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IMSO BULLETIN

BULLETIN NO.: 04 – 004

DATE: JUNE 25, 2004

SUBJECT: Use of the IMSO Web on the Security Assistance Network (SAN)

- REFERENCES:**
- (a) Use of the Security Assistance Network (SAN) by Security Assistance Officers (SAOs) and International Military Student Officers (IMSOs) ([DSCA Policy Memo 04-04](#) of 09 Feb 04)
 - (b) Use of the Security Assistance Network ([DSCA Policy Memo 04-14](#) of 23 Apr 04) [SAMM E – Change 8]

EFFECTIVE DATE: April 23, 2004

bulletin type:	X	ACTION		POLICY	X	INFORMATION
		New		Modified		Cancellation

SUMMARY: Reference (a) stated that IMSOs must use the SAN and its components to perform various administrative support actions. IMSOs must use the IMSO Web on the SAN for the following functions:

- Retrieve IMS arrival information
- Provide IMSO point of contact information and detailed location information (for downloading by SAOs and viewing in the TMS system)
- Input arrival convening, and completion reports
- Input Foreign Identification Number (FIN) and other required data entries
- Input IP information

Reference (b) announced that this requirement will be added to the Security Assistance Management Manual (SAMM) as SAMM E – Change 8.

ACTION: IMSOs should ensure that the above functions are performed via the IMSO Web on the SAN. However, if an IMSO is unable to locate or retrieve the IMS data from the SAN, direct liaison with the SAO via e-mail still authorized. When Change 8 is incorporated into the SAMM, this requirement will be found at Para. C10.10.13.2.

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