS or to other persons, pending arrival of civilian authorities. Such IMSs may not be returned to their home country without written approval of CG TECOM.

**Claims against IMSs:** For information concerning claims arising in the United States from the activities of IMSs from countries that have ratified the NATO SOFA contact the local staff judge advocate. If an inquiry is made concerning a claim involving non-NATO personnel, the claimant should be advised to seek redress from the IMS or his or her government.

**Claims filed by IMS:** IMSs training in the United States have no special status to equate them to members of the U. S. Armed Forces or make them proper party claimants under the Military Personnel and Civilian Employees Claims Act of 1964 (as amended), 10 U. S. C.2731-38. If otherwise a proper party claimant under U. S. law, an IMS may, subject to the commander's discretion, present an appropriate claim for relief.

**Living allowance claims involving deceased IMET IMSs:** An appointed U. S. Disbursing Officer will determine the amount of living allowance or other payments due to the deceased member. To get this information, the Disbursing Officer will check with the last finance and accounting office serving the deceased member. The officer should ascertain from the SCO the name of the deceased's next of kin, to whom check payment should be made. Checks will be forwarded to the SCO for disposition.

**Legal questions:** IMSOs should refer legal questions concerning IMSs to the local staff judge advocate. Any incident involving IMSs that might lead to or has led to the exercise of criminal jurisdiction by State or Federal authorities should be reported immediately to the appropriate Program Manager at MCSCG and TECOM G-3 / SC.





## Living Allowances for International Military Students

Under certain appropriated dollar programs, an IMS may be paid a living allowance during their course of study with the Marine Corps. These programs include the International Military Education and Training (IMET) Program, the Regional Defense Countering Terrorism Fellowship Program (CTFP), as well as other special programs. Under some conditions; IMS training under the authorization of a Foreign Military Sales (FMS) case may also be paid a living allowance. Conditions are set in the ITO issued by the SCO in the IMS's home country.

Living allowances are intended to cover an average cost differential for the student living away from his or her home station. It is not a substitute for the student's normal method of compensation and/or pay.

When an IMS arrives at a training installation the IMSO should review the ITO to determine if the IMS is to receive a living allowance. Each ITO must be carefully scrutinized to determine what payments, if any, are authorized. The IMSO and finance officer should jointly examine the ITO, and discuss with the IMS the funding authorization, when and how payments will be made, and what the IMS is responsible to pay for (such as billeting and meals). This is done to ensure mutual understanding. The IMSO should also determine if the IMS has sufficient funds to last them until the first living allowance payment is made. If the ITO authorizes payment of living allowance, the expenses will be charged to a fund cite/line of accounting provided on the ITO.

It is recommended that the IMS not be paid the full living allowance at one time, nor that their living allowance be held to the end of training. It is suggested that the students be paid on an every other week basis if possible.

IMS whose travel and or living allowance is paid by a U.S. funded program should be scheduled to depart the day following graduation, however, when a delay is caused by extenuating circumstances and approval is granted, students may be paid a living allowance and remain in military quarters until departure.

The IMSO is responsible for making billeting reservations. The IMS will be provided quarters and meals (messing/subsistence) in U.S. Government facilities when available. To be consistent and to avoid possible embarrassment, guidance applicable to U.S. personnel should be applied, as much as possible, to the IMS. In all cases, Government quarters will be used where available. The fact that an IMS is accompanied by dependents has no bearing in determining the availability of quarters for the IMS.



When quarters are provided, they will be of a comparable standard to those provided U.S. personnel of comparable rank. When U.S. Government quarters are not available, the IMSO will make commercial lodging reservations if possible. If commercial lodging reservations require a credit card to secure payment, **the IMSO will not use his/her personal account.** In instances like this, the IMSO will work with the commercial lodging facility to secure the reservations without a credit a card. If the IMSO is

unable to secure the reservations, the appropriate MCSCG Program Manager should be contacted.

Enlisted IMS receiving living allowances are authorized subsistence (meals) in kind without charge according to food service management directives currently in force. Subsistence without charge to the IMS in U.S. Government dining facilities may be provided while the IMS is attached to training installations or duty stations, during transit, and while in either CONUS or overseas training. When meal tickets are issued to enlisted and civilian equivalent IMS in a travel status, appropriate endorsement will be made on the ITO so that the value of the meal ticket may be deducted from amounts otherwise payable as living allowance. Enlisted IMS who have authorization and elects to subsist in a noncommissioned officer (NCO) mess will personally reimburse the mess for any cost in excess of the commuted ration value chargeable to the USG funded training program.

Officer and civilian IMS will not be provided subsistence in kind and will pay for meals taken in USG dining facilities at the food rates prescribed.

IMSOs should insure that the living allowance data with reference to billeting and messing for their activity is correct on the IMSO SAN WEB. The table below lists living allowance rates as authorized by Table C10.T3 of the SAMM.





## Daily Supplemental Living Allowances for IMS

	Govt or Contracted Govt Quarters	Mess	Dependents Encouraged	Dependents Accompany Student	Living Allowance Rate	Remarks
1	Yes	No	No		Actual cost of lodging (not-to-exceed (NTE) maximum lodging authorized in the Joint Federal Travel Regulation (JFTR)) + JFTR local meal rate + \$11 special International Military Student incidentals	
2	No	No	No		Actual cost of lodging (NTE maximum lodging authorized in JFTR) + JFTR local meal rate + \$11 special International Military Student incidentals	A statement of non-availability or equivalent must be issued to the International Military Student and filed with voucher. International Military Student must show proof of rental agreement or lodging receipt.
3	Yes	Yes	No		Actual cost of lodging (NTE maximum lodging authorized in JFTR) + JFTR Government meal rate + \$11 special International Military Student incidentals	
4	Yes	One or two meals are available	No		Actual cost of lodging (NTE maximum lodging authorized in JFTR) + JFTR proportional meal rate + \$11 special International Military Student incidentals	
5	Yes and free of charge	Yes and free of charge	No		\$11 special International Military Student incidentals	
6	Yes and free of charge	Available aboard ship	No		Government meal rate + \$11 special International Military Student incidentals	
7	Yes but International Military Student chooses to live off base				\$0	
8	No		Yes	Yes	Actual cost of lodging (NTE maximum lodging authorized in JFTR) + JFTR local meal rate + \$11 special International Military Student incidentals	Availability of quarters is based upon the availability of Government family housing. International Military Student must show proof of rental agreement and certify that dependents reside with International Military Student for at least 75% of the course duration.
9	Yes	No	Yes		Actual cost of lodging (NTE maximum lodging authorized in JFTR) + JFTR local meal rate + \$11 special International Military Student incidentals	

10	Yes	Yes	Yes	Yes	Actual cost of lodging (NTE maximum lodging authorized in JFTR) + JFTR local meal rate + \$11 special International Military Student incidentals *	Availability of quarters is based upon the availability of Government family housing.
11	Yes	One or two meals are available	Yes	Yes	Actual cost of lodging (NTE maximum lodging authorized in JFTR) + JFTR local meal rate + \$11 special International Military Student incidentals *	Availability of quarters is based upon the availability of Government family housing.
12	Bachelor Govt or Contracted Quarters are available but student chooses to reside off base		No	Yes	\$0	
13	N/A	N/A			Actual cost of lodging (NTE maximum lodging authorized in JFTR) +meals in accordance with JFTR + applicable OCONUS incidentals.	When a student from one country is attending a regional Mobile Education and Training (Mobile Education Team) course in another country.

Table C10.T3. of DoD 5105.38-M  
<http://www.dsca.mil/samm/>

#### NOTES

- (1) Quarters available means that USG quarters or contracted Government quarters were either furnished or made available. For International Military Student currently attending training in the U.S. that elected to reside offbase/post under the old 1999 TLA policy, the student is authorized to continue to receive TLA at 1999 TLA policy rates until their current line of training is completed and the student has returned home. However, if the student is scheduled for follow-on training at a different training location, the TLA rates in this table (\$0) apply at the new training location.
- (2) Mess available means three meals per day are available in a USG mess, whether or not actually consumed.
- (3) When TLA is authorized, the travel allowance rate includes the day of departure from home country to the day of arrival at, and day of departure from, each training installation, and the day of arrival at home country. TLA rates, while the International Military Student is on travel status including unscheduled delays, are based on rates equal to those in the JFTR for U.S. personnel. In most cases, the student does not receive their first TLA payment until they have been in CONUS for 2 weeks; therefore, the SCO is encouraged to advance student sufficient funds in U.S. dollars to meet all expenses while the student is enroute to include 2 weeks advance TLA. Any such advances shall be annotated in the special conditions block of the ITO to prevent duplicate payment of entitlements at CONUS training activities.
- (4) When the International Military Student is scheduled to attend training for 5 weeks or less, the SCO is authorized to purchase roundtrip transportation and to pay the student total authorized living allowance entitlements at the time of departure. Government Transportation Request number (GTR #) and amounts paid for transportation and living allowances are annotated in the special conditions block of the ITO to prevent duplicate payment of entitlements.
- (5) If the duration of training at the last training installation is 2 weeks or less, and/or the last training installation has no means of paying the International Military Student, the IMSO at the next-to-last training installation arranges for advance payment of travel and living allowance for that period of time to the day of arrival at the next follow-on training installation or country. Except for periods of

leave, the student ITO is endorsed in the Special Conditions Block to identify the period of time for which advanced living and travel allowances were made.

- (6) If it is determined that an International Military Student who has departed the CONUS or overseas training activity was overpaid in CONUS or at the overseas activity, no attempt is made to collect the overpayment from the student. The Implementing Agency determines whether a funding adjustment via the security cooperation training program is necessary.
- (7) The International Military Student is encouraged by the Department of Defense to bring dependents ONLY to the following courses:

- \* **USMC Command And Staff College**
- \* **USMC School Of Advanced Warfighting**
- \* **USMC War College**
- \* **Marine Corps University International Fellows Program**
- \* **USMC Expeditionary Warfare School**

An International Military Student scheduled to attend any of the above courses may also bring dependents to prerequisite courses, follow-on courses, and authorized leave periods. Students are not encouraged to bring dependents to any other courses. The “with dependent” TLA rate is intended/authorized when the dependents reside with student for the majority (75%) of the course duration. The “with dependent” TLA rate is not intended/authorized for students with dependents who come only for periodic visits.

- (8) Accompanied students living off post/base attending courses where dependents are encouraged by the Department of Defense (see note (7) above) may draw a living allowance advance upon arrival in CONUS of an amount not to exceed 10 percent of their total maximum living allowance authorized at a particular location. The student living allowance drawn during the period of training is adjusted to ensure that the amount of the advance is fully recovered before the student completes training at that location.
  - (9) When an International Military Student is authorized the “with dependent” TLA rate and is subsequently hospitalized, the “with dependent” TLA rate shall continue to be paid.
  - (10) TLA is not authorized for leave periods before or following completion/termination of training. Leave with living allowance may be granted during periods of class breaks, authorized holidays, and between consecutive courses.
  - (11) Guest instructors assigned to WHINSEC, IAAFA or NAVSCIATTS are paid a living allowance based upon the installation's Government quarters or Government contracted quarters rates by grade and a standard subsistence allowance regardless of rank. Guest instructors' allowances are paid out of the military Service's Operations and Maintenance account, not security assistance training programs.
  - (12) When an IMS is authorized TLA and is concurrently TDY, the IMS will be reimbursed for travel and per diem (lodging, subsistence, and incidentals) in accordance with the JFTR rate for the TDY location plus the TLA authorized at the training location.
- \* The Marine Corps has DSCA approval for IMS who are attending one of the Marine Corps' “dependents encouraged” courses and who reside in on-base family quarters to be paid supplemental living allowance at the National Capital Region per diem rate in order to cover their required expenses. This policy waiver also includes furniture rental, phone, cable and internet as part of the quarters cost for all ranks.

## Passports and Visas

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

The U.S. visa is the authority to entry into the United States during the valid period; it has no relation to the period of stay in the United States. The US Citizenship and Immigration Service (USCIS) will issue Form I-94 (Arrival/Departure Record), to the IMS when he/she enters the US. The USCIS Inspector will write a date or "D/S" (duration of status) on the I-94 card. This date, in conjunction with the ITO, form the documentation that governs the IMS's status in the US. IMSO at the first training location should verify that the IMS' I-94 has enough time to complete the training or is marked "D/S". The IMSO should initiate action to extend the date on the I-94 if there is insufficient time to complete the planned training. Application for Replacement/ Initial Nonimmigrant arrival – Department Document (Form I-102) is found at

<http://www.uscis.gov/files/form/i-102.pdf>. This site provides further instructions and a .pdf version of the form. Application to Extend Nonimmigrant Status (Form I-539) is found at

<http://www.uscis.gov/files/form/i-539.pdf>.



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

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

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

Additional information regarding Visa policy can be found at State Department's web site [http://www.travel.state.gov/visa/visa\\_1750.html](http://www.travel.state.gov/visa/visa_1750.html).

## Political Asylum

**Requests by IMSs for political asylum in the United States, or for temporary refuge, must be treated with urgent and careful attention to the procedures established by DoD Directive 2000.11 and SECNAVINST 5710.22A.**

The IMSO should advise the IMS that official DoD sponsorship (to include the payment of IMET living allowances) terminates once the IMS applies for political asylum.

The Marine Corps point of contact for these policies is the Operational Law Branch (JAO), Headquarters, U. S. Marine Corps. However, the IMSO should first contact the appropriate Program Manager at MCSCG and the TECOM SC Cell. If MCSCG or the TECOM SC Cell personnel are not available or if it is after hours, notification should be made to the MCSCG and TECOM Duty Officers.

Distribution of messages concerning this subject should be strictly limited to protect the confidentiality of the IMS. In no case shall a training activity include in-country addresses i.e. the ODC or SCO. Messages should be addressed to CG TECOM, MCSCG and CMC WASHINGTON DC JAO with information copies to NAVY IPO WASHINGTON DC and the chain of command.



## Privately Owned Vehicles (POV) and Liability Issues

For purposes of liability, IMSOs are covered by the Federal Torts Claim Act when operating a POV in the course of official duties. However, there are some requirements and considerations.

- The IMSO must be assigned in writing by his/her command. Such assignment should specify the use of a POV and particulars such as pickup/return to airport, transportation to medical appointments, etc. The assignment letter must also state that the IMSO possess a valid state driver's license.
- Any chargeable offense such as DUI, speeding or reckless driving negates the government's responsibility and places it upon the individual.
- A driver's packet similar to that which government vehicle operators carry should be maintained in the vehicle. It should include forms such as SF 91 Motor Vehicle Accident Report, SF 94 Witness Statement and DD 515 Accident Identification Card.
- In the event of an accident, the other party should be advised that the IMSO's vehicle was being operated on official duty.
- Claims to recover damages to the IMSO's vehicle should be filed with the government vice the IMSO's insurance company.
- When feasible, a rental vehicle using a government charge card removes the IMSO's auto insurance from consideration.



## Public Affairs

Public affairs activities will be conducted under the appropriate Marine Corps guidelines.

All requests received from the civilian media for the interviews or for photographs of IMSs undergoing training will be referred through channels to MCSCG who will in turn forward the request to the Office of the Assistant Secretary of Defense (Public Affairs) (OASD (PA)), 1400 Defense Pentagon, WASH DC 20301-1400, for evaluation before making any commitment.

- If OASD (PA) grants approval, all IMSs involved will be given an opportunity to contact their embassy or a senior advisor from their country before they participate. OASD (PA) specifies that IMSs are not required to contact their embassy or seek counsel unless they choose. In many cases, IMSs may feel there is no need to avail them of that opportunity.
- IMSs should be aware that representatives of news organizations, including film crews, have access to areas normally open to the public, and that IMSs could be photographed or be in contact with the media in those areas without prior knowledge.

The release of hometown-type stories and pictures of IMSs and visitors are governed by separate instructions. Installation commanders will dispatch hometown-type releases directly to the SCO. Releases require coordination by the SCO with ambassadors or public affairs officers of the U. S. International Communication Agency. Hometown-type news releases and photographs of IMSs undergoing training should stress the following:

- Stories of graduations and honor graduates.
- Highlighted training activities and individual achievements of IMSs.
- Action photographs showing IMSs training with equipment that they are likely to use when they return to their home countries. Off-duty photographs should emphasize activities that support the DoD FSP for IMSs. Examples of such activities are visits to State legislative offices, public works, educational institutions, industrial plants, and historical sites.

Data on the number of IMSs, by nationality, who are training at any given time, may be released. A general description of the training being conducted may also be released. No cumulative figures will be released except through the Marine Corps Public Affairs Office.

No news releases will be made when in violation of applicable agreements between the USG and the foreign government.

No press coverage will be initiated for orientation tour participants without their prior consent.



## **Quota Management, Training Input Plan, and the Marine Corps Training Information Management System**

Training and educating Marines is a top priority for the Marine Corps and the top priority for Training and Education Command. However, it is recognized that the requirement to train and mentor security forces of partner nations must also be a priority. Building and strengthening their capabilities will increase the professional competency and proficiency of partner nation security forces and enable them to address their own internal and regional security problems. It also strengthens those ties that enable us to fully engage with our coalition partners.

The training and education we provide to international military students is based on a request from the country. Requests are balanced between the country priorities and requirements, objectives to be achieved, and the associated budget to fund the training and education. Most requirements for education and training are submitted prior to the annual Security Cooperation Education Training Working Groups (SCETWG) and some are submitted “out of cycle”, or later in the year.

In order to accommodate international training and education requirements within our limited resources, it is imperative to collect and allocate school seats in an efficient and effective manner. A projection of the international quota requirements is submitted at the annual Training Input Plan Conference. Once all quota requirements are collected, Training Command distributes the quotas accordingly. Quota allocation and confirmation is made through the Marine Corps Training Information Management System (MCTIMS). MCTIMS provides accountability within the Marine Corps for the international students that we provide training and education. The Student Type for international students is “9O” for officers and “9E” for enlisted.

For those requests received out of cycle, MCSCG may request additional quotas from other MOS Sponsor. If quotas are available, MCSCG will request Training Command to update the quota distribution in MCTIMS accordingly. Unused quotas are returned for use by other Marine Corps organizations.

IMSOs should check what is in the SAN against what is in MCTIMS for any dissimilarity. Any discrepancies should be brought to the attention of the MCSCG Quota Manager or Program Manager for that particular country or countries. Additionally, when an IMS completes a course of instruction, MCTIMS should be validated to show that the quota was utilized.

Current operational tempo indicates FY12 will continue to be a surge year. Therefore, there is a possibility that international quotas will not be available for certain courses and strictly limited for others. For those courses where country requirements exceed quota allocation, prioritization of those countries requesting a course are coordinated with the respective Marine Force Component and then prioritized at the Headquarters, U.S. Marine Corps level and allocated according to Marine Corps Campaign Support Plan.



## Retainable Instructional Materials (RIM)

Retainable Instructional Materials (RIM) consists only of unclassified books, pamphlets, maps, charts, or other course material issued to and retained by the IMS and their U.S. classmates. It also includes official Field Studies Program (FSP) materials. RIM does not include articles procured by the IMS for personal use and not directly related to the course of instruction.

A shipment weight allowance is authorized for each IMS for their RIM. The cost of shipment of RIM is included in the tuition rates for all formal courses.

- Materials will be packaged and labeled at the training installation and shipped via fourth-class mail to the country SCO for delivery to the student, or to the official address for classified material. A copy of the student's ITO will be placed inside the box. Use of the Army and Air Force Post Office or Fleet Post Office (FPO) address of the sponsoring SCO is authorized. Boxes must be addressed to the SCO (student's name must not be entered on address label) and include (on the side of the package) the WCN and Program Year for IMET students and the WCN and FMS case for FMS students.
- Personal items and household goods will not be packed or shipped as RIM; cost of packing and shipping these items will be borne by the IMS. The IMS is also not permitted to ship these items with RIM by paying for excess charges over the authorized weight.
- An endorsement to the ITO will cite the weight shipped. The following RIM weight allowances will apply:
  - Up to 200 pounds for each PME course.
  - Up to 50 pounds for all other courses.

The IMSO should ensure that no personal effects or other unauthorized matter is shipped with RIM.



## **Standards and Training Requirements for International Military Students (IMS)**

This guidance is applicable to IMS participating in formal courses of instruction at Marine Corps commands and activities. It does not apply to foreign personnel aboard Marine Corps installations under the Personnel Exchange Program, Foreign Liaison Officers, or foreign guests on self-invited visits. This guidance was derived from applicable security cooperation regulations and policies established by higher headquarters. Questions on any part of this guidance should be directed to the appropriate Program Manager at MCSCG.

The Marine Corps education and training system is structured to meet the demanding requirements of training Marines at a particular grade level. Accordingly, specific grade prerequisites have been established for all formal Marine Corps education and training. The invitational travel order (ITO) should reflect the appropriate U.S. grade equivalent for the course of instruction.

All requests for Marine Corps education and training should include the grade of the prospective international military student (IMS). If the grade structure of the requesting country is significantly different from that of the Marine Corps or other U. S. Services, the Security Cooperation Officer (SCO) should request a grade waiver, highlighting the applicable differences when including grade information.

IMS attend class on the same basis as U. S. personnel. With few exceptions, IMS should complete the same course requirements as U. S. counterparts.

Classified instruction is released to IMS only in accordance with applicable regulations and disclosure authorities, on a need-to-know basis. MCSCG, through CMC, coordinates annual review of classified instruction for all USMC formal courses. Additional information on providing classified instruction to IMS can be found in this Desktop Guide or in SECNAVINST 5510.34.

IMS are required to participate in physical training when physical training is part of the course curriculum. IMS are encouraged, but not required, to participate in physical training in all other courses.

IMS will complete all course requirements, including field training exercises and blocks of instruction that may appear to pertain only to U. S. students. Course developers are encouraged to contact MCSCG if blocks of instruction are judged to be of doubtful value to IMS prior to excluding international students from that portion of a curriculum.

IMS should meet all course prerequisites except service retain ability. Only CG TECOM (through Director, MCSCG Security Assistance) has authority to grant or deny waivers for any prerequisites, including rank and English Comprehension Level (ECL). Waivers are normally granted or denied based on recommendations from the school commanding officers or directors. IMS should not begin training without approved waivers. The ECL is particularly important when training is considered hazardous.

IMS should not pass a course simply because they are an IMS. Schools should award diplomas only when established standards are met. The IMSO and the course directors must ensure IMS understand the standards. In accordance with the Joint Security Cooperation Education and Training (JSCET) regulation, numerical grades should not be the only determining factors involved in deciding whether to grant a diploma. The determining factor is whether the student can satisfactorily accomplish the objectives for which he or she was trained. Application, practical effort, and demonstrated understanding should be taken into account. Standards are not compromised by allowing IMS additional time to complete written exams, oral exams in lieu of written exams, or by allowing IMS to use dictionaries. If training deficiencies are identified, guidance is contained in the JSCET for awarding alternate completion or attendance certificates or letters. Counseling and disenrollment procedures are also outlined in the (JSCET) and this Desktop Guide.

Upon the completion of a course of instruction, an Academic Report (DD Form 2496, FEB 96) is required for each individual IMS. The Academic Report is the training assessment that is forwarded to the Security Cooperation Office in the IMS's home country. Academic reports are discussed in more detail later in this Desktop Guide.

Unexcused absences and tardiness are not acceptable. Each country sending students to CONUS education and training is authorized to select two country unique holidays per year for its students. However, there is no requirement to excuse IMS from class on the designated holidays. If performance in class is not adequate or critical instruction is being provided, students should not be excused. IMS should not normally be granted days off to commemorate country or religious unique events in addition to the two authorized holidays. The IMSO at each installation should ensure that course directors have holiday information that is updated annually.

There is no requirement to excuse IMS from class for religious reasons. If a school commanding officer or director wishes to set a policy to accommodate IMS, an additional half-hour to an hour in conjunction with lunch may be locally authorized, depending on the training schedule. Flexibility for significant religious holidays and prayer is encouraged. However, dismissing IMS from class on a regular basis for time periods in excess of one hour is discouraged. IMS should never be dismissed from class to the detriment of training. This guidance applies to all religions.

IMS must comply with Marine Corps and school policies including discipline, honor codes, fraternization, and sexual harassment. IMS are subject to all local, states, and federal laws unless diplomatic immunity is verified through the State Department; however, IMS are not subject to the UCMJ. Chapter 10 of the JSCET and this Desktop Guide provide detailed guidance on disciplinary actions applicable to IMS.

## Security Assistance Network (SAN)

The SAN is a web-based collection of applications used by IMSOs, SCOs, Geographic Combatant Commander staff, and others to manage IMS student information. It requires a username/password to access.

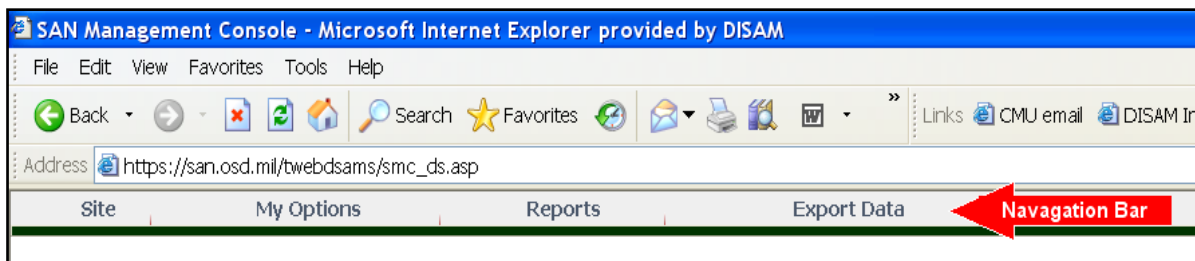
MCSCG Security Assistance Branch is the SAN administrator for all Marine Corps users. Requests for access to the SAN should be submitted to the MCSCG Training Program Coordinator at (757)962-4430 ext: 2252. IMSOs should provide: Name, Rank, Organization, Work mailing address, Tel No's, E-mail Address, and Training Location Code.

The IMSO portion of the SAN provides a means for the IMSO to view/update detailed information about training activities and management of IMSs in courses at the schoolhouses.

IMSOs are responsible for using the SAN to report the student's progress such as when the student arrived, began training (arrival/enrollment report), completed training (completion report), training is extended, if the student is removed from the training by attrition, or if a student failed to arrive and begin training. Also the IMSO uses the SAN to update school POC, activity/location, and course information. It is important that this information is kept up to date to ensure that the SCOs have the most current and accurate information.

### Access IMSO Web




- Go to SAN: <https://san.osd.mil/SAN/LOGIN>
- Enter Username and Password, click **Submit**
- Hover over **Training**, select **IMSO Web**
- *IMSO Web Homepage will appear*
- **IMSO Web “Navigation Bar”** is at the top of the page



### View STL/Students

On IMSO Web “Navigation Bar”:

- Hover Over **My Options**
- Select **Training Activity(s)**
- *Activity Page will appear*
  - (To change the criteria for which students to display, click the “View by student training status” dropdown box. The default is to show students who are Active.)

- Click **GO**
- *STL/Students list page will appear*
- From this page you can locate a specific student and click the appropriate icon to do an:
  - Arrival/Enroll Report 
  - Completion/Depart Report 
  - View/Edit Student information 
  - Click on Student's Name to see detailed information on student and upload a photo

## View, Edit or Add IMSO POC Information

On IMSO Web “Navigation Bar”:

- Hover Over **My Options**
- Select **Training Activity(s)**
- Click **Edit Contact Info**
- Select appropriate entry from the dropdown box
  - “Edit” – edit existing POC
  - “Add” – create a new or additional POCs
- Click **Go**
- Enter appropriate information
- Click **Save**


## View/Edit Remarks for Your Location / Activity

On IMSO Web “Navigation Bar”:

- Hover Over **My Options**
- Select **Training Activity(s)**
- Click **Edit Contact Info**
- Locate the “Location Remark” to edit and **click its Title**.
- Enter appropriate remarks
- Click **Save**

## View/Edit/Add International Notes for a specific MASL


On IMSO Web “Navigation Bar”:

- Hover Over **My Options**
- Select **Training Activity(s)**
- Click **View Active Courses**
- **Locate** appropriate **MASL ID**
- Click the **Edit Note icon**  (next to “Int’l Notes”)
- Enter appropriate “Course International Note(s)”

- Click **Update**

## Enter a Progress Message for a Student

On IMSO Web “Navigation Bar”:

- Hover Over **My Options**
- Select **Training Activity(s)**
- **Activity Page** will appear.
  - (To change the criteria for which students to display, click the “View by student training status” dropdown box.)
- Click on **GO**
- **STL/Students list page** will appear
- **Locate** appropriate **Student**
- Click **Edit Student icon** 
- Select “Progress Msgs” tab
- **Select** appropriate **Progress Message** from “Choose progress message” dropdown box
- Enter **Brief Remark** and **Dates** if needed
- Click **Add Progress Message** button at bottom of page

## View Progress Message Definitions and Requirements

On IMSO Web “Navigation Bar”:

- Hover Over **Site**
- Select **Progress Message notes**

## View ITO in ITO Repository


On IMSO Web “Navigation Bar”:

- Hover Over **My Options**
- Select **ITO Repository**
- **Locate ITO** you wish to view
- Click on the **ITO Number** (The ITO along with any ITO Amendment(s) will be displayed)

Another way to view an ITO is:

On IMSO Web “Navigation Bar”:

- Hover Over **My Options**
- Select **Training Activity(s)**
- **Activity Page** will appear.

- (To change the criteria for which students to display, click the “View by student training status dropdown” box.)
- Click on **GO**
- *STL/Students list page will appear*
- **Locate** the appropriate **Student**
- Click the “ITO Online” folder icon 

## **View Exception Report (actions left to do)**

On IMSO Web “Navigation Bar”:

- Hover Over **My Options**
- Select **Exception Report**
  - (Listed will be Arrival/Enrollment Reports as well as Completion Reports waiting for the IMSO to submit.)

## **Group Arrival/Enrollment Reports**

Use for multiple Arrival/Enrollment Reports where each student’s Arrival and Enrollment correspond correctly with the STL.

On IMSO Web “Navigation Bar”:

- Hover Over **My Options**
- Select **Training Activity(s)**
- *Activity Page will appear.*
  - (To change the criteria for which students to display, click the “View by student training status dropdown” box.)
- Click on **Go**
- Click **Group Enroll** button at the top.
- **Check the box** for each student that correctly Arrived and Enrolled on time (i.e. in accordance with the STL)
- Click **Save/Submit**

# SAN IMSO Web Reports

## Progress Reports

The Joint Security Cooperation Education and Training Regulation mandates certain reports be prepared and submitted to document the status and progress of international military students attending courses in CONUS schools. Reports are required when a student arrives on a training installation and commences training (Arrival/Enrollment Report), does not report for training as scheduled (No-Show report), completes, fails, terminates training (Completion/Departure Report), if there is a change in status (a student's departure date changes or a student's training is extended (Delayed Completion Report). These reports update the student status in the Defense Security Assistance Management System (DSAMS); therefore it is important that the information be accurate. Examples of these reports are included in this Desktop Guide.

To assist IMSOs in meeting submission requirements, the process has been automated utilizing the Security Assistance Network (SAN). IMSOs utilize the IMSO Web to send these reports electronically to MCSCG. Information copies of these reports are to be sent to the respective country SCO and other addressees as required. It is recommended that the IMSO keep a back-up copy of the report for a period of one year.

Because of the sensitive nature of information contained in certain reports, reports of a negative nature (i.e., student disciplinary problems) should be coordinated with MCSCG prior to submission. All delayed completion reports will be submitted when completion is affected by equipment downtime or medical emergencies.

If a student does not report to training as expected, the IMSO should check with the appropriate Program Manager at MCSCG prior to sending a report. This is to ensure that the training was not cancelled at the last minute. **DO NOT submit an arrival/enrollment report or completion report if a student does not report for training.** Click the hand-holding-paper ICON and select *No Show* in the dropdown list. This is important, so please submit a no show properly.

It is imperative that the training dates are accurate. Actual dates of training should be reflected on the progress reports. If dates are incorrect, the appropriate MCSCG Program Manager should be notified and the dates on the report corrected. When a student's departure/completion or enrollment date changes, a Progress Report (change in status) must be done using the IMSO Web. Correct dates must be annotated in the Remarks section of the report.

In the "Remarks" block of these reports, ensure billeting, messing and TLA information is recorded. For IMET students, the "Remarks" block should contain the following statement: LIV ALLOW \$\_\_\_\_\_ PER DAY.

For flight and/or simulator training, show simulator or flight hours (by aircraft or simulator type) in the "Remarks" block as applicable. All reports sent via the IMSO Web should be sent to the appropriate MCSCG Program Manager.

In as much as possible, each USMC activity receiving international students for training will provide reports for each course of instruction at the following intervals:



- Within three working days after course commencement.
- Within three working days after course completion or termination.
- Within one working day after determination of course failure or no-show.
- Within one working day after determination of delayed completion caused by nonacademic or non-disciplinary factors.

## **Periodic and Annual T-MASL Review**

Changes to course and activity information included in the Training Military Articles and Services List (T-MASL) should be made by the IMSO via the SAN IMSO. Information should be updated as changes occur, however, all information should be validated annually.

Instructions for using the SAN IMSO web to complete the T-MASL review are provided below.

Click on the hyperlink for the SAN on the International Training Management Web Page: <https://san.osd.mil/SAN/LOGIN> and log-in using your assigned Username and Password.

## **Update to Activity Information**

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

- General Information – Include any pertinent information regarding the location, i.e. distance from major cities
- Student Arrival/Departure – Include preferred airport of arrival and departure and directions from the airport
- Billeting – Include availability, daily rates, and if dependents are authorized
- Dining/Messing – Include availability of messing facilities and estimated meal costs
- Transportation – Include availability of bus, taxi, shuttle, etc.
- Driving - Include drivers license and vehicle ownership requirements
- Medical – Include medical facility information
- Climate – Include high and low temperatures for the area
- Uniform Information – Include seasonal uniform requirements

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

## **Update to T-MASL Course Information**

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

Log on to the SAN Web and proceed to the IMSO Web site. Once you are at the IMSO Web site:

- Hover over “My Options”.
- Click on “Training Activity(s)”.
- Click on “View Current Courses” on the bottom (yellow) navigation bar.

- Scroll to the desired course, and click on the “Hand-Holding-Paper” icon to the left.
- Click on “Request Course Revision” to generate an e-mail to MCSCG. Describe the requested change and send.

### **Course/T-MASL Elements Definitions**

- **Course No.** – Courses included in Marine Corps Training Information Management System (MC TIMS) or the Catalog of Navy Training Courses (CANTRAC). When the course is not reported in MCTIMS or CANTRAC, the Course No. field may be blank or may be used to designate a unique to the type of training (e.g., Correspondence Course = Correscourse).
- **Military Articles and Services List (T-MASL) Number** – A six-digit number assigned through MCSCG to each course of instruction available for attendance by international students.
- **Course Title** – An abbreviated course title designed to identify the training contained in the course (limited to 26 characters). A complete course title should be added to the course description field.
- **English Comprehension Level (ECL)** - Courses are assigned an English Comprehension Level to indicate the level of English comprehension an international student should be capable of to obtain the maximum benefit from the course. Courses are assigned numeric numbers usually ranging from 70 to 80 for Marine Corps education or training. An ECL of 80 is assigned for courses that are considered to be life threatening to either the student or instructors. An ECL of 70 is a normal standard for international student entry requirement.
- **Security Clearance** - The Security Classification is the highest level of classification to which Marine Corps students are instructed in the course, as shown by the following Definition Codes:
  - U = Unclassified
  - C = Confidential
  - S = Secret
- **Duration** – The course duration is viewed in calendar weeks in the SAN IMSO Web. The duration is established based on the class convening date and the class graduation date and includes weekends.
- **Course Description/Administration/Remarks** – An in-depth description of the training detailing the knowledge and skills that will be achieved when training is complete. Course descriptions should be clearly understood by individuals outside the Marine Corps (e.g., SCOs without a Marine Corps or military background). Care should be taken to avoid Marine Corps unique terms or abbreviations without explaining their meaning.
- **Notes** – Information that provides unique programming data considered vital for specific courses of instruction attended by international students. Notes, generally speaking, are created when there is a history of administrative or programming errors associated with that course of instruction. Some examples of the type information included in notes are:
  - Special clothing or equipment required for student to attend the course of instruction; unique reporting requirements
  - Strenuous physical requirements (e.g., for Basic Reconnaissance Course)
  - Requirement for submission of student biographical data required in advance of student arrival

## Taiwan – Guidelines on Relations

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

<b>To be avoided</b>	<b>Acceptable substitute</b>
Display of the Republic of China Flag	None
Military Ranks	Ranks should not be used in any correspondence except for ITOs where the following example may be employed: “Comp U.S. Grade 0-3”
“Republic of China”	“Taiwan”
“Host Government”	“Coordination Council for North American Affairs” (CCNAA) or “authorities on Taiwan”
“Chinese Army,” “ROC Army,” “CA,” and “Taiwanese Army”	“Taiwan Army” or “TA”
“Chinese Navy,” “ROC Navy,” “CN,” and “Taiwanese Navy”	“Taiwan Navy” or “TN”
“Chinese Air Force,” “ROC Air Force,” “CAF,” and “Taiwanese Air Force”	“Taiwan Air Force” or “TAF”
“Country”	“Taiwan” or “CCNAA”

## Travel for International Military Students

IMSOs regularly make travel arrangements for IMET students or other international military students whose travel is chargeable to accounting information provided on the student's invitational travel order (ITO). Guidance in the appropriate handling of U. S. funded travel for IMS is defined in SECNAVINST 4950.4B, Joint Security Cooperation Education and Training Regulation (JSCET), Joint Federal Travel Regulation (JFTR), and DoD 5105.38-M, Security Assistance Management Manual (SAMM).

When an IMS arrives onboard, the IMSO at each training installation should **review the ITO** to determine if the travel cost is funded by the IMS's own country or by the U.S. When travel/transportation is funded by the USG training program, normally, the program will include all transportation costs, travel allowances, and all authorized expenses in connection with the official travel of IMSs. However, certain countries defray all or part of these costs. The ITO will stipulate the specific responsibility for funding of travel.

The IMSO should check if the student has either a return airline ticket to home country or a ticket to the next training installation, as appropriate. When travel is funded by the U.S., roundtrip tickets are usually discouraged unless the training is five weeks or less. If the student has a ticket, the IMSO should check the ticket for accuracy.

If the IMS has follow-on training at another location, the IMSO will make the necessary transportation arrangements and inform the gaining installation of the arrival of the IMS by the most expeditious means. If the duration of the last training course is 2 weeks or less, the IMSO



U.S.

at the training installation prior to the last will coordinate with the last training installation to determine if training dates are firm or have the potential to change. Otherwise, the IMSO at the last training installation will make the arrangements for return to homeland.

If airline reservations need to be made or changed the IMSO should use the travel agency located on their own installation or call the airline to change reservations if travel/transportation is funded by the

If travel/transportation is funded by the country and the airline ticket is incorrect or the training program has changed the IMSO will notify the appropriate MCSCG Program Manager who will coordinate changes if required. Generally, the IMS will need to contact his country representatives to change the ticket.

Travel agencies or offices have a responsibility to offer carriers and routes most cost effective to the U.S. government while considering the ultimate mission. Furthermore they must adhere to the following policies per agreement between the U.S. Government and carriers in conjunction with U. S. Government funded travel.

- Use of contract carriers where applicable.
- Use of American flag carriers in accordance with the “Fly America Act.”
- Use of code share carriers is permissible if fare and excess baggage limitations fall within allowed guidelines.
- Carriers utilized must not be on the U.S. Government’s non-use list.

For OCONUS travel IMSOs should reconfirm reservations directly with carriers 72 hours prior to departure. For all travel, the IMSO should ensure the IMS arrives for check-in at the airport in sufficient time to complete all check-in and security screening requirements. For OCONUS travel, the IMS should arrive at the airport at least three hours prior to departure. Domestic travel requires arrival check-in at least two hours prior to departure. Local or extraordinary conditions may require earlier arrival. IMSOs should be sensitive to and check on such conditions.

Airlines within the United States have changed their baggage allowances. IMSOs should check with scheduled air carriers to determine what allowances apply and ensure that the IMS is aware of those limitations. Baggage size, dimensions, and weight, will conform to carrier stipulations. Baggage must accompany the IMS. When travel/transportation is included in the USG training program and excess baggage is authorized IMSOs should include funding for excess baggage in final detachment orders. Table C10.T9 of the SAMM provides specifics regarding authorized baggage allowances for IMSs.

Travel by Privately Owned Vehicle (POV) within CONUS may be permitted if it is in the best interests of the USG and the ITO indicates that travel by POV is authorized. The IMS responsible for paying POV operating expenses is entitled to a monetary allowance in lieu of transportation.

When an IMS returns to his or her home country the IMSO at the last training installation should include flight information in the departure completion report.



## 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 an unauthorized absentee (UA) status. The IMSO will carefully check student accountability records before making a determination of UA to ensure that the IMS is not absent because of misunderstanding the schedule, sick in quarters/local hospital, or for other plausible reasons. Prompt notification of UA is critical; however, a high degree of certainty has to be applied prior to making a notification of UA. When a student is determined to be in a UA status while in travel from one training installation to a follow-on training location, the IMSO at the student's last installation is responsible for notification and reporting as outlined below.

When it has been determined that an IMS is UA the following actions will be taken:

### The IMSO will:

- Notify the Department of Homeland Security/Immigration and Customs Enforcement (DHS/ICE) office (both local and national office at [CTCEU@dhs.gov](mailto:CTCEU@dhs.gov) (703) 235-3413 the **appropriate MCSCG Program Manager**, TECOM G-3 /SC and the Defense Security Cooperation Agency (DSCA). The notification should include, but is not limited to:
  - IMS full name and country of citizenship/origin
  - Passport and visa information
  - Effective date and time of absence
  - Date of birth
  - Last know location
  - Last known mobile telephone number of IMS
  - Case identification/Worksheet Control Number (WCN)
  - Type of training and follow on training for which MS is programmed
  - Travel circumstances (flight arrangements, layovers)
  - Any information concerning events that may have contributed to the UA status
  - Known variations in name spelling or alias – check against passport and visa
  - Information on U.S. driver's license (e.g., number, issuing state, expiration date)
  - Information and copy of any DoD identification (ID) cards issues
- Notify the appropriate DoD ID card office to ensure the ID card is cancelled.
- Notify the local Defense Finance and Accounting Center facility and finance/disbursing officer to post UA information on the IMS DD Form 1588 to preclude unauthorized payments.
- Notify installation lodging to cancel service.
- Ensure the proper progress message (e.g., AWOL-TG) is entered in the SAN IMSO web.
- Notify the local/command Staff Judge Advocate who should be aware of U.S. Government consular notification requirements if the IMS is later arrested.
- Request, via the appropriate MCSCG Program Manager, the applicable SCO provide instruction for disposition of IMS' personal effects from the Ministry of Defense of the IMS. Cost for shipping and handling will be charged to the corresponding funding line that supported the IMS' training.

- Notify the local and national DHS/ICE office, appropriate MCSCG Program Manager, and DSCA if an IMS previously reported as being in a UA status voluntarily returns to a DoD training installation or is known to be detained by any local authorities. DHS/ICE Field office contact information can be found at <http://www.ice.gov/contact/ero/>

The appropriate MCSCG Program Manager will:

- Forward all information received from the IMSO to the relevant SCO, geographic combatant command, and DSCA. Both the IMSO and the appropriate MCSCG Program Manager will notify DSCA to ensure this information is received.
- Notify Naval Criminal Investigation Service (NCIS).
- Provide disposition instructions for any IMS in UA status that voluntarily returns to a DoD installation. These instructions will be provided to the MCSCG Program Manager by DSCA.
- Ensure TECOM G-3 / SC is notified

The SCO will:

- 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.

DSCA will:

- Notify and provide the information stipulated above to DHS/ICE, the Defense Intelligence Agency (DIA), the Federal Bureau of Investigation (FBI), and the U.S. Northern Command J34.
- Notify the Defense Attaché of the IMS' country of origin.
- As a part of a working group, consisting of DHS/ICE, DIA, FBI, and Northern Command J34 representatives, maintain a list with current status information on all IMS in a UA status and review relevant details.
- Notify DHS/ICE, DIA, FBI, and Northern Command J34 of any IMS previously reported as being in a UA status that voluntarily returns to a DoD installation or is known to be detained by local authorities. Relay direction provided by DHS on how to handle this situation to the appropriate MCSCG Program Manager.

## **Chapter 3**

### **International Military Student Officers (IMSOs) Resources**



## International Military Student Officers (IMSOs)

Activity Code	Address	Phone
<b><u>ARIZONA</u></b>		
PMSY	Officer in Charge MATSS Yuma P.O. Box 99301 Yuma, AZ 85369	IMSO TEL: (858) 577-8811 DSN: 267 TEL: (928) 269-8028 DSN: 928 FAX: (928) 269-5628
<b><u>CALIFORNIA</u></b>		
PEWP	Commanding Officer EWTG Pacific (Code N52) 3423 Guadalcanal Road San Diego, CA 92155	IMSO TEL: (619) 437- 2789/2236/2246 FAX: (619) 437-3175 DSN: 577
PTDU	Commanding Officer Center for Naval Aviation Technical Training, Marine Unit P.O. Box 555218 Camp Pendleton, CA 92055-5218	IMSO TEL: (760) 725-0265 Alternate TEL: (760) 725-4687 FAX: (760) 725-4073 DSN: 365
PHMP	HMT-303 – AVIATION TRNG	IMSO TEL: (760) 725-8974 TEL: (760) 725-1915/1917 DSN: 365
PMAB	Commanding Officer AAS Schools Battalion P. O. Box 555041 Camp Pendleton, CA 92055-5041	IMSO TEL: (760) 725-2073 TEL: (760) 763-6078 FAX: (760) 763-6086 DSN: 361
PMBP	Commanding General Marine Corps Base (TRMD) ATTN: IMSO P.O. Box 555021 Camp Pendleton, CA 92055-5021	IMSO TEL: (760) 725-5007 FAX: (760) 725-6908 DSN: 365

PMBT	MCCES MCAGCC ATTN: IMSO P.O. Box 788251 Twentynine Palms, CA 92278-8251	IMSO TEL: (760) 830-5023/6174 FAX: (760) 830-3699 DSN: 230
PMCA	Commanding General Third Marine Aircraft Wing ATTN: G3/ATS P.O. Box 452038 San Diego, CA 92145-2038	IMSO TEL: (858)577-8811 FAX: (858)577-8813 TEL: DSN 267
PMCM	Commanding Officer Marine Corps Mtn Warfare Trng Center Highway 108, Bldg 4048 Bridgeport, CA 93517-9802	IMSO TEL: (760) 932-1454/1453 FAX: (760) 932-1430/1431 DSN: 839
PMFD	Commanding General First Marine Division Attn: G3 P. O. Box 555381 Camp Pendleton, CA 92055-5381	IMSO DIV SCOLS/ (760) 725-8760 TEL: (760) 725-5822/5876 DSN: 365/361 FAX: (760) 763-1198
PRDS	AC/S (G3T) MCRD WRR 3800 Hochmuth Blvd, Bldg 4, DI School San Diego, CA 92140	IMSO Alternate TEL: (619) 524-4414 FAX: (619) 524-1074 DSN: 524
PSIW	Commanding Officer School of Infantry (SOI-W) Academic Management Section (S-3) P. O. BOX 555061 Camp Pendleton, CA 92055-5061	IMSO Alternate TEL: (760) 725-7017/7174 FAX: (760) 725-7636 DSN: 365
PIMS	Commanding Officer Instructional Management School AAS Schools Battalion Box 555041 Camp Pendleton, CA 92055-5041	IMSO TEL: (760) 725-3079 DSN: 365
PMPE	SNCO Academy Box 555104 Camp Pendleton, CA 92055	IMSO Alternate TEL: (760) 763-0219 TEL: (760) 763-0213/0215 DSN: 361

**FLORIDA**

PEAM	Officer in Charge EAMTU 222 East Avenue NAS Pensacola, FL 32508	IMSO TEL: (850) 452-9471/9474 FAX: (850) 452-9515 DSN: 922
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**GEORGIA**

PMGA	Commanding Officer USMC Detachment Barnes Ave, Bldg 25707 Fort Gordon, GA 30905-5221	IMSO TEL: (706) 791-8244 FAX: (706) 791-3634 DSN: 780
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**MARYLAND**

PMRM	Commanding Officer, MARCORDET 4403 Springfield Road US Army Ordnance Center & School Aberdeen Proving Ground, MD 21005	IMSO Alternate TEL: (410) 278-9786 FAX: DSN: 298--8553
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**MISSOURI**

PMDF	Engineer Equipment Instruction Co Marine Corps Detachment U.S. Army Engineer Center 1686 Minnesota Avenue, Bldg 693 Ft Leonard Wood, MO 65473-8963	IMSO TEL: (573) 596-6958/6744 FAX: (573) 596-0931 DSN: 581
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PMDP	MP/CBRNIC Marine Corps Detachment 686 Minnesota Avenue Ft Leonard Wood, MO 65473-8963	IMSO TEL: (573) 596-4356 FAX: (573) 596-5301 DSN: 581
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**NORTH CAROLINA**

PHMJ	Commanding Officer Naval Air Maintenance Trng Marine Unit New River PSC Box 21036 Jacksonville, NC 28545-1036	IMSO TEL: (910) 449-6183 FAX: (910) 449-6384 DSN: 752
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PMTR	Operations Officer MATSS MCAS Unit New River PCS Box 21035	IMSO TEL: (910) 449-6666 FAX: (910) 449-5283 DSN: 752
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Jacksonville, NC 28545-1036

PMBE	Commanding Officer Attn: IMSO Marine Corps Engineer School PSC Box 20069 Camp Lejeune, NC 28542-0069	IMSO TEL: (910) 440-7350/7340 FAX: (910) 440-7519 DSN: 758-7350
PMBL	Commanding General ATTN: TE&O PSC Box 20004 Marine Corps Base Camp Lejeune, NC 28542-0004	IMSO TEL: (910) 451-7396/5326 FAX: (910) 451-5752 DSN: 751
PMCC	Commanding General (G3T) Second Marine Aircraft Wing PSC Box 8050 Cherry Point, NC 28533-0050	IMSO TEL: (252) 466-6855 FAX: (252) 466-4324 DSN: 582
	VMAT- 203	IMSO TEL: (252) 466-7477
	MAG-14	IMSO TEL: (252) 466-6289
PMLE	Director NCO Academy Education Command PSC Box 20166 Camp Lejeune, NC 28542-0166	IMSO Alternate TEL: (910) 450-1942 FAX: (910) 450-0019 DSN: 750
PMNR	Officer-In-Charge TAVSC, H&HS MCAS PSC Box 21002 Jacksonville, NC 28545-1002	IMSO TEL: (910) 450-6062/6673 FAX: (910) 450-6651 DSN: 750
PMSG	Commanding Officer Operations Officer School of Infantry PSC Box 20161 Camp Lejeune, NC 28542-0161	IMSO Alternate TEL: (910) 449-2278 FAX: (910) 449-0481 DSN: 752
PMSL	Commanding Officer Attn: IMSO MC Combat Service Support School PSC Box 20041 Camp Lejeune, NC 28542-0041	IMSO Alternate TEL: (910) 450-1043/0859 FAX: (910) 450-1044 DSN: 750

PVMA Director of Training  
CNATT MARUNIT  
PSC 8055, BLDG 4414  
Cherry Point, NC 28533-0055

IMSO  
TEL: (252) 466-5936/5721  
FAX: (252) 466-6978  
DSN: 582

### **OKLAHOMA**

PMOK Officer in Charge  
Marine Corps Artillery Detachment  
759 McNair Avenue, Brown Hall  
Ft Sill, OK 73503-5600

IMSO  
TEL: (580) 442-6236  
FAX: (580) 442-6189  
DSN: 639

### **RHODE ISLAND**

PMJS Officer-in-Charge  
USMC Detachment  
Naval Station Newport  
144 Taylor Drive  
Newport, RI

IMSO  
TEL: (401) 841-2759/60  
DSN: 948

### **SOUTH CAROLINA**

PRDP AC/S (Ops & Trng)  
MCRD ERR  
P.O. Box 19001  
Parris Island, SC 29905-9001

IMSO  
TEL: (843) 228-1865  
TEL: (843) 228-4786  
FAX: (843) 228-3708  
DSN: 335

### **VIRGINIA**

PQCO Commander, Education Command  
President, Marine Corps University  
(Code C40IO)  
2076 South Street, Rm 026  
Quantico, VA 22134-5067

IMSO  
TEL: (703) 784-3157  
Alternate  
TEL: (703) 784-3156  
DSN 278-3156/3157  
FAX: (703) 432-4677

PEWL Commanding Officer  
EWTG Atlantic  
ATTN: IMSO  
1575 Gator Boulevard, Suite 243  
Norfolk, VA 23521-2740

IMSO  
TEL: (757) 462-8547  
TEL: (757) 462-8876  
FAX: (757) 462-7343  
DSN: 253

PMVA

Commanding Officer  
USMC Detachment  
Petroleum and Water Department  
2001 Thirty-First Street  
Fort Lee, VA 23801-1801

IMSO  
TEL: (804) 734-6295  
FAX: (804) 734-6315  
DSN: 687

# International Military Student Officer (IMSO) Checklist

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

***Do not wait until the day before a student is due to arrive to identify a problem, especially around the holidays.***

IMS NAME: \_\_\_\_\_ COUNTRY: \_\_\_\_\_  
RANK: \_\_\_\_\_ US EQUIVALENT: \_\_\_\_\_  
COURSE: \_\_\_\_\_ ARRIVAL DATE: \_\_\_\_\_

## Prior to arrival

- Review Projection Report via IMSO SAN (*This should be accomplished at least once a week.*)
  - Check dates for confirmed training
  - Check appropriateness of training
    - Share with instructors/course directors
    - Are there prerequisites?
    - Are the dates valid?
    - Has course duration changed?
    - Is pipeline valid?
    - Is training classified?
    - If training is classified, do you have a current DDL?
- Send welcome aboard package to SCO
- Call BOQ/BEQ at first opportunity once training is confirmed
- Consider transportation arrangements/pickup at airport
- Schedule language testing if required (see section on ECL Testing)
- Expect ITO anytime within 1 month prior to class start
  - If you do not have it a week prior to class start, contact the appropriate MCSCG Program Manager
  - Read ITO carefully regarding travel, living allowances, dependents, etc.
- Expect arrival information anytime within 1 month prior to class start.
  - If you do not have it a week prior to class start, contact the appropriate MCSCG Program Manager
  - If an IMS is coming from English Language Training, contact the DLIELC IMSO
  - Arrange for someone to meet IMS at airport (preferably of equal rank)
- Prepare training record

## Day of arrival

- Pick up IMS at airport
- Check student into BOQ/BEQ
- Tour installation to familiarize the student with the area
- Ensure IMS knows where commissary, PX, and chow hall are

## Day after arrival

- ❑ Give arrival brief to IMS, Include briefs on cooking safety, food storage, and general hygiene. [http://www.bellevuewa.gov/safety\\_videos.htm](http://www.bellevuewa.gov/safety_videos.htm) ; [http://www.youtube.com/watch?v=3tdH9f\\_LXj4&feature=related](http://www.youtube.com/watch?v=3tdH9f_LXj4&feature=related)
- ❑ Discuss ITO with IMS
- ❑ Issue ID Cards (IMS and dependents if authorized)
- ❑ If ITO says IMET Program or FMS case pays living allowance, take student to Disbursing to collect money (recommend paying living allowances no more than two weeks at a time)
- ❑ Have TCO administer English Language Test if applicable
- ❑ Check passport/visa and ask if student has return airline ticket, consider holding for safekeeping
- ❑ Assist IMS in setting up a bank account as appropriate

## During the IMS's stay

- ❑ Submit commencement report (arrival/enrollment) on the IMSO SAN
- ❑ Prepare appropriate endorsements
- ❑ Be aware of IMS problems and what to do (call the appropriate MCSCG Program Manager and TECOM at first sign of a problem)
  - Disciplinary problems (cannot discipline, can only recommend disenrollment)
  - Academic problems
  - Civilian fines
  - Language deficiencies
  - IMS personal problems
  - Dependent problems
  - Medical Problems
- ❑ Determine travel arrangements prior to departure
  - Recheck authorization for POV as appropriate
  - If travel is funded by a U.S. Government program, arrange return travel
  - Notify follow-on training activity 14 days prior to departure
  - If last training location, notify SCO of travel arrangements
  - If there is a gap in training dates notify the appropriate MCSCG Program Manager
  - Discuss itinerary with IMS
  - If TLA is authorized, prepare final TLA paperwork (endorsement) and take to Disbursing

## Preparing for IMS Departure

- ❑ Obtain/prepare graduation certificates or Letters of Attendance
- ❑ Have IMET IMS complete the International Military Education and Training Survey (*IMET Students only*)
- ❑ Check students BOQ/BEQ room or housing to ensure the quarters have been left in an acceptable state
- ❑ Prepare student to check out of BOQ/BEQ; make sure their bill is paid; assure diploma/graduation certificate is not given to IMS until all debts are settled



- ❑ Give departure brief to IMS
- ❑ Assist IMS in closing out their bank account as appropriate.
- ❑ Retrieve ID/CAC Card (*IMS may need to maintain their ID/Card until they have completed the check-in process at some airports; if this situation applies, retrieve the ID/Card after the check-in process*)
- ❑ Take IMS to airport

### **After Departure**

- ❑ Prepare completion and academic reports within three days after departure (IMSO SAN)
- ❑ Within five days of departure, mail training record/medical record to follow-on training site or if last training installation, forward the documents to the SCO
- ❑ Mail Retainable Instructional Material (RIM) to SCO (address indicated on the ITO); do not mail with training/medical record; make sure the WCN and case designator is on the outside of the package

# Reporting FSP Events in SANWEB

## To enter an FSP Event:

- From the menu bar, select *My Options*.
- From the dropdown options, select *Training Activity(s)*.

The screenshot shows the top navigation bar with the text: **\*\* Training Server \*\* Training Server \*\* Training Server \*\* Training Server \*\* Training Server \*\* Training Server \*\***. Below the navigation bar, the 'My Options' menu is open, showing options: Arrival Information, **Training Activity(s)**, Exception Report, Edit FINs, TLS History, Upload Academic Rpts, ITO Repository, View DSAMS log, and CETPP Home. The main content area shows the date **06, 2012** and a list of bulletins. The first bulletin is 'The LAST DS' with the text: 'AN was 533 hours 50 minutes ago (12/15/2011 02:08:01 AM EST (US)). **Warning: DSAMS update is late today**'. The second bulletin is 'The NEXT DS' with the text: 'AN is in about 20 hours 2 minutes.' Below the bulletins, there are notes: 'NOTE: If you have a photo, please make the photo a .GIF or .JPG', 'IMSO's: **IMSC** CETPP Home', and 'IMSO's: Remember FINs are all numeric except the F at the end. 10 characters long and start with a 9.' At the bottom, there are links: 'Quick start and FAQs', 'Per diem rates -or- CY11 holidays for international students', and 'DISAM ITM website -or- DISAM resident courses -or- SAMM see chapter 10'.

- A detailed list of Activity(s) will appear. Under the school that you want to enter an event for, select the **Edit FSP Events** link.

The screenshot shows the 'Location Code / Contact information' section. At the top right, there is a dropdown menu for 'View by student training status' with 'Students Active' selected. Below this, there is a search bar with the text: 'Cannot find a student? Change this selection ->'. The main content area displays the following information: **(011 - Army) AVIATION SCHOOL**, **BLDG 6611 TOMAHAWK ST., FORT RUCKER, AL, 36362**. Below this, there is a list of IMSO contacts: IMSO PRI - CPT Christopher M. Coatney christopher.m.coatney.mil@mail.mil 334-255-2040, IMSO ALT1 - Tock, Jeffrey M. jeffrey.m.tock.civ@mail.mil 334-255-9502, IPM PRI - Fernandez, Joseph joseph.r.fernandez.civ@mail.mil 334-255-2391, IPM ALT1 - Pineiro, Eduardo eduardo.pineiro.civ@mail.mil 334-255-2391, TNMGR ALT2 - Rodriguez, Yolanda Yolanda.Rodriguez1.civ@mail.mil 334-255-9145, and TNMGR ALT1 - Martin, Gladys Gladys.Martin.civ@mail.mil 334-255-9008. Below the contact list, there are two dropdown menus: 'Students Active by Country' and 'Students Active by Course'. At the bottom, there is a navigation bar with the following links: **Edit Contact Info**, **View Active Courses**, **Edit FSP Events** (highlighted in a red box), and **Projection report(s)**.

- A screen will appear listing any existing events and available event templates. An FSP event is entered against an FSP template. If a template does not exist, select the **Add Event Template** button

2012  2011  2010  2009  2008  2007

Once the template is created it will appear as an available event in the

Event Action	Event Title	Funding #	Status	FY	Start Date	End Date	Proposed Students	Actual Students	Planned Cost	Actual Cost
0   X	Andersonville Tour		Pending	2012	6/8/2012	6/10/2012	50	0	\$7,250	\$0
0   X			Cancelled	2012	10/22/2011	10/23/2011	50	0	\$7,250	\$0
37   X			Completed	2011	6/17/2011	6/18/2011	50	37	\$7,100	\$6,320
22   X			Completed	2011	10/23/2010	10/24/2010	51	22	\$6,500	\$4,880
49   X			Completed	2010	3/6/2010	3/7/2010	50	49	\$5,900	\$6,570
0   X			Cancelled	2009	9/12/2009	9/12/2009	50	0	\$2,150	\$0
[ no events ]	Andersonville Tour								\$2,150	\$6,120
[ no events ]	Business Tour - Pemco World Air Services									
[ no events ]	DCFT									
[ no events ]	Geneva City Tour									
[ no events ]	Panama City									
[ no events ]	Reception Hosted by Commanding General									
[ no events ]	TEST									
[ no events ]	Wal-Mart Distribution Center/Tour of Troy, Alabama									

- An empty template screen will appear. Enter Event Type, Event Title, one or more Event Topic Area(s), and Brief Remarks.
- To save the template, select the **Submit** button. You will be returned back to the FSP Event list screen where your new event will appear at the bottom of your list with the words [no event] in front of the Event Title.

**Event Template Information**

Event Type: Local Area Activity  
 Event Title: Wal-Mart Distribution Center/Tour of Troy, Alabama  
 Event Topic Area (Check all that Apply):  
 Constitution & Bill of Rights  
 Life (Sponsorship, American Life, Religious Institutions)  
 Ethnic/Minorities  
 Industry  
 Agriculture  
 Environment Protection  
 Economics  
 Labor and Labor-Management  
 Education  
 Public and Social Welfare  
 Government Institutions  
 Political Process  
 MEDIA  
 Judicial Systems  
 Brief Remarks: Tour of Wal-Mart is one of the biggest retailers in the world.

- To add the event detail, select the Statue of Liberty icon next to the *Event Title* of your event template.

Event Action	Event Title	Funding #	Status	FY	Start Date	End Date	Proposed Students	Actual Students	Planned Cost	Actual Cost
	Andersonville Tour		Pending	2012	6/8/2012	6/10/2012	50	0	\$7,250	\$0
	Andersonville Tour		Cancelled	2012	10/22/2011	10/23/2011	50	0	\$7,250	\$0
	Andersonville Tour		Completed	2011	6/17/2011	6/18/2011	50	37	\$7,100	\$6,320
	Andersonville Tour		Completed	2011	10/23/2010	10/24/2010	51	22	\$6,500	\$4,880
	Andersonville Tour		Completed	2010	3/6/2010	3/7/2010	50	49	\$5,900	\$6,570
	Andersonville Tour		Cancelled	2009	9/12/2009	9/12/2009	50	0	\$2,150	\$0
[ no events ]	Andersonville Tour								\$2,150	\$6,120
[ no events ]	Business Tour - Pemco World Air Services									
[ no events ]	DCFT									
[ no events ]	Geneva City Tour									
[ no events ]	Panama City									
[ no events ]	Reception Hosed by Commanding General									
[ no events ]	Wal-Mart									
[ no events ]	Wal-Mart Distribution Center/Tour of Troy, Alabama									

- Enter the event detail including checking the *Send this INFO via email to:* checkbox if MildDep IP managers are to be notified of the entry.
- Click the **Submit** button to save the newly created event.

Event Template Information

Template/Event Number: 16/ 3 for FY: QTR  
 Event Template Title/Type: Wal-Mart Distribution Center/Tour of Troy, Alabama - Local Area Activity  
 Event Topic Area(s): Economics  
 Labor and Labor-Management

Event Status and Dates

Doc No:   
 Funding Auth No:   
 Event Status: Pending  
 Start Date:  (mm/dd/yyyy)  
 End Date:  (mm/dd/yyyy)

Planned and Actual Participation

Planned Number of Guests:   
 Planned Number of Escorts:   
 Planned Number of Students (FMS):   
 Planned Number of Students (IMET):   
 Actual Number of Students (Other):   
 Actual Number of Escorts:   
 Actual Number of student:

Cost Categories: Planned / Actual Costs (whole dollars)

This is a no cost event:  (if checked, do not enter any costs below)

Transportation Costs:	Planned \$	Actual \$
Extraordinary Costs:	Planned \$	Actual \$
Tour Director Costs:	Planned \$	Actual \$
Lodging Per Diem Costs:	Planned \$	Actual \$
Meals/Incidental Per Diem Costs:	Planned \$	Actual \$

Remarks for the Event

Remarks if any:  
 (only 3000 characters)

Send this INFO via email to:  Coordinator vonda.winkler@us.army.mil,john.w.moyes@us.army.mil

**Submit** [ If No changes were made click EXIT ] **Exit**

### Enter students on an FSP Event:

- To add students to an FSP event, from the FSP event list, select the globe icon next to the event.

** Training Server ** Training Server ** Training Server ** Training Server ** Training Server ** Training Server **											
Site	My Options	Reports	Export Data								
Pick your FSP FY			<input checked="" type="checkbox"/> 2012	<input checked="" type="checkbox"/> 2011	<input checked="" type="checkbox"/> 2010	<input checked="" type="checkbox"/> 2009	<input type="checkbox"/> 2008	<input type="checkbox"/> 2007	Pick FY		Add Event Template
FSP Events for AVIATION SCHOOL (011)											
Event	Action	Event Title	Funding #	Status	FY	Start Date	End Date	Proposed Students	Actual Students	Planned Cost	Actual Cost
	<input checked="" type="checkbox"/>	Andersonville Tour		Pending	2012	6/8/2012	6/10/2012	50	0	\$7,250	\$0
	<input checked="" type="checkbox"/>			Cancelled	2012	10/22/2011	10/23/2011	50	0	\$7,250	\$0
	<input checked="" type="checkbox"/>			Completed	2011	6/17/2011	6/18/2011	50	37	\$7,100	\$6,326
	<input checked="" type="checkbox"/>			Completed	2011	10/23/2010	10/24/2010	51	22	\$6,500	\$4,889

- A list of students will appear. Select the checkbox next to all students that will participate in the event.
- Once completed, select the **Save** button. You will be returned to the FSP Event list and the number of students entered as participating in the event will appear next to the globe.

** Training Server ** Training Server ** Training Server ** Training Server ** Training Server ** Training Server **											
Site	My Options	Reports	Export Data								
[ FSP Student selection for - (011) AVIATION SCHOOL for Andersonville Tour start date of 6/8/2012 ]											
Action	Case Identifier	Student Name	Start Dt	MASL	Course Title	Activity					
<input type="checkbox"/>	SR-B-OPG-9529	Al-Ajmi, Hadi Mohammed	9/1/2008	B129903	LNO TO USAAWC	011					
<input type="checkbox"/>	GY-B-OZP-0072	KASSNER, FRIEDHELM	8/11/2010	B115023	RW INST FLT EXAM -EN	011					
<input type="checkbox"/>	MX-B-10D-0103	RODRIGUEZ MENDOZA, ALEJANDRO	8/11/2010	B113033	SPANISH IERW - CN 1004	011					
<input type="checkbox"/>	MX-B-10D-0104	VAZQUEZ JUAREZ, ALFREDO	8/11/2010	B113033	SPANISH IERW - CN 1004	011					
<input type="checkbox"/>	MX-B-10D-0109	CANCHOLA MIRON, JONATAN	8/11/2010	B113033	SPANISH IERW - CN 1004	011					
<input type="checkbox"/>	MX-B-10D-0110	ORDONES GARCIA, MIGUEL DOLORES	8/11/2010	B113033	SPANISH IERW - CN 1004	011					
<input type="checkbox"/>	MX-B-10D-0113	TITLA RUGERIO, JOSE MARCELO	8/11/2010	B113033	SPANISH IERW - CN 1004	011					
<input type="checkbox"/>	MX-B-10D-0114	MENDOZA VALDEZ, JOSE MANUEL	8/11/2010	B113033	SPANISH IERW - CN 1004	011					
<input type="checkbox"/>	MX-B-10D-0115	SALGADO SEGURA, ANDRES EDUARDO	8/11/2010	B113033	SPANISH IERW - CN 1004	011					
<input type="checkbox"/>	MX-B-10D-0116	RODRIGUEZ SANTIAGO, LUIS ANGEL	8/11/2010	B113033	SPANISH IERW - CN 1004	011					
<input type="checkbox"/>	MX-B-10D-0117	RAMIREZ CRUZ, JUAN CARLOS	8/11/2010	B113033	SPANISH IERW - CN 1004	011					
<input type="checkbox"/>	MX-B-10D-0118	PENA AVILA, JOEL	8/11/2010	B113033	SPANISH IERW - CN 1004	011					
<input type="checkbox"/>	MX-B-10D-0119	MARTINEZ BAUTISTA, JOSE EDGAR	8/11/2010	B113033	SPANISH IERW - CN 1004	011					
Save											

# Academic Report – Sample

<b>INTERNATIONAL STUDENT ACADEMIC REPORT</b> <i>(For International Military Students attending CONUS schools.)</i> <i>(See AR 12-15, AFJI 16-105, and SECNAVINST 4950.4 for forms completion instructions.)</i>																			
<b>1. FORWARDING ADDRESS</b> <i>(Subsequent training, if applicable, or country SAO)</i>			<b>2. FROM</b> <i>(Training installation preparing form)</i>																
<b>3. STUDENT NAME</b> <i>(Last, First, Middle Initial)</i>		<b>4. GRADE/RANK</b>	<b>5. COUNTRY</b>		<b>6. FMS CASE OR IMET FY AND WCN</b>														
<b>7. COURSE TITLE</b>		<b>8. COURSE ID NO.</b>	<b>9. COURSE MASL</b>	<b>10. DURATION OF COURSE</b> a. FROM (YYMMDD)      b. TO (YYMMDD)															
<b>11. DID STUDENT COMPLETE COURSE?</b> <i>(X one)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Explain in Item 15)</i>		<b>12. STUDENT WAS AWARDED:</b> <i>(X one)</i> <input type="checkbox"/> a. DIPLOMA/CERTIFICATE OF COMPLETION <input type="checkbox"/> b. CERTIFICATE OF ATTENDANCE <input type="checkbox"/> c. OTHER <i>(Explain in Item 15)</i>		<b>13. ENGLISH COMPREHENSION LEVEL</b> <i>(Enter test score)</i> a. IN-COUNTRY TEST      b. CONUS TEST															
<b>14. STUDENT'S ACADEMIC EVALUATION</b>																			
<b>a. RATINGS SCALE</b> <i>(Enter in Items 14.b. and 14.c.)</i> 1 EXCEPTIONAL 2 EXCELLENT 3 VERY SATISFACTORY 4 SATISFACTORY 5 UNSATISFACTORY <i>(Explain in Item 15)</i> 6 NOT OBSERVED <i>(Explain in Item 15)</i>		<b>b. LANGUAGE PROFICIENCY</b> (1) COMPREHENSION (2) SPEAKING (3) READING (4) WRITING		<b>c. PERFORMANCE IN CLASS</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">ITEM</th> <th style="width: 50%;">RATING</th> </tr> </thead> <tbody> <tr> <td>(1) ATTITUDE AND MOTIVATION</td> <td></td> </tr> <tr> <td>(2) ATTENDANCE AND PUNCTUALITY</td> <td></td> </tr> <tr> <td>(3) ABILITY TO GRASP INSTRUCTION</td> <td></td> </tr> <tr> <td>(4) PERFORMANCE IN PRACTICAL EXERCISES</td> <td></td> </tr> <tr> <td>(5) PARTICIPATION IN CLASS ACTIVITIES</td> <td></td> </tr> <tr> <td>(6) POTENTIAL AS INSTRUCTOR <i>(If applicable)</i></td> <td></td> </tr> </tbody> </table>		ITEM	RATING	(1) ATTITUDE AND MOTIVATION		(2) ATTENDANCE AND PUNCTUALITY		(3) ABILITY TO GRASP INSTRUCTION		(4) PERFORMANCE IN PRACTICAL EXERCISES		(5) PARTICIPATION IN CLASS ACTIVITIES		(6) POTENTIAL AS INSTRUCTOR <i>(If applicable)</i>	
ITEM	RATING																		
(1) ATTITUDE AND MOTIVATION																			
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(4) PERFORMANCE IN PRACTICAL EXERCISES																			
(5) PARTICIPATION IN CLASS ACTIVITIES																			
(6) POTENTIAL AS INSTRUCTOR <i>(If applicable)</i>																			
<b>15. REMARKS ON ACADEMIC PERFORMANCE, AWARDS, AND OTHER INFORMATION</b> <i>(Use back if more space is required)</i>																			
<b>16. REMARKS ON STUDENT'S PARTICIPATION IN EXTRACURRICULAR AND COMMUNITY AFFAIRS</b> <i>(On and off training installation)</i> <i>(Use back if more space is required)</i>																			
<b>17. EVALUATOR</b>																			
<b>a. NAME</b> <i>(Last, First, Middle Initial)</i>		<b>b. GRADE</b>	<b>c. SIGNATURE</b>																
<b>18. INTERNATIONAL MILITARY STUDENT OFFICER</b>																			
<b>a. NAME</b> <i>(Last, First, Middle Initial)</i>		<b>b. GRADE</b>	<b>c. SIGNATURE</b>																

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

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

**LEGEND** *(Explanation of Acronyms)*

**CONUS** - Continental United States

**FMS** - Foreign Military Sales

**ID NO.** - Identification Number

**IMET** - International Military Education and Training

**MASL** - Military Articles and Services List

**SAO** - Security Assistance Organization

**WCN** - Worksheet Control Number

## Arrival/Enrollment Report – Sample

FROM:           COMMANDING GENERAL, EDUCATION COMMAND QUANTICO VA  
                  PQCO  
                  IMSO (initiated this transaction)  
                  COMMANDING GENERAL  
                  EDUCATION COMMAND C 40 IO  
                  MARINE CORPS UNIVERSITY  
                  2076 SOUTH ST RM 026  
                  QUANTICO, VA 22134

---

### ARRIVAL/ENROLLMENT REPORT

STATUS:       NO SHOW

REMARKS:     STUDENT DID NOT SHOW FOR TRAINING.

### STUDENT INFORMATION

COUNTRY:     Banstina (KB)

SURNAME:     GRECCO     GIVEN NAME(s):   ROMANO

CASEID/WCN:   KB-P-08I001 | 2008-1539

U.S. EQUIV RANK/GRADE:   OFF 03

FIN:   903123456   SCN:

ARRIVAL DATE:   7/14/2008     START DATE: 7/21/2008

STUDENT PHOTO: not on file     ITO:   KBP08I0011539

### COURSE INFORMATION

COURSE ID: M02H5F8

MASL:       P171818

TITLE:       EXPEDITIONARY WARFARE SCH

DISTRIBUTION:   MCSCG Program Managers as required (e-mail)



## Completion/Departure Report (Successful Completion with Diploma) - Sample

FROM: DLIELC, LACKLAND AFB TX (DLACDLI)  
IMSO (initiated this transaction)  
DLIELC/LEOP  
2235 ANDREWS AVE  
LACKLAND AFB, TX 78236-5514

---

### COMPLETION/DEPARTURE REPORT

STATUS: COMPLETED TNG AS SCHEDULED on 5/9/2008  
REMARKS:

---

### STUDENT INFORMATION

COUNTRY: Banistelic (BZ)  
SURNAME: KONIG GIVEN NAME(s): PATR  
CASEID/WCN: BZ-P-08I001 | 2008-2800A  
U.S. EQUIV RANK/GRADE: OFF 01  
FIN: SCN:  
ARRIVAL DATE: 2/20/2008 START DATE: 2/25/2008  
STUDENT PHOTO: not on file ITO: EZP08I0012800

---

### COURSE INFORMATION

COURSE ID: DLIELC  
MASL: D177009  
TITLE: AMERICAN LANGUAGE COURSE

---

### STUDENT STATUSES DURING THIS TRAINING

Arrived/Reported as Scheduled (AR) BEGIN DT: 2/20/2008 END DT: 2/20/2008  
EFFECTIVE DT: 2/26/2008  
Enrolled as Scheduled (EN) BEGIN DT: 2/25/2008 END DT: 2/25/2008 EFFECTIVE  
DT: 2/26/2008  
\* Departed as Scheduled (DT) BEGIN DT: 5/10/2008 END DT: 5/10/2008  
EFFECTIVE DT: 5/9/2008  
\* Completed Tng as Scheduled (CP) BEGIN DT: 5/9/2008 END DT: 5/9/2008 EFFECTIVE  
DT: 5/9/2008  
\*indicates pending DSAMS approval

---

DISTRIBUTION: MCSCG Program Managers as required (e-mail)

## **Completion/Departure Report (Certificate of Attendance, No Diploma) – Sample**

FROM: STAFF NON-COMMISSIONED OFFICERS ACADEMY (PMPE)  
IMSO (initiated this transaction)  
SNCO ACADEMY  
BOX 555104  
CAMP PENDLETON, CA 92055

---

### COMPLETION/DEPARTURE REPORT

STATUS: COMPLETED TNG WITH CERTIFICATE AS SCHEDULED on 4/16/2008  
REMARKS: IMS RECEIVED CERTIFICATE OF ATTENDANCE BUT DID NOT  
RECEIVE CERTIFICATE OF COMPLETION OF COURSE.

---

### STUDENT INFORMATION

COUNTRY: Bratalenia (A3)  
SURNAME: BRUCE GIVEN NAME(s): ROBERT  
CASEID/WCN: A3-P-08I001 | 2008-1801A  
U.S. EQUIV RANK/GRADE: ENL 06  
FIN: SCN:  
ARRIVAL DATE: 2/25/2008 START DATE: 2/29/2008  
STUDENT PHOTO: not on file ITO: A3P08I0011801

---

### COURSE INFORMATION

COURSE ID: M10T8A6  
MASL: P171216  
TITLE: SNCO CAREER COURSE USMC

---

### STUDENT STATUSES DURING THIS TRAINING

\* Arrived/Reported as Scheduled (AR) BEGIN DT: 2/25/2008 END DT: 2/25/2008  
EFFECTIVE DT: 5/8/2008  
\* Enrolled as Scheduled (EN) BEGIN DT: 2/29/2008 END DT: 2/29/2008 EFFECTIVE  
DT: 5/8/2008  
\* Departed as Scheduled (DT) BEGIN DT: 5/8/2008 END DT: 5/8/2008 EFFECTIVE  
DT: 5/8/2008  
\* Completed Tng with Certificate as Scheduled (CO) BEGIN DT: 4/16/2008 END  
DT: 4/16/2008 EFFECTIVE DT: 5/8/2008

REMARK: IMS RECEIVED CERTIFICATE OF ATTENDANCE BUT DID NOT RECEIVE  
CERTIFICATE OF COMPLETION OF COURSE.

\*indicates pending DSAMS approval

---

DISTRIBUTION: MCSCG Program Managers as required (e-mail)

# Disclosure Review Format

## Classified Materials And Information Used In Courses Attended By International Students At

(Insert name of School/Course)

POC:

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

Course Number:

Title:

Overall Classification:

### PUBLICATIONS

Short Title:  
Class

Long Title:

Access Required by

Chapter Page Para

Students

YES

NO

### TRAINING AIDS

Identification

Short Title

Long Title

Classification

### EQUIPMENT

Identification

Short Title

Components

Classification

### OTHER CLASSIFIED MATERIALS

Identification

Source Material

Components

Classification

**Disenrollment Recommendation Letter – Sample  
TECOM to MCSCG**



**UNITED STATES MARINE CORPS**  
MARINE CORPS COMBAT DEVELOPMENT COMMAND  
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:  
4950  
C466  
30 Sep 10

From: Commanding General, Training and Education Command, 1019 Elliot Road,  
Quantico, VA 22134-5001  
To: Commanding Officer, Marine Corps Security cooperation Group, 937 Atlantic Ave,  
Fort Story, VA 23459-0007  
Subj: FMS TRAINING PROGRAM FOR DUWATITUTU, ZK-P-TBG, WCN 6800;  
DISENROLLMENT FROM BASIC OFFICER COURSE

Encl: (1) CO TBS ltr 1000 C476--SSIS of 25 Sep 10

1. This Command supports the recommendation of the enclosure to disenroll LT Achilles Heel of the Duwati Army from the Basic Officer Course for safety violations while on the rifle range. LT Heel has returned to Duwatitutu.
2. Questions or concerns may be addressed to \_\_\_\_\_, 757-962-4430 ext: XXXX or TECOM G-3 / SC (e-mail).

I. M. CHARGE  
By direction

# Disenrollment Recommendation Letter – Sample MCSCG to SCO



**UNITED STATES MARINE CORPS**  
MARINE CORPS SECURITY COOPERATION GROUP  
U.S. MARINE CORPS FORCES COMMAND  
937 ATLANTIC AVENUE  
JEBLC-FORT STORY, VIRGINIA 23459-0007

IN REPLY REFER TO:  
4950  
C466  
30 Sep 11

From: Commanding Officer, Marine Corps Security Cooperation Group, 937 Atlantic Ave,  
Fort Story, VA 23459-0007

To: Office of Defense Cooperation Duwatitutu, SKD-RO, SC 90 UNIT 7035,  
APO AE 09322-7035

Subj: FMS TRAINING PROGRAM FOR DUWATITUTU, ZK-P-TBG, WCN 6800;  
DISENROLLMENT FROM BASIC OFFICER COURSE

Encl: (1) CO TBS ltr 1000 C476--SSIS of 25 Sep 11

1. This Command supports the recommendation in the enclosure to disenroll LT Achilles Heel of the Duwati Army from the Basic Officer Course for safety violations while on the rifle range. LT Heel has returned to Duwatitutu.

2. Questions or concerns will be addressed to \_\_\_\_\_, 757-962-4430 ext: XXXX or MCSCG Program Managers (e-mail).

I. M. CHARGE  
By direction

## ECL Questionnaire

Please provide the information requested below. Please use the MEMORANDUM FOR RECORD to indicate any TCO or ATCO additions/changes. If TCO is scheduled to rotate, please inform DLIELC/LEAT. If there is no requirement for ECL testing, annotate below and return this form with a Certificate of Destruction (AF Form 1565) for all ECL materials.

SITE NUMBER: \_\_\_\_\_  
TEST CONTROL OFFICER: \_\_\_\_\_  
ALTERNATE TEST CONTROL OFFICERS: \_\_\_\_\_

---

**MAILING ADDRESS:**

ACTIVITY:  
STREET:  
CITY/STATE/ZIP:

**PHYSICAL ADDRESS (if different from mailing address):**

ACTIVITY  
STREET:  
CITY/STATE/ZIP:

COMM PHONE:  
DSN PHONE:  
COMM FAX:  
DSN FAX:  
E-MAIL:  
MESSAGE ADDRESS:

---

### FY12 ECL TEST MATERIALS REQUIREMENTS

NUMBER OF ECL FORMS REQUIRED: \_\_\_\_\_  
NUMBER OF TEST BOOKLETS PER FORM: \_\_\_\_\_  
NUMBER OF CASSETTE TAPES PER FORM: \_\_\_\_\_  
**OR** AUDIO CD REQUESTED \_\_\_\_\_  
NUMBER OF ECL ANSWER SHEETS (FORM 6748A) REQUIRED FOR FY08:

IS THE ECL ADMINISTERED IN A LANGUAGE LAB? YES \_\_\_\_\_ NO \_\_\_\_\_  
IF SO, HOW MANY POSITIONS ARE IN THE LAB? \_\_\_\_\_

REMARKS:

---

PERSON COMPLETING THIS FORM: \_\_\_\_\_ DATE: \_\_\_\_\_







## Field Studies Program (FSP) Escort Evaluation

**NOTE:** The debrief should be given immediately prior to the student completing the FSP evaluation sheet following the event by reemphasizing the declaration of Human Rights.

**NOTE:** Please explain in the remarks section if any items were marked “NO”.

Name of Senior Escort:	Name of Command:	
Date of Event:	Number of IMSs participating:	
Countries Represented:		
FSP Topic(s):		
<b>QUESTION</b>	<b>YES</b>	<b>NO</b>
Did each IMS receive an FSP event information sheet?		
Were the Articles under the universal declaration of human rights pertaining to this event adequately covered?		
Did each IMS receive a debrief reemphasizing the objective(s) of this event?		
Did each IMS receive a pre-brief concerning this event?		
Did this activity clearly support the FSP areas of emphasis (facets)?		
Did each student complete an FSP evaluation sheet following this event?		
REMARKS: (Provide an assessment of this event. If more space is needed continue on the back of this form)		

# Field Studies Program (FSP) Waiver Request



**UNITED STATES MARINE CORPS**  
MARINE CORPS SECURITY COOPERATION GROUP  
U.S. MARINE CORPS FORCES COMMAND  
937 ATLANTIC AVENUE  
JEBLC-FORT STORY, VIRGINIA 23459-0007

IN REPLY REFER TO:  
4950  
Code  
DD MMM YYYY

From: International Military Student Officer (IMSO)  
To: Branch Head, Security Assistance Branch, Marine Corps Security  
Cooperation Group

Subj: WAIVER REQUEST FOR A FIELD STUDIES PROGRAM LOCATION TRIP

Ref: (a) SECNAVINST 4950.4B  
(b) DoD 5105.38M  
(c) DSCA, Informational Program Guide

1. Request that the below listed International Military Students (IMS) be authorized to attend a Field Studies Program trip to Washington D.C.

<u>Case/WCN</u>	<u>IMS Rank</u>	<u>IMS Last Name</u>	<u>IMS First Name</u>
XX-P-ABC/1234	Sergeant (E-5)	Surname	Iam

2. The justification for this waiver is \_\_\_\_\_

\_\_\_\_\_

This FSP event would be a great experience for the IMS's to learn about the American Culture and Government as well as a great experience for the new IMSO to learn from a seasoned IMSO. References a,b, and c state that \_\_\_\_\_ FSP trips are for Officers and Senior enlisted IMS's only and this is why this waiver is being submitted.

3. The following IMSO's will be the escorts for this \_\_\_\_\_ FSP trip; IMSO Name and Escort Name. IMSO Name will also be the Class A agent for this FSP trip.

Commanding Officer Signature

Copy to:  
If needed



## IMSO Appointment Letter – Sample

### UNITED STATES MARINE CORPS

TRAINING AND EDUCATION COMMAND  
1019 ELLIOT ROAD  
QUANTICO, VIRGINIA 22134

IN REPLY REFER TO  
4950  
C 477  
21 Jun 2011

From: Director, Communications School  
To: Captain Alexander G. Bell

Subj: APPOINTMENT AS INTERNATIONAL MILITARY STUDENT OFFICER

Ref: (a) SECNAVINST 4950.4B

1. In accordance with the reference, you are hereby appointed as the International Military Student Officer for Communications School.
2. You are directed to familiarize yourself with the reference and to coordinate administrative support for International Military Students attending the Basic Communication Officer's Course or the Advanced Communication Officer's course (ACOC) with the Marine Corps University International Training Office.

I. M. BOSS  
By direction

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21 Jun 2011

#### FIRST ENDORSEMENT

From: Captain Alexander G. Bell  
To: Director, Communications School

1. As directed, I have familiarized myself with the reference and acknowledge my appointment as the INTERNATIONAL MILITARY STUDENT OFFICER (IMSO), Communications School.

Alexander G. Bell

Copy to:  
TECOM G-3 / SC  
MCSCG

## ITO Arrival Endorsement – Sample

4950  
C40/IO  
25 June 2011

Bandlovia  
Country

IMET, BV-P-09I  
Program Type

1511  
WCN

FIRST ENDORSEMENT on ITO No BVP08I0011511 dtd 09 June 2011

From: Commanding General, Training Command  
To: Second Lieutenant Ima B. BEWBEE, FIN# 901155555 F

Subj: ATTACHMENT FOR TRAINING

1. You reported to the Training Command on 21 June 2010 for training as outlined in your basic ITO. You are a student at The Basic School.
2. You are not accompanied by dependents.
3. By your basic ITO, you are authorized to receive an IMET living allowance. You are authorized to receive your living allowance at the “quarters available and messing not available” rate of \$47.00 per day.
4. You were issued Uniformed Services Identification and Privilege Card No. 000000000 on 22 June 2011.

H. D. CHARGER  
By direction

## ITO IMET Departure Endorsement – Sample

4950  
C40/IO  
19 May 2011

Bandlovia  
Country

IMET, BV-P-09I  
Program Type

1511  
WCN

THIRD ENDORSEMENT on ITO No BVP08I0011511 dtd 19 May 2011

From: Commanding General, Training Command  
To: Second Lieutenant Ima B. BEWBEE, FIN# 901155555F

Subj: DETACHMENT FOR TRAINING

1. Effective 28 July 2011, you are detached from your training at The Basic School, Training Command, Quantico, VA.
2. You are further directed to report to the Warfighting Lab/Wargaming Center for observer training from 28 July – 06 Aug 2011.
3. After this period of observer training, your training will be completed. Travel to your homeland is the responsibility of your government.
4. During your time at this Command you were paid \$946.00 in IMET supplemental living allowance for the period 26 April – 06 Aug 2011.

H. D. CHARGER  
By direction

## ITO FMS Departure Endorsement – Sample

4950  
C40/IO  
6 July 2011

Banderia  
Country

FMS, BD-P-TDG001  
Program Type

1011  
WCN

THIRD ENDORSEMENT on ITO No BDPTDG0011831 dtd 28 June 2011

From: Commanding General, Training Command  
To: Major Ima A. STUDENT, FIN # 901155555F

Subj: DETACHMENT FOR TRAINING

1. Effective 23 July 2011, you are detached from your training at Marine Corps University, Quantico, VA.
2. Your training is complete. Travel to your homeland is the responsibility of your government.
4. You have returned your Unified Services Identification and Privilege Card No. 000000000 on 23 July 2011.

I. B. SHURE  
By direction

## Progress Report (Change In Status) – Sample

FROM CO MARINE CORPS COMBAT SERVICE SUPPORT SCH CAMP LEJEUNE NC  
IMSO (initiated this transaction)  
COMMANDING OFFICER  
MARINE CORPS COMBAT SERVICE SUPPORT SCHO  
PSC BOX 20041  
CAMP LEJEUNE , NC 28542-0041

### STUDENT INFORMATION

COUNTRY: Arithmuania (AH)  
SURNAME: Unoskaja GIVEN NAME(s): Numera  
CASEID/WCN: AH-P-11I001 | 2011-2806A  
U.S. EQUIV RANK/GRADE: OFF 02  
ARRIVAL DATE: 1/28/2011 START DATE: 1/31/2011  
STUDENT PHOTO: ITO:

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### COURSE INFORMATION

COURSE ID: M03LAV7  
MASL: P124355  
TITLE: LOGISTICS OFFICER

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### STUDENT STATUSES DURING THIS TRAINING

\* Free Text (FT) BEGIN DT: n/a END DT: n/a EFFECTIVE DT: 4/29/2011

**REMARK: Departure/Completion date is May 7, 2011 not April 24**

Arrived/Reported as Scheduled (AH) BEGIN DT: 1/28/2011 END DT: 1/28/2011  
EFFECTIVE DT: 1/31/2011

REMARK: Student started classes on 31 Jan 2011

**Enrolled not as Scheduled (EX)** BEGIN DT: 2/1/2011 END DT: 1/31/2011 EFFECTIVE  
DT: 1/31/2011

\*indicates pending DSAMS approval

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DISTRIBUTION: MCSCG Program Manager as required (e-mail)  
TECOM G-3 / SC BRANCH HEAD



**M C S C G**

"VICTORY THROUGH PARTNERSHIP"

**MARINE CORPS SECURITY COOPERATION GROUP**