



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND
Air Force Security Assistance Training (AFSAT)

IMSO Bulletin

BULLETIN NO: 07-001

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SUBJECT: JSAT Instruction

EFFECTIVE DATE: Immediately

Summary: This memorandum is written to clarify recently raised questions regarding the implementation of the Field Studies Program. The explanations below further explain the references found in the Joint Security Assistance Training (JSAT). The proper utilization of this reference is vital to the continued proper management of the FSP.

Action:

1. Reference: Per the JSAT 11-9e, "IP 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 IP."

Explanation: IMSOs must ensure an escort or the IMSO is designated as a paying agent. The paying agent must escort IMS to FSP events. An IMS should never be provided cash to an IMS to attend an FSP event.

2. Reference: Per the JSAT 11-2c, "The entertainment and social aspects of activities will not be a predominant element of the IP. Social functions in connection with program activities will be arranged in good taste. Activities that could be interpreted as being lavish are to be avoided." Furthermore, the JSAT 11-8c, states "IP funds will not be obligated or expended to pay for entertainment expenses for activities that are substantially of a recreational character, including entrance fees at sporting events and amusement parks."

Explanation: FSP funds are not to be used to pay for DJs, Karaoke, or other musical entertainment.

3. Reference: Per the JSAT 11-8b, "IP funds will not be obligated or expended to pay for food outside the military installation unless associated with an IP trip where students do not stay at or have the opportunity to dine upon a military installation."

Explanation: Receptions must be held on-base. If on-base facilities are not available a waiver from SAF/IA is required. This should be routed through the AFSAT/DOTI office. Club menus and contracts including an itemization of charges are required with the receipts at the end of the quarter.

4. Reference: Per the JSAT 11-53a, "The IMSO will have participating IMS evaluate each IP event just prior to completion. Four groups of 25 IMS or less, each IMS will complete an evaluation. For larger groups, a sampling may be taken. The IMSO will also assess each IP event. Use the formats provided in the DOD Informational Program Handbook."

Explanation: A sampling of IMS evaluations and the IMSO or escort evaluation must be submitted with your quarterly packages.

5. Reference: Per the JSAT 11-9g, "Escort expenses should be included in the estimated cost of an IP tour. Escorts will be considered as members of the tour group for participation in all activities and all expenses will be paid from IP funds."

Explanation: FSP funds should be utilized for escort expenses included during the FSP tours, but meals and tickets for tour guides, bus drivers, dependants, etc. cannot be paid with FSP funds.

6. In order to ensure timely funding and adequate available funds, please ensure your quarterly plans are submitted NLT 60 days prior to the beginning of the next quarter.

7. Please keep in mind that FSP funds are to be used to meet the objectives of the DoD Directed FSP. If an expense is questionable, it is imperative that you contact my office for clarification. Failure to follow the JSAT could cause termination of FSP funding.

AUTHORIZING SIGNATURE:

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