

SECURITY ASSISTANCE
(Office of Coordinating Responsibility: ECJ4-ID)

Aim: Determine the effectiveness of the ODC in-

- FMS Case Management
- Training Program Management
- Security Assistance Program monitoring
- Evaluation and planning of Host Country's Military Capabilities and Requirements
- Administrative Support
- Promoting International Cooperative Programs

SUB-SECTIONS

- 1 ODC Relationships, Mission Taskings, and Training
- 2 Military Assistance Program
- 3 Foreign Military Sales
- 4 Arms Export Control (Commercial Sale – International Armaments Cooperation Programs (IACP))
- 5 Training Program Management
- 6 Aviation (C-12) Operations

SUB-SECTION 5 – Training Program Management

Aim: To determine the ODC effectiveness in-

- Assisting the host nation in identifying, planning and programming US training to meet host nation requirements
- Conveying those requirements to the appropriate MILDEP agency

Reports and Required Documents	
Two Year Training Plan	1.5.1.10
Integrated Standardized Training Listing	1.5.1.13
Training Waivers	1.5.1.20
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ECL Test Destruction Certificates	1.5.4.9
Record of ECL examinees names, scores, and test form	1.5.4.10
ECL Inventory	1.5.4.14
ECL Material Log	1.5.4.15

References Cited:

DoD 5105.38M	Security Assistance Management Manual, 1 Sep 00
DoD 5132.10	Security Assistance Technical Assistance Field Teams (TAFTs), 14 Dec 73
HQ USEUCOM	Security Assistance Training Guide, 2000-2001. (Blue edition)
AR 12-7	Security Assistance Teams, 15 Jun 98
AR 12-15, AFI 16-105, SECNAVINST 4950.4A	Joint Security Assistance Training (JSAT) Regulation, 5 Jun 00
DLIELC 1025.7	Planning and Programming Security Assistance English Language Training, 1 Oct 99.
DLIELC 1025.15	Guidelines for Obtaining, Controlling, and Administering the English Comprehension Level (ECL) Test, 10 Sep 99. Defense Language Institute English Language Center (DLIELC)

English Language Training Support for Security Assistance Officers (Only those countries requiring English language).
Updated annually.

Indicators	
1.5.1	Training Planning and Programming.
1.5.1.1	Does the ODC ensure that training (IMET) supports US-approved programs, plans and objectives for the country concerned? (JSAT, Chapter 4, paragraph 4-4a)
1.5.1.2	How does the country make optimum use of personnel previously trained under the Security Assistance Training program? (JSAT, Chapter 4, paragraph 4-4b)
1.5.1.3	Does the ODC verify that the host country maximizes its own training capability before requesting and/or scheduling US training? (SAMM, Chapter 10, Section 1000, paragraph 100002A & Section 1001, paragraph 100104, C)
1.5.1.4	Is the training requested in skills where actual deficiencies exist? Does the training further overall objectives? (Note: The ability to meet the training requirement must be clearly beyond the capability of the country.) (JSAT, Chapter 4, paragraph 4-4e)
1.5.1.5	Has the ODC requested training for weapon systems or equipment that is not on hand or scheduled for delivery to the country? (JSAT, Chapter 4, paragraph 4-4 i) (Prohibited)
1.5.1.6	Has IMET training been programmed to support FMS equipment purchases? If so, was the training specifically identified as part of the FMS document or approved by DSCA? (JSAT, Chapter 4, paragraph 4-4 j)
1.5.1.7	Is IMET training only arranged when the total training in formal schools or in a combination of formal school and on-the-job training is a minimum of 8 weeks? (JSAT, Chapter 4, paragraph 4-4 k)
1.5.1.8	Does the ODC support the Total Package Approach? Has the ODC initiated training planning with the MILDEP when the host nation first expresses interested in a weapon system or equipment? (JSAT, Chapter 4, paragraph 4-7c)
1.5.1.9	Does the training programmed emphasize training of instructors and career personnel? (JSAT, Chapter 4, paragraph 4-4d)

1.5.1.10	Does the Two-Year Training Plan (long range training) forecast attrition, expansion, new equipment skills, and upgrade of personnel? Does this plan include both IMET and FMS training requirements? Do the ODC and host country meet and coordinate long-term requirements and resolve planning problems on a regular basis? (SAMM, Chapter 10, Section 1000, paragraph 100002 A)
1.5.1.11	Does the ODC encourage host nation use (for those authorized and funded) of E-IMET? (Note: Countries that make extensive use of E-IMET receive priority consideration for additional funds during the end-of-year IMET review. This should be communicated to and understood by the host nation.) (HQ USEUCOM Security Assistance Training Guide, Chapter 5, page 3, paragraph 2)
1.5.1.12	Does the ODC use the Training Military Articles and Services List (MASL) in the development of plans and programs for IMET and FMS training? Does the ODC maintain the most current MASL (available through TMS)? (SAMM, Chapter 15, Section 1503, paragraph 150302 B2 and paragraph 150305 A)
1.1.5.13	Does the ODC continually update the Integrated Standardized Training Listing (ISTL)? Does the ODC program out year (next two fiscal years) requirements in developing the ISTL? Has the ODC updated the ISTL before the TPMR? (HQ USEUCOM Security Assistance Training Guide, Chapter 5, page 12, paragraph 1)
1.5.1.14	Does the Two-Year Training Plan: (SAMM, Chapter 10, Section 1000, paragraph 100002 A) <ul style="list-style-type: none"> • Consolidate host country training needs from a joint perspective? • Take into consideration all sources of funding (i.e., FMS, FMF, IMET and INM)? • Take into consideration all potential sources of training (indigenous, third country, commercial and US)?
1.5.1.15	Has the ODC Training Officer included input of IMET and FMS program requirements in the Fiscal Year Planning Assessment input to the embassy? Was a copy of the report provided to EUCOM? (SAMM, Chapter 10, Section 1000, paragraph 100002 B)
1.5.1.16	Is the training plan adequately reflected in the Security Assistance Budget Request and Two-Year Training Plan? Do training plans show a long-term consistency designed to meet host country and ODC objectives? Is the training reflected on ISTLs for the current year consistent with the training that was planned in the Two-Year Training Plan? (SAMM, Chapter 10, Section 1000, paragraph 100002A and table 1000-1)

1.5.1.17	Based on the projected IMETP dollar ceiling, did the ODC prepare the Budget Year Training Program for presentation to EUCOM and MILDEPs at least 30 days before the annual security assistance-training workshop? (JSAT, Chapter 4, paragraph 4-8 b)
1.5.1.18	Did the ODC submit final current year program requirements by 15 August? (SAMM, Chapter 10, Section 1000, paragraph 100002, E2)
1.5.1.19	Is the Two-Year training Plan written covering the budget year and the planning year per guidance from EUCOM? Is the plan in the format specified? (SAMM, Chapter 10, Section 1000, paragraph 100002, D and HQ USEUCOM Security Assistance Training Guide)
1.5.1.20	Have properly formatted waivers been submitted at the EUCOM Training Program Management Review (TPMR)? Did the requests include complete justification for the training and a written statement of the ODC Chief's concurrence? (SAMM, Chapter 10, Section 1000, paragraph 100002 C6 and paragraph 100108, A and C for IMET)
1.5.1.21	For waiver requests submitted outside the TPMR, did the ODC address the requests to EUCOM with an information copy to DSCA Plans and the appropriate implementing agency? (SAMM, Chapter 10, Section 1001, paragraph 100108, D)
1.5.1.22	Has the ODC programmed an appropriate number of confirmed 5th quarter requirements by 31 Jul to take advantage of end-of-year IMET allocations? (SAMM, Chapter 10, Section 1001, paragraph 100110A)
1.5.1.23	Has the ODC programmed 5th quarter requirements for other than IMET training courses (e.g., orientation tours, MTTs, or other training materials or services)? (Prohibited)? (SAMM, Chapter 10, Section 1001, paragraph 100118 C)
1.5.2.24	Did the ODC adjust IMET priority codes so the total of all Priority A training lines equaled the funding allocated for the current year training program? (SAMM, Chapter 10, Section 1001, paragraph 100120, D)
1.5.2.25	Did the ODC assign priority code D to valid training requirements in excess of the budget level? Did it schedule these requirements to take place no earlier than the 4 th quarter? (SAMM, Chapter 10, Section 1001, paragraph 100115)
1.5.2.26	Do priority D training requirements exceed 10 percent of the budget? If so, why? (JSAT, Chapter 4, paragraph 4-9d(2))
1.5.2.27	If changes to the training program caused it to exceed the funding level, did the ODC request deletions of some funded lines? Did it lower the priority codes of selected funded lines to D? (SAMM, Chapter 10, Section 1001, paragraph 100120 E)

1.5.1.28	Is the ODC using the Security Assistance Network (SAN) consisting of APAS, TMS, and SAARMS? If not, why not, and what is being done to get on to the system? (SAMM, Chapter 15, Section 1504)
1.5.2	Program Management/Administration.
1.5.2.1	Has the ODC coordinated with the host country to nominate students as early as possible (six months before class starts)? (HQ USEUCOM Security Assistance Training Guide, Chapter 3, Section 2)
1.5.2.2	Has the ODC acknowledged and forwarded via message acceptance of training by line and WCN number? Is this acceptance forwarded prior to issuing ITOs? (JSAT, Chapter, 4, paragraph 4-26, 4-40, and 4-63)
1.5.2.3	Does the ODC notify the appropriate training agency of non-acceptance or cancellations of training at least 60 days before schedule class start date to avoid a forfeiture charge? (JSAT, Chapter 4, paragraphs 4-26 and 4-63 and Chapter 5, paragraph 5-2c)
1.5.2.4	Does the ODC have a suspense system or checklist to be sure the host country is aware of scheduled class dates, that prospective students are made available for English language testing, pre-departure briefings, issuance of ITOs, and other administrative actions? (HQ USEUCOM Security Assistance Training Guide, Chapter 3, Section 2)
1.5.2.5	Has the country incurred excessive penalty charges for canceling training less than 60 days prior to the class start date? (SAMM, Chapter 10, Section 1001, paragraph 100120F)
1.5.2.6	<p>Pre-Departure Brief.</p> <ul style="list-style-type: none"> • Does the ODC conduct an oral pre-departure briefing and provide the student a written pre-departure briefing when it is impossible to brief the IMS orally? (JSAT, Chapter 10, Section I, paragraph 10-5a) • Does the ODC brief all items detailed (a through ad) in the JSAT? (JSAT, Chapter 10, paragraph 10-54) • Does the ODC provide each IMS an explanation of the DoD Information Program and its objectives prior to the IMS departure to the U.S.? (JSAT, Chapter 10, paragraph 10-54) • Where circumstances permit, does the ODC give and allow the student to keep a copy of the briefing in the student's native language? (JSAT, Chapter 10, Section I, paragraph 10-5a)

1.5.2.7	Has the ODC furnished biographical data for each officer student to each installation where the officer will receive training, NLT 10 days before the reporting date? Is the data furnished using DD Form 2239, the International Military Student (IMS) Biographic Data. (JSAT, Chapter 10, Section 1, paragraph 10-4a and HQ USEUCOM Security Assistance Training Guide, Chapter 3, page 3, Student Processing Checklist)
1.5.2.8	If the ODC has not received ITO authority from the responsible MILDEP 30 days prior to the student's departure, has the ODC asked the MILDEP for authority to issue the ITO (Form 2285)? (HQ USEUCOM Security Assistance Training Guide, Chapter 3, Section 3, paragraph b)
1.5.2.9	<p>Prior to issuing the ITO, does the ODC receive a statement in writing from the foreign government that students attending training have received security and political screenings? (SAMM, Chapter 10, Section 1000, paragraph 100007 and 100109, Section 1004, paragraph 100402 A and JSAT Chapter 10, paragraph 10-41)</p> <ul style="list-style-type: none"> • Has the ODC informed the host country of the checks needed and that formal provision of a student's name constitutes certification that required security checks have been completed? • Has the ODC coordinated with the US Embassy, Human Rights Officer, RSO, DEA, Consular Section, and other agencies as appropriate to screen nominees thoroughly? • Has the ODC developed a checklist that as a minimum encompasses these steps? Is the completed checklist included with other documents related to country nominees and is it maintained for 10 years? • Were ITOs issued prior to completion of student candidate screening?
1.5.2.10	Has the ODC verified that students selected to attend classified courses have security clearances equivalent to the US level required for the course? Has the ODC checked the MASL for the required security clearance and ensured the appropriate statement and security level for classified training is checked on the student's ITO? (JSAT Chapter 10, paragraph 10-4i)
1.5.2.11	If dependents will travel with the IMS, has the ODC notified the school and annotated the ITOs accordingly? (EUCOM Security Assistance Training Guide, Chapter 3, Section 2, paragraph h)
1.5.2.12	If the IMS has been authorized by his government to buy/drive a car in the US, has the ITO been annotated to reflect the authorization? (EUCOM Security Assistance Training Guide, Chapter 3, Section 2, paragraph l)

1.5.2.13	Has the IMS been authorized leave upon completion of training? If so, has the ITO been annotated to reflect the authorization? (EUCOM Security Assistance Training Guide, Chapter 3, Section 2, paragraph m)
1.5.2.14	<p>Medical Screenings and Certifications.</p> <ul style="list-style-type: none"> • Prior to issuing the ITO, does the ODC receive a signed statement or certification from a competent medical and dental authority that a student has received a physical examination within the three preceding months? (SAMM, Chapter 10, Section 1004, paragraph 100404 and JSAT, Chapter 10, paragraph 10-46) • Does the exam include chest x-ray and HIV screening information? Does the medical and dental authority also certify that the IMS is free of communicable diseases or other medical or dental defects that might require hospitalization or treatment during training? (JSAT, Chapter 10, paragraph 10-46a) • Does the certification shown that the IMS has completed required immunizations? (JSAT, Chapter 10, paragraph 10-46b) • Is medical certification also provided for dependents that accompany or join the IMS? (JSAT, Chapter 10, paragraph 10-46b) • Are all available medical and dental records (in English) for rated students forwarded to the appropriate training installation (hand-carried)? (JSAT, Chapter 4, paragraph 4-54)
1.5.2.15	Has the ODC obtained a certification from the host nation when military police training is provided to non-police personnel? Did the ODC maintain a copy of the certification prior to sending the student to training? Is the certification held for 2 years? (SAMM, Chapter 10, Section 1001, paragraph 100107 and JSAT Chapter 4, paragraph 4-3f)
1.5.2.16	Is the Training Management System (TMS) used for transactional entries and generating documents and reports with standard formats (e.g., ITOs)? (SAMM, Chapter 15, Section 1504, paragraph 1500403 G1)
1.5.2.17	Are Student Retainable Instructional Materials (RIM) shipped to the ODC for delivery to the student using only the US postal system? (SAMM, Chapter 10, Section 1004, paragraph 100411)
1.5.2.18	When IMET pays transportation and living allowance, does the ODC give the student a one-way airline ticket unless the MILDEPs have authorized round trip tickets? (JSAT, Chapter 8, paragraph 8-1b)

1.5.2.19	Does the ODC send an advance arrival notice to the first training installation with information copies to HQ USEUCOM, the MACOM involved in the training, D.C. country representative, and MILDEP training agency as appropriate? Is the notification sent at least 15 days prior to the IMS's arrival? At least 30 days prior if accompanied by dependents? (JSAT, Chapter 8, paragraph 8-2s)
1.5.2.20	For FMS funded training, is there an implemented FMS case? (EUCOM Security Assistance Training Guide, Chapter 3, Section 2, paragraph 1a)
1.5.2.21	Has the ODC, in scheduling training, made every effort to shorten the period between courses (for follow-on training)? (SAMM, Chapter 10, Section 1001, paragraph 100120 A2a)
1.5.2.22	If the country has a national flag carrier with routes to or part way to the US, has the ODC attempted to obtain an agreement from the host country to transport their students at no cost to the US? (SAMM, Chapter 10, Section 1001, paragraph 10111 B)
1.5.2.23	Are American Flag Carriers used to the maximum extent? (JSAT, Chapter 8, paragraph 8-5b)
1.5.2.24	Does the ODC have a system to debrief returning students, evaluate the training's effectiveness, and conduct follow-ups on how the country used the student? (JSAT, Chapter 10, Section I, paragraph 10-5)
1.5.2.25	Does the ODC maintain a current "Positions of Prominence" report on former students who have achieved significant positions in their country? How does the ODC obtain information from the host nation on assignments for these personnel? (SAMM, Chapter 10, Section 1005 and HQ USEUCOM Security Assistance Training Guide, Chapter 6, page 68 to 69, part 8)
1.5.2.26	How does the ODC monitor assignments of US trained personnel, with emphasis on the more critical and higher level skills? Does the host nation provide the ODC periodic reports to detail utilization? (SAMM, Chapter 10, Section 1001, paragraph 100109 C and JSAT, Chapter 2, paragraph 2-9 d)
1.5.2.27	(FOR IMET ONLY) Does the ODC maintain a listing/file of training that requires specific approval or waiver IAW the SAMM? Are there training lines on the STL for which a waiver or approval has not been requested? (SAMM, Chapter 10, Section 1001, paragraph 100105)
1.5.2.28	Does the ODC notify the host nation when students are scheduled to return home? How? (EUCOM Security Assistance Training Guide, Chapter 3)

1.5.2.29	Does the ODC assist students in processing vouchers for settlement of outstanding entitlements NLT 15 days after the student's return to country? (SAMM, Chapter 10, Section 1001, paragraph 100112 G)
1.5.3	Security Assistance Teams
1.5.3.1	Has the ODC assisted the host nation in planning and programming SAT requirements, submitting requirements, and administering approved programs in country? (AR 12-7, Chapter 1, paragraph 1-4e(1))
1.5.3.2	Has the ODC evaluated requests for SATs? (AR 12-7, Chapter 1, paragraph 2-9)
1.5.3.3	Has the ODC requested an SAT only after full consideration has been given to in-country capability and service school training? (JSAT, Chapter 13, paragraph 13-1)
1.5.3.4	Has the ODC included requests for SATs in their Two-Year Training Plan and submitted requests during the annual TPRM? (JSAT, Chapter 13, paragraph 13-8a)
1.5.3.5	Have unprogrammed requests been submitted to the MILDEP NLT 120 days prior to SAT deployment date? (JSAT, Chapter 13, paragraph 13-8f)
1.5.3.6	Does the ODC provide at least 180 days notice to the MILDEP and ECUOM when requesting an MTT? (JSAT, Chapter 13, paragraph 13-8a)
1.5.3.7	Does the ODC provide operational and administrative control of deployed security assistance teams? (JSAT, Chapter 2, paragraph 2-9 1)
1.5.3.8	Does the ODC notify the furnishing agency, EUCOM and MILDEP by message of the arrival and departure date of the MTT? (JSAT, Chapter 13, paragraph 13-14 a)
1.5.3.9	What procedures have been established by the ODC to rapidly orient and introduce MTT personnel to their mission, their host nation counterparts, and their ODC interface? (JSAT, Chapter 13, paragraph 13-14 b)
1.5.3.10	Did the ODC receive an oral brief on completion of the MTT's mission and before the team's departure from country? (JSAT, Chapter 13, paragraph 3-15c)

1.5.4	English Language Training & Testing
1.5.4.1	How has the ODC encouraged the teaching of English in foreign country military schools, particularly for prospective IMSs? (JSAT, Chapter 3, paragraph 3-2d(1))
1.5.4.2	If the host country operates English language training facilities provided under security assistance, does the ODC visit the facility to monitor its use, maintenance, instructor qualification, and supply of instructional material? Does the ODC make recommendations to assist the country for English language instructor upgrade training and replacement of instructional materials? (SAMM, Chapter 10, Section 1003 & DLIELC English Language Training Support for SA Officers)
1.5.4.3	(FOR IMET ONLY) If the country has a waiver from the minimum ECL cutoff score of 55 for CONUS training, what is the country doing to train its students to a 55 ECL or higher before they depart for further English language training at DLIELC? (SAMM, Chapter 10, Section 1003, paragraph 100302, H)
1.5.4.4	Does the ODC screen students for the minimum ECL prescribed by the implementing agency for each course of instruction or for entry into DLIELC? (DLIELC 1025.7, paragraph 4.2 and SAMM, Chapter 10, Section 1003, paragraph 100302, E)
1.5.4.5	Does the ODC annotate the ITO (Item 15) to reflect, “The highest ECL required within the sequence of training shown in Item 10 is (enter ECL number)?” (JSAT, Chapter 3, paragraph 3-9a)
1.5.4.6	Are requests for waivers to minimum course ECL prerequisites made through EUCOM? (SAMM, Chapter 10, Section 1003, paragraph 100302 F)
1.5.4.7	Are an English language test control officer and alternate (TCO/ATCO) appointed in writing and the letter forwarded to DLIELC? (DLIELC 1025.15, paragraph 5.1.2 and JSAT, Chapter 3, paragraph 3-2 d(4))
1.5.4.8	Are ECL tests kept in secure storage and under control of TCO or ATCO? (DLIELC 1025.15, paragraph 6.1.1.3)
1.5.4.9	Are old ECL tests destroyed and the destruction certificate sent to DLIELC? (DLIELC 1025.15, paragraph 5.2.6)
1.5.4.10	Are ECL tests rotated or varied on a regular basis? Does the ODC maintain a record of examinees names, scores, and test form to avoid testing a candidate again with the same test? (DLIELC 1025.15, paragraph 5.2.7)

1.5.4.11	Does the ODC mail in all in-country ECL answer sheets monthly by certified or other secure mail to DLIELC? (JSAT, Chapter 3, paragraph 3-13a)
1.5.4.12	Was the final ECL validation test administered not more than 105 days prior to the student's report date as shown on the STL? (DLIELC English Language Training Support for SA Officers and JSAT, Chapter 3, paragraph 3-13a)
1.5.4.13	Are tests administered to the same individual within 30 days? (Prohibited) (JSAT, Chapter 3, paragraph 3-13a)
1.5.4.14	Has the TCO/ATCO inventoried ECL materials every six months and upon appointment of a new TCO? (DLIELC 1025.15, paragraph 5.2.4)
1.5.4.15	Has the TCO/ATCO logged all test material upon receipt and before and after each use? (DLIELC 1025.15, paragraph 5.2.5)
1.5.5	Orientation Tours.
1.5.5.1	Are orientation tours (OTs) for IMET funding programmed only after the ODC Chief attests to their importance? Is the supporting rationale provided to EUCOM and DSCA for approval? (SAMM, Chapter 10, Section 1003, paragraph 100307 C1)
1.5.5.2	Does the request include the proposed itinerary and areas of interest? (SAMM, Chapter 10, Section 1001, paragraph 100105 C)
1.5.5.3	Are requests for OTs forwarded to EUCOM prior to any proposal being made to country officials, which could be construed as an agreement to provide a tour? (SAMM, Chapter 10, Section 1003, paragraph 100307 C3)