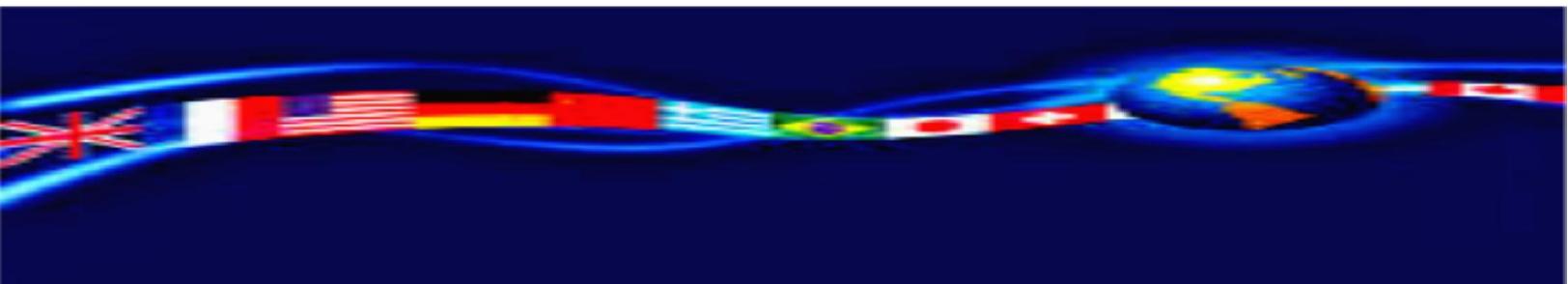




# USAF IMSO Handbook 2014





## **INTERNATIONAL MILITARY STUDENT OFFICER**

This handbook has been designed to assist the International Military Student Officer (IMSO) in the administration of international military students (IMS) under the United States Air Force (USAF) sponsorship. It is intended to serve as expanded guidance for IMSOs and to supplement information provided in AFI 16-105, Joint Security Cooperation Education and Training instruction. The IMSO will comply with provisions of this handbook in accordance with (IAW) AFI 16-105, Chapter 10, paragraph 10-117.

This updated version of the IMSO handbook is effective as of 1 September 2014, superseding previous versions. The IMSO handbook has been revised and reorganized based upon IMSO input.

[Chapter 1](#), Air Force Security Assistance Training (AFSAT), addresses AFSAT's role. [Chapter 2](#), IMSO Role and Responsibility, outlines the IMSO's primary duties. [Chapter 3](#), Student Administration, provides detailed instruction and guidance for the IMSO. [Chapter 4](#), Field Studies Program (FSP), sets guidance for this congressionally mandated program.

## INTRODUCTION

The USAF actively manages Foreign Military Financing (FMF) and Foreign Military Sales (FMS) cases, along with International Military Education and Training (IMET) and other funding programs for approximately 135 partner nations. Experience has shown that USAF flying, professional, and technical training still remain the most memorable elements in the minds of most international military graduates.

Security Cooperation (SC) initiatives enable the USAF to build robust and enduring Global Partnerships that enhance Global Vigilance, Reach, and Power for the United States (U.S.). These Global Partnerships are built on relationships established by Airmen (i.e. total force) at every level; from the Chiefs of partner nation air forces conducting discussions in forums such as the Global Air Chiefs' Conference to our IMSO providing support to IMS attending USAF-sponsored training and education.

Partner nation IMS attending USAF-sponsored education and training are held to the same academic standards as U.S. personnel. USAF SC training and education allows for the development of critical interpersonal relationships that over time provide the strongest bonds for fostering coalition warfare cooperation, capacity and interoperability...ultimately assisting in promoting U.S. National Security Objectives.

Your role as the IMSO cannot be understated. As an IMSO, you have one of the most challenging and sensitive jobs in the USAF. To the IMS attending training, your role is critical and you have the opportunity to make a positive impact upon perceptions of the U.S., its government, people, and military. In your capacity as IMSO, you should be in close contact with international students. How you receive IMS when they first report, explain the rules of student life and processing, help them adjust to cultural shock, assist them with personal problems, and see them off, will form their basic frame of reference about the USAF.

Your careful planning and administration of the USAF FSP contribute directly to the student's knowledge of U.S. government, social institutions, values, people, and the roles and responsibilities of each element of our society to preserve the rights of every individual. Legislative restrictions on the FSP eliminate certain activities and challenge us to develop activities that meet the FSP objectives and maximize international student participation. For many visiting students, the exposure to American society that you provide them will be their greatest source of information about the U.S.

IMSOs are called upon continuously to do unique tasks that frequently require an awareness of different cultural value systems, sensitivity in interpersonal relations, and some innovative problem solving. The USAF IMSO Handbook and the Defense Security Cooperation Agency (DSCA)-Department of Defense (DoD) Informational Program Handbook have been designed to provide you with current information to assist in your important duties. Inputs and suggestions for their improvement are encouraged and should be submitted to the AFSAT IMSO Office, Joint Base San Antonio-Randolph TX.

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## CHAPTER 1

### 1. [AFSAT](#) Overview

This chapter summarizes and, in some cases, amplifies the description of AFSAT's role as outlined in the current edition of AFI 16-105. It is intended to serve as a guide for newly assigned personnel and for visitors to AFSAT. For an official statement of roles and missions, the reader is referred to the publication just mentioned.

The training of IMS in the continental U.S. (CONUS) is an important aspect of the diplomatic and defense policy of the U.S. Government (USG). Each year, thousands of international military officers and enlisted personnel (and smaller numbers of civilian employees of foreign military establishments) are trained under the auspices of the U.S. Army, Navy, and Air Force. This training is furnished under either an FMS arrangement, with the partner nation in effect purchasing the training, under the IMET program or other FMF program. Training furnished under IMET is financed by U.S. appropriations, but is not in any sense a "gift" to a foreign country. Rather, it represents a policy decision by the highest authorities in the U.S. executive and legislative branches that the provision of military training to a country is in the national interest of the U.S. In recent years, most training has been of the FMS variety; but significant numbers of IMS from less developed countries continue to be trained under IMET. Under either funding arrangement, it should be clearly understood that the training is furnished for one reason and one alone: it is the belief of our civilian leaders in the executive and legislative branches that such training advances the national security objectives of the U.S.

### 2. International Military Training in the USAF

The USAF plays a major role in the provision of technical, flying, and professional military education and training to the officers and airmen of friendly countries. Each year thousands of IMS from approximately 135 countries are trained in the CONUS by USAF agencies under guidance and directives provided by the Deputy Under Secretary of the Air Force, International Affairs ([SAF/IA](#)). Approximately 80 percent of all IMS attend Air Education and Training Command (AETC) courses; the rest are trained by other USAF major commands (MAJCOM) under administrative guidelines established by SAF/IA and by its central management agency for USAF-sponsored international training, AFSAT.

### 3. AFSAT Directorates

#### a. Commander

AFSAT is the central management agency for all USAF-sponsored SC training. It is also the training consultant to HQ USAF, MAJCOMs, and training facilities for the development, implementation, and funding of SC training. In addition, it furnishes planning, programming, funding, and implementation guidance to IMSOs. AFSAT is the central focal point of all USAF training/education provided to international partners.

#### b. Operations Directorate

The Director for Operations is the focal point for all operations and training related activities within the Air Force Security Assistance Training Squadron. Under the Director are five Divisions; AFRICOM/NORTHCOM/SOUTHCOM, CENTCOM, EUCOM, SAUDI ARABIA and PACOM.

##### (1) Africa Command (AFRICOM) and NORTH/SOUTHCOM

The AFRICOM/NORTH/SOUTHCOM Division consists of nine (9) personnel who manage training programs for 84 different countries. Training Programs are managed from inception to completion. Professional Country

Managers (CM) and Program Managers (PM) expertly develop and manage over \$180M of USAF training programs annually. Current major AFRICOM centered programs include: Libya C-130H, C-130J and C-17; Morocco F-16 and G-550 programs; Nigeria, Mauritania and Kenya Cessna 208 ISR programs; Algeria C-130 flight training; Gabon C-130; Nigeria C-130 and SUPT programs; Tunisia C-130J training; Ethiopia C-130/L-100 reconstitution program; Botswana C-130 training; South Africa C-130 training, and the International Military Education and Training (IMET) Programs for AFRICOM countries. A significant portion of AFRICOM training efforts are via Mobile Training Teams (MTTs) used to meet training requirements ranging from C-208 MEDEVAC and ISR training to C-130 airlift/airdrop and reconstitution efforts to F-16 follow-on support. Current major NORTH/SOUTHCOM centered programs include: Canada C-17 and C-130J; Chile F16 modernization and KC-135E; Mexico C-26A and EMB-145; and the International Military Education and Training (IMET), Counter Narcotics (1004), and International Narcotics and Law Enforcement (INL) Programs for NORTH/SOUTHCOM countries. A significant portion of NORTH/SOUTHCOM training efforts are via Mobile Training Teams (MTTs) used to meet training requirements ranging from CE Red Horse to DLI to Fighter Integration Working Group support.

## (2) Central Command (CENTCOM)

The CENTCOM Division consists of twenty-eight (29) personnel who manage a \$2B portfolio of training programs for eighteen (17) countries. The division is the focal point for all USAF-sponsored security assistance/security cooperation training programs supporting international partners in the Middle East region. All training efforts are professionally managed using a blended mix of highly-experienced military, civil service, and contractor personnel arranged into dedicated country-specific teams. These teams are comprised of an experienced Country Manager and Training Program Manager, supplemented as necessary with various program-specific Training Specialists, who carefully oversee case development, resourcing, and execution efforts throughout the entire life cycle of assigned training programs. This staffing concept allows the teams to focus on the full range of security assistance training needs of each individual country to provide a unique level of management stability/continuity for each partner nation.

The CENTCOM training effort represents some of AFSAT's largest and most consistently demanding workload due to political visibility, program dollar value, student volume, training complexity and critical impact on U.S. national security. Although the majority of training is focused on aviation, other training includes English Language Training (ELT) - both in-country and at DLIELC - as well as Professional Military Education (PME) and other courses conducted under the International Military Education and Training (IMET) program. Current major aviation training efforts include: Afghanistan Basic Trainer/Light Lift, Pilatus PC-12 ISR, C-130H, and A-29 Super Tucano; Iraq C-172/208, T-6A, King Air 350, C-130E, C-130J, and F-16; Bahrain F-16; United Arab Emirates F-16 and C-17; Qatar C-17 and C-130J; Jordan F-16; Egypt F-16, GIII/IV; Oman F-16; Pakistan King Air 350 and F-16; Kuwait C-17; and Yemen C-208 and L3 Air Tractor ISR. In addition to the aforementioned countries, Kazakhstan, Tajikistan, Uzbekistan, Turkmenistan, Kyrgyzstan and Lebanon, all have students enrolled under the IMET program.

## (3) European Command

The EUCOM Division manages training programs for 43 European countries and Israel. Professional training management and consultation is provided to partners by a staff of eleven Foreign Affairs Specialist with three distinct training management specialties; Country Management (CM), Training Program Management (TPM), and Security Assistance Program Management (SAPM). Team EUCOM is responsible for developing new cases and providing the financial management of over 200 Cases with an approximate value of \$1 Billion USD. The division develops training plans and sponsors more than 2,400 international military students annually. Current major programs include the Netherlands F-16 MLU Program, Poland C130 and F-16 programs, United Kingdom's RC-135 Rivet Joint program, NATO's C-17 Strategic Airlift Wing program, multiple Remotely

Piloted Vehicle (RPV) programs, the Israeli C-130J, and Netherlands' Joint Strike Fighter (JSF) training.

In addition, The Netherlands maintain and operate a training squadron of 10 F-16 aircraft in the CONUS. A formally appointed AFSAT Security Assistance Program Manager (SAPM) provides comprehensive management responsibility of all the squadron's requirements. The SAPM is responsible to for a broad range of requirements to include, but not limited to, base infrastructure support, manpower (contracted, USAF, and Dutch), POLs, munitions, airspace utilization, and training requirements are a few. The SAPM is the linchpin to the successful integration of our CONUS based Dutch partner, NATO, and the USAF.

The EUCOM Division is currently supporting Partner Joint Strike Fighter (JSF) training requirements and preparing for increased requirements associated with Partner and FMS JSF programs.

#### (4) Saudi Arabia

The Saudi Arabia training effort represents the largest in terms of scope/complexity and, because of this, twenty-one (22) personnel are assigned to manage both the F-15SA and the Legacy Saudi training programs exclusively. All training efforts are professionally managed using a blended mix of highly-experienced military, civil service, and contractor personnel arranged into dedicated country-specific teams. These teams are comprised of an experienced Country Manager and Senior Training Manager, supplemented as necessary with various program-specific Training Specialists, who carefully oversee case development, resourcing, and execution efforts throughout the entire life cycle of assigned training programs.

The Saudi Arabia training effort represents the largest in terms of scope/complexity and, because of this; twenty-two (22) personnel are assigned to the division. DO4 manages all USAF-sponsored Security Cooperation training programs for the Royal Saudi Air Force (RSAF), valued at approximately \$2.9B. The Saudi Division is organized into two sections, the F-15SA Fleet Modernization Program (FMP) and the Legacy Programs.

The F-15SA team consists of 13 personnel (3 in-bound) who are strictly focused on the training requirements for the F-15SA FMP. The six main areas of emphasis are language training, technical training, aircrew training, OEM training, contract training and MTTs.

The Legacy team consists of nine personnel (1 in-bound) who manage training for all other RSAF platforms and/or weapon systems. The legacy team focuses on training for the KC/C-130J, AWACS, TASS, AOC, Advance Pilot and King Air ISR programs as well as SUPT, IFO, WSO, technical training and PME.

Both teams are comprised of experienced Country Managers and Senior Training Program Managers, supplemented as necessary with various program-specific contractor Training Specialists/SMEs, who carefully oversee case development, resourcing, and execution efforts throughout the entire life cycle of all RSAF training cases and training lines on systems cases. Other major responsibilities include overall program management of the above programs, monitoring student issues, student quota programming and student administration.

#### (5) Pacific Command (PACOM)

The PACOM Division consists of twelve (12) personnel who manage training programs for 22 different countries. Training Programs are managed from inception to completion. Professional Country Managers (CM), Program Managers (PM) and Security Assistance Program Managers (SAPM) expertly develop and manage \$1.6B of USAF training systems. Current major programs include: India C-17 and C-130J; Taiwan F-

16 upgrades; Indonesia F-16 buy of Excess Defense Article (EDA) aircraft; Thailand F-16 Mid Life Upgrade (MLU); Australian C-27J purchase; and the International Military Education and Training (IMET) Programs for PACOM countries.

Taiwan and Singapore actually operate training squadrons of foreign-flagged F-16 trainer aircraft in the continental United States to enhance their flying training proficiency. It is AFSAT's formally appointed Security Assistance Program Managers (SAPMs) responsibility to manage these "dedicated squadrons". This oversight is especially cumbersome due to the large amount of base infrastructure and supporting manpower involved, which requires dedicated oversight by seasoned and dynamic DO5 training managers who have a broader range of responsibility.

### c. Mission Support Directorate

AFSAT's Mission Support Directorate provides direct and indirect guidance to Training Program Managers and Country Managers in the planning, development, programming and execution of training and education programs that enhance international relations and agreements. Under the MS Directorate are three divisions: Requirements Division (MSR), Operations Division (MSO) and Training Division (MST). The directorate maintains historical data, best practice examples and other data that assists AFSAT COCOMs with new requirements as required to develop country specific training and solutions. Manages the International Student Scheduling section which schedules individual international students from over 146 countries for more than 6,000 training lines, in over 1,200 courses each year worth \$4.7B. Leads the International Training Team and ETSS sections in integrating and executing country requests for training programs based on stated requirements. Manages the AFSAT training enterprise, monitoring training requirements to ensure personnel are properly training and requirements are accurately documented.

#### (1) Requirements

MSR provides "Standardization Through Participation" for AFSAT. The division consists of eight (8) personnel providing standardization and quality assurance for AFSAT training programs. MSR is organized by Mission Design Series (MDS) Fighter, Bomber, Airlift, Non-Standard Airframes, Remotely Pilot Aircraft (RPA), and Munitions. The division maintains standardization / unit self-inspection for Country Managers (CMs), Program Managers (PMs) and Squadron Contracting Officer Representatives (CORs).

MSR maintains historical data, best practice examples and other data that assists PMs with new requirements to include developing training solutions for each MDS. The division is the POC for standardized training solutions in "smart book" format on the AFSAT SharePoint. MSR captures manpower and workload data to analyze current unit manning, available funding (O&M, FMS Admin Funded, or Case Funded) to make recommendations to the Director of Operations and Director of Mission Support when manpower requirements exceed standard level of service or funding period of performance.

MSR PMs team with AFSAT COCOM PMs to develop country specific training solutions based on training pipelines coordinated through the AETC Staffs. The division also manages major Indefinite Delivery / Indefinite Quality (IDIQ) contracts and provides contracting standardization and documentation in conjunction with the Air Force Installation Contracting Agency's 338 Specialized Contracting Squadron International Contracting Flight.

#### (2) Operations

The AFSAT Mission Support Operations Division is comprised of eight offices operated by 27 personnel, each with a critical role in enabling the AFSAT mission of developing, delivering and managing education and

training solutions in support of US Security Cooperation objectives. These offices are: Scheduling, MASL, FDO, Teams, CE, LOA, IMSO and IT.

AFSAT Scheduling is the MAJCOM-level quota management office for all US Air Force sponsored International training. They serve as the focal point for over 5,000 international students from over 140 countries attending CONUS and OCONUS quota bearing classes, and have five linchpin processes that are critical to AFSAT's mission. These processes include forecasting annual and out of year requirements, annual quota allocation, reutilization of cancelled training quotas, metrics and data compilation and quarterly and semi-annual production tracking. The six major program areas administered by Scheduling include Flying Training, Technical Training, Mission Readiness Training, Professional Military Education, Special Programs and Inter-American Air forces Academy (IAAFA) courses.

The Military Articles and Services Listing (MASL) Office works in close coordination with the Scheduling office, Foreign Disclosure Officer (FDO) and AFSAT Financial Management (FM) as the USAF primary MASL Manager. The MASL Office interfaces with internal and external agencies to acquire accurate information thru ETCA and is responsible for creation, pricing, maintenance and disposition of over 2,000 MASLs in the support of over 7,000 annual USAF-sponsored foreign training requirements.

The AFSAT Foreign Disclosure Office (FDO) serves as Air Force's release disclosure authority for all USAF international programmed training for 140 countries by implementing National Disclosure Policy as outlined in SAF/IAPD and AETC Foreign Disclosure instructions. FDO reviews all AFSAT generated programmed training, which includes formal course, Mobile Training Team (MTT) and Observer/Familiarization training. FDO reviews course release requests and provides releasability determinations for new MASL requests in order to protect national security assets. The office coordinates on all AFSAT generated LOAs to ensure projected training complies with AETC Delegated Disclosure Authority Letters (DDL). The FDO office coordinates with higher headquarters on all foreign disclosure requests which go beyond the scope of AETC delegated disclosure, those with guidance conflicts, and those associated with Exceptions to National Disclosure Policy (ENDP). FDO creates local Foreign Disclosure policy and provides continuous Foreign Disclosure Education and Awareness training to AFSAT personnel. FDO is also responsible for the Secret Internet Protocol Router Network (SIPRnet) and Secure Telephone Equipment (STE). FDO Checks AFSAT/CC SIPRnet email daily, facilitates SIPR taskers, conducts quarterly SF Form 311 (Agency Security Classification Management Program Data) and helps administer ISOPREP training for foreign trips.

The Teams Office manages International Mobile Training Team, Language Training Detachment (LTD) and Extended Training Service Specialist (ETSS) cases for 140 countries in support of national and regional security objectives. Teams provides analyses of MTT statistics and related data to the Deputy Under Secretary of the Air Force, International Affairs (SAF/IA), HQ USAF and HQ AETC and coordinates with Security Cooperation Offices (SCO) world-wide, and SAF/IA on manpower requirements.

The CE office is responsible for the management of two separate programs: the Combating Terrorism Fellowship Program (CTFP) and the Euro NATO Joint Jet Pilot Training (ENJJPT) Program. CTFP, administered by The Global Security Affairs Partnership Strategy Office, enables the DoD to assist key countries in the war on terrorism by providing counterterrorism training and education. The purpose of ENJJPT is to train pilots for assignment to fighter/fighter-type aircraft of the armed forces of signatory nations in the furtherance of NATO rationalization and standardization through mutual cooperation. This training is conducted at the 80th FTW, Sheppard AFB, TX. The CE office is, in effect, an extension of AFSAT's COCOM Country Program Managers in that these programs manage Security Cooperation cases in much the same way as any other Foreign Military Sale. As the sole focal point for these programs, the CE office is responsible for the communication, coordination, implementation, and funding associated with programmed training for over 100 Partners. CE coordinates directly with SAF/IA, DSCA, the COCOMs, SCOs and AFSAT/FM to produce

and manage LOAs for each program.

The Letter of Offer and Acceptance (LOA) Office serves as the Air Force's office of primary responsibility for the management of LOAs and their associated Amendments and Modifications in support of Foreign Military Sales cases involving USAF-provided training. They coordinate with the Defense Security Cooperation Agency (DSCA), SAF/IA, Air Force Security Assistance Center (AFSAC), other Military Departments and the Department of State as necessary to prepare the training portion of both AF-specific and multi-command LOAs for the sale of defense systems and equipment via the Defense Security Assistance Management System (DSAMS). They provide feedback to DSCA and SAF/IA on policies affecting Air Force training cases, develop local policies for LOA management, educate CMs and PMs concerning policy changes impacting the development of future FMS cases and perform quality assurance reviews of DSAMS submissions to ensure they conform to these policies. They locally validate manpower requirements established on LOAs via the Security Assistance Manpower Requirements System (SAMRS). The LOA Office provides DSAMS and SAMRS training as necessary to AETC/IA and AFSAT personnel. The LOA Office assists FM in the preparation and quality assurance of payment schedules by reviewing financial and termination liability analyses and worksheets in conjunction with document preparation of blanket order/defined order LOAs.

The International Military Student Office serves as the focal point for all International Military Student Officers (IMSOs) across the Air Force with International Military Students (IMS) attending USAF-sponsored training at CONUS and OCONUS installations. This office disseminates IMS education and training policy to IMSO personnel and ensures compliance with DoD and USAF policies and directives, while serving as a liaison between IMSOs, AETC/IA, SAF/IA and DSCA. This office is also responsible for ensuring IMSOs maintain IMS data integrity in the Security Assistance Network Web. IMSO creates, updates, and publishes USAF specific expanded guidance that supplements the Joint Security Cooperation Education and Training instruction. The office is also responsible for creating and conducting MILDEP-specific training for IMSOs at the DISAM SCM-TO training officers course located at WPAFB OH. The office also implements and manages the DoD Field Studies Program (FSP) for all USAF training activities and disseminates instructions and procedures for annual budgets, and approves, distributes and audits FY funds to ensure compliance with DoD guidance. The office also supports contracted training locations with IMSO administrative support from AFSAT's traveling IMSO. In addition, IMSO hosts the USAF IMSO workshop that is held approximately every 18 months.

The Information Technology Office provides network and computer hardware and software support for AETC/IA and AFSAT. The IT office manages an internal Helpdesk to support trouble tickets for account creations, password resets, security permissions, VTC's, Blackberry support, printer support, hardware acquisition/inventory management, software acquisition/inventory management, SharePoint administration, SIPR administration, computer connectivity with port security, computer troubleshooting/configuration, vulnerability remediation, accreditation packages to operate systems and other various tasks. In addition, IT employees serve as System Administrators and provide technical support in coordination with the Defense Security Assistance Development Center (DSADC) for the Defense Security Assistance Management System (DSAMS), the Air Force Security Assistance Center (AFSAC) for the Case Management Control System (CMCS) mainframe system, and with the Defense Institute of Security Assistance Management (DISAM) for the Security Assistance Network (SAN) for all Air Force MILDEP users and IMSOs totaling 575 user accounts for all systems.

### (3) Training

The Mission Support Training Division is responsible for the development and management of a comprehensive squadron training program as well as the single point of contact (POC) for management of the Defense Security Assistance Management System Training Module (DSAMS-TM) in support of operational functions.

Management of the unit training program encompasses identifying and securing formal training courses from both DoD and contractor sources, orientation/awareness education and training, development of in-house training courses, on-the-job training, and seminars to meet mission needs. This on-going process supports all training mission requirements to include Security Cooperation, management, leadership, professional development, ancillary training, etc. A standard and comprehensive training plan is developed and tracked for each employee to ensure all training and certification requirements are met.

As the appointed POC, oversight of the DISAM-TM design and functionality is on-going to ensure AFSAT operational business processes and policies are supported. A thorough analysis is accomplished and appropriate action is taken with the Defense Security Cooperation Agency (DSCA) to make necessary system changes. AFSAT users are provided guidance and effects of system changes as required.

#### d. Financial Management Directorate

The Director, Financial Management is the focal point for all financial related activities within the Air Force Security Assistance Training Squadron. The Director interfaces directly with DoS, DSCA, SAF/IA, SAF/FM, and other MilDepts as needed to accomplish AF Building Partnership Capacity and AFSAT training mission. Under the Director are five divisions; Financial Analysis (FMA), Budget (FMB), Financial Services (FMF), Policy & Programs (FMP) and Financial Travel (FMT).

##### (1) Financial Analysis

The Financial Analysis (FMA) division provides financial advice, analysis and reconciliation. These efforts include the three foreign military sales Dedicated F-16 Training Squadrons located at USAF bases. Tucson ANG and Luke AFB host squadrons for the Netherlands, Singapore, and Taiwan. Additionally, FMA provides funding for the Euro-NATO Joint Jet Pilot Training (ENJJPT) cost-sharing program at Sheppard AFB, TX; OCONUS training team deployments under the International Military Education & Training (IMET) program and Foreign Military Sale (FMS) cases. The Mobile Training Teams deploy on a TDY basis, while the Extended Training Service Specialists Support (ETSS) teams and Language Training Detachment (LTD) teams deploy on a PCS basis. In addition, FMA oversees financing for the Field Studies Program (FSP) activities; the Waived Administration Fees on NATO and Major Non-NATO country FMS cases; and processes tuition billings for Army and Navy sponsored international students attending AF courses.

##### (2) Budget

The Budget (FMB) division is responsible for developing the Program Objective Memorandum (POM) and Annual Budgets for Foreign Military Sales (FMS), Foreign Military Financing (FMF) and O&M. Expertly manages \$8.6B international and grant funds for 7 different programs, 140+ countries; FMS, FMF (T10), International Military Education Training (IMET) funding, Counter Terrorism (CT), 1004 (Counter Drug Program), International Narcotics Control (INL) and Aviation Leadership Program (ALP). Monitoring and tracking of Decentralized Reimbursements in excess of \$210M, management of Letters of Acceptance (LOA) pricing for FMS cases and lines to include financial reviews of FMS cases. Pricing of Mobile Training Teams (MTTs) and/or Extended Training Service Specialists Support (ETSS). Processing of funding requests for setting up obligation authority (OA) in CMCS, DSAMS and GAFS-BQ; perform review and reconciliation of all target transactions processed using OLRV generated reports. Approval of ABSS documents for all funding sources and local validation of all Manpower Travel and Data Sheet (MTDS's) in SAMRS.

##### (3) Financial Services

The Financial Services (FMF) division executes and manages numerous financial programs. These programs include International Military Education & Training (IMET), with a one year average throughput of 226 students; Foreign Military Sales (FMS) with more than 1,400 students; Counter Terrorism (CT), International Narcotics Control (INL), 1004 (Counter Drug Program), Aviation Leadership Program (ALP). In addition, they fund and reconcile all AFSAT civilian salaries and TDY's; validate training requirements, verify available balances and scope on all Manual funding requests prior to submission for FMB approval, process Invitational Travel Orders (ITO's) funding requests in DSAMS. They request obligation authority for any FMS requirement for commitment of funds in the accounting system, GAFS-BQ. FMF also performs contract reviews and reconciliation. FMF works closely with DFAS-Indianapolis and DFAS-Limestone to validate and reconcile accounting data. They maintain the FMF Admin/T10 and O&M accounts and process civilian medical bills and military medical treatment facility (MTF) bills - Air Force, Army, and Navy. They also process Subsistence-in-kind (SIK) food service reimbursement to multiple bases. FMF also prepares vouchers to refund/reimburse costs for specialty and flight physicals performed at Lackland AFB for Air Force, Army, and Navy IMS's. The division also serves as the Defense Travel Service (DTS), Wide Area Work Force (WAWF), and ABSS Liaison for the AFSAT Squadron.

#### (4) Financial Operations

The Financial Operations (FMP) division provides financial policy and regulatory guidance. They serve as the squadron focal point for the manager's internal control program (MICP) and financial quality assurance (QA) programs. FMP provides training, chief accounting advice and principles; reviews financial processes, systems and accounts and is the focal point for all downward directed implementations and modifications of Air Force security assistance training program financial management systems. FMP approves tuition pricing for 1200+ MASL's, monitors tuition reimbursements and maintains supporting reference data tables, completes annual financial management FMS training case reconciliations checklists reviews and finalizes FMS training cases and lines for closure.

#### (5) Financial Management Travel

The Financial Operations Travel (FMT) division provides government travel support, policy and regulatory guidance for all AFSAT employees traveling in support of AFSAT's international training mission. FMT serves as the squadron focal point and Organizational Defense Travel Administrator (ODTA) for all actions pertaining to the Defense Travel System (DTS) and Reserve Travel Systems (RTS) management. They are responsible for travel voucher computation utilizing RTS in support of International Military Students (IMS) in training with Transportation Living Allowances (TLA) authorized for payment while in an official training status. This division also provides detailed analysis of travel voucher payment timeliness in support of AFSAT's Quality Assurance (QA) program.

#### e. New Business and Resource Management

The New Business and Resource Management Division consists of six (6) International Training Program Managers supporting the functions which merge the areas of AETC IA and AFSAT similar to a Commander's Action Group, providing analysis of factors related to International training programs, training CONOPS, Building Partnership interface, data collection, mission enhancement initiatives, problem solving, and other duties as directed to ensure successful completion of the International Training and Education mission. XF primarily handles new business for major weapon systems training development and implementation (F-35); crisis staffing actions supporting AETC, SAF/IA, DSCA, and other US governmental agencies; and International Training data analysis, programming and fact finding. New Business areas include the F-35, Joint Strike Fighter, with unique challenges of support for Partner Nations which have jointly worked with US DoD to develop and implement. The F-35 also includes the initial development and implementation of concurrent

FMS requirements of this weapon system not yet established in the USAF inventory. Additionally, XF provides an interface to develop and implement new ways to provide training support with commercial vendors for areas of limited training capacity such as the C-130J and C-130H programs. XF provides input and data support to any government agency for POM submissions and USAF Programmed Flying Training support. XF represents AETC IA and AFSAT leadership to help formulate improvement plans and strategies. XF is responsible for handling manpower related issues, updating and maintaining the UMD and working with AETC/A1 to extract data needed to support analysis and migration efforts. XF also assists and advises AFSAT leadership on realignments of personnel, distribution of work, efficient use of positions and employees. XF develops or revises operating instructions, policy letters and other documents as directed by AETC IA and AFSAT leadership. XF also manages AETC's International Visitor program to ensure distinguished international visitors gain a thorough appreciation of the Command's efforts to train and educate our international partners, while hosting them on behalf of the Commander, AETC. Using these capabilities, XF ensures that the strategic goals and objectives of the Air Education and Training Command Director of International Training and Education and the Commander of AFSAT supports the Air Force's objective to build and strengthen enduring international partnerships by building partner capacity.

#### **4. AFSAT Communications Reminders**

Adherence to the following guidelines will facilitate communications with AFSAT:

- ✓ Consult the SCETP Directory of Contacts to identify the proper country/program manager to contact concerning a specific student(s).
- ✓ If you have an emergency after AFSAT's duty hours (1600-0700 CST), please contact the Joint Base San Antonio-Ft. Sam Houston Command Post at Commercial 210-221-9363 or at DSN 471-9363.
- ✓ Do not communicate directly with the embassies and/or the SC Officers (SCO) to discuss student problems.
- ✓ Contact other agencies such as the SCO/Mission or HQ USAF only on occasions specifically authorized in current directives (i.e. to coordinate Washington D.C. tour information relating to the FSP, etc.).
- ✓ Please remember to indicate ITO number on your correspondence as it includes the WCN, case and line and country. This makes it easy for the country/program manager to locate the student information to better assist you.
- ✓ When in doubt regarding proper channels of communication do not hesitate to call the Chief IMSO at AFSAT, DSN 487-5282.

## CHAPTER 2

### 1. Introduction: Role and Responsibilities of the IMSO

a. The IMSO's responsibilities towards the IMS begin upon receipt of the IMS' arrival data from the SAN Web, notifying them that a student is coming to their installation. From arranging quarters to meeting the student at the airport (if manning/resources permit), the IMSO must initiate detailed planning long before the student arrives. Then, from the date of arrival until the student departs, the IMSO serves as a central point of contact for the student. The impressions made on the student are carried home and could be the key factor that makes his/her training beneficial for both the individual and the U.S. Reference Security Assistance Management Manual (SAMM), E-SAMM, DSCA 5105.38-M, Chapter 10 and the Joint Security Cooperation Education and Training (JSCET) AFI 16-105 Chapter 10, specifically Paragraph 10-99 for AF specific guidance.

b. Objectives of the SCETP can be found in AFI 16-105, Chapter 1, paragraph 1-6.

### 2. Responsibilities

a. IAW AFI 16-105, Chapter 10, paragraph 10-6. and 10-99.a., the installation/base commander, he/she who has oversight of all resources (i.e. PAO, exchange, casualty affairs, medical clinic, services, etc.) that might be required at any point in time while the IMS and authorized dependents attends U.S. sponsored training, and/or HQ Directorate will appoint, in writing, an individual as IMSO to serve as the primary focal point for IMS matters and will forward information to the AFSAT IMSO. Training activities without a dedicated IMSO position will ensure that IMSO duties receive top priority. Individuals designated as IMSOs should be people-oriented, possess tact, and be of an appropriate grade or rank to enable them to deal effectively with the projected IMSs. Orientation tours (OT) and training for IMSOs are crucial. Contact the AFSAT IMSO Office to schedule an orientation tour and Defense Institute of Security Assistance Management ([DISAM](#)) training. In addition, installations should program funds for [Intercultural Competence for Special Operations Forces \(SOF\) Course \(ICSOF\)](#), formerly known as [Cross Cultural Communications](#), training at the USAF Special Operations School (USAFSOS). Contact USAF SOS/SOED/TE, Alison Building, 357 Tully Street, Hurlburt Field, FL 32544-5800 for quotas. The ICSOF course is a unit funded TDY.

(1) The IMSO may be either military (officer or enlisted), or USG civilian. The IMSO will monitor and coordinate activities for the IMS' training, including implementation of the FSP (AFI 16-105, Chapter 11, paragraph 11-5.c). The appointed IMSO must be tactful and mature, be sensitive to a myriad of cultural differences, exhibit sound judgment, and be able to communicate effectively both orally and in writing. NOTE: IMSO and FSP duties involve management of government funds through the installation finance office.

b. AFSAT is responsible for providing the IMSO with the necessary guidance and oversight regarding SCETP. AFSAT will also coordinate necessary training for IMSO and will host the USAF IMSO Workshop.

### 3. Coordinating Visits at a USAF Training Activity (AFI 16-105, Chapter 12)

a. Periodically, the IMSO is called upon to coordinate an international visit by dignitaries, officers, and prospective students from other countries when appointed by their commander. These visits could be either as an OT coordinated through international training channels or as a visit arranged through diplomatic channels. Some of these visits may be "self-invited" (requested through diplomatic channels and all expenses paid by the foreign country).

b. Visit notification will be made through the appropriate office (see [Visit POC Checklist](#)) advising the nature of the visit and the number of people. It is very important to establish a POC at the school or activity being visited prior to their arrival. Any classified and/or unclassified briefing, handout, or demonstration that is to be delivered to a foreign visitor requires local foreign disclosure officer (FDO) determination and approval. If local FDO is not available—then IMSO should elevate to AETC/IAD for review. Should an IMSO become aware of a request for any foreign visit that has not been received through the appropriate channels, the IMSO is required to notify his/her respective chain of command and AFSAT.

#### **4. IMSO Required Training (AFI 16-105, Chapter 10, paragraph 10-6.c. and 10-99.a.)**

a. DISAM. The IMSO Training Officer's course ([DISAM-SCM-TO](#)) is designed for U.S. personnel assigned the supervision and administration of IMSs in the U.S. This course provides an overview of SC management, policies, and procedures that the IMSO must utilize to administer foreign students and to conduct the DoD FSP. Training of USAF IMSOs will be coordinated with AFSAT.

b. USAF IMSO Workshop. This workshop normally takes place approximately every 18 months, and is announced via e-mail message with the specific date, time, and location. The workshop provides the USAF IMSO community with up to date SCETP information and serves as a venue to share knowledge, experience, resolution to problems, and best practices when dealing with IMS. The workshop also serves a valuable training experience for new IMSOs by exposing them to structured seminar objectives/topics of discussion and allowing for networking opportunities with experienced IMSO.

#### **5. IMSO Recommended Training**

a. ICSOF. The USAFSOS at Hurlburt AFB, FL conducts a 4.5 day ICSOF course during the year. The course is “unit funded” for per diem and travel, but there is no tuition cost. The purpose of the course is to provide attendees with general knowledge and skills to quickly and accurately comprehend, then appropriately and effectively act, in a culturally complex environment to achieve the desired effect without necessarily having prior exposure to a particular group, region or its language. Students will apply communication and negotiation skills in role-playing scenarios, and will be exposed to a variety of hands-on exercises that will challenge their own cultural norms. A self-nomination form must be completed and sent to USAFSOS in order to receive a quota for this course (once approval is received from your unit, command, and/or service training officer). Quota requests should be submitted at least 30 days in advance.

b. Cardiopulmonary (CPR) and First Aid Training. It is highly recommended that IMSOs and assistants undergo this training to help prepare them in the event of an emergency, especially during FSP trips. Hint: Contact your local base medical clinic and/or American Red Cross Chapter who at times provide CPR classes for free.

c. Safety Training. Safety is especially of concern when dealing with international training and IMSs because of differences in language, customs, understanding of non-verbal cues and a myriad of other factors. IMSOs are reminded to place special emphasis on safety and following all safety regulations and instructions when dealing with the international students, instructors, and other staff members who are responsible for the safety and safe conduct of international students.

d. Operational Security (OPSEC) Training. Being aware of what can/cannot be done is paramount when providing information to IMSs. In addition to the annual OPSEC training, contact the security forces squadron to inquire on local USAF policy regarding pictures, videos, and access to USAF equipment by IMS (i.e. USAF flightline pictures, video of aircraft, etc.).

e. Pay Agent Training. It is highly recommended that IMSOs and their assistants receive pay agent training to be properly prepared for FSP administration.

f. International Affairs (IA) Certification Program.

(1) The IA certification and career development implementation plan provides for career development and a standardized certification program for USAF civilian and military employees working in a variety of assignments in the IA field.

(2) The IA Professional Program includes three levels of certification.

(a) Level I (Basic or Entry): Basic level standards are designed to establish fundamental qualifications and expertise in the individual's IA career. Development at the basic level provides a foundation for career progression and is designed to prepare qualified and motivated personnel for positions of increasing responsibility.

(b) Level II (Intermediate or Journeymen): At the intermediate level, specialization is initially emphasized. Development continues, including rotational assignments, but the responsibilities and length of time an individual spends in each position generally increase.

(c) Level III (Advanced or Senior): At the senior level, advanced IA education and training becomes essential. Individuals at this level should seek IA-related opportunities throughout DoD components and pursue additional formal education opportunities.

(3) All IMSOs are encouraged to take advantage of this professional development and career enhancing education opportunity. For additional information, read the IA Certification and career development implementation plan found on the IA website at <https://iacertification.dsca.mil/>.

## ATTACHMENT I.

### IMS ADMINISTRATION

#### IMS ROUTINE DUTIES 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.

**IMS NAME:** \_\_\_\_\_ **COUNTRY:** \_\_\_\_\_

**RANK/RATE:** \_\_\_\_\_ **USAF EQUIVALENT:** \_\_\_\_\_

**COURSE:** \_\_\_\_\_ **ARRIVAL DATE:** \_\_\_\_\_

#### CHECK FOR NEW IMS.

	Check the SAN IMSO Web on the first of each month for upcoming student arrivals. Go to <a href="https://www.idss.ida.org/san/login.prg">https://www.idss.ida.org/san/login.prg</a> .
	Check SAN IMSO Web weekly for updated schedules of prospective students. Again, go to <a href="https://www.idss.ida.org/san/login.prg">https://www.idss.ida.org/san/login.prg</a>
	Has the name of the IMS been identified on SAN Web (NET 30 days prior if accompanied, 16 days prior if unaccompanied - if not IMS will not enter training at 16 day mark)?
	If an IMS is scheduled for your training installation, is the course appropriate?
	Are there prerequisite courses?
	Is the training pipeline correct and complete?
	Are the reporting/start dates and course length/duration correct?
	Review that clearance reflected on ITO is appropriate for course.
	Inform instructor/other academic staff.

#### PREPARATION BEFORE IMS ARRIVES.

	Send Welcome Package to SCO.
	Receive ITO at least 17 - 30 days prior to scheduled IMS arrival date.
	Contact SCO via AFSAT if ITO does not arrive.
	Confirm ITO is complete and accurate.
	Confirm transportation arrangements for IMS arrival.
	Arrange for an escort to meet at airport if appropriate (equal rank preferred).
	Confirm living quarters are available/reservations made.
	Are there authorized dependents? If so, follow dependents' checklist.
	Reconfirm quarter's reservations prior to IMS arrival.
	Confirm dining facilities can accommodate any special dietary needs.
	Recruit/select sponsor.
	Inform Country Liaison Officer (CLO), if applicable.

#### IMS ARRIVAL.

	Meet at airport/other transportation connection (if manning/resources permit).
	Meet at main gate if IMS arrives by vehicle without escort.
	ITO reviewed for inaccuracy.
	Medical coverage and medical packet.
	Check passport/visa I-94 for accuracy at first training site. Make a copy for training records.
	I-94 must be downloaded by IMS or IMSO if one was not given to IMS upon entering the U.S.
	ID card reviewed for accuracy.

ID card issued if first training site.
IMS checked into quarters.
Confirm medical/healthcare issues are identified and addressed.
Schedule in processing
In processing conducted.
Review training record.
Establish training record if first training site.
Ensure IMS receives necessary funds if living allowance is authorized.
Brief IMS on responsibility of maintaining cleanliness of quarters
Ensure IMS meets ECL test standards for scheduled training.
Ensure IMS understands safety/security local policies (i.e. flightline pictures, etc.).
Arrange for Test Control Officer to administer ECL, if applicable.
Introduce sponsor as appropriate.
Introduce CLO as appropriate.
Complete arrival/enrollment report in SAN Web.

**DURING TRAINING.**

Prepare commencement report.
Maintain IMS training record as necessary.
Coordinate ITO modifications with AFSAT country manager (if/when necessary).
Administer DoD FSP.
Be aware of IMS problems and keep AFSAT notified/aware at all times. Problems could include: (disciplinary (cannot discipline, can only recommend disenrollment - SAF/IA (coord) <ul style="list-style-type: none"> <li>- Academic problems</li> <li>- Civilian fines/legal matters</li> <li>- Language deficiencies</li> <li>- IMS personal problems/dependent issues</li> <li>- Medical problems</li> <li>- Passport/Visa problems</li> </ul>

**PREPARATION FOR IMS DEPARTURE.**

Review ITO and confirm follow on travel arrangements to next destination.
POV authorized?
Arrange for escort to airport if manning/resources permit.
Notify follow on training activity 15 days prior to departure.
If gap in training dates, contact country manager to assess if IMS can attend additional training.
Discuss itinerary with IMS.
Prepare student for out processing.
Obtain/prepare graduation certificates or letters of attendance.
Prepare completion and academic reports as soon as possible prior to scheduled departure.

**IMS DEPARTURE.**

Departure briefing conducted with IMS.
Complete graduation/departure report in SAN Web
NLT 10 days of graduation date, mail training record/medical record to follow on training site (or mail NLT60 days to SCO if last training installation)
Mail/ship RIM to SCO. <u>Do not</u> mail with training/medical record. Ensure the Worksheet Control Number (WCN) is on the outside of the package.

**NOTE:** Not all inclusive. Tailor your checklist to fit your own requirements.

## ATTACHMENT II.

### INSTRUCTIONS FOR USING THE SAN WEB SC-TMS

Click on the hyperlink for the SAN Web on the International Training Management (ITM) Web Page: <https://www.disam.dsca.mil/pages/itm/>, go to Automation>SAN>SAN login, use your assigned Username and Password. You must be a registered user to access the system.

IMSO must contact the AFSAT IMSO Office, via e-mail at [rachel.cox.6@us.af.mil](mailto:rachel.cox.6@us.af.mil), or [john.castillo.11@us.af.mil](mailto:john.castillo.11@us.af.mil) to request SAN Web access. A DD Form 2496 must be submitted, leaving blocks 21 and 22 blank and ensuring that Part III is filled out by the unit Security Manager.

DISAM has published IMSO Web User Instructions on the ITM web site. For issues regarding password/userids or log in, please contact the SAN Web administrators at AFSAT. For SAN Web problems or assistance with applications, please contact the AFSAT IMSO office.

Read the Special Notices Screen for any updates to the SAN.

Click ***Training*** on the SAN Web main menu.

Click ***SC-TMS***.

Click on ***Schoolhouse***.

Under Reports/Option you will see several menu options:

***Projection Report***  
***Student Training & Progress Messages***  
***Active Courses/International Notes***  
***Field Studies Program (FSP)***  
***Physical Location (PLOT)***  
***Location Remarks***

Under ***Location Remarks*** you can update the following information:

Student Mailing Address	Dining/Messing
After Hours – Excluding Arrival Departure Inst.	Miscellaneous Information
Activities	Nearest Military Base
Billeting	Nearest City
Uniform Requirements	Student Arrival/Departure Instructions
Dependents	Servicing Airport
Driving	Transportation
General Information	Climate
Medical	Web Address

Check mark items you wish to update and enter the new information, click on ***Update*** to submit changes.

## **View Arrivals**

Click *Student* tab.

Select *Arrival Information*.

On the *Days* drop-down tab you can select “Today, Next 7 days up to 120 days”.

## **For all Arrival/Enrollment/Completion Updates**

Click *Schoolhouse*.

Under Reports/Option select *Student Training & Progress Messages*.

## **Under “Arrive/Enroll” (complete upon arrival but NLT 3 days)**

Click on the paper/pencil icon 

Complete form and check for accuracy. Be sure to check CPM and SCO to ensure they receive the message that the information has been updated.

Click “*Update*” at the bottom of the screen when finished.

## **Completion/Departure Updates (complete on graduation day but NLT 3 days)**

### **Under “Complete”**

Click on the paper/pencil icon 

Complete form and check for accuracy. Be sure to check CPM, SCO, next IMSO (if appl) to ensure they receive the message that the information has been updated.

Click “*Update*” at the bottom of the screen when finished.

## **Exception Report (student lines pending action)**

Click on *Student* tab and select *Exception Report*.

Under *Dates* use the drop down to select Last Month up to the Last 2 Years

Click on “*View*” button

Update appropriate overdue action “Arrive/Enroll/Complete”

Once all actions have been completed no student lines should appear on the screen. The IMSO should ensure that the Exception Report is clear of all pending actions NLT end of each month.

NOTE: Detailed information for SAN Web management is provided at the DISAM SCM-TO course.

## ATTACHMENT III.

### VISIT POC CHECKLIST

- Visit POC or knowledgeable person (must be a U.S. citizen *and* work for either a U.S. company, contractor or be a USG employee).
- POC will pre-coordinate the visit with the appropriate organization being visited to see if the unit can lend support at the requested time, prior to embassy submitting foreign visit request.
- Foreign nationals may need access badges/passes for special areas they are to visit (i.e. flightline, research labs, etc.). Contact your local security manager for more information on what is required for foreign nationals.
- POC is responsible for ensuring that any briefings, slides, or documents that they see or are given copies of to take back to their country, are reviewed and approved by the appropriate Foreign Disclosure Office (\*). This includes both CLASSIFIED and UNCLASSIFIED materials. When in doubt whether documents require a disclosure review, please err on the side of caution and consult with AFSAT. The following are some items that are NOT to be released to foreign nationals:
  1. *Bibliographies*
  2. *Reference lists*
  3. *Distribution lists*
  4. *References of other foreign country programs or assets*

\* AETC Foreign Disclosure Offices are as follows:

AFIT units should contact AFIT/IA at DSN 785-6800

AU units should contact AU/IAD at DSN 493-2529

All other AETC installations/organizations should contact their local Foreign Disclosure Office (FDO). If the local FDO is not available, then the IMSO should contact the AETC Foreign Disclosure Office (AETC/IAD) at DSN 487-5281, (210) 652-5281.

ATTACHMENT IV.

IMSO DESIGNATION LETTER



DEPARTMENT OF THE AIR FORCE  
AIR EDUCATION AND TRAINING COMMAND  
[SAMPLE]

(date)

MEMORANDUM FOR AIR FORCE SECURITY ASSISTANCE TRAINING (AFSAT)

FROM: *(Name & Address of Your Activity)*

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SUBJECT: International Military Student Officer (IMSO) Appointment Letter

1. The following individual(s) is/are appointed as IMSO for the (training group) and (base), in accordance with the Joint Security Cooperation Education and Training AFI 16-105, Chapter 10, paragraphs 10-6 and 10-99.

	<u>Name/Rank</u>	<u>Office Symbol</u>	<u>Duty Phone</u>	<u>E-mail Address</u>
Primary	NAME	XXX/XXX	(123) 456-7890	name@us.af.mil
Alternate	NAME	XXX/XXX	(123) 456-7890	name@us.af.mil

2. If you have any questions, please contact the individual listed above. This letter supercedes all other letters, same subject.

*(Signature & Name of Installation / Joint Base CC)*

## CHAPTER 3

### 1. Activities Prior to IMS Arrival in the U.S.

#### a. SAN Web SC-TMS

(1) The SAN Web SC-TMS serves as the planning guide for the IMSO and the staff at the training installation. The IMSO can use the Projection Report to confirm course availability, plan future student throughput, and develop the FSP budget.

Log into the SAN Web <https://www.san.osd.mil/san/login>

Click “Training” on the SAN Web screen.

Click “SC-TMS” on the Main Training Menu.

Click “Training Activity(s)”

(2) IMSOs can also get a “live” picture of student enrollment projection by selecting “View by student training status” (top right hand side drop-down menu). Select status you are interested in reviewing and then click on the “Go” button (right hand side of screen) to view an updated list of all the students projected for your school.

(3) IMSOs should review the report carefully and take the following actions as appropriate:

(a) Contact the AFSAT country/program manager as listed on the report if there are questions or discrepancies regarding specific countries or WCNs.

(b) Contact the AFSAT Scheduling Office at commercial (210) 652-4574 or at DSN 487-4574 for the following issues:

1. Course is no longer available
2. Change in prerequisite training for a particular course
3. Changes in course length, location, or convening dates

(4) AFSAT Scheduling Office will coordinate with the appropriate country/program manager and school’s training manager. IMSOs should then access the SAN Web SC-TMS and submit changes on-line.

#### b. IMS Advance Arrival Information

(1) The Projection Report is usually the first notification that an IMS is coming to a training installation. The SCO will input IMS name, date of birth, and place of birth for each training track in the SAN Web 16 days prior to the report date (see E-SAMM DSCA 5105.38-M, Chapter 10, Paragraph C10.8.4).

(2) The SCO should send an advance arrival notice to the IMSO at the first training installation (AFI 16-105, Chapter 7, paragraph 7-4.a. and 10-10.a.). The notice should arrive NLT 15 days prior to the IMS’ scheduled arrival or NLT 30 days if an IMS is accompanied by authorized dependents. The notice will include pertinent information concerning the IMS, e.g., name, grade, service, WCN, travel itinerary, report date, and accompanying dependents, if any. Any changes that occur after the arrival message should also be forwarded to the first training installation.

c. Communications (AFI 16-105, Chapter 10, paragraph 10-103)

(1) One of the most important responsibilities of an IMSO is to ensure that accurate and timely information is communicated to the various offices involved in international military training management. This includes (but is not limited to) their installation commander, training activity commander, AFSAT, DSCA, SCOs, and DFAS. While the IMSO may not regularly communicate directly with all of these offices, it is important to remember that the information generated by the IMSO could very well be passed on to others beyond their immediate points of contact.

(2) The IMSO's initial communication is normally with the AFSAT IMSO Office for general guidance, however, for specific student issues, the AFSAT country/program manager should be notified. IMSOs can also make direct contact with SCOs for *routine administrative matters* concerning IMSs such as non-receipt or clarification of arrival messages, ITOs or biographical data, security clearances, contract agent related medical insurance billing/coordination communication and travel arrangements. Information copies on all correspondence should be sent to respective AFSAT country/program manager. IMSOs should also provide their supervisors with an information copy of all correspondence.

(3) The IMSO will input progress messages (PM) into the SAN Web SC-TMS accordingly throughout the IMS' training. Please note that once a PM is entered into the SAN Web SC-TMS, it cannot be removed or changed. If in doubt whether or not to update derogatory information in the SAN Web SC-TMS, please contact the respective AFSAT country/program manager for assistance.

d. ITO

(1) An ITO is required for all IMSs under SCETP sponsorship. A signed/digitally signed ITO, accessed through the SAN Web, guarantees that all required IMS vetting has been accomplished and partner nation case management has been coordinated through the appropriate military service. The SAN Web SC-TMS generated signed ITO serves as the authorizing documentation for admission of IMS into training and provides recognition of military status, accounting guidance, and authorized training. IAW Chapter 10 of the E-SAMM, the official document authorizing IMS training is the letter format ITO, which is generated by the Training Management System (TMS). See AFI 16-105, Chapter 9, paragraph 9-3.a. for additional information. NOTE: Per Chapter 10 of the E-SAMM, a DD Form 2285 ITO can be used only if the Combatant Commander provides a policy waiver. Coordinate with AFSAT country/program manager if an IMS arrives to your training activity with a DD Form 2285.

(2) ITOs are issued by SCOs and can be accessed through the ITO Repository located in the SAN Web SC-TMS. See AFI 16-105, Chapter 9 for additional information.

(3) If an IMS arrives at a training installation without a SAN Web generated signed/digitally signed ITO, the IMSO will immediately contact the respective AFSAT country/program manager for guidance on the disposition of the IMS. IMS should be instructed to keep a copy of the ITO on their person at all times to ensure entry onto the installation which they are receiving training. See AFI 16-105, Chapter 9, paragraph 9-4.b. for additional information.

(a) If advance notice of IMS arrival data is not received 15 days prior to (30 days prior if accompanied; 60 days prior for Professional Military Education (PME)) before the training report date, the IMSO at the first training installation will contact the respective AFSAT country/program manager to inquire on IMS status. See AFI 16-105, Chapter 7, paragraph 7-4.a. and Chapter 10, paragraph, 10-10.a., 10-11.a., 10-103, for additional information.

(b) When the USG pays living allowance and/or travel, the IMET or other fund cite block will be completed (Block 9 of the ITO or Block 8 of the letter format ITO, generated by the TMS).

(4) ITO Amendments and Endorsements. ITO amendments for USAF sponsored training must be authorized through AFSAT. All amendments will be prepared by the SCO in TMS IAW AFI 16-105, Chapter 9, paragraph 9-6.

#### e. Passports and Visas

(1) The partner nation government is responsible for issuing necessary passports, to include processing expired passports, and for obtaining visas for entry into the U.S. It is essential that the passports and visas for IMSs and their authorized dependents are valid for the entire duration of the IMS' training period. AFI 16-105, Chapter 10, paragraph 10-8.b. and 10-8.c.(4).

(2) The U.S. Customs and Border Protection has automated the I-94 (Arrival and Departure Record) and it is stamped and maintained electronically on the IMS upon arrival to the U.S at air and sea ports of entry. The IMS will be provided with a CBP admission stamp on their travel document. If the IMS needs a copy of their I-94 (record of admission) for verification of alien registration, immigration status or employment authorization, it can be obtained from [www.cbp.gov/I94](http://www.cbp.gov/I94). If the visa expires prior to IMS departure, there is no requirement to extend the date *unless* the IMS intends to leave the U.S. for any reason and return for training. See AFI 16-105, Chapter 10, paragraph 10-8.c. for additional information.

(3) E-1 visas are appropriate only for IMSs from Taiwan. See AFI 16-105, Chapter 10, paragraph 10-8.c. for additional details on types of visas required for IMSs and authorized dependents.

(4) 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).

## 2. Travel, Transportation, and Goods Shipment

### a. General

(1) An IMS's travel can be funded by a variety of sources (see AFI 16-105 Chapter 1, paragraph 1-5). The SCO usually arranges for the IMS to travel from their home nation to the first training installation. Generally, IMSOs are responsible for the travel arrangements from their command to the next training installation, and the IMSO at the final training installation is responsible for arranging the IMS's travel back home. It is essential that the IMSO ensures that the travel arrangements to the IMS' next destination are in order.

(2) An en route travel message (progress message in the SAN Web) will be prepared for the SCO or the gaining training activity to inform them of IMS travel arrangements.

### b. Arranging USG Funded Travel for IMS

(1) Guidance in the appropriate handling of USG funded travel for IMS is defined in AFI 16-105 instruction, the [Joint Travel Regulation \(JTR/JFTR\)](#), and the E-SAMM, DSCA 5105.38-M. Please contact AFSAT/FMT for assistance.

### c. Baggage Allowance for USG Funded Students

(1) IMS travel by POV is not permitted to FOT unless authorized on the ITO. Please refer to AFI 16-105, Chapter 7, paragraph 7-2 and 7-5 and contact the respective AFSAT country/program manager if additional funds are required to cover authorized baggage costs.

d. Travel by POV

(1) Refer to AFI 16-105, Chapter 7, paragraph 7-6 for additional information.

e. IMS Arrival Arrangements and Briefing

(1) Refer to AFI 16-105, Chapter 10, paragraph 10-10 and 10-13.

f. ID Cards

(1) ID cards will be issued to each IMS and accompanying dependents authorized on their ITO by the first training installation. The expiration date should not exceed 1 week after completion of the last training line on the ITO. If the ITO does not reflect dates for all training lines, contact the respective AFSAT country/program manager. The IMSO at the last training installation will collect IMS and authorized dependent ID cards and will turn in the ID cards to the issuing activity for proper disposition prior to IMS final departure. An IMS may not retain an ID card as a souvenir. See IAW AF 16-105, Chapter 10, paragraph 10-17 for additional information.

(2) IMS ID cards are generated by the Real-Time Automated Personnel Identification System (RAPIDS). The Defense Enrollment Eligibility Reporting System (DEERS) uses RAPIDS to assign a Foreign ID Number (FIN) for the IMS. The FIN is an alphanumeric designator generated by DEERS for DoD tracking purposes and is followed by an F (e.g., 900-00-4231F) so as not to confuse it with a SSN. RAPIDS will also enroll the IMS and, if applicable, the IMS family into DEERS. IMSO will retrieve the FIN from the ID card issuing facility and file the information in the IMS training records. Questions concerning how to enroll an IMS or dependents should be directed to the DEERS/RAPIDS Assistance Center, phone 1-800-372-7437 or DSN 698-5000.

g. SSN for IMS

(1) IMS are sponsored by the USG to attend training/education under SCETP and not to work in the U.S. SSN are generally assigned to individuals who are authorized to work in the U.S. SSN are used to report an individual's wages to the USG and to determine eligibility for Social Security benefits. Refer to AFI 16-105, Chapter 10, paragraph 10-8.c.(1) and visit [http://travel.state.gov/visa/temp/types/types\\_2637.html](http://travel.state.gov/visa/temp/types/types_2637.html) for additional information. Please brief IMS that they are ineligible to apply for a U.S. SSN while attending training.

(2) IAW AFI 16-105, Chapter 10, paragraph 10-33a, generally IMS and their family member are ineligible for federal public benefits and state and local public benefits (i.e., welfare, unemployment benefits etc...). Please see reference for exceptions.

h. Uniforms, Grooming Standards, Nametags and Rank Insignia

(1) IMSs should wear a nametag while in training since it is very helpful to all personnel connected with training and administration. Nametags should indicate the equivalent U.S. grade or rank, name, and country of the individual. If the nametag does not have the U.S. equivalent grade or rank, the IMS may be issued the U.S. equivalent rank insignia that should be placed on the right breast pocket. If a nametag is not issued by the IMS's in-country representative, the IMSO at the first training installation will ensure one is made for the IMS using unit O&M funds (FSP funds will not be used to purchase IMS name tags or rank insignia).

(2) Refer to AFI 16-105, Chapter 10, paragraph 10-23, 10-24, 10-97 & 10-108 for additional information.

i. Leave

(1) An IMS 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 from which the IMS is excluded). The IMS' request for leave may be jointly approved by the commander and CLO, or by the respective AFSAT country/program manager with concurrence of the country's representative by telephone. Continuation of IMET living allowances is authorized during these periods. Ensure that IMS is accounted for during leave period (i.e. documentation, emergency information, etc.).

(2) Refer to AFI 16-105, Chapter 10, paragraph 10-37 for additional information.

(3) For extended gaps in training where the IMS would like to return home on leave while awaiting the next line of training, please ensure a leave request is approved, and an amendment generated prior to the IMS's departure. NOTE: TLA payments will be difficult to process if an amendment has not been generated.

j. Holidays

(1) Refer to AFI 16-105, Chapter 10, paragraph 10-37.f. and 10-116.

k. Public Information

The appropriate AFSAT country/program manager will need to be notified on all requests from the media for interviews or photographs. Guidance in AFI-16-105, Chapter 10, paragraph 10-19 will be used unless publication of a potential PA story will jeopardize the personal safety of the student and/or family. In those cases AETC/IA should be notified and provide guidance to the training activity/schoolhouse. IMSOs should ensure that IMSs are informed that they may contact their embassy, if they choose, prior to any contacts with the press.

l. Sponsor Program

(1) The purpose of the Sponsor Program is to help make IMSs and their families feel welcome while undergoing education and training, and to acquaint them with American society, goals, and way of life. Sponsors should have a sincere interest in the purpose of the program and in working with internationals. They should be willing to take an active interest in preparing for the student before the IMS arrives, as well as making the student feel at home while in the area.

(2) IMSOs should advise sponsors not to assume any financial obligations for an IMS. Requests for financial assistance should always be directed to the IMSO who can verify the IMS' entitlements such as excess baggage allowances, travel expenses, or living allowances.

(3) Guidance on the sponsor program is provided in the "[Informational Program Handbook](#)" published by DSCA and can be found on the DISAM ITM website. See AFI 16-105, Chapter 11, paragraph 11-8.d. for additional information.

m. ECL Testing Requirements

(1) Every IMS must be sufficiently proficient in English to participate in and successfully complete their course of instruction. DLIELC, at Joint Base San Antonio - Lackland TX, is responsible for the Defense English

Language Program and for ensuring that IMS have the proper level of English comprehension. See AFI 16-105, Chapter 5 for additional information.

(2) SCOs are responsible for conducting in country screening of IMS candidates before they depart their home country for the U.S. The results of the in country proficiency examination are recorded in Block 10 of the ITO. However, certain country specific waivers and exemptions are authorized as a result of an annual review of ECL requirements. The list of exemptions and waivers is promulgated in a message from DSCA. IMSOs should review each ITO closely, ensuring that the IMS is properly qualified to begin their training and any exemptions or waivers are IAW the annual DSCA message located in the DISAM ITM Website. To view the exception/waiver message visit: <http://www.disam.dscamil.itm/messages/messages.asp>

(3) IMSOs at initial training installations should pay particular attention to IMSs from countries that are authorized a waiver from in country screening ECL test but with mandatory direct entry ECL testing. The IMSO or the Installation Test Control Officer (TCO) must administer the direct entry proficiency test within 3 to 5 days of IMS arrival. If the IMS achieves the required ECL score, he/she is entered into training. Inform the respective AFSAT country/program manager if the IMS does not achieve the required ECL score and schedule a second test in 1 to 2 working days (do not schedule second test in the same day). See AFI 16-105, Chapter 5, paragraph 5-2.e. for additional information. [DLIELC Instruction 1025.15](#) provides additional information on administering the ECL test.

(4) If the second test is not successful, the IMSO or TCO should inform DLIELC and the respective AFSAT country/program manager. Both, DLIELC and the respective AFSAT country/program manager must approve a third test. Each military service has the authority to waive the prerequisite score or cancel training and assess penalty charges.

(5) ECL test answer sheets must be sent by certified/registered mail on a monthly basis to:  
DLIELC/LECT  
2235 ANDREWS AVE  
JOINT BASE SAN ANTONIO – LACKLAND TX 78236-5203

For more information on IMS ECL testing online, contact the DLIELC Test and Measurement Branch at: [DLITesting@us.af.mil](mailto:DLITesting@us.af.mil).

### **3. Health Matters**

#### **a. Medical and Dental Care**

(1) IMSO will refer to E-SAMM DSCA 5105.38-M, Chapter 10, Paragraph C10.9.

(2) AFI 16-105 describes a variety of circumstances regarding health care for IMS and their dependents. Regardless of the situation, however, IMSO should remember the fundamental policy regarding IMS health care, as stated in AFI 16-105, Chapter 8, paragraph 8-7.a.:

“Every IMS and accompanying dependent is required to have and maintain coverage for healthcare for the duration of their travel and training. Failure to maintain coverage may result in the IMS removal from training and return to home country. Coverage can be provided by the U.S. Government-funded program, FMS Case, foreign government, Reciprocal Healthcare Agreement as noted in paragraph 8-5.d.(3); health insurance or a combinations of these.”

The E-SAMM DSCA 5105.38-M, Chapter 10, Paragraph C10.9 provides guidance on ensuring that IMS and authorized dependents attain required healthcare coverage prior to ITO authorization. The IMSO will maintain a copy of IMS/authorized dependents health care insurance documentation in IMS' records.

(a) E-SAMM DSCA 5105.38-M Chapter 10, Paragraph C10.9 applies to international military and civilian students.

1. Includes all accompanying authorized dependents
2. Replaces DSCA Policy Memorandums 9-42, 10-39 and 11-32

(b) Five primary methods for medical care payment:

1. Foreign government indemnification
2. Case Line
3. Grant Program
4. RHCA/SOFA
5. Commercial Health Insurance

(c) SCO ensures IMS/authorized dependents meet required medical screen/healthcare coverage prior to issuing ITO.

(d) Upon IMS arrival, the IMSO will review the ITO for compliance, ensure that the commercial healthcare policy provided by the IMS has been reviewed/approved as compliant by the competent service provider (i.e. InGenesis), and inform the IMS to provide commercial healthcare documentation to the medical facility. In addition, the IMSO will brief the IMS on the requirements stipulated under the E-SAMM DSCA 5105.38-M, Chapter 10, Paragraph C10.9, explain what the consequences of not abiding to the requirements are, and document the briefing via a signed memorandum of understanding. The IMSO will maintain situational awareness over the IMS medical records/packet, including DD Form 2808 and DD Form 2807-1, which the IMS hand carries to the medical clinic.

1. Once IMS/authorized dependents arrive at the U.S. training activity the contracted private insurance agent, InGenesis of San Antonio, can assist the IMS with commercial healthcare policy provider issues and the USG and civilian medical facilities with private medical insurance billing/payment issues.

2. Contact the respective AFSAT country/program manager if you require IMS commercial healthcare policy contract agent approval message, if there are commercial healthcare policy concerns, and/or if at any point while in the U.S. the IMS is no longer partaking in an active commercial healthcare policy.

(3) Many military treatment facilities are not familiar with medical benefits authorized for foreign personnel. A point of contact should be established between the IMSO and the military facility that treats students. Health care benefits and financial considerations covering most IMS medical and dental contingencies are outlined in Chapter 8 of AFI 16-105. They cover most contingencies but are not all-inclusive. IMSOs should provide the medical facility with a copy of the AFI 16-105 paragraphs that pertain to medical and dental care. In addition, when an IMS or family member is seen for treatment, IMSOs should ensure the IMS know to provide the MTF or civilian provider with a copy of their ITO for billing purposes. Some FMS cases do have provisions to pay for

dependent medical care. Providing the MTF or civilian provider a copy of the ITO ensures proper billing takes place and that the country is properly charged against the appropriate funding source.

(4) See AFI 16-05, Chapter 8, Table 8-2 for additional information on IMS/authorized dependent medical benefits and eligibility.

(5) See AFI 16-05, Chapter 8, paragraph 8-14. for additional information on elective medical/surgical/dental care, prosthetic devices, hearing aids, orthopedic footwear, eyeglasses, and other IMS medical care constraints.

#### b. Serious Illness, Injury, or Death

(1) AFI 16-105, Chapter 8, paragraph 8-9 through 8-11 provides information in the event that an IMS requires hospitalization. IMSO should review this important information carefully, and work with other members of their training activity staff to develop standard operating procedures (SOP) for such an incident. The SOP should reflect a training activity's current procedures for responding to an injury or illness of a U.S. student, but should also reflect an awareness of the potential diplomatic, political, and media sensitivities involved in an international student incident. Initial steps, at the minimum, should include the following:

(a) Record the date and time of the notification and the name, organization, and telephone number of the individual making the notification.

(b) Get the details of the incident, to include:

1. WCN (ensure medical privacy) and country.
2. Nature of the Incident (Illness, Injury or Death).
3. Other Circumstances (i.e. driving under the influence, driving while intoxicated, accident, or other [specify]).
4. Location of incident.
5. Others involved in the incident/witness (name, address, and telephone number).
6. Description of the incident.
7. Action(s) taken after receiving the incident report.
8. Name, position, date and time of persons notified.
9. Other actions taken.

(c) Contact the respective AFSAT country/program manager immediately by phone. If an incident occurs outside of normal business hours, call the Joint Base San Antonio – Ft. Sam Houston Command Post at (Commercial 210-221-9363 or at DSN 471-9363). See AFI 16-105, Chapter 8, paragraph 8-30 and Chapter 10, 10-114.a. for additional information.

(d) Keep a log of everything that occurs (including date and time of occurrence).

(e) Report to the chain of command on a daily basis until the final report.

(2) Inpatient records can be obtained upon the patient's written request. MILDEP medical facilities will retain IMS inpatient records, as required, and will ensure a copy is included in the IMS' medical records returned to the country.

(3) When an IMS' authorized dependents are hospitalized due to illness, injury, or a condition that affects an IMS' training has political implications, or will result in excessive medical charges, the respective AFSAT country/program manager will be notified via e-mail or message traffic. The notification will include all pertinent information, prognosis, estimated charges, and whether or not the medical conditions will preclude the IMS from successful completion of their training.

(4) Contact the respective AFSAT country/program manager immediately if an IMS under SCETP sponsorship dies while undergoing training with U.S. forces or while traveling in relation to the training. See AFI 16-105, Chapter 10, paragraph 10-48, 10-101, 10-114.b., 10-114.c. for additional information.

#### c. Billing Procedure for Medical Care

(1) Reference AFI 16-105, Chapter 8, Table 8-2, 8-3, and 8-4, for additional information on medical eligibility.

(2) The ITO (Block 12.b. of the TMS generated ITO) must specify the correct source for reimbursement of medical costs. If the IMS is covered under a reciprocal health care agreement between the U.S. and the IMS's country, the agreement will take precedence over the charges listed in AFI 16-105. NATO IMSs authorized accompanying dependents are entitled to the same medical care (with the exception of CHAMPUS for inpatient care) as U.S. military dependents. Non-NATO IMS may be provided medical care on a space-available basis when facilities and staffing permit. Eligibility does not mean free care.

(3) 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. USAF medical treatment facilities must forward DD Form 7/7A for the IMS to the Bureau of Medicine and Surgery who in turn bills AFSAT/FM (for IMET), the foreign government (for FMS cases), or the student, as appropriate.

(a) 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 under the AFI 16-105 are met. The military treatment facility will forward invoices to their Central Billing Office. A complete ITO should accompany all invoices. These invoices are compiled into monthly billings and forwarded to AFSAT/FM.

(b) FMS. When reimbursement is the responsibility of the FMS case or the foreign government, the military treatment facility forwards invoices to their Central Billing Office. 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, follow the directions on the ITO, if chargeable to foreign government, forward to the appropriate foreign representative in Washington D.C.).

(c) Reference AFI 16-105, Chapter 8, paragraph 8-16, 8-29, and Chapter 10, 10-113 for additional information.

#### d. Billing Procedures for Emergency Civilian Medical Care

(1) IMSOs shall forward bills for emergency civilian medical care to AFSAT/FM for payment as outlined in AFI 16-105, Chapter 8, paragraph 8-12, 8-16, and 8-29.

(a) Visit the DISAM ITM Website to determine the medical coverage provided to IMSs covered under a Reciprocal Health Care Agreement (RHCA) SOFA. Go to Functional Areas > Health Affairs>Reciprocal Health Care Agreements. Each RHCA SOFA differs by country (for additional information visit <https://private.fhp.osd.mil/portal/rhas.jsp>).

#### 4. Money Matters

##### a. Living Allowance Rates

(1) It is imperative that the IMSO confirms that entitled IMS receives the authorized living allowance, as shown in Block 12.f. of the standard ITO or block 11.f. of the letter format ITO generated by the TMS. IMSOs should note that certain countries pay all or part of IMS's living expenses.

(2) Chapter 10, Table C10.T3 of the E-SAMM shows the living allowances for IMSs. This includes students under both the IMET program (when the U.S. pays all living allowances) and FMS (when the living allowance is specifically stated in the FMS case, as approved by DSCA). These rates are based upon the JTR/JFTR, which can be found at <http://www.defensetravel.dod.mil/site/travelreg.cfm>

(3) IMSOs should ensure that living allowance payments are computed for the correct amount. Procedures vary at each local installation. Some finance offices may require IMSOs to complete a travel voucher (DD Form 1351). Others may complete the travel voucher based on information provided by the IMSO.

(4) Advance payment of living allowances will be IAW AFI 16-105, Chapter 7, paragraph 7-13, Table 7-1 Note 4 and 5, and AFSAT/FM guidance.

(5) For IMET IMSs going to follow-on USAF on-the-job training (OJT) for 2 weeks or less, the living allowance is paid by the losing training installation before the IMS departs. The living allowance payment will cover the OJT period through the day of arrival to home country (does not cover for approved periods of leave).

(6) Reference AFI 16-105, Chapter 7, paragraphs 7-9, 7-10, 7-11, 7-12, 7-13, 7-23, 7-28, 7-30, and Chapter 10, paragraph 10-110.

##### b. Dependents

(1) IMSs are encouraged to bring their dependents to the U.S. only when they are attending certain military education courses. A list of these courses is found in Chapter 10, Para C10.12.1, Table C10.T11 of the E-SAMM, DSCA 5105.38-M. Authorized dependents will be included in the ITO. The living allowance rates for accompanied IMET IMSs will not be increased solely because they have dependents with them. Medical insurance coverage for dependents is mandatory. See E-SAMM DSCA 5105.38-M Chapter 10 and AFI 16-105, Chapter 9, paragraph 9-11 for additional information.

(2) IMS and/or authorized dependents must direct all questions concerning employment while in the U.S to their respective embassy in Washington D.C. See E-SAMM DSCA 5105.38-M Chapter 10, Paragraph C10.20.4.

##### c. Commissary and Exchange Privileges

(1) Commissary, exchange, recreational, and other privileges ordinarily available to U.S. military personnel and their dependents will be extended to IMS (i.e. international officer, enlisted, and civilian selected under

SCETP) and authorized accompanying dependents IAW U.S. military equivalent rank annotated on the ITO. See AFI 16-105, Chapter 9, paragraph 9-11 and Chapter 10, paragraph 10-30 for additional information.

d. Indebtedness

IMSOs are responsible for identifying IMS with delinquent debts during the IMS out-processing from the training installation. The IMSO should employ the assistance of the CLO, if available, in resolving overdue debts. If unable to settle locally, forward indebtedness issues to the respective AFSAT country/program manager for resolution. See AFI 16-105 Chapter 10, paragraph 10-31 for additional information.

e. Identity Theft

(1) 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.

(2) 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:

- (a) Full Name
- (b) Date/Place of Birth
- (c) FIN
- (d) Bank/Checking/Savings Account Numbers

(3) IMS should be advised to safeguard personal papers/information against theft in addition to:

- (a) Check bank statements for questionable transactions and shred statements and other papers with personal information
- (b) Never divulge information by phone, e-mail, or over the internet to strangers
- (c) Never click on links sent in unsolicited e-mails
- (d) Report any suspicious requests for information or activity immediately
- (e) Contact the IMSO to discuss any questionable or suspicious situation

(4) 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>

f. Purchase and Use of POV

(1) IMSs may drive/purchase a POV unless such a purchase or restriction is specifically prohibited in their ITO. An international license is highly encouraged.

(2) IMSOs should check with the state to determine what the restrictions are for IMS. In addition, briefing the IMS on the requirement for driver's insurance and any applicable laws they need to be aware of. Please mention

to them if they do get insurance, that they have the insurance company explain the difference between liability and comprehensive policies. See AFI 16-105, Chapter 10, paragraph 10-9.b.(10) and 10-35 for additional information.

## **5. Records and Reports**

### **a. IMS Training Records**

(1) The IMSO at the first training activity will initiate and create an individual folder for each IMS. IMSOs at successive training installations will maintain IMS records and will ensure that all necessary and appropriate documents are included. At a minimum, this training record will be organized, in a chronological sequence, and contain information as follows:

NOTE: AF Form 10 is obsolete. Keep each IMS record in a separate file.

(a) DD Form 1172 (Application for Uniformed Services ID Card Defense Enrollment Eligibility System (DEERS) Enrollment)

(b) Copy of IMS/authorized dependents USCIS 1-94, passport, and visa

(c) ITO (two copies)

(d) Student training records

(e) Qualification/observation/familiarization training request

(f) USAF Form 797, Job Qualification Standard Continuation/Command JQS

(g) IMS academic report and courses attended

(h) Certificates or awards

(i) Notification of faculty board actions

(j) Holdover actions, advancements, withdrawals

(k) Incident reports with final results

(l) Complete history of individual counseling

(m) Copies of FSP activities participation/attendance

(n) AF Form 1217 - FSP Data Card (See AFI 16-105, Chapter 10, paragraph 11-46)

(o) Miscellaneous documents

1. Examples: hospitalization, arrival, in/out-processing checklists, POV public liability/insurance (if applicable), indebtedness correspondence, etc.

2. Reports dealing with the IMS academic evaluation should be included in the individual IMS training folder.

(2) IMS flight and personnel records will be maintained by the IMSO IAW AFMAN 33-363. Records can be maintained hard or soft copy, however, if electronic, when transmitting records to country, IMSOs must first check with the SCO to ensure that electronic records can be accepted. IMS may hand-carry their flight records between training locations.

(3) IMSOs are required to upload the International Student Academic Report into the SAN Web for each course of instruction. Keep in mind that, the IMSO in the last training activity will forward the complete IMS record, in the format as coordinated with/requested by the SCO, to the SCO NLT 60 days after IMS graduation. See AFI 16-105, Chapter 10, paragraph 10-6.b.(4), 10-28.b. and 10-99.g.(2) for additional information.

b. International Trainee Status Reports (See E-SAMM DSCA 5105.38-M, Chapter 10, paragraphs C10.4 and Chapter 13, paragraph C13.6.5)

(1) IMSOs should use the SAN Web SC-TMS to provide student arrival, commencement, completion, attrition, delay and other type status reports, as well as changes in student status using progress messages. A copy of all status reports will be placed in the student's file.

(2) Arrival Reports/Updates are prepared when students actually begin training and should be submitted within 3 working days after course start date.

(a) After the arrival report/update is sent, a red check mark should appear over the report icon (i.e. handshake icon).

(3) Departure/Completion Reports/Updates. Use the SAN Web SC-TMS to send departure/completion reports/updates when students graduate, are attrited, or are otherwise eliminated from the course. Updates should be submitted within 3 working days after course completion or termination.

(a) Include the en route travel information in the remarks section of the report if the student is returning to home country or going to another installation for follow on training.

1. To process IMS travel arrangements the travel agency utilized by DLIELC requires travel day input 30 days prior to an IMS' scheduled graduation from DLI. Follow on training IMSOs will review ITO and communicate with DLIELC any restrictions/potential conflicts, with dates reflected on ITO, for receiving IMS at the follow on installation (especially during holiday weekends).

(b) After the departure/completion report is sent, a red check mark will appear over the report icon (i.e. airplane icon).

(c) It is not necessary to include the SCO on completion reports if IMS is going to FOT. Status reports of a negative nature (i.e. student disciplinary problems) should be coordinated with the respective AFSAT country/program manager **prior** to submission.

(4) No-Show, Failure, Delayed Completion, Correction, or Student Progress issues are outlined in AFI 16-105, Chapter 10, paragraph 10-10.c. 10-103, and 10-111. Reports should be submitted within 1 working day after determination of course failure, no show, or for delayed completion caused by non-academic or non-disciplinary factors. To update a student's status, go to "Schoolhouse", click on "Student Training & Progress Messages", click the hand holding paper icon below "PM" located under the student name. The next screen lists the student

line(s) of training and there will be a green plus sign  indicating “ADD PROGRESS MESSAGE”. Use the drop down menu under “Progress Message” to select the appropriate status then enter any comments, and the begin and end date of the status, then click on ADD. If data has been entered incorrectly, send another status report and note the change in the remarks. Progress Message (PM) are a matter of permanent record and cannot be deleted. Be sure to coordinate with Country/Program managers prior to any derogatory data being entered into a PM.

c. International Student Academic Report (DD Form 2496)

(1) The International Student Academic Report provides the major source of information available to the SCO and the foreign government to assess the IMS’ academic achievement. The reports are required for all IMSs in all types of training conducted under the SCETP including classroom training, OJT training, observer/familiarization training, and contractor training. The IMSO is responsible for ensuring that an academic report is completed for every course in which an IMS is enrolled--there should be one academic report for each line of training. The IMSO must also ensure that each academic report is included in the IMS training record, IAW AFI 16-105, Chapter 10, paragraph 10-6.b.(4) and the [IMS Training Records](#) section of this handbook.

(2) Only language, flight, observer, preparatory training/programs, and professional military education can utilize different written evaluation as long as the information compiled is not less than the information that is compiled through the DD Form 2496. Training activity will request approval from the AFSAT IMSO Office prior to utilizing an alternative form other than the DD Form 2496. See AFI 16-105, Chapter 10, paragraph 10-28, 10-99.f., Figure 10-1 and Figure 10-2 for additional information.

d. Security Cooperation Education and Training Program Records Disposition

(1) Specific record maintenance, transmittal, and disposition instructions are contained in other U.S. Air Force sections. The respective AFSAT country/program manager should be included in all correspondence regarding IMS training to include but not limited to: ITOs, status reports, correspondence, progress messages, etc. If the respective AFSAT country/program manager is an info addressee on any such correspondence, training activities may destroy their copy when no longer needed.

## 6. Special Circumstances

a. Disciplinary actions and special incidents will be reported IAW AFI 16-105, Chapter 10, paragraph 10-49 and 10-103.

(1) Due to the sensitive nature of such reports, distribution will be as follows: An incident should be reported immediately by telephone to the appropriate AFSAT country/program manager. If an incident occurs outside of normal business hours, call the Joint Base San Antonio Ft. Sam Houston Command Post at Commercial 210-221-9363 or at DSN 471-9363. Telephone notification should be followed by priority message. Reports will be made to the respective AFSAT country/program manager via the chain of command. The report will include appropriate recommendations. The respective AFSAT country/program manager will evaluate and serve as final authority for IMS disposition.

(a) If the IMS is hospitalized, include all pertinent information concerning the IMS’ condition as well as prognosis. Prognosis should include initial comment regarding feasibility of IMS to successfully complete current training.

(b) Matters involving the possible application of criminal jurisdiction by U.S. civilian authorities will be coordinated with the respective service's JAG office as appropriate.

b. Unauthorized Absence (UA)

(1) Reference AFI 16-105, Chapter 10, paragraph 10-47 and 10-111 for specific procedures and additional information. Report a UA incident to U.S. immigration authorities via e-mail at [ctceu@dhs.gov](mailto:ctceu@dhs.gov). Ensure initial UA notification is also made to AETC/A7SO at [aetc.afs.workflow@us.af.mil](mailto:aetc.afs.workflow@us.af.mil). If there is a status change from UA to incident resolved or IMS is returned to home country, please inform AETC/A7SO and installation OSI office.

c. Request for IMS Information

(1) Requests for information on IMS training in CONUS will be handled by the training activity IMSO at their training location. IAW JSCET AFI 16-105, Chapter 10-19.b(1) it is permissible to provide routine STL information for the current FY. Requests for other information not on the STL, should be received in writing from an appropriate security office (i.e. DoD intelligence, counterintelligence, law enforcement, etc.), on a need to know basis. Requests should include investigation number and/or corresponding file number. See DSCA Policy Memo 08-19 and SAF/IAPX Policy Memo 08-029 for additional information.

d. Disenrollment and Controversial Matters

(1) A primary purpose of SCETP is to encourage effective and mutually beneficial relations and increased understanding between the U.S. and partner nations. It is U.S. policy that every reasonable effort should be made to ensure that an IMS complete scheduled training and attain the required level of skills and professional competence. However, it is not intended that the IMS be passed or graduated solely as a gesture of goodwill; within prescribed limitations concerning access and security of classified or protected USG information, the IMS will be treated in the same manner as U.S. military students.

(2) The above notwithstanding, it is important to consider the IMS' aptitude, application, sincerity, diligence of effort, and demonstrated understanding, as well as his/her numerical grades. All of these factors contribute to the evaluation as to whether the IMS can accomplish the training objectives.

(3) Occasions or situations may arise which could be detrimental to the IMS' successful completion of training but are not serious enough to be classified as discipline or disenrollment. Examples of this are unique situations that relate to grooming standards, religious principles, or minor indebtedness. In these cases, training activities should initiate action through the chain of command (info AFSAT country/program manager) to resolve these issues. The decision to notify the SCO resides with the respective AFSAT country/program manager. In most cases, the situation can be resolved within the CONUS SC community.

(4) In the absence of standard agreements with countries involved in SCETP, the IMS cannot be disciplined IAW the Uniform Code of Military Justice. Disenrollment is the only 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. Communication with the respective AFSAT country/program manager is paramount.

(a) Authority for disenrollment of an IMS resides at SAF/IA. See AFI 16-105, Chapter 10, paragraph 10-29.b, 10-45.b.(3), 10-49.b, 10-103.d, 10-103.e, 10-103.f and 10-104 for additional information.

(5) While disenrollment may be the only available option, it must be viewed as the last resort. Disenrollment of an IMS indicates that the training authorized and approved under an IMET or FMS training program has not

been accomplished. Experience has shown that contact with an IMS by officials of his/her own government can resolve most disciplinary problems. In many cases such contacts can also have a positive influence on academic problems, especially where the cause may be the IMS' attitude in pursuing the course of instruction. In order for this contact to be effective, the disciplinary and/or academic problems must be brought to the attention of SC training points of contact within the chain of command and the respective AFSAT country/program manager as early as possible.

(6) To facilitate the proper documentation, reporting, and resolution of academic and disciplinary problems, the following system will be implemented by all USAF activities providing SC training to IMSs:

(a) Warning. When an IMS demonstrates non-conformity to established standards of behavior or has failed to achieve the required academic progress, the IMSO will formally counsel the IMS concerning these shortcomings. The counseling will include:

1. The exact nature of the behavior or performance that has failed to meet established or required standards
2. The exact nature of the change required
3. The time period the IMS is being given to make the required change
4. A warning that change is required to avoid the IMS placement on probation (the last stage before disenrollment)
5. That the counseling session is considered an official warning to the IMS
6. The IMSO will make an official record of the counseling session and enter it into the IMS 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 training record upon the IMS successful completion of the current course of instruction.

(b) 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 non-conformity to established standards of behavior, the IMS will be officially placed on probation. If an IMS is placed on probation, the commanding officer will formally counsel the IMS. The IMS will be advised:

1. That he/she is officially being placed on probation, that the IMS must change their behavior to avoid recommendation for disenrollment
2. Of the exact nature of the behavior or performance that has failed to meet established or required standards
3. Of the exact nature of the change required
4. Of the time period in which the change must occur
5. That the IMS Washington D.C.-based attaché or other government official will be notified of this action

6. The details of the probation will be recorded in an official letter to the IMS from the commanding officer, which will be provided to the IMS during the official counseling session. The IMSO should receive a copy of this letter to be included in the IMS training record and will remain in that record until the IMS successfully completes all CONUS based training. If the IMS conduct/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. The respective AFSAT country/program manager should also be provided a copy of the letter.

7. SAF/IA will make notification to the IMS government representative in Washington D.C.

(c) 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 the AFSAT Commander for consideration. Information copies of the recommendation and any other correspondence relating to disenrollment will be forwarded to the respective AFSAT country/program manager. The initial report will be by telephone followed immediately by a priority message. The report will include appropriate recommendations. Copies of all record correspondence relating to disenrollment will become a permanent part of the IMS training record and forwarded to the SCO after the IMS return to homeland.

1. AFSAT will notify SAF/IA of the recommendation.

2. SAF/IA will notify the IMS's government representative in Washington D.C.

3. AFSAT country/program manager will provide disposition instructions to the training activity.

(d) IMS Evacuation During a Natural Disaster or Civil Disorder

1. IMSOs should ensure that the emergency response and evacuation plans of their parent training command include IMS, and that long range planning gives due consideration to the particular military, diplomatic, and funding issues inherent in IMS administration. See AFI 16-105, Chapter 10, paragraph 10.99.o.

2. IMSOs should also ensure that the AFSAT IMSO Office and AFSAT country/program manager is kept informed of the status and location of the IMS (for accountability purposes) as emergency response and evacuation procedures are implemented.

e. Contractor-Provided Training

(1) Some USAF international military training and education courses are conducted by contractors at non-USG facilities. The IMSs attending courses at these training sites must have ITOs and their activities must be coordinated and supported in the same manner as USAF facilities. IMSO should contact the respective AFSAT country/program manager for detailed guidance regarding contractor-provided training if IMSO receives an IMS from or sends an IMS to a contractor-provided training site. See AFI 16-105, Chapter 3, paragraph 3-14 for additional information.

f. Political Asylum

(1) Follow AETC/IA guidance regarding requests for political asylum. In addition, reference AFI 16-105, Chapter 10, paragraph 10-44, 10-99.m., and 10-103 for specific guidance and additional information. Contact the AFSAT IMSO office for AETC/IA guidance.

(2) IMSOs are reminded not to discuss any political asylum requests with other students, the public, or the media and to afford reasonable care and protection to the IMS.

(3) Distribution of messages concerning this subject should be strictly limited to protect the confidentiality of the IMS. *Do not* include in-country addressees during distribution.

g. Guidelines on Relations with Taiwan

(1) The following table provides guidance and proper terminology that should be used by personnel involved in the management of FMS programs for Taiwan. If in doubt contact the AFSAT Taiwan country/program manager.

To Be Avoided	Acceptable Substitute
Display of the Republic of China Flag	None (i.e. do not display China or Taiwan flag)
Military Uniform	None required per USG agreement (if worn no rank, flag, insignia should be worn) Note: Issued training activity patches may be worn.
Military Ranks	Ranks should not be used in any correspondence, except for Invitational Travel Order, 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,” “CA” 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”

(2) 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.

(3) The following are the representative offices for matters/affairs related to Taiwan:

(a) Taipei Economic and Cultural Representative Office (TECRO): offices located in both Washington, DC and Taipei, Taiwan. Taiwan Economic and Cultural Offices (TECOs) are located in a dozen cities in the United States.

(b) American Institute in Taiwan: offices located in Washington, DC and Taipei, Taiwan, and Kaohsiung, Taiwan.

## **7. Final Training Installation Actions**

### **a. Completion/Termination of Training**

(1) For completion or termination of training, adhere to the following guidelines:

(a) Items listed in your departure briefing checklist will be covered with the IMS. Specifically ensure that all debts (billeting, etc...) have been paid.

(b) ID cards will be surrendered by IMS during out-processing at the last training activity.

(2) See AFI 16-105, Chapter 10, paragraph 10-6.b.(6), 10-17.c., and 10-37.e., for additional information.

(3) IMSO will input IMS departure progress message information accordingly into the SAN Web NLT 3 days after course completion.

(4) If there is FAM FOT, ensure POC at FAM site has been contacted in order to prepare for IMS arrival.

### **b. Return Travel (Generally USG-Funded Travel)**

(1) Reference AFI 16-015, Chapter 7, paragraph 7-7.

(a) Particular attention should be given to baggage limitations, since it is very typical for an IMS to return home with excess baggage. Reference Chapter 7, paragraph 7-2.a.(10) of AFI 16-105, in addition to E-SAMM DSCA 5105.38-M, Chapter 10, paragraph C10.6.13 and Table C10.T6 which pertains to USG funded IMS.

### **c. Forced Overnight Stays and Rest Stops**

(1) If airline scheduling requires an overnight stay, AFSAT/FM and TRAVCO will arrange the necessary hotel reservation prior to an IMS departure from the last training installation. The IMSO at the last training installation will process the IMS final voucher with payment for lodging expense. The maximum lodging amounts found in the JTR/JFTR will be used in lieu of actual lodging amounts.

(2) In most instances, students will not be permitted to remove checked baggage during overnight stays/rest stops. Students should use "carry-on" bags for clothing/personal items during this time. Students should be briefed accordingly prior to their departure from the training installation.

(3) An IMS will be authorized a rest stop IAW the JTR/JFTR. Rest stops will be scheduled at a point en route where carriers permit free stopovers.

### **d. Shipment of RIM**

(1) RIM is the responsibility of the training activity to ship to the country SCO and funds for RIM should be budgeted for in an organizations account.

(2) Reference AFI 16-105, Chapter 7, paragraph 7-24 and Chapter 10, 10-52 for additional information. IMS desiring to send RIM via international mail or over the total authorized weight allowance will do so at their own expense.

## ATTACHMENT I.

### IMSO PRIMARY TASKS AND RESPONSIBILITIES QUICK REFERENCE OVERVIEW

1. Alcohol. Inform IMS of legal drinking age and stress that the purchase of tax-free alcoholic beverages must not be abused and under no circumstances may alcoholic beverages be resold. (AFI 16-105, Chapter 10, paragraph 10-36).
2. Automobiles/Motorcycles. Authority to travel by POV must be indicated in the ITO. Advise IMS on automobile/motorcycle purchase; check insurance requirements; brief on-base and state driving regulations; schedule for traffic safety course; and ensure student acquires a valid driver's license and insurance. (AFI 16-105, Chapter 10, paragraph 10-9.b.(10) and 10-35).
3. UA. Check out all possibilities, including lodging room, class instructors, local hospitals, police departments, and the CLO, before reporting student as UA. Follow procedures outlined in E-SAMM DSCA 5105.38-M, Chapter 10, paragraph C10.19 and Table C10.T15. In addition, please see AFI 16-105, Chapter 7, paragraph 7.12.l.(1); Chapter 8, paragraph 8-15.b.(4); and Chapter 10, paragraph 10-47 and 10-111.
4. Baggage Allowance. IMSOs should ensure that IMSs are aware of rules regarding excess baggage and baggage embargoes. Reference E-SAMM DSCA 5105.38-M, Chapter 10, Paragraph C10.6.13, Table C10.T6 and AFI 16-105, Chapter 7, paragraph 7-2.
  - a. For travel within the CONUS, most U.S. airlines limit checked baggage pieces and weight allowances (usually not to exceed 50 pounds each). For international flights, the authorized weight limit may also be limited. Hence, allowance should be verified with the particular air carrier being used. Bags must comply with the airlines' maximum dimension requirements. The rules for international tickets apply from the point of origin to the point of destination. IMSs must maintain possession and control of their baggage, unless prohibited by an airline embargo.
  - b. See AFI 16-105, Chapter 7, paragraph 7-2 for additional information.
  - c. Airline fees for allowable pieces and weight restrictions has fluctuated over time. The IMSO should contact AFSAT/FM to discuss arrangements for baggage charges the IMS might encounter that are within USG weight/piece allowances.
5. Base Officials. IMSOs should brief appropriate commanders on a regular basis on SCETP and DoD FSP since lack of knowledge about the SCETP and DoD FSP, as personnel change in these offices, can hinder the execution and efficiency of the IMSO program. Contact AFSAT IMSO Office for Commanders Brief template.
6. Biographic Data. IMS biographical information is prepared by the SCO, which the IMSO utilizes to update student records accordingly. See AFI 16-105, Chapter 7, paragraph 7-4.a.; Chapter 10, paragraph 10-11, 10-99.e. for additional information.
7. Briefings. Students are to be briefed within 2 workdays after reporting on base and prior to beginning training. Cover items in Chapters 10 and 11 of AFI 16-105, safety and/or security related issues (i.e. unauthorized pictures of flightline, movement, etc.), and other items of local interest.
8. Casualty Reporting Instructions. In case of death or serious illness, comply with the instructions in AFI 16-105. If an IMS dies, contact the local Mortuary Affairs office immediately. See AFI 16-105, Chapter 10, paragraph 10-101 and 10-103 for additional information.

9. Clubs. Officer and NCO clubs are supported by members. Let students know that they may join but explain the payment of dues and restrictions. This item should be included in IMS orientation briefing. See AFI 16-105, Chapter 10, paragraph 10-9.b.(14) for additional information.
10. CONUS Travel Reservations and Ticketing. All CONUS originating travel reservations/ticketing requests will be handled by the commercial travel office at Joint Base San Antonio - Randolph when USAF-sponsored SC IMS have a travel fund cite in item 9 of their ITO. See AFI 16-105, Chapter 7, paragraph 7-22 for additional information.
11. Country Liaison Officer. An international officer is sometimes attached to a command to provide assistance in the administration and control of students from their country. Senior students from countries that do not have CLOs may assist with CLO functions. CLOs can give counsel or guidance to an IMS in a variety of matters, including student counseling for academic or disciplinary problems, student morale, leave, and travel arrangements, etc. See AFI 16-105, Chapter 10, paragraph 10-7 for additional information.
12. Dependents. Dependents that are not authorized in their sponsor's ITO are not entitled to enter the installation, and are not entitled to government housing, medical services, Base Exchange, commissary privileges, or ID cards. Installation access will be IAW local Foreign Disclosure Office guidance/policy. See AFI 16-105, Chapter 9, paragraph 9-11 for additional information.
13. Disciplinary Problems. Report serious problems and significant occurrences IAW AFI 16-105 and MAJCOM directives. See AFI 16-105, Chapter 10, paragraph 10-103 for additional information.
14. Employment. IMS are on a U.S. visa to participate in U.S. sponsored training, not for employment. IMS dependents/family members (authorized in the ITO) desiring employment should direct questions to their respective embassy.
15. Equipment/Clothing. IMS in courses that require, but do not provide, special equipment/clothing, must supply their own. Students who do not have the proper equipment/clothing should be handled IAW AFI 16-105, Chapter 10, paragraph 10-21. IMSO should update the SAN Web with current student requirements.
16. Faculty Boards/Commander's Review Process. Notify the respective AFSAT country/program manager of scheduled faculty boards/commander's review processes and forward proceedings to the respective AFSAT country/program manager IAW AFI 16-105.
17. Familiarization Training. Is introductory refresher or background knowledge to broaden the student's technical, managerial, or professional knowledge. It does not involve hands-on training. See E-SAMM DSCA 5105.38-M Chapter 10, C10.17.16.2. for additional information.
18. FSP Data Card (AF Form 1217). Is used to record IMS participation in FSP activities. See AFI 16-105, Chapter 11, paragraph 11-46 for additional information.
19. Firearms. U.S. federal laws normally prohibit the sale of firearms to non-U.S. residents (including IMS), however, IMS have been known to purchase firearms by simply obtaining a U.S. driver's license. Additionally, any IMS who bring firearms into the U.S. must comply with federal and local laws and regulations. IMS should be briefed on the proper procedures for the possession, use, and transportation of imported firearms. In addition, if IMS is housed on the installation where firearms are prohibited, check base guidance on disposition of fire arms (armory) and ensure IMS complies. IMSOs also need to check with the installation Staff Judge

Advocate to determine current laws and regulations governing firearms. See AFI 16-105, Chapter 10, paragraph 10-34 for additional information.

20. Grooming Standards. IMSs are to comply with AFI 36-2903 unless an exemption has been approved by the respective AFSAT country/program manager. Locally assigned CLOs and senior students can assist in correcting violations. See AFI 16-105, Chapter 10, paragraph 10-23 and 10-97 for additional information.

21. Holidays. In addition to U.S. holidays, IMS may be excused from classes for two major national and religious holidays identified by their governments. The DSCA obtains and publishes a list of foreign holidays annually. The holiday list is located on the SAN Web. See AFI 16-105, Chapter 10, paragraph 10-4.(b), 10-9.b.(13), 10-9.b.(29), 10-37.f., and 10-116 for additional information.

22. ID Cards. IMSOs at last CONUS military installation are to collect ID cards, DD Form 1173, from all IMS and dependents. After collection, ID cards will be returned to the ID card issuing activity. Applications, DD Form 1172, for IMS and dependent ID cards are to be filed IAW AFI 36-3026(I), AETCI 36-3001, and local policy/directives. See AFI 16-105, Chapter 10, paragraph 10-17 for additional information.

23. Indebtedness. It is the IMSO's responsibility to make sure IMS have cleared all USG facilities before departure. The IMSO is also responsible for identifying IMS with delinquent debts during out-processing. IMS with delinquent debts should be queried by the IMSO as to why delinquent debt cannot be settled before departure. IMS's graduation certificate may be held until indebtedness is resolved. If the IMS has departed for homeland, the IMSO will forward all delinquent debts to AFSAT/FM, 315 J St W, Joint Base San Antonio - Randolph TX 78150-4354. These delinquent debts must be accompanied with a letter explaining why delinquent debt was not settled prior to IMS's departure for homeland. This letter should also provide AFSAT/FM with the IMS's country, case, line, WCN, training number, name, rank, etc. Outstanding debts to commercial concerns should be referred to the student's embassy. The IMSO should provide the mailing address to the commercial activity. Contact AFSAT/FM, DSN 487-6759 for current mailing addresses. See AFI 16-105, Chapter 10, paragraph 10-31a through 3.(e). for additional information.

24. ITO. The SCO publishes ITOs to control movement and activities of SCETP students. IMS are limited to the privileges listed in ITOs. Periodically you will be required to initiate coordination for an ITO amendment. These are accomplished IAW AFI 16-105, Chapter 9, paragraph 9-18. Ensure distribution to appropriate agencies, especially to the appropriate AFSAT country/program manager and AFSAT/FM. See AFI 16-105, Chapter 9 for additional information.

25. Leave. IMSs may be entitled to leave when their training schedules permit. CLOs may publish policies during extended holidays like Christmas. Leave upon completion of CONUS training must be authorized in the student's ITO with SCO concurrence. The SCO will publish an ITO amendment. See AFI 16-105, Chapter 10, paragraph 10-37 for additional information.

26. Medical Benefits. FMS and IMET IMS receive full medical and emergency dental services. Medical care provided to IMET students is usually charged to the IMET program. Charges for medical care provided to FMS students will be handled IAW Item 12.b. of the ITO. Authorized dependents can receive treatment on a space-available basis. The cost of dependent medical care is the responsibility of the IMS or the foreign government as stipulated in Item 12.b. of the ITO. NATO students and authorized dependents are charged for inpatient medical care. The USAF Surgeon General has established procedures for medical reimbursement (AFI 16-105, Chapter 8, paragraph 8-16 and 8-29). Students should have adequate dependent health care coverage as directed in E-SAMM 5105.38-M, Chapter 10, and AFI 16-105, Chapter 8.

27. Notice of Arrival. SCOs will notify the gaining training activity of arrival information at least 15 days prior to the student's arrival (30 days if authorized dependent), or as soon as transportation information is available. Please see AFI 16-105, Chapter 10, paragraph 10-10.a.
28. Personal Property Insurance. IMSOs should recommend IMSs purchase personal property insurance to cover loss of valuable items.
29. Personnel and Training Records. IMSOs will assemble, at a minimum, the IMS information IAW AFMAN 33-363, [IMS Training Records](#) section of this handbook, and any additional/specific training activity documentation. See AFI 16-105, Chapter 10, paragraph 10-6.b.(4), 10-99c., and 10-99.d.
30. Public Relations. To dispel misconceptions about the SCETP, IMSOs should seek opportunities to inform groups on base and in the civilian community about the USAF programs to train international students. See AFI 16-105, Chapter 10, paragraph 10-19 for additional information regarding IMS interview/pictures.
31. Quarters. IMSOs must ensure that IMS have paid their billeting fees during out-processing (if paid TLA). Reference AFI 16-105, Chapter 7, paragraph 7-8, 7-27; Chapter 10, paragraph 10-9.b.(19), 10-31. In addition, ensure IMS have been briefed that any damages to quarters will need to be addressed/paid prior to departure.
32. Receiving IMS. Since the initial reception provides an IMS his/her first impression of a training site, IMSs should be received promptly and courteously. (AFI 16-105, Chapter 10, paragraph 10-10)
33. RIM. FMS and IMET IMS are authorized the shipment of 50 lbs of RIM for each formal CONUS training course. Exceptions are the Air War College, Air Command and Staff College, USAF Test Pilot School, and AFIT graduate programs; the shipment of 200 lbs RIM is authorized for these courses. IMSs attending language instructor courses at DLIELC are authorized the shipment of 100 lbs RIM. The material is to be packaged and labeled at the training installation and shipped via fourth class mail to the SCO of the country for delivery to the IMS, or to the official SCO address for classified material. A copy of the student's ITO will be placed inside the package. Use of the APO/FPO address of the sponsoring SCO is authorized; packages must be addressed to the SCO, not to the IMS. Include applicable FMS case/IMET project and IMS WCN on outside of package. Students wishing to send RIM via international mail, and/or send RIM in excess of the total maximum allowance, will do so at their own expense. The training installation will ensure that no personal effects or other unauthorized matter is shipped with the RIM. Flight gear such as helmets, boots, flight suits, equipment etc...is not authorized to be shipped as RIM. (AFI 16-105, Chapter 7, paragraph 7-24 and Chapter 10, 10-52.a.)
34. Records Transmittal. IMSOs at a losing activity will forward the student's records to the next gaining activity NLT 10 days from the student's graduation date. The IMSO at the last training installation will review the contents of this file. After review, the IMSO will forward complete hard copy or soft copy, as coordinated/requested by the SCO, of the IMS records NLT 60 days after the IMS graduation to the appropriate SCO. See AFI 16-105, Chapter 10, paragraphs 10-99.g. and 10-99.g.(2). and [IMS Training Records](#) for additional information. Please check with losing installation if record is not received.
35. Security Precautions. IMSOs should work with their MAJCOM Foreign Disclosure office to ensure compliance with AFI 16-201. See AFI 16-105, Chapter 10, paragraph 10-112 for additional information.
36. TDY. IMSOs may approve IMS TDY orders for organized USAF sports activities, FSP activities, and trips that are part of courses. See AFI 16-105, Chapter 7, paragraph 7-9.a., 7-11.b., Chapter 10, paragraph 10-110. for additional information.

37. Training Requests. The host countries, with SCO concurrence, establish the sequences of training as indicated in the ITO. Scheduled training cannot be changed without consent of the respective AFSAT country/program manager. IMSOs should not facilitate any training requests from IMS, but need to instruct them to speak to their country regarding additional training requests. See AFI 16-105, Chapter 9, paragraph 9-8 for additional information.

38. Washington D.C. FSP Tour. IMS attending PME, Language Instructor Training, and officers with CONUS course durations totaling 20 weeks or more are eligible to participate in the Washington D.C. FSP tour. IMSOs should use the "Location Training Listing" which shows course duration for each student by worksheet control number to determine IMS eligibility for the Washington D.C. tour. NOTE: Air University IMS attending SOS, ACSC and AWC can participate in the Washington D.C. FSP tour for each training course. Other than for PME, IAW E-SAMM DSCA 5105.38-M, Chapter 10, Paragraph C10.18.5, Washington D.C. trips are limited to one per IMS under SCETP. See AFI 16-105, Chapter 11, paragraph 11-8.c. for additional information.

**ATTACHMENT II.**

**SUGGESTED DOCUMENTS, PUBLICATIONS, AND REFERENCES FOR  
THE BASE INTERNATIONAL MILITARY STUDENT OFFICER**

<a href="#">DSCA 5105.38-M and DSCA Policy Memos</a>	E-SAMM Chapter 10 and Repository of DSCA SC related Policy Memos
<a href="#">AFI 16-105</a>	Joint Security Cooperation Education and Training (JSCET)
<a href="#">USAF GPS</a>	USAF Global Partnership Strategy
<a href="#">AFI 36-2903</a>	Dress and Personal Appearance of USAF Personnel
<a href="#">DODD 2000.11</a> / <a href="#">AFI 51-704</a>	Procedures for Handling Requests for Political Asylum and Temporary Refuge
<a href="#">AFMAN 33-363</a>	Management of Records
<a href="#">AFI 33-328</a>	Administrative Orders
<a href="#">AFI 36-3026(I)</a>	ID for Members of the Uniformed Services, their eligible family members and other eligible personnel / Issue and Control of AETC Civilian ID Cards
<a href="#">AFI 36-3002</a>	Casualty Services
<a href="#">DoDI 5410-17</a> / <a href="#">DSCA-DoD Informational Program Handbook</a>	U.S. FSP for IMS and Civilian Students and Military-Sponsored Visitors
<a href="#">DISAM International Training Management</a>	Information source for the IMSO
<a href="#">IMSO Best Practices</a>	Shared experiences from the IMSO community
Pertinent Base Directives	Locally Directed
Directory of Country Managers	Country Program Manager (CPM) Directory Link (located at SAN Web>SC-TMS>Site>CPM Directory)
Directory of USAF IMSOs	Most current version maintained at AFSAT

## ATTACHMENT III.

# INTERNATIONAL MILITARY STUDENT OFFICER (IMSO) CONTINUITY

1. IMSO Appointment Letter
2. DISAM SAM-TO Training Certificate
3. DLIELC Test Control Officer Appointment Letter
4. Additional Training (i.e. [Paying Agent](#), [IA Certification](#), [ICSOF Course](#), [Safety Training](#), etc.)
5. Training Activity IMS Guide
6. IMSO Commander's Briefing
7. IMS Arrival Checklist
8. Installation Points of Contact (i.e. [JAG](#), [PAO](#), [MTF](#), [SFS](#), [DFAC](#), [Finance](#), [Housing](#), etc.)
9. Local Area Points of Contact (i.e. [Police Station](#), [Housing Facility Admin](#), [Legal Office](#), etc.)
10. FSP Installation Plan
11. FSP Resources
12. FSP Points of Contacts
13. FSP Sponsorship Program
14. IMS Departure Checklist
15. USAF IMSO Inspection Checklist
16. IMSO Inspection Brief – Training Activity
17. USAF IMSO Handbook
18. DSCA DoD Informational Program Handbook
19. Joint Security Cooperation Education and Training - AFI 16-105
20. DSCA and SAF/IA Policy Memos
21. Local Regulations and Policy

**NOTE: TAILOR CONTINUITY BOOK TO YOUR OWN NEEDS**

## ATTACHMENT IV.

### IMS ARRIVAL BRIEFING [SAMPLE]

IMSs are to be briefed within 2 days after arrival at a training installation. This checklist is intended to serve as a guideline for such briefings. Briefings may be conducted either on an individual basis or in a group. Actual objectives/topics may be modified as necessary to reflect the individual requirements, policies, and circumstances at a training activity. Each IMS should sign the Checklist to confirm that he/she has received the Arrival Briefing. A copy of the Checklist will be filed in the IMS Training Record.

IMS NAME: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

RANK/RATE: \_\_\_\_\_ USAF EQUIVALENT: \_\_\_\_\_

TRAINING INSTALLATION: \_\_\_\_\_

ARRIVAL DATE: \_\_\_\_\_ BRIEFING DATE: \_\_\_\_\_ IMSO: \_\_\_\_\_

#### PRE ARRIVAL INFORMATION

\_\_\_ Has arrival been coordinated with base Security Forces for no hassle entrance?

#### ARRIVAL INFORMATION

- \_\_\_ ITO reviewed and correct
- \_\_\_ Passport/Visa examined and correct
- \_\_\_ ID card examined and correct?  
Required? Yes \_\_\_ No \_\_\_
- \_\_\_ IMS Training Record established/received (initial training installation) or reviewed
- \_\_\_ Country Liaison Officer identified (if applicable)
- \_\_\_ Sponsor identified
- \_\_\_ Special needs of IMS identified and addressed as necessary
- \_\_\_ IMS Security Clearance confirmed
- \_\_\_ Key base and local area facilities located (housing, classrooms, post office, fire/police, commissary/exchange, places of worship, recreation, MTF, etc...)
- \_\_\_ Name entered in Base Locator file
- \_\_\_ SAN Web updated with student arrival information (update within 3 days)

#### ACADEMICS

- \_\_\_ Academic Standards confirmed/Duty Hours explained
- \_\_\_ ECL Level confirmed. Direct Entry Exam required? Yes \_\_\_ No \_\_\_
- \_\_\_ Cheating Policy reviewed (See Figure \_\_\_)
- \_\_\_ Field Studies Program (FSP) reviewed
- \_\_\_ Additional or gap filling training explained
- \_\_\_ Library location and procedures reviewed
- \_\_\_ Academic warning, probation, and disenrollment policy reviewed
- \_\_\_ Student/instructor relationship (i.e. mutual respect regardless of rank)

#### HOUSING

- \_\_\_ Housing arrangements confirmed for duration of training
- \_\_\_ Off base/dependent housing explained (if appropriate)

\_\_\_ Messing facilities located; privileges and procedures reviewed

**TRANSPORTATION**

\_\_\_ Personally Owned Vehicle Issues Reviewed (cost, safety, insurance)

\_\_\_ State driver's license required? Yes \_\_\_ No \_\_\_

\_\_\_ On base/off base transportation explained (to include Space A travel restrictions).

**HEALTH**

\_\_\_ Medical/dental care facilities located, procedures reviewed

\_\_\_ Dependent medical/dental care reviewed (if applicable)

\_\_\_ Billing information reviewed

\_\_\_ Medical Insurance

**EMERGENCY PROCEDURES**

\_\_\_ Reporting a fire

\_\_\_ Police emergencies

\_\_\_ Medical emergencies

\_\_\_ List of emergency phone numbers given to IMS

**BASE POLICIES**

\_\_\_ Base regulations reviewed

\_\_\_ Uniform/grooming standards reviewed

\_\_\_ Civilian clothing policy reviewed

\_\_\_ Media/public information matters reviewed

\_\_\_ Equal Employment Opportunity policy reviewed

\_\_\_ Commissary & Exchange located; privileges reviewed and confirmed

\_\_\_ On-base clubs (Officer, NCO, Enlisted) located; use policy reviewed

\_\_\_ Alcohol abuse policy reviewed

\_\_\_ Unauthorized Absence policy reviewed

\_\_\_ Sexual Harassment/Gender Equality policies reviewed

\_\_\_ Inform/brief federal and state law applicability

\_\_\_ Security concerns (i.e. pictures of flight line, aircrafts, etc.)

**PERSONAL MATTERS**

\_\_\_ Living Allowance payment procedures confirmed

\_\_\_ Checking account started, ID theft brief, additional information as necessary

\_\_\_ Leave/holiday schedule reviewed and travel arrangements

\_\_\_ POV purchase requirements (must be authorized on ITO)

I have received the Arrival Briefing, and I understand the information provided to me.

\_\_\_\_\_  
International Military Student Signature

\_\_\_\_\_  
Date

Arrival checklist filed in IMS Training Record. IMSO initials: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: This checklist is not all inclusive. Tailor the checklist to fit your own requirements.

## ATTACHMENT V.

### IMS DEPARTURE CHECKLIST [SAMPLE]

The IMSO should ensure that the following items are reviewed and addressed as necessary when an IMS departs the training installation. This checklist may be modified to reflect the requirements and policies at a training activity. A copy of the Departure Checklist should be filed in the IMS Training Record.

IMS NAME: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

RANK/RATE: \_\_\_\_\_ USAF EQUIVALENT: \_\_\_\_\_ GRADUATION DATE: \_\_\_\_\_

DEPARTING TRAINING INSTALLATION: \_\_\_\_\_

NEXT DESTINATION: \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_ BRIEFING DATE: \_\_\_\_\_

#### BASE FACILITIES CLEARED

- \_\_\_ Quarters/Billeting (paid for bill and/or damages)
- \_\_\_ Messing
- \_\_\_ Clubs
- \_\_\_ Academic Buildings
- \_\_\_ Library

#### ACADEMIC RECORDS REVIEWED FOR COMPLETENESS AND ACCURACY

- \_\_\_ IMS Training Record
- \_\_\_ Flight Records
- \_\_\_ Graduation Certificate      Honor Graduate? Yes \_\_\_ No \_\_\_
- \_\_\_ Classified material disposition confirmed (if applicable)

#### ADMINISTRATION

- \_\_\_ Has final pay voucher been submitted and member paid?
- \_\_\_ ITO reviewed; all amendments and endorsements included and signed
- \_\_\_ Name removed from Base Locator File
- \_\_\_ Mail forwarding address
- \_\_\_ Financial records forwarded
- \_\_\_ Indebtedness issues identified, and rectified as appropriate
- \_\_\_ En route travel notice/completion message transmitted (gaining installation/SCO)
- \_\_\_ ID card collected and returned to ID Card issuing facility (last training activity)
- \_\_\_ Confirm no outstanding debt (i.e. health insurance, club fees, etc.)
- \_\_\_ Medical records forwarded

#### TRANSPORTATION

- \_\_\_ Transportation to next training activity
- \_\_\_ Airline reservations/tickets confirmed
- \_\_\_ Travel by POV procedures reviewed (if applicable)
- \_\_\_ Passport/Visa reviewed and correct
- \_\_\_ Shipment of personal goods arranged
- \_\_\_ Shipment of RIM arranged
- \_\_\_ Excess baggage authorized (as applicable)
- \_\_\_ Classified class notes and materials reviewed, confirmed, and addressed for shipment
- \_\_\_ POV status confirmed (sold, shipped, etc.)

Comments:

I have received the Departure Briefing, and I understand the information provided to me.

\_\_\_\_\_  
International Military Student Signature

\_\_\_\_\_  
Date

Departure Checklist filed in IMS Training Record. IMSO initials: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: Checklist is not all inclusive. Tailor the checklist to fit your own requirements.

## ATTACHMENT VI.

### DEPARTURE BRIEFING CHECKLIST [SAMPLE]

1.	Indebtedness
2.	Transportation schedule
3.	Tickets/reservations
4.	Finance records
5.	Medical records
6.	Training records
7.	Flying records
8.	Mail check
9.	Billeting check
10.	Travel orders / other orders
11.	Records check/forwarding
12.	Locator file check
13.	Training material / Retainable instructional material
14.	Baggage allowance/no excess
15.	ID card collection and returned to ID Card issuing facility (last training activity)
16.	Graduation date
17.	Base clubs
18.	Library
19.	Housing
20.	Passport / Visas
21.	Signatures required as necessary
22.	_____ Forwarding address for personal mail if student is returning to country

NOTE: Checklist is not all inclusive. Tailor the checklist to fit your own requirements.

## ATTACHMENT VII.

### IMS CLEARANCE [SAMPLE]

You are responsible to out-process in person through the following offices before reporting to the International Military Student Office (IMSO) for your final clearance. You must report to the IMSO not later than \_\_\_\_\_ for your final clearance. During your out-processing, you will be given various records and forms. Bring these with you when you report to the IMSO.

OFFICE

BLDG

INITIALS

OFFICERS CLUB/NCO CLUB

SECURITY POLICE (vehicle, if applicable)

POST OFFICE

FINANCE (Travel Voucher)

BANK ACCOUNT / CREDIT UNION

BILLETING

HOUSING REFERRAL

HOSPITAL

DENTAL CLINIC

INDIVIDUAL EQUIPMENT

LIBRARY / ISSUED BOOKS

#### IMS STATEMENT

I have made settlement of all public funds and have made satisfactory arrangements for payment of all private and military obligations.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(PRINT LAST NAME, FIRST, MI)

\_\_\_\_\_  
(RANK)

\_\_\_\_\_  
(COUNTRY)

\_\_\_\_\_  
(TRAINING #)

NOTE: Not all inclusive. Tailor the checklist to fit your own requirements.

## ATTACHMENT VIII.

### FINAL CLEARANCE (for International Military Student Office)

ITEM

INITIALS

IDENTIFICATION CARD

GOVERNMENT TRANSPORTATION REQUEST (TR)

GRADUATION CERTIFICATE

INDEBTEDNESS

LOCATOR CARD

**NOTE:** If for some reason an IMS departs with their ID/CAC card, please report it to the designated Military Personnel Flight/Issuing agency in addition, to security forces. Both agencies should inactivate the cards. Contact the SCO to ensure they are aware and request that they confiscate the card(s) from the IMS and properly dispose of them IAW AF guidance.

NOTE: Checklist is not all inclusive. Tailor the checklist to fit your own requirements.

## ATTACHMENT IX.

### IN/OUT-PROCESSING CHECKLIST [SAMPLE]

1.	Alcoholic beverages (i.e. legal age, federal/local law, etc.)
2.	American customs
3.	Automobiles, safety, cost, insurance, etc
4.	Base regulations
5.	Civilian clothing
6.	Dependents
7.	Driver's license. (See sample letter and endorsement)
8.	Employment
9.	Identification cards
10.	Field Studies Program
11.	In/Out-processing
12.	Leave
13.	Country Liaison Officer contact
14.	Standards of appearance
15.	Mailing address
16.	Medical/dental care
17.	Military status/uniform requirements/AFI 36-2903
18.	Money matters
19.	Officer/Enlisted club membership
20.	Passports/visas
21.	Personal Property Insurance
22.	Privileges
23.	Quarters
24.	Recreational areas
25.	Religious facilities
26.	Sexual Harassment
27.	Shoplifting
28.	Training Program

NOTE: Checklist is not all inclusive. Tailor the checklist to fit your own requirements.

## ATTACHMENT X.

### OPERATING MOTOR VEHICLES IN THE U.S. (IF AUTHORIZED IN ITO) [SAMPLE]

FROM:

REPLY TO ATTN OF:

TO:

SUBJECT: Operating motor vehicle in the United States (U.S.) while on U.S. sponsored training

1. Before buying/driving an automobile or operating any other powered vehicle a Privately Owned/Rented Vehicle Briefing must be completed.
2. The following topics will be covered during the briefing.
  - a. International Drivers License
  - b. Insurance:
    - (1) Collision
    - (2) Property Damage
    - (3) Personal Liability
    - (4) Coverage for other drivers
  - c. Purchasing/Selling:
    - (1) Blue Book (Fair Value)
    - (2) Terms of Sale
    - (3) Title
    - (4) Registration
  - d. Reporting Procedures (if you are involved in an accident).
3. A good knowledge/compliance with the above as briefed will make your driving in the U.S. an enjoyable experience.

<NAME>, <Rank>

<Base>, International Military Student Officer

NOTE: Checklist is not all inclusive. Tailor the checklist to fit your own requirements.

**ATTACHMENT XI.**

**OPERATING A MOTOR VEHICLE IN THE U.S. [SAMPLE ENDORSEMENT]**

1st Ind to <ORG> Ltr, Operating a Motor Vehicle in the United States

TO:

I certify that I have been briefed on the above items and that I fully understand my responsibilities. I (do) (do not) plan to purchase/rent or operate a motor vehicle. If I do purchase/rent or operate a motor vehicle, I understand that it is my responsibility to properly register and insure such vehicle. I will also report to the Base International Military Student Officer and sign the statement below.

\_\_\_\_\_  
(SIGNATURE AND DATE)

\_\_\_\_\_  
(PRINTED NAME)

I certify that I have insured and registered my vehicle as required by *STATE, NAME* AFB officials.

\_\_\_\_\_  
(SIGNATURE AND DATE)

\_\_\_\_\_  
(PRINTED NAME)

SAMPLE

NOTE: Checklist is not all inclusive. Tailor the checklist to fit your own requirements.

## **ATTACHMENT XII.**

### **CULTURAL/CUSTOMS DO AND DON'T**

#### **DO:**

1. Get used to shaking hands.
2. Use formal titles (Maj, Dr.) until the foreign student suggests first names.
3. Allow time in business appointments/counseling sessions for socializing.
4. Criticize in private, praise in public.
5. Counsel students on American time standards.
6. Fully explain American “cheating on tests” policies and punishment.
7. Be prepared for spatial problems: foreign students who want to converse with their face 6-18 inches from yours or with their hand on your arm or knee.
8. Be aware that gestures (thumbs up, OK, V for victory) can have different and obscene meanings in other cultures.
9. Allow for cultural/religious differences when serving food: no pork for Muslims and Jews, no beef for Hindus. Chicken is usually safe. Offer fruit juices as well as sodas and alcohol.
10. Be aware that family responsibilities come before schooling/mission for many foreign students. Keep in mind, that excessive loss of training impacts student’s success. If repetitive, need to be addressed.
11. Be prepared for more gift-giving occasions (dinner, farewells): give small, inexpensive items, preferably connected with the military (plaques, patches) or reminiscent of the U.S Chapter 11, paragraph 11-47, states amount is not to exceed \$25.00 (FSP).

#### **DON'T:**

1. Use “competition” between individuals or groups as a motivating factor.
2. Use the term “American” to refer exclusively to U.S. citizens, especially when working with Latin Americans.
3. Post grades in public.
4. Accept a “yes” to “do you understand?” -- Make the student demonstrate or explain in his/her own words what you just taught him/her.

5. Admire the foreigner's possessions too much, they might feel obliged to give it to you.
6. Open gifts immediately--unless in a public presentation.
7. Ask questions about, or specifically invite, spouse and families to parties until you are sure of the custom of that culture.
8. Ask questions about polygamy, witch doctors, animism, tribes, or other areas where a foreign student might feel that the American is condescending or laughing at them.
9. Show the soles of your feet/point your toes at someone else.
10. Pat children on the head.
11. Use your left hand to eat or to offer something.
12. Cross your legs American-style with one ankle resting on the other knee.
13. Put arms behind your head exposing armpits.

NOTE: IMSOs are encouraged to attend the ICSOF Course (See [ICSOF](#) for additional information).

## ATTACHMENT XIII.

### WHAT TO DO WHEN A STUDENT GETS IN TROUBLE

1. This section deals with problems outside the classroom (i.e. driving under the influence, shoplifting, drunk and disorderly conduct, civil disputes, etc.). First, let's talk about problems on base.
2. Generally speaking, we are discussing items here, which make the police blotter. Problems, such as traffic violations, are handled by completing the applicable forms and documenting such incidents with a copy in the IMS Training Records. If a student gets into trouble at the installation, make sure you verify all information as quickly as possible. Notify your commander as soon as you have verified all information. Prepare a summary sheet with disciplinary recommendations and have it on your commander's desk NLT 0700 of the duty day following the incident. *Keep AFSAT informed at all times.*
3. Obviously, cases will vary from student to student and from incident to incident. AFI 16-105, Chapter 10, paragraph 10-29, 10-49, and 10-103, gives general guidance on what to do. However, it leaves the actual handling of the situation up to the installation until the point at which the installation commander decides to request that the student be removed from training. My goal here is to take you to that point.
4. As a minimum, do the following:
  - a. Confront the student about the incident. Get the student's side of the story. Determine if the student understands what has happened and if there are any cultural or personal factors which should be considered.
  - b. Inform the respective AFSAT country/program manager of the problem and give them an initial indication of what disciplinary measures, if any, will be taken.
  - c. Confer with the senior student from the problem student's country. Elicit support and try and get him or her to talk with the student.
  - d. If necessary, confer with your commander for guidance.
  - e. Document the incident with a memo for record or letter of reprimand, as applicable, input SAN Web progress message appropriately, and file in IMS Training Records.
  - f. Notify respective AFSAT country/program manager of final status on the incident and request guidance for forwarding of incident history.
5. In the event that the installation/base commander wants the student to be removed from training, follow AFI 16-105, Chapter 10, paragraph 10-103 and confer closely with the AFSAT country/program manager for additional guidance (SAF/IA approval is required). See AFI 16-105, Chapter 10, Section X.

## **ATTACHMENT XIV.**

### **Leave and Holidays**

Generally speaking, IMS do not get much leave. Policy on leave for students is found in AFI 16-105, Chapter 7 and in Chapter 10, paragraph 10-4.(b), 10-9.b.(13), 10-9.b.(29), 10-37, and 10-116.

All leave must be coordinated with the IMSO. Always check the ITO for leave authorized after the IMSs last programmed training.

The biggest problems with students' leave are the unannounced gaps in training (i.e. accelerations in training, delays in start dates when consecutive training takes place, etc.) that sometimes occur. You should always be aware of these unannounced gaps. If the schoolhouse is not consistently informing you of these changes to the course, take the time to go to the instructor/supervisor and explain how important this is. If a student wishes to take leave during this time, consult AFI 16-105 and let the respective AFSAT country/program manager know. Most students will stay on base during these gaps. Make sure they understand that if they want to take a little trip somewhere, they need to let the IMSO know; and you, in turn, need to be aware of where your students are in their training progression and adhere to AFI 16-105 (i.e. IMS accountability). For students taking leave in their home country/overseas during these breaks, country must approve the leave, and ITO amendments will need to be generated before the member departs. During in-country leave, CAC/ID cards need to be confiscated before departure and will be given back to IMS upon return. Students need to be reminded that they are not allowed to enter any other installation other than what is on their ITO for the duration authorized. The CAC does not grant access to freely visit other bases for leisure purposes.

IAW E-SAMM DSCA 5105.38-M, Chapter 10, C10.20.3, IMS attending instruction in CONUS may be authorized visits to Canada and Mexico if the visit does not exceed 72 hours. If visit exceeds 72 hours, country must officially approve the IMS leave and ITO amendments will be generated. Note: In addition, IMSOs must also follow installation and training activity guidance regarding travel to off-limit locations. Please brief IMS accordingly.

There are certain religious holidays which the students are culturally accustomed to having time off, AFI 16-105, Chapter 10, paragraph 10-37.f. and 10-116 allows for 1-day holidays, providing that training will not be compromised. In light of this, send a letter to the instructor/supervisor of each student requesting the holiday. Explain what the holiday is and ask the instructor or supervisor to decide if the student can afford the time off. Academics in training is always the first priority.

Note: In conjunction with religious holidays another topic that often comes up is prayer. There is no requirement to excuse Muslim IMS for any duration of time or particular period of time on Friday for the purpose of prayer, or is it necessary that they go to a mosque to pray. It is generally a schoolhouse/training activity call to permit deviations to class schedules for prayer, however, must keep in mind fairness to U.S. students and other non-Muslim IMS.

**ATTACHMENT XV.**

**TLA WORKSHEET [SAMPLE]**

MEMORANDUM FOR Officer in Charge, Personnel Support Activity Detachment,  
(Your disbursing office)

FROM: (Your Activity)

SUBJECT: TEMPORARY LIVING ALLOWANCE (TLA) PAYMENT FOR  
(STUDENT NAME exactly as it appears on Passport), Rank,  
WCN \_\_\_\_\_  
(INTERNATIONAL MILITARY STUDENT UNDER IMET FY  
or FMS CASE)

Encl: (1) Invitational Travel Order (ITO Number \_\_\_\_\_) (3  
Copies)

Ref: (a) Joint Security Cooperation Education and Training (JSCET)  
Regulation, Chapter 7

1. Per reference (a), request-above named student be paid living allowance based on the following calculations:

Entitlement

(Dates of travel) in-country departure date to CONUS arrival date \$

(based upon ¾ M&IE rate of destination city in U.S.) \_\_\_\_\_

plus lodging for night of arrival (not to exceed JTR/JFTR per diem rate) \$

Living allowance:

Lodging # Days @ \$ \_\_\_\_\_ Per Day (not to exceed JTR/JFTR per diem rate)

Meals # Days @ \$ \_\_\_\_\_ Per Day (not to exceed JTR/JFTR per diem rate)

Incidentals # Days @ \$11 Per Day \$

(Dates of leave if applicable)

Day of Authorized Leave, No TLA authorized

(Departure date) Day of Travel (Travel TLA) \$

to (destination city in home country) \_\_\_\_\_  
¾ of (MI&E rate of international destination city).

Less \$ \_\_\_\_\_ advance paid by SCO on (Date) (\_\_\_\_\_) \$  
TOTAL Due to Student:

\$ \_\_\_\_\_

2. The following accounting classification pertains to the student:  
(complete accounting cite as indicated on ITO)
3. (Your activity) point of contact is (IMSO name), (IMSO code), (IMSO phone no.).

SIGNATURE

By direction

SAM

**CHAPTER 4**

## **1. Introduction: FSP**

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

AFI 16-105, Chapter 11  
DSCA E-SAMM 5105.38-M, Chapter 10  
DSCA-DoD Information Program Handbook (Jun 1998)  
DoDI 5410.17

- b. FSP Policy and objectives. Reference AFI 16-105, Chapter 11, paragraph 11-1, 11-2, and 11-43.
- c. The AFSAT IMSO Office provides guidance and direction for implementing the FSP in USAF training activities with IMS.

## **2. FSP Overview**

a. CONUS installation/base commanders and IMSOs should remember that exposure of the IMS to the nonmilitary aspects of life in the U.S. is important to the SCETP, second only to the military training and education of the program. Although implementing the FSP at the training activity location is mandatory, IMS participation is voluntary. FSP activities normally occur in addition to normal academic/military requirements at the training installation, and it is important for the commands to ensure that FSP activities are interesting and educational so that each IMS will give their full support to the program. FSP objectives/topics, activities, and events should be tailored when possible to fit the character and background of the IMSs involved in the training.

b. Reference AFI 16-105, Chapter 11, paragraph 11-10 for additional information on FSP participation by authorized dependents.

(1) IMSO should not commingle funds from authorized dependents participating in FSP activities with official FSP funds. IMS will be responsible for expenses incurred by their authorized dependents.

c. While IMSOs are the focal points for FSP activities, they require the cooperation and assistance of finance, transportation, public affairs, and other installation staff to carry out an effective program. To ensure a general understanding of the FSP and its relationship to the SCETP, training installations should schedule periodic briefings with base leadership to ensure that U.S. personnel are familiar with program objectives and functions.

d. It is important that key people in the surrounding community (i.e. government officials, museum directors, business leaders, etc.) are aware and supportive of the training installation's FSP efforts.

## **3. FSP Planning**

a. The FSP begins with the in-country departure briefing of IMSs by SCO and continues throughout the training period. An overview of the FSP should also be included in the IMS's arrival briefing at the training activity. See AFI 16-105, Chapter 10, paragraph 10-13 and USAF IMSO Handbook, Chapter 3 Attachment IV.

b. Planning Considerations. Reference AFI 16-105, Chapter 11, paragraph 11-8.

(1) Due to fiscal year funding process delays, training activity FSP plans should only reflect no-cost FSP activities for the month of October. Exceptions will be considered by AFSAT IMSO Office on a case by case basis.

c. Escorts. Reference AFI 16-105, Chapter 11, paragraph 11-12 for additional information.

(1) An exception to escort vs. IMS ratio can be requested through the AFSAT IMSO Office, for example: if training for newly assigned personnel is required or for safety of the IMS/IMSO.

d. Sponsorship Program. Reference AFI 16-105, Chapter 11, paragraph 11-8.d. for additional information.

e. IMS FSP Travel Order. Reference AFI 16-105, Chapter 11, paragraph 11-15.a. for additional information.

(1) Include the following statement: "Lodging, transportation, meals, and miscellaneous/incidental expenses have been paid in full under the FSP".

(2) IMS will not be processed through the Defense Travel System nor will they be added to a DD Form 1610. See example order at Attachment XII.

#### **4. FSP Activity Execution**

a. Reference AFI 16-105, Chapter 11 for additional information.

b. Local or no-cost FSP activities are strongly encouraged. These include visits to private homes, local industry, cultural and industrial exhibits, farms, schools, historic points of interest, civic activities, or having guest speakers who are subject-matter experts. These local area programs provide the best possible exposure to DoD objectives/topics at minimal cost. IMSO must submit a lesson plan for no cost FSP activities.

(1) All no-cost FSP activities should be reported to AFSAT IMSO Office on the quarterly reconciliation package using an Activity Worksheet to include location, date, number of IMSs, number of guests, escorts and total cost of event.

c. FSP IMS and Escort Evaluation Forms. Reference AFI 16-105, Chapter 11, paragraph 11-11.d. and 11-13, 11-48, and Attachments XVIII and XIX for additional information.

d. Create a "code" word in case you need to gather IMSs expeditiously (i.e. emergency, etc...).

e. For IMS whose total period of training will be 7 weeks or less, the training activity will arrange for an FSP activity of a minimum of 1 hour for each week of training. For training of 8 to 13 weeks, the training activity will arrange for a minimum of 10 total hours of FSP activities, and for training of 14 weeks or longer, a minimum of 20 total hours of FSP activities.

(1) Orientation of FSP will be devoted to one but no more than two objectives/topics involving American way of life. An activity may consist of a trip or visit to a local point of interest or a related group of interests, a speaker or discussion leader. In the case of trips and visits, background briefings will be conducted before the event. A formal lecture will be used only when other means of accomplishing the same purpose do not exist.

## **5. Trips to Washington D.C.**

a. Reference AFI 16-105, Chapter 11, paragraph 11-8.c. and 11-51 for additional information.

(1) SAF/IAPX POC: Maj Frank Predmore, DSN 260-7565,  
[Frank.E.Predmore2.mil@mail.mil](mailto:Frank.E.Predmore2.mil@mail.mil).

(2) Requests to conduct an attaché luncheon will be submitted within required timeframe. All logistical coordination for the Washington D.C. FSP luncheon is accomplished by the training activity IMSO/FSP manager. The luncheon allows the IMS to meet with both attachés and/or SAF/IA regional country directors and it is considered to be highly encouraged, but not mandatory.

(3) IMSO/FSP Manager is highly encouraged to incorporate as many venues of U.S. historical significance as possible (i.e. Mount Vernon Estate, White House, etc...).

## **6. Restrictions and Limitations to FSP**

a. Reference AFI 16-105, Chapter 11, paragraph 11-16 and 11-52.d. for additional information.

(1) Keep in mind that international visitors and/or exchange officers visiting/located in training activity where U.S. SC is taking place are not authorized to utilize FSP funds. See AFI 16-105, Chapter 13, paragraph 13-11.h. for additional information.

b. Mementos. Reference AFI 16-105, Chapter 10, paragraph 10-27.h.(2)., Chapter 11, paragraphs 11-19, and 11-47 for additional information.

c. Social events. Reference AFI 16-105, Chapter 11, paragraphs 11-8.a(3) and 11-15.f.

(1) Keep in mind that FSP activities must directly relate to at least one of the eleven DoD FSP objectives/topics (see AFI 16-105, Chapter 11, paragraph 11-2).

**NOTE:** Suggested FSP events, activities, and other guidance are provided in the DSCA-DoD Informational Program Handbook located on the DISAM ITM website.

## **ATTACHMENT I.**

### **IMSO FSP QUICK REFERENCE OVERVIEW**

1. Establishing a base FSP. Authority for establishing a base FSP is in DoD Directive 5410.17 and AFI 16-105. Installation/base commanders implement these directives by establishing an OPR to implement this program. AFI 16-105 designates the IMSO as being responsible for the implementation of the FSP. (AFI 16-105, Chapter 11, paragraph 11-43)
2. Procedures. Use guidance and procedures contained in AFI 16-105 and the USAF IMSO Handbook to develop and report FSP activities. Engage and solicit the support of your commander, to include base leadership, when developing your program.
3. Funding. The funds to cover FSP activities for IMS are included in tuition rates. The funds are deposited in MILDEP O&M funds and distributed to all participating USAF bases. Approval of FSP Quarterly Activities Projection Plan depends, in part, on the availability of funds. (AFI 16-105, Chapter 11, paragraph 11-44)
4. Funding Requests. The IMSO requests funds by submitting an FSP Quarterly Activities Projection Plan (i.e. 01 Nov, 01 Feb, 01 May, 01 Aug of the fiscal year) to the IMSO office. Each IMSO is responsible for establishing an economical and efficient FSP in order to accomplish the objectives established by DoD. When scheduling extended tours, you are encouraged to combine trips with other USAF, Army, or Navy installations to reduce transportation costs. This may be necessary in the case of bases that have a small number of international students. AFSAT IMSO Office reviews and approves requests for FSP funds once the FSP Quarterly Activities Projection Plan is deemed to be IAW DoD FSP objectives/requirements. (AFI 16-105, Chapter 11, paragraph 11-44)
5. Resources File. A good resources file will contain all types of proven information that will help the IMSO introduce the eleven objectives/topics. Good personal contacts should be included in the file and updated annually to include sources such as, a local judge who can be called upon to explain the workings of the judicial system or an American Red Cross representative that can cover the Health and Human Services FSP objective.
6. Local Area/Extended Visits. Every effort should be made to include local area (LA) and/or extended trips (ET) to places of interests that meet FSP objectives. LA visits use very little time, money, and transportation and can be accomplished on short notice. ET visits should be used for those objectives which cannot be met locally. ET/overnight trips will be limited to a 1-night stay in a hotel. Exceptions will be determined by the AFSAT IMSO Office based on the justification provided by the training activity (NOTE: include itinerary as part of waiver package). Be sure to record FSP activities on the AF Form 1217 or training activity specific database and include it in the student's training records when forwarding the records to the follow on training installation or to the SCO. (AFI 16-105, Chapter 11, paragraph 11-15.d., 11-13, 11-44 and 11-46)

7. FSP Quarterly Activities Projection Plan Worksheet. An FSP Quarterly Activities Projection Plan worksheet is required by each USAF base, with programmed IMSs, for all cost and no-cost FSP activities. The worksheet with projected activities will be submitted to AFSAT IMSO Office 60 days prior to the start of each fiscal quarter. (AFI 16-105, Chapter 11, paragraph 11-44). A final FSP Quarterly Activities Projection Plan Worksheet with final number of IMS and costs will be submitted as part of the quarterly reconciliation package.
8. Quarterly Reconciliation of FSP Activities. AFI 16-105 directs each USAF base, which has performed training for IMS during the preceding quarter, to prepare a reconciliation package of FSP activities conducted, and to submit the package to AFSAT IMSO Office NLT 15 days following the end of the fiscal quarter. (AFI 16-105, Chapter 11, paragraph 11-44 and 11-48)
9. Evaluation of an FSP Activity. An international student evaluation sheet and the IMSO assessment of the FSP activity must be completed after each FSP activity. Use the formats and instructions provided in the USAF IMSO Handbook. A sampling of these evaluation reports should be forwarded to the AFSAT IMSO Office as part of the quarterly reconciliation package. (AFI 16-105, Chapter 11, paragraph 11-48).
10. Expressions of Appreciation. Immediately upon completion of an FSP activity involving either a base or community resource, the IMSO should express his/her appreciation, either in person or by telephone. This should be followed by an official "Letter of Thanks" prepared for the appropriate level of command signature. In addition and when feasible, sponsors should occasionally be invited to base social functions in which the IMS are involved.
11. Sponsors. Sponsors are very important. They can relieve you of countless details when conducting the FSP...cultivate as many as you can. Keep concise contact information and include in continuity files for follow-on IMSOs. Sponsors can be both military and civilian. (AFI 16-105, Chapter 11, 11-8.d.)
12. Contacts. Contacts are often representatives of civic organizations. They also make some of the best sponsors. Organizational contacts can be long lasting. Keep concise contact information and document their contributions to the FSP objectives. Update list annually to add/delete members as applicable. (AFI 16-105, Chapter 11, 11-11.c.)
13. Base Public Affairs Officer. The base public affairs officer can provide strategic contacts within the local community and make your job easier. He/she can publicize your efforts on TV, radio, and in local newspapers and provide good photographic coverage of some of your projects. (AFI 16-105, Chapter 10, paragraph 10-19)
14. U.S. Junior Chamber of Commerce (JAYCEE). JAYCEEs provide many FSP related functions and they would be more than willing to help you. Know the local JAYCEE director or president because they can introduce you to the mayor, city manager, or other administrative officials.
15. Reserve Officers Association. A reserve officers association in the local area will have members who understand what you are trying to accomplish. Some members will probably have

experience in this area. Make contact with them, along with local USAF Reserve and Air National Guard units.

16. Civic Clubs. Rotary, Kiwanis, Lions, and Optimist Clubs are usually happy to assist in hosting activities that relate to the FSP.

17. Church Groups. Church groups are good sources for bringing students into American homes. The base chaplain is a member of the Ministerial Association on base and most times also a member of the local area association. Include them in all church related activities.

18. Advertising Club. Don't overlook this club. Sometimes free publicity for your FSP can be obtained from the club. Search for one in your local area. See AFI 16-105, Chapter 10, paragraph 10-19.a. for information on IMS interview/photo provisions.

19. Bar Association. If you have made acquaintances in the local Bar Association, they may at one time or other, be of assistance in a legal matter involving a student. They can also have answers to questions of car ownership and insurance requirements. Additionally, they can be approached to serve as guest speakers.

**\* SPECIAL NOTE \***

DoD's 11 objectives/topics are not simply "nice things" to have IMS know about America. They are democratic ideals that a skillful IMSO can weave into any discussion with students, whether that discussion takes place in billeting, on a bus, or while spending time at an activity. No opportunity should be overlooked to introduce the student to these American ideals and principles. (AFI 16-105, Chapter 11, 11-11.e.)

## ATTACHMENT II.

### CHECKLIST FOR ESCORTS ON FIELD STUDIES PROGRAM TRIPS

1. Each escort should:
  - Receive TDY orders for the trip (if over 10 hours)
  - Understand the DoD objective(s)/topic(s) of the activity.
  - Receive a briefing from the tour paying agent on procedures/accounting for trip funds.
  - Receive a copy of the itinerary.
  - Assign IMS group not to exceed the ratio recommended by AFI 16-105.
  - Designate the senior IMS from each country in the group/brief on duties
  - Be introduced to all tour participants.
  - Obtain receipts for any expenses.
  - Answer questions about the DoD activity.
  - Explain points of interest during the tour.
  - Account for students at all times
  - Maintain the FSP Escort's Daily Worksheet (see sample form).
2. Escorts should ensure the students are briefed on the following:
  - Specific purpose of the activity & itinerary (arrival/departure times)
  - Need to wear neat uniforms or appropriate civilian clothing.
  - The weather report to assist in selecting seasonal clothing.
  - Allowances for meals, entries, trips, etc.
  - Appropriate behavior/sticking with the group.
  - Baggage allowances (if applicable).
  - Danger of carrying large sums of money.
  - Brief IMS on the "code" word in case they need to gather expeditiously
3. After tours, escorts will:
  - Post brief, recounting the purpose of activity.
  - Return excess funds to paying agent along with any receipts.
  - Assist IMSO in the preparation of thank you letters when appropriate.
  - Assist in evaluating the tour.

## ATTACHMENT III.

### FSP FREQUENTLY ASKED QUESTIONS

The following are the most frequently asked questions with appropriate answers. They are grouped under general headings to help you find specific answers, i.e., Establishing and Implementing the FSP; Handling and Use of FSP Funds; and General.

#### **A. Establishing and Implementing the FSP (Reference AFI 16-105, Chapter 11)**

**1. Question:** Must a FSP be established?

**Answer:** Yes. Establishment of the FSP is mandatory at each base where international students are assigned.

**2. Question:** If it is mandatory, how do we force participation?

**Answer:** Implementation and execution of the FSP is mandatory, but participation by IMS is voluntary. The IMSO is expected to actively seek student interest/participation in the FSP. It is recommended that a sign-up sheet be made available to allow IMS to register for the FSP activity and to serve as documentation for FSP execution.

**3. Question:** Can the training unit be required to release the student if he/she voluntarily desires to participate?

**Answer:** No. The FSP is conducted secondary to the training mission in the SCETP; consequently, most of the activities should be planned during non training hours. On occasion and when the opportunity presents itself, the FSP can be conducted during class breaks or integrated into the curriculum. For these reasons, close coordination between the students, training unit, instructors, and the IMSO is required.

**4. Question:** Who is eligible to participate?

**Answer:** IMS and visitors to the U.S. who are under the sponsorship of the SCETP.

**5. Question:** Does this exclude international personnel in categories such as Military Personnel Exchange Program Officers and non SCETP visitors?

**Answer:** Yes. Typically, only IMS attending training under the FMS, IMET, PME, and ALP will be covered under FSP funds. CLOs are occasionally encouraged and are permitted to participate in an FSP activity, at no additional cost to the FSP, so they will become knowledgeable as to FSP objectives/topics. They are then more able to advise their own country IMSs as to the purpose/value of the FSP to their overall training program. NOTE: PME exchange students are eligible to participate in the FSP activities available to foreign students under the SCETP and other cooperative programs. FSP funds will not be used to fund MPEP or non SCETP visitors, see AFI 16-105, Chapter 13, paragraph 13-11.h.

**6. Question:** May dependents of IMS participate in FSP tours?

**Answer:** Yes. However, the ITO must reflect that the dependents are authorized to accompany the IMS and participation of the authorized dependent(s) will be on a space available

basis at no additional cost to the program. The IMSO must use his/her judgment on dependent participation to ensure that the dependents, especially children, will not hamper the activity. The IMSO must ensure that the IMS is aware that he/she is responsible for all costs related to dependents while attending FSP events (lodging, meals, admissions, etc). Dependents are usually discouraged from participation on overnight activities.

**7. Question:** May U.S. dependents or non-DoD civilians participate in FSP?

**Answer:** Yes, on a space available basis at no additional cost to the program and only after all available space has been offered to IMS, their dependents, U.S. military, and USAF civilian personnel.

**8. Question:** Should I collect money from the IMS to pay for authorized dependent FSP expenses (i.e. admissions, meal, etc.)?

**Answer:** It is not recommended to collect IMS money and comingle it with FSP funds to pay for authorized dependents expenses. The IMS is ultimately responsible for all costs incurred by the authorized dependent.

**9. Question:** Are certain activities considered higher in priority?

**Answer:** All FSP activities that support one or more of the established FSP areas of emphasis and help acquaint the IMS with the American way of life and/or promote understanding and friendship are worthwhile.

**10. Question:** After the IMSO develops a plan of the FSP activities he/she desires to conduct, how is approval obtained?

**Answer:** An FSP Quarterly Activities Projection Plan must be completed and forwarded to the AFSAT IMSO Office to arrive 60 days prior to the beginning of each fiscal quarter. The approved FSP Quarterly Activities Projection Plan will be returned to the IMSO normally at the start of the new quarter.

**11. Question:** Who approves the plan?

**Answer:** The AFSAT IMSO Office is the final approving authority for the FSP activities.

**12. Question:** Once the AFSAT IMSO Office has approved the plan, how will I receive the necessary funds and how do I get the money?

**Answer:** Funds to support FSP activities on the approved plan are requested IAW AFI 16-105 and the USAF IMSO Handbook. The AFSAT IMSO Office will ensure that the funds requested meet established criteria and are for approved FSP activities. Depending on availability of funds, the approved activities will be funded and you will receive a certified funding document.

**13. Question:** Should I list activities on the plan that require no money?

**Answer:** Yes. FSP activities, regardless of cost, should be on the plan in order to provide the AFSAT IMSO Office a total picture of your program.

**14. Question:** Can I pay for the expense from my own resources?

**Answer:** Yes, for example, sponsors and organizations may assist with activities without cost to the program. Base transportation should be requested to support FSP activities, if not available, commercial transportation may be procured using FSP funds.

**15. Question:** Can I use my personal credit card for FSP activities?

**Answer:** No. IMSOs are mandated to request an FSP Government Travel Card in order to make reservations, purchase food, admissions, hotel, and other FSP activity related expenses.

**16. Question:** Can I pay for an activity and be reimbursed later?

**Answer:** This is not a recommended procedure. If it is not an approved FSP activity, you may not be reimbursed.

**17. Question:** Can I charge the IMS for FSP activities?

**Answer:** No. FSP activities will be conducted at no cost to the IMS.

**18. Question:** Is the IMSO expected to escort the IMS on all of the activities?

**Answer:** No; however, it is the IMSO's responsibility to ensure that the escort is capable, knowledgeable, and of comparable grade to the IMS. The escort must know and understand the DoD objective(s)/topics of the activity for which he/she is escorting and the scope of his/her responsibility.

**19. Question:** Can an escort be non-DoD?

**Answer:** No, unless there is an approved waiver from SAF/IAPX.

**20. Question:** In order to handle FSP funds, should the escort be a paying agent?

**Answer:** No, not necessarily. The IMSO should become a paying agent because he/she is the individual ultimately responsible for correct expenditure of the funds and for the entire FSP at his/her location. Arrangements for prepaying activity costs can be accomplished by the IMSO, thereby relieving the escort from the responsibility of handling FSP funds.

**21. Question:** May IMS join another base for an FSP activity?

**Answer:** Yes, it is encouraged. However, the supported training activity will provide funds, from the training activity FSP allocation, to the supporting training activity to cover IMS expenses.

**22. Question:** What training on the FSP can I receive?

**Answer:** You will be scheduled to attend SCM-TO course for newly assigned IMSOs. As mentioned before, you are encouraged to attend the ICSOF, visit another USAF installation and the AFSAT IMSO Office for familiarization purposes (these options other than the DISAM course are funded by organizational funds and not FSP funds). In addition, the AFSAT IMSO Office hosts an IMSO workshop approximately every 18 months.

## **B. Handling and Use of FSP Funds**

The AFSAT IMSO Office serves as the FSP funding agent for SAF/IA. The AFSAT IMSO Office approves the fund request for activities, provides the accounting classification, and establishes procedures and reporting formats for expenditure of FSP funds.

**1. Question:** How much money is authorized to operate the FSP?

**Answer:** Funds are provided on a quarterly basis for approved FSP activities.

**2. Question:** Since the FSP funds are part of the tuition, why can't the students determine the activities and the base be provided that portion of the tuition identified for the FSP?

**Answer:** This would not be manageable. The funds are provided to cover the eleven congressionally mandated FSP objectives/topics and are not considered to be recreational funds for the IMS.

**3. Question:** What if the students do not want the trips, only parties and weekend excursions?

**Answer:** The program is voluntary and the IMS do not have to participate in the FSP. As the IMSO you are responsible for implementing and executing an FSP program to include offering the opportunity to the IMS.

**4. Question:** What if the IMS refuse to follow an itinerary once the destination is reached?

**Answer:** Prior to departure, the IMS should be thoroughly briefed concerning the FSP activity. Since they are in a duty status, disciplinary problems will be handled as prescribed by AFI 16-105.

**5. Question:** May the IMS receive per diem during the trips?

**Answer:** No. With the exception of personal expenses, the trip is provided at no cost to the IMS. An allowance is provided to assist/cover any costs incurred by the IMS for meals. However, every effort should be made to find dining locations that can accommodate all of the IMS participating and any specific dietary needs. Exception: For the Washington D.C. trip students are provided per diem to cover expenses incurred during the FSP activity.

**6. Question:** Suppose the IMS desires to spend more or less per meal?

**Answer:** This is the IMS's option. If issued a meal allowance, the money provided is a maximum amount which is intended to cover average cost of a meal. IMS may choose more/less expensive dining options at no added cost to the FSP.

**7. Question:** Is the meal allowance always permissible?

**Answer:** No. Meal allowances are determined by the duration of the activity and times where a furnished meal is part of the activity, i.e. when IMSO/escort is making payment for the entire group.

**8. Question:** May travel snacks be furnished on trips?

**Answer:** Travel snacks are authorized when extended periods over long distances are involved; however, snacks are furnished only as an aid to the IMSO in meeting the established agenda for the activity by preventing unscheduled stops for refreshments. When the IMSO determines that snacks are desirable, cost of snacks will be deducted, by the IMSO, from the IMS's meal allowance.

**9. Question:** What type of snacks are authorized?

**Answer:** Type of snacks purchased is the option of the IMSO with the exception of alcoholic beverages, which will not be provided.

**10. Question:** May I be reimbursed for local travel in connection with establishing FSP activities?

**Answer:** Yes, by submitting a request for reimbursement on SF 1164 to your local Accounting and Finance office using your FSP fund cite. NOTE: IMSO is encouraged to request that funds be loaded into DTS to cover expenses for an overnight/extended trip.

**11. Question:** How many escorts are permitted?

**Answer:** A maximum of 1 escort for 10 IMS is permitted, however, the tour should be conducted with the minimum number of escorts required to maintain control of the tour. NOTE: Training activities with less than 10 IMS can request an additional escort for safety/emergency purposes. Contact AFSAT if you believe an additional escort is required for safety/emergency purposes.

**12. Question:** May I take a photographer in addition to the escorts?

**Answer:** Normally, no. However, if justified on request for funds, it is occasionally permitted, with AFSAT IMSO Office approval.

**13. Question:** May the escorts be on an FSP cost basis instead of filing for per diem?

**Answer:** Escorts must be on DTS for FSP activities that are 10 hours or more to ensure the appropriate per diem is distributed. FSP activity related expenses will be paid for with FSP funds (i.e. admissions, meal, etc.).

**14. Question:** What are the lodging restrictions?

**Answer:** IMS will be assigned double room accommodations, except for Grades 07 and above. For odd ratio of IMS, the highest ranking IMS should be given their own room. IMS may pay for their own rooms if they choose. Each escort is entitled to their own room.

**15. Question:** What is the normal cost of lodging?

**Answer:** There is no average cost figure available. Moderately priced accommodations should be utilized. Refer to the [Defense Travel Management Office](#) per diem site and the [Joint Travel Regulation \(JTR/JFTR\)](#) for additional information. For increases above the lodging rate, please request approval from the AFSAT IMSO Office.

**16. Question:** Why are FSP activities to places such as Disney World, Six Flags, Universal Studios, Rodeos, Air shows, and other amusement/entertainment activities not permitted?

**Answer:** Activities that are substantially of a recreational/entertainment nature are prohibited under the FSP.

**17. Question:** Is there a mileage limitation?

**Answer:** Yes. Outside of the D.C. trip and the nearest state capital, the FSP is limited to the nearest available metropolitan area within a 300 mile radius from the base. Exceptions may

be approved by SAF/IAPX when the 11 DoD objectives/topics cannot be met in local area and for other justifiable reasons.

**18. Question:** Can I program an FSP extended activity that requires 2 or more overnight stays?

**Answer:** FSP activities that entail more than one overnight stay will require approval from the AFSAT IMSO Office.

**19. Question:** Can IMS's POV or rental car be used to save on cost of transportation?

**Answer:** No. We encourage the use of government vehicles whenever possible. However, if this is not possible, contract transportation is recommended rather than the use of POV. If government vehicles are used, gasoline cannot be paid for from FSP funds. There may be cases where a rental car may be used, however, obtain prior approval from the AFSAT IMSO Office.

**20. Question:** If I schedule an event and only 50% of the IMS show, should I cancel?

**Answer:** The activity should be canceled only when it was clearly established beforehand that a certain number must participate.

**21. Question:** If the activity is conducted with less IMS, may all previously selected escorts attend?

**Answer:** No. The maximum escort to IMS ratio applies (1 escort for every 10 IMSs). Contact the AFSAT IMSO Office if you believe an additional escort is required for safety/emergency purposes.

**22. Question:** What if the amount of money estimated on the FSP Quarterly Activities Projection Plan is insufficient?

**Answer:** Submit a revised FSP Quarterly Activities Projection Plan to AFSAT IMSO Office. If the original amount is not sufficient, or added activities are needed, request additional funds or approval of additional activities via e-mail to AFSAT IMSO Office before spending government funds without authorization.

**23. Question:** What if advance payments are required for admission tickets, transportation, lodging, and/or other unforeseen situations, but because of lack of IMS participation, there is a surplus?

**Answer:** Every attempt should be made to either fill vacancies with other IMS or return the items for refund. If this is not possible, then it should be reported on the final expenditure as an unused item.

**24. Question:** Can we use these items for the IMS dependents?

**Answer:** No. Whatever is purchased from FSP funds becomes USG property and must be used as specified. We cannot give the items to unauthorized recipients.

**25. Question:** If dependents are authorized to accompany FSP tours on a no cost basis, how do I arrange for lodging, advance tickets, etc.?

**Answer:** One way is to require the IMS to handle his/her own arrangements; the IMS will ultimately be responsible for dependent arrangements and/or charges incurred.

**26. Question:** Can I be required to offer a Washington D.C. visit?

**Answer:** IMS attending PME, language instructor training, and officers with CONUS course durations totaling 20 weeks or more will be afforded the opportunity to participate in the Washington D.C. FSP tour. The Washington D.C. trip is one of the very best FSP activities an IMS can attend, and IMSOs are encouraged to arrange it. However, this trip depends on time, course schedules, and the IMS's academic progress.

**27. Question:** Why can't enlisted IMS members go to Washington D.C.?

**Answer:** The Washington D.C. FSP trip is one of the most expensive FSP activities. FSP fund constraints dictate this activity be limited to select individuals. Only NCOs attending language instructor training may participate in this activity.

**28. Question:** Can officers visit Washington D.C. more than once?

**Answer:** No. The Washington D.C. tour is for IMS who have not previously toured the nation's capital under the official sponsorship of the SCETP. IMSOs are required to ensure all FSP activities are properly recorded and included in the student's training records to preclude IMS from attending more times than it is authorized. Exception: Air University IMS attending PME can participate in Washington D.C. tour more than once.

**29. Question:** Are assessment questionnaires required for each FSP?

**Answer:** Yes. The objective is to document lessons learned by the IMSO and IMS during FSP activities and supports the IMS reaction to a given FSP activity. This will provide supportive data by which the effectiveness of the FSP activity can be assessed.

**30. Question:** Should I plan a Washington D.C. trip when there are only a couple of officers eligible?

**Answer:** Yes, unlike any other FSP activity, the IMS may join the activities at another base. When your base requirements are known, every attempt will be made to schedule the Washington D.C. trip to coincide with a trip arranged by another base.

**31. Question:** You said this applies to all activities. Does this mean the smaller locations can send their IMS to participate at bases where there is a large FSP?

**Answer:** Yes, but it does not preclude the establishment of the FSP to cover local area activities.

**32. Question:** What about dining-ins/outs, picnics, and other social activities. Can IMS participate in another base's activities?

**Answer:** By invitation and when the cost of transportation is not prohibitive.

**33. Question:** Does the same guest ratio apply for dining-ins/out or are just the IMS and IMSO covered by FSP funds?

**Answer:** For dining-ins/outs, FSP funds cover the IMS, IMSO, and spouses if appropriate.

**34. Question:** Is it required that all IMS on base be invited to all social activities?

**Answer:** No, only when appropriate.

**35. Question:** May IMS dependents, DoD personnel and their dependents, and U.S. civilians participate in social activities at FSP expense?

**Answer:** Yes. The intent of FSP social activities is to serve as a venue for establishing rapport between all parties.

**36. Question:** Is there a limitation on the number of guests?

**Answer:** Yes, socials allow three guests per IMS.

- Activities which are combined with USAF functions are to be on a prorated basis. An example is when a combined class of 25 IMS and 25 USAF personnel are honored at a graduation exercise and the total cost is \$100, then the FSP cost would be \$50, regardless of ratio of guests.

- Activities which are family directed (i.e. picnics, Christmas parties, etc.) may have a larger ratio authorized.

- Combined functions between base and civilian sponsors may have a larger ratio.

**37. Question:** Why is the IMSO excluded in the above ratio?

**Answer:** Because the IMSO is considered to be on duty.

**38. Question:** May I conduct social activities off base?

**Answer:** Legislation authorizing the FSP requires base facilities be used for FSP activities. Off-base facilities may be used only when on-base facilities are not available and approval has been granted by the AFSAT IMSO Office.

**39. Question:** How do I control the number of guests at social functions?

**Answer:** One way is to control the invitations issued by the IMSO to the IMS and class guests.

**40. Question:** After an FSP activity is conducted, how do I account for the funds spent?

**Answer:** See FSP Quarterly Funding Procedures, Chapter 4, Attachment VI of the USAF IMSO Handbook.

**41. Question:** When is the report due?

**Answer:** Within 15 working days after the end of the month following the end of the quarter.

**42. Question:** Can FSP funds be used to purchase mementos for IMS?

**Answer:** Yes. Mementos, plaques, school emblems, and other commemorative items may be purchased under the following conditions (see AFI 16-105, Chapter 10, paragraph 10-27.h. and Chapter 11, paragraph 11-19, 11-47.):

- Each item should be of a permanent nature, with the exception of photographs. Ball caps and T-shirts are not considered to be of a permanent nature.

- Limit purchases to one item only, not to exceed \$25.00, per IMS at each training installation.

- For support mementos (not for the IMS), limited to one item, permanent in nature not to exceed \$25.00. A maximum of \$1000.00 per fiscal year may be used on support mementos.

**43. Question:** Can FSP funds be used for guest speaker travel to an event?

**Answer:** No. Unfortunately, FSP funds cannot be used to fund travel for guest speakers. Travel funds are only allowed for escorts on overnight/extended trips.

### **C. General**

**1. Question:** Suppose an IMS shows up unexpectedly and no plan has been submitted, can funding still be requested?

**Answer:** Yes. It is understood that unforeseen events will occur. If so, the IMSO may submit an out of cycle plan with a short letter/e-mail of explanation to the AFSAT IMSO Office for approval.

**2. Question:** Why is the home sponsorship portion of the FSP considered important?

**Answer:** It is the most cost-effective way to cover the eleven FSP objectives/topics. It also establishes lasting friendships and impressions between the IMS and U.S. personnel.

**3. Question:** Are sporting events part of the FSP (i.e. baseball, football, rodeo, etc.)?

**Answer:** No. FSP legislation prohibits use of FSP funds for sporting events. See AFI 16-105 Chapter 11, paragraph 11-16.a. for additional information.

**4. Question:** What types of activities are permitted?

**Answer:** The AFSAT IMSO Office does not wish to limit the initiative of the IMSO by placing restrictions on activities. Instead, each function is considered on its own merits. The IMSO must always consider how one or more of the eleven objectives are being covered each time an activity is planned.

## ATTACHMENT IV.

### FIELD STUDIES PROGRAM GOVERNMENT TRAVEL CARD

1. The Field Studies Program Government Travel Card (GTC) will be established for each training activity with an active FSP.
2. The first step is filling out the FSP GTC application. Once completed, forward to the USAF FSP Manager for review. Once the USAF FSP Manager has reviewed it, they will return it back to you to send to SAF/FMP, Mr. Gregory Anthony at [gregory.anthony@us.af.mil](mailto:gregory.anthony@us.af.mil), DSN: 612-5292 or Commercial: (240) 612-5292. Mr. Anthony will forward the application to Citibank after which, the applicant(s) should receive the card(s) within 7-14 business days.

Note: The Activity Program Coordinator (APC) will normally be the IMSOs supervisor, Branch Chief, Division Chief, and/or Unit Commander (someone with a general idea of the FSP).

3. IAW AFI 16-105, 11-1c, FSP funds will be used to cover transportation, meals, lodging, admissions, tours and associated fees and service charges. The following are examples of types of charges that can be made using the FSP GTC:

Lodging	Transportation (taxi, bus, metro, charter bus/van)
Restaurants	Approved venue admissions/tickets
Postage (relating to FSP activities)	Airline tickets (escorts/IMS)
Room rental at approved venues	Cash advances (contact USAF FSP Manager for limits exceeding \$10,000)

\*\*\* Every effort must be made to use the FSP GTC for all approved FSP expenses, the card should not be used to take out funds to pay for items that could have been paid using the card.\*\*\*

#### 4. How To Pay Your FSP GTC Bill:

4.1. Citibank will forward the bill to your APC for accountability review and they will forward the bill to you for payment.

4.2. Review bill for charges/discrepancies (ensure your receipts match your charges).

4.3. IMSO/FSP manager will prepare an SF 1034, Public Voucher for Purchases and Services Other Than Personal (Attachment V), assigning the appropriate FSP fund cite and affixing all pertinent support documentation (MORD, receipts, etc.). Forward completed SF 1034, credit card statement and receipts to the AFSAT IMSO office for payment processing.

# ATTACHMENT V.

## SAMPLE SF 1034 FOR FSP GTC PAYMENT

U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION		PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL		VOUCHER NO.	
Base from which SF 1034 is being prepared. Base complete name Base complete address POC: (IMSO's name) Base complete phone number		DATE VOUCHER PREPARED Actual date SF 1034 is prepared		SCHEDULE NO.	
		CONTRACT NUMBER AND DATE Entitlement Standard Document and date (See note 1 for example)		PAID BY	
PAYEE'S NAME AND ADDRESS Person or vendor actually being paid. (CITIBANK GOVERNMENT CARD SERVICES) Complete Vendor (from the invoice) or Person Name Complete Vendor (from the invoice) or Person Address EFT Information (Routing and account number) Cage # and Duns# (unique to your card, check with CITIBANK -Note 2)		REQUISITION NUMBER AND DATE		DATE INVOICE RECEIVED	
				DISCOUNT TERMS	
				PAYEE'S ACCOUNT NUMBER	
SHIPPED FROM		TO		WEIGHT	
NUMBER AND DATE OF ORDER		DATE OF DELIVERY OR SERVICE		ARTICLES OR SERVICES	
				QUANTITY	
				UNIT PRICE	
				COST	
				PER	
				AMOUNT	
				TOTAL	
				Total of all lines	
				Differences	
				If Applicable	
PAYMENT APPROVED FOR		EXCHANGE RATE			
<input type="checkbox"/> PROVISIONAL		If Applicable \$1.00			
<input type="checkbox"/> COMPLETE					
<input type="checkbox"/> PARTIAL					
<input checked="" type="checkbox"/> FINAL					
<input type="checkbox"/> PROGRESS					
<input type="checkbox"/> ADVANCE					
		Name and Signature of preparer (Note: Preparer and approver cannot be the same individual)			
		Name & Title of Approver (Cannot be the preparer)			
		Signature of approver			
		Approver must sign this block. Initials are not acceptable			
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.					
Do not sign in this block UNLESS designated as a certifying official and a DD SF7 is on file at DFAS Indianapolis for Voucher Certification. (See note 3)					
This block is REQUIRED on self funded documents - see note 3					
(Date) _____ (Authorized Certifying Officer) _____ (Title) _____					
ACCOUNTING CLASSIFICATION					
Complete Date of Accounting (LOA) and dollar per LOA					
Funding Document Number					
FSR and PDR required					
If multiple lines of accounts record spaces provided please reference "See Attached" and make sure they are attached in order for us to make payment.					
This is where you input the LOA from your funding document - example 5743490 304 8815 5LCP2U SH0000 55640 A1010P 887100 P87150 MISV					
AMOUNT OF THIS BILL					
FSR#xxxxxx PDR#xxxxxx DS#xxxxxx #1#xxx This is your location code (DOC #F3PH31X000M00X)					
CHECK NUMBER		ON ACCOUNT OF U.S. TREASURY		CHECK NUMBER	
CASH		DATE		PAYEE'S	
\$					
				PER	
				TITLE	

Note: 1 STANDARD DOCUMENT # - This is not your funding MORD #, Position 1-6 is the BPN of organization - ask your finance office - i.e. F3PH31 is for AFSAT position 7 is the calendar year i.e., 4 for 2014 position 8-10 Julian date - 045 for Feb 14, 2014 position 11 is the letter "V" if not; your bill won't get paid position 12-15 is BANV for Government Card Service (Corporate Card) Misc Pay Code position 16-18 for your first bill 001, next time 002 and so on.

Note 2: Cage and Duns #s are codes from your Citibank issued card - contact Citi Billing for the numbers if they were not given to you.  
Note 3: DFAS has made some modifications on the SF1034 that must be done for them to pay the bill effective FY14.

When you take this to your finance office, they will sign here if they have the 577 on file with DFAS. DFAS will sign if not.

Please note: If the form is not filled in or the information is not correct, the bill won't get paid. Attach the copy of your CITIBANK bill, copy of the MORD and be sure to write the SDN # on each piece of backup you are sending with the request for payment.

After you submit the paperwork, track to see if it has been accepted; after it is accepted track it to see if it gets paid. Always follow-up.

Need more help? Visit web sites:  
<http://www.dfas.mil/contractorsvendors/miscpaymentguide.html>

## ATTACHMENT VI.

### QUARTERLY FSP FUNDING PROCESS

It is a mandatory requirement to submit the FSP Quarterly Activities Projection Plan worksheet to the AFSAT IMSO Office at the e-mail addresses indicated below.

[afsat.imso@us.af.mil](mailto:afsat.imso@us.af.mil)

FSP Quarterly Activities Projection Plan must be submitted NLT 60 days prior to the beginning of the next quarter (i.e. 01 Nov, 01 Feb, 01 May, 01 Aug of the fiscal year).

#### **A. Procedures for FSP Activity Funding**

1. Use only the worksheets provided to you by the AFSAT IMSO Office for the FSP Quarterly Funding Procedures.
  - a. Use the drop-down arrows provided. *“Each training session will be devoted to at least two facets of American Life.”* Indicate objective areas according to the primary focal point for the activity. Indicate objective area by placing a “1” in the block under the objective area # (i.e. 1, 2, 3, etc.) on the form.
2. Approval/funding certification, AF Form 406 (Miscellaneous Obligation Reimbursement Document) will be sent from the AFSAT IMSO Office.
3. Remember that approved funded activities can be conducted at any time during the quarter. FSP funds may not be used for any activity that has not been approved.
4. Send request for approval/disapproval of additional activities/funds to the AFSAT IMSO Office.
5. The quarterly funding allows more flexibility for implementing the program. There should be no need to request additional funding except perhaps in the last month of the quarter.
6. Use FSP Activity Worksheets (i.e. TRIPS, SOCIAL, OTHER) as activities are accomplished. Each FSP Worksheet with supporting documentation may be used for information purposes when completing the final numbers (i.e. right hand side) of the FSP Quarterly Activities Projection Plan worksheet.
7. The following should be exercised at the end of the quarter.
  - a. Ensure that the FSP package contains the following:
    - (1) FSP Activity Worksheet(s) (TRIPS/SOCIAL/OTHER)

- (2) Financial Paperwork (i.e. SF 1034, DD 1081, etc.)
- (3) TDY orders (if applicable)
- (4) Transportation receipts (if applicable)
- (5) Receipts pertaining only to the activity
- (6) Escort Assessment
- (7) Student Critique sampling
- (8) Government Credit Card Statements
- (9) FSP Expense Log Sheet (signed and dated)
- (10) Completed FSP Quarterly Activities Projection Plan Worksheet.

b. Compile all FSP Worksheets, with independent supporting documentation, to form one complete (i.e. all encompassing) package and submit to the AFSAT IMSO Office at the end of the quarter.

(1) Ensure that the right hand side of the FSP Quarterly Activities Projection Plan worksheet is completed and reflects final FSP activity total costs.

(a) Include the actual cost of the event on the FSP Quarterly Activities Projection Plan worksheet. These numbers should match what is on your FSP activity worksheets (TRIPS/SOCIAL/OTHER).

(b) Enter the exact number of students that participated in the activities on the right hand side of the FSP Quarterly Activities Projection Plan form. This then will reflect a more accurate percentage of participation.

c. Maintain all original documentation in your office and send only a copy to the AFSAT IMSO Office. All FSP documentation received by the AFSAT IMSO Office is audited, scanned and stored accordingly.

(1) Make sure that they are legible copies (i.e. not too dark/not too light).

(2) Multiple receipts for a specific FSP activity can be copied on the same page. However, if you do that, be sure to indicate which receipt is for what event.

(a) Rather than making a copy of 200 admission tickets or hotel receipts, just make one copy of the receipt and indicate appropriately in an endorsed IMSO memorandum for record (i.e. 200 students x \$7.25 = \$1,450.00; include IMSO signature indicating statement is true and correct).

1. Do not over staple the package as it is difficult to insert copies into the scanner.
- (3) Do not forget to submit a sampling of escort assessment and student critiques.
- d. Send completed FSP quarterly package to:

AFSAT/MSO  
ATTN: IMSO Office  
100 H. Street East, Suite 5  
Joint Base San Antonio-Randolph TX 78150-4354

e. In addition to sending in the quarterly package, a monthly package including only the log sheet, credit card statement and SF 1034 and any other financial paperwork (i.e, DD 1081 or DD 1131) must be submitted.

## **B. Funding Procedures**

1. FSP managers are appointed as paying agents on a memorandum from their immediate commander to the base servicing finance office. The FSP Quarterly Activities Projection Plan worksheet is signed certifying approval of FSP activities to be conducted. The AF Form 406 is your funding document.
2. As soon as you receive your Citibank Statement, the IMSO/FSP Manager will:
  - (a) Complete the SF 1034 (sample at Atch V), attach all receipts for purchases made on the card that coincide with the statement.
  - (b) Forward statement, SF 1034 and receipts to the AFSAT IMSO Office for payment processing.
  - (c) Ensure SF 1034 is completed correctly. Contact AFSAT IMSO Office for assistance.
3. All IMSOs should have an FSP Government Travel Card (GTC). The AFSAT IMSO Office will provide appropriate documentation required for attaining a GTC.
  - (a) IMSOs will utilize authorized FSP government travel card (to the extent possible) for executing funds in support of FSP functions.
4. Successful FSP administration/implementation involves a series of checks and balances and attention to details.
  - (a) At the end of the quarter, the final amount of funds reflected on the Quarterly Activity Projection Plan should be the same amount of funds reflected on the FSP Expense Log Sheet and should not exceed what was issued on the AF Form 406.

**ATTACHMENT VII.**  
**FSP ACTIVITY LESSON PLAN**

**State Capitol Visit [SAMPLE]**

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OBJECTIVE/TOPIC: U.S. GOVERNMENT INSTITUTIONS

**ACTIVITY: Austin State Capitol**

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ESCORT REQUIREMENTS:

1. Board VIPs first (O-6 & above)
2. Checkmark students names on the lists from each section and verify IDs
3. Conduct a head count to ensure the list matches number on board
4. Welcome students, introduce VIPs, escorts and yourself
5. Pass out information sheets and answer questions about tour
6. Ensure students follow all rules & regulations during tour

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INTRODUCE STUDENTS TO FOLLOWING ARTICLES UNDER THE UNIVERSAL

DECLARATION OF HUMAN RIGHTS

**Article 21-** Everyone has the right to take part in the government of his country, directly, or through freely chosen representatives.

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FIELD STUDIES PROGRAM AREAS OF EMPHASIS

**FSP Objective(s):**

1. **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 FSP objectives.

3. **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.

4. **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.

## AUSTIN, TEXAS FACT SHEET

Today's tour will introduce you to the capitol city of the state of Texas, Austin, Texas - the center of Texas politics.

This progressive Texas city is known for its lifestyles, attitudes, beautiful scenery and explosive politics. It is the home to five different colleges and universities. The most famous of which is the great University of Texas. Austin is smaller in size than San Antonio and was chosen as the site of the headquarters of state government because of its central location. The population is approximately ½ million people and the city government enforces some of the strictest laws in Texas concerning the environment and pollution.

We will visit the State Capitol Building. This building is the world's largest state capitol and modeled after the capitol building of the United States in Washington, D.C. However, the Texas capitol is officially seven feet taller.

This great structure was built by Scottish stone cutters using the pink granite stone found approximately 100 miles from Austin. The height of the classic dome from ground to tip is 348 feet and at one time the building was said to be the seventh largest in the world.

The tour of the state facilities will be conducted by a docent who works for the state. The visit includes a stop at the Senate chambers and House of Representatives.

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## THE TEXAS LEGISLATURE

The Legislature of the State of Texas is the State's lawmaking body. Its primary function is to enact laws to provide for the health, welfare, education, environment and economic and general well being of the citizens of Texas. It also establishes public policy through the passage of bills and resolutions and proposes amendments to the state constitution, which are then submitted to the voters for approval or disapproval.

Like most other states, Texas employs a bicameral system for its legislative branch of state government. The Texas Legislature consists of two separate chambers: a 31 member senate and a 150 member House of Representatives. State senators and representatives are elected from single-member districts to serve 4 year and 2 year terms, respectively.

When district boundaries are redrawn as required by law after the census, each state senator will represent a senatorial district of more than half-a-million residents, while the average house district will comprise more than one-hundred-thousand people. The rich diversity of Texas is mirrored in the composition of the two chambers as 181 men and women from all walks of life unite to represent the 17 million people in the Lone Star State.

In accordance with the Texas Constitution, the legislature meets in a regular session in Austin every 2 years. By statute, the legislature convenes in a regular session on the second Tuesday in January of every odd-numbered year. These biennial sessions are limited to 140 days duration. The constitution also allows the governor to call additional special sessions as necessary. During a called session, which cannot exceed 30 days, the Legislature may consider Legislation only on matters specified in the call or otherwise designated by the governor.

## ATTACHMENT VIII.

### FSP ACTIVITY CHECKLIST

Proposed Activity:

Location:

Date/Time:

Key Contacts:

<b>ACTION</b>	<b>COMPLETED</b>	<b>REMARKS</b>
1. Request activity by letter/call to host.		
2. Confirm activity with host.		
3. Obtain permission from instructors to release IMSs.		
4. Invite participants.		
5. Determine number of IMS participating.		
6. Advise host of number of IMS/escorts attending.		
7. Organize detailed but flexible schedule.		
8. Select escorts.		
9. Brief escorts.		
10. Arrange transportation.		
11. Arrange lodging (if appl).		
12. Confirm transportation/lodging (if appl).		
13. Determine suitable place for meal stops.		
14. Compute total cost.		
15. Request funds from the AFSAT IMSO Office.		
16. Obtain fund authorization from AFSAT IMSO Office.		
17. Brief IMS.		
18. Advise food service of IMS abstinence.		
19. Conduct the activity.		
20. Prepare an IMSO/Escort Assessment.		
21. Record FSP activity in IMS training record/AF Fm 1217.		
22. Report actual expenditure to AFSAT IMSO Office and Base Accounting and Finance Office.		
23. Prepare thank you letters to hosts.		
24. Include Assessment and Student Critiques in your quarterly reconciliation package.		
25. Other Pertinent Information.		

**ATTACHMENT IX.  
FSP ACTIVITY WORKSHEET – TRIPS**

<b>FSP ACTIVITY WORKSHEET - TRIPS</b>		
<b>Activity Description</b>	<b>Activity Number</b>	<b>Date/Time of Activity</b>
<b>ATTENDEES</b>		<b>REMARKS</b>
<b>IMET Students</b>		
<b>FMS Students</b>		
<b>1004, CTFP, etc...</b>		
<b>Guests of IMS (IMS are responsible for paying for their dependents)</b>		
<b>IMSO Staff/Escorts</b>		
<b>U.S. Govt/DoD Personnel not included in FSP costs</b>		
<b>TOTAL</b>	<b>0</b>	
<b>ITEMIZED COSTS</b>		
<b>Per Diem (DC only)</b>		
<b>Air Fare</b>		
<b>Transportation (bus..)</b>		
<b>Guide Svc/Tip</b>		
<b>Meal Allowance</b>		
<b>Lodging</b>		
<b>Admission Fees</b>		
<b>Baggage Fees</b>		
<b>Other Fees etc...</b>		
<b>ESCORT DTS Costs</b>		
<b>TOTAL COSTS</b>	<b>\$0.00</b>	

**ATTACHMENT X.  
FSP ACTIVITY WORKSHEET - SOCIAL**

FSP ACTIVITY WORKSHEET - SOCIAL		
<b>Activity Description</b>	<b>Activity Number</b>	<b>Date/Time of Activity</b>
<b>ATTENDEES</b>		<b>REMARKS</b>
IMET Students		
FMS Students		
1004, CTFP, etc...		
Guests of IMS (3max)		
IMSO Staff		
U.S. Govt/DoD Personnel not included in FSP costs		
<b>TOTAL</b>	<b>0</b>	
<b>ITEMIZED COSTS</b>		<b>*REMARKS</b>
Food		
Sodas/refreshments		
Paper Plates, Cups, foil, disposables etc...		
Gratuity/sales tax		
Clean-up/Set-up Fees		
Other (explain in remarks)*		
<b>TOTAL COSTS</b>	<b>\$0.00</b>	

**ATTACHMENT XI.  
FSP ACTIVITY WORKSHEET - OTHER**

<b>FSP ACTIVITY WORKSHEET - OTHER</b>		
<b>Activity Description</b>	<b>Activity Number</b>	<b>Date/Time of Activity</b>
<b>ATTENDEES</b>		<b>REMARKS</b>
<b>IMET Students</b>		
<b>FMS Students</b>		
<b>1004, CTFP, etc..</b>		
<b>IMS Guests (3 max)</b>		
<b>IMSO Staff</b>		
<b>U.S. Govt/DoD Personnel not included in FSP costs</b>		
<b>TOTAL</b>	<b>0</b>	
<b>ITEMIZED COSTS</b>		
<b>Mementos</b>		
<b>Film/Processing</b>		
<b>Documentary/venue DVDs/CDs</b>		
<b>Books for IMSO use on venue used for instruction</b>		
<b>AU/PME magazine subscription (IMS only)</b>		
<b>Cash Advance Fees</b>		
<b>Brochure Printing Costs</b>		
<b>Other (use remarks)</b>		
<b>TOTAL COSTS</b>	<b>\$0.00</b>	







## ATTACHMENT XV.

### DD FORM 1131, CASH COLLECTION VOUCHER [SAMPLE]

<b>CASH COLLECTION VOUCHER</b>		1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER		
		2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER		
<b>3. RECEIVING OFFICE</b>				
a. ACTIVITY <i>(Name and Location) (Include ZIP Code)</i>				
EXAMPLE: If, perhaps, money needs to be turned back into Finance, this form would be used and would be included as part of the final package.				
b. RECEIVED AND FORWARDED BY <i>(Printed Name, Title and Signature)</i>			d. DATE <i>(YYYYMMDD)</i>	
c. TELEPHONE NUMBER <i>(Include Area Code):</i> COMMERCIAL: _____ DSN: _____				
<b>4. DISBURSING OFFICE</b>				
a. ACTIVITY <i>(Name and Location) (Include ZIP Code)</i>				
b. DISBURSING OFFICER <i>(Printed Name, Title and Signature)</i>			d. DISBURSING STATION SYMBOL NUMBER	
c. TELEPHONE NUMBER <i>(Include Area Code):</i> COMMERCIAL: _____ DSN: _____			e. DATE <i>(YYYYMMDD)</i>	
<b>5. PERIOD:</b> a. FROM: _____ b. TO: _____				
<b>6. DATE RECEIVED</b>	<b>7. NAME OF REMITTER DESCRIPTION OF REMITTANCE</b>	<b>8. DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED</b>	<b>9. AMOUNT</b>	<b>10. ACCOUNTING CLASSIFICATION</b>
				FUND CITE as on AF Form 616
<b>11. TOTAL</b>			0.00	

# ATTACHMENT XVI.

## DD FORM 1081 - STATEMENT OF AGENT OFFICER'S ACCOUNT

STATEMENT OF AGENT OFFICER'S ACCOUNT				
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NO.		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS <i>(Include ZIP Code/APO number) and Telephone number)</i>		
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS <i>a</i>	INCREASE <i>(Received by Agent)</i> <i>b</i>	BEGINNING BALANCE <i>(In Agent's Account)</i> <i>c</i>	DECREASE <i>(Turned in by Agent)</i> <i>d</i>	ENDING BALANCE <i>(In Agent's Account)</i> <i>e</i>
1. BALANCE FORWARD				
2. U.S. DOLLARS				
3. FOREIGN CURRENCY				
4. MILITARY PAYMENT CERTIFICATES				
5. COLLECTIONS				
6. DEPOSITS				
7. NEGOTIABLE INSTRUMENTS				
A. TREASURY CHECKS				
B. MILITARY PAYMENT ORDERS				
C. OTHER <i>(Specify)</i>				
8. PAID VOUCHERS				
9. INCORRECT VOUCHERS RETURNED				
10.				
11.				
12. TOTAL FUNDS IN HANDS OF AGENT OFFICER				
STATEMENTS				
DISBURSING OFFICER		AGENT OFFICER		
<input type="checkbox"/> <b>ON ADVANCE:</b> I HAVE INTRUSTED FUNDS AND/OR OTHER ITEMS AS INDICATED IN THIS STATEMENT TO THE ABOVE NAMED AS MY AGENT OFFICER.		<input type="checkbox"/> <b>ON ADVANCE:</b> I, AS AGENT OFFICER, HAVE FUNDS AND/OR OTHER ITEMS AS INDICATED ABOVE. I HAVE ASSUMED PECUNIARY RESPONSIBILITY THEREFOR. I WILL NOTIFY THE DISBURSING OFFICER IMMEDIATELY UPON DISCOVERY OF ANY LOSS OR SHORTAGE, AND I HAVE RECEIVED AND UNDERSTAND WRITTEN INSTRUCTIONS CONCERNING MY DUTIES AND RESPONSIBILITIES AS AN AGENT OFFICER.		
DATE	SIGNATURE OF DISBURSING OFFICER <i>(Print Name)</i>	DATE	SIGNATURE OF AGENT OFFICER <i>(Print Name)</i>	
<input type="checkbox"/> <b>ON RETURN:</b> I HAVE RECEIVED FUNDS AND/OR ITEMS AS INDICATED ON THIS STATEMENT FROM THE ABOVE NAMED AGENT OFFICER.		<input type="checkbox"/> <b>ON RETURN:</b> THE ABOVE STATEMENT OF ACCOUNT IS CORRECT.		
DATE	SIGNATURE OF DISBURSING OFFICER <i>(Print Name)</i>	DATE	SIGNATURE OF AGENT OFFICER <i>(Print Name)</i>	

# ATTACHMENT XVII.

## FSP ACTIVITY TRAVEL ORDER [SAMPLE]

DEPARTMENT OF THE AIR FORCE  
82D TRAINING WING (AETC)  
SHEPPARD AFB TX 76311-2367

FSP Activity Travel Order 20071107

24 Oct 07

The following "Security Assistance Training Program" (SATP), (foreign military) students and "ENJJPT" students assigned to HQ 82nd Training Wing and HQ 80th Flying Training Wing, this station, are invited to proceed from Sheppard AFB TX on or about 7 Nov 07 to Hotel Washington, Wash. D.C. for approximately 5 days, to participate in a AF Field Studies Program tour. Upon completion students will return to Sheppard AFB. Accounting classification 5783400 308 8815 881010 040000 40900 A1010F 846800 F46800 F3PH317282H003 (0806A). The complete accounting classification will be cited on all obligation documents pertaining to this activity. Copies of all obligation documents will be forwarded to HQ AFSAT/RSM, Randolph AFB TX 78150-4032. Government transportation will be provided. The cost of this trip will not exceed \$30,000.00. Auth: JSAT (AFI 16-105) and HQ AFSAT/TOI, Randolph AFB, TX, AF Form 616, "Field Studies Program, Fund Request," dated 9 Oct 2007.

SPECIAL REQUIREMENTS: 1. Meal allowance, lodging, transportation and entrance fees will be paid by the U.S. Government; 2. The group must arrive at Washington National Airport on 7 Nov 2007 NLT 1530 HRS (local) to meet commercial 11 Nov 2007 NLT than 1230 HRS (local) to meet prearranged transportation to Sheppard AFB.

<u>LAST NAME FIRST NAME</u>	<u>RANK</u>	<u>COUNTRY</u>
Duchrow, Alexander	Lt	
Sauer, Ronny	Cdt	
Koehle, Michael	Cdt	
von Rosen, Alexander	Cdt	
Ciunfrini, Jamie	Lt	
Bianutto, Ugo	Lt	
Manzo, Roberto	Lt	
Sacco, Alessandro	Lt	
Balestra, Riccapido	Lt	
Kuiper, Tom	Cdt	
Westrud, Joakim	Lt	
Toemmerdal, Tommy	Lt	
Saastad, Lars	Lt	
Naes, Fredrik	Lt	
Rosenberger, Roland	Cdt	
Hussein, Rami	Capt	

DEPARTMENT OF THE AIR FORCE  
82D TRAINING WING (AETC)  
SHEPPARD AFB TX 76311

APPROVING OFFICIAL:

*Thomas G. Meluxen*  
THOMAS G. MELUXEN, GS-9  
Director, Field Studies Program

TDN: FOR THE COMMANDER

# ATTACHMENT XVIII.

## IMS FSP ACTIVITY EVALUATION SHEET

NAME: (OPTIONAL)		RANK/RATE: (OPTIONAL)
COUNTRY: (OPTIONAL)	STUDENT ID NUMBER: (OPTIONAL)	SECTION: (IF APPLICABLE/ OPTIONAL)
ACTIVITY/EVENT(S)/OBJECTIVE(S):		
DATE(S):		
WERE YOU ABLE TO RECOGNIZE HOW THE AREAS OF EMPHASIS PERTAINING TO THIS FSP ACTIVITY/EVENT RELATED TO THE OBJECTIVE?		
YES _____		NO _____
REMARKS: (PLEASE PROVIDE YOUR COMMENTS ABOUT THIS FSP ACTIVITY/EVENT. IF YOU NEED ADDITIONAL SPACE, CONTINUE ON REVERSE) NOTE: One of these forms should be filled out by each student following the completion of each FSP activity		

## ATTACHMENT XIX

<b>ESCORT'S ASSESSMENT OF FSP ACTIVITY</b>	
<b>NAME OF SENIOR ESCORT:</b>	<b>NAME OF COMMAND:</b>
<b>DATE OF ACTIVITY:</b>	<b>NUMBER OF INTERNATIONAL STUDENTS PARTICIPATING:</b>
<b>COUNTRIES REPRESENTED:</b>	
<b>FSP OBJECTIVE(S):</b>	<b>DID EACH INTERNATIONAL STUDENT RECEIVE A PREBRIEF CONCERNING THIS ACTIVITY/EVENT? YES NO (IF NO, EXPLAIN IN REMARKS SECTION)</b>
<b>DID EACH STUDENT RECEIVE AN FSP ACTIVITY/EVENT INFORMATION SHEET CONCERNING THIS ACTIVITY? YES NO (IF NO, EXPLAIN IN REMARKS SECTION)</b>	<b>DID EACH STUDENT COMPLETE AN FSP ACTIVITY/EVENT EVALUATION SHEET FOLLOWING THIS ACTIVITY? YES NO (IF NO, EXPLAIN IN REMARKS SECTION)</b>
<b>WERE THE ARTICLES UNDER THE UNIVERSAL DECLARATION OF HUMAN RIGHTS PERTAINING TO THIS ACTIVITY ADEQUATELY COVERED DURING THIS ACTIVITY/EVENT? YES NO (IF NO, EXPLAIN IN REMARKS SECTION)</b>	<b>DID THIS ACTIVITY CLEARLY SUPPORT THE FSP AREAS OF EMPHASIS AS OUTLINED IN BLOCK 6 OF THE FSP ACTIVITY/EVENT LESSON PLAN(S)? YES NO (IF NO, EXPLAIN IN REMARKS SECTION)</b>
<b>NOTE: THE DEBRIEF SHOULD BE GIVEN IMMEDIATELY AFTER THE ACTIVITY/EVENT, REEMPHASIZING THE FSP OBJECTIVES.</b>	
<p><b>REMARKS : (PROVIDE AN ASSESSMENT OF THIS EVENT. IF MORE SPACE IS NEEDED, CONTINUE ON REVERSE) One of these forms should be filled out by the senior escort the first day of duty following completion of each Field Studies activity</b></p>	

## APPENDIX I - COMMON ACRONYMS

**AFSAT** - Air Force Security Assistance Training (AFSAT) Squadron. AETC organization responsible for the implementation of USAF-sponsored SCETP.

**CLO** - Country Liaison Officer.

**DLIELC** - Defense Language Institute English Language Center. DoD tenant at Joint Base San Antonio- Lackland TX that provides English instruction for IMS. Commonly referred to as DLI.

**DISAM** - Defense Institute of Security Assistance Management. DISAM conducts the Security Cooperation Training Management – Training Officer (SCM-TO) course for newly assigned Security Cooperation Education and Training personnel from all military services.

**DSAMS TM** - Defense Security Assistance Management System Training Management. Computer system utilized by AFSAT for scheduling, storing, and providing data on all IMS.

**DSCA** - Defense Security Cooperation Agency. The DoD agency responsible for establishing SCETP policy and for directing and supervising the administration and implementation of the SCETP within the policies established by the Under Secretary of Defense for Policy (USD/P).

**ECL** - English Comprehension Level. A figure determined by a standard DLI examination that indicates IMS's English fluency levels.

**Expanded-IMET (E-IMET)** - That portion of the IMET program intended specifically to provide training to foreign military and civilian personnel, including civilian personnel from non-defense ministries, the country's legislative entities, and non-governmental agencies who are involved in military matters, in managing and administering military establishments and budgets, in promoting civilian control of the military, and in creating and maintaining effective military justice systems and military codes of conduct IAW internationally recognized human rights.

**FMF** - Foreign Military Financing. U.S. government program for financing through grants or loans the acquisition of U.S. military articles, services, and training. It supports U.S. regional stability goals and enables friends and allies to improve their defense capabilities.

**FMS** - Foreign Military Sales. Sales for DoD stocks or procurement of defense articles, services, and training to any eligible foreign country or international organization. FMS is authorized under the Arms Export Control Act and, in some instances, the Foreign Assistance Act.

**FSP** - Field Studies Program. The DoD program that provides IMS with an understanding of the responsibilities of governments, militaries, and citizens to protect, preserve, and respect the rights of every individual.

**IMET** - International Military Education and Training. The portion of the U.S. Security Cooperation Education and Training that provides training to selected foreign military and defense associated civilian personnel on a grant basis.

**IMSO** - International Military Student Officer. The base point of contact responsible for all administration, training, and issues pertaining to international military students.

**ITO** - Invitational Travel Order. A written authorization for an IMS to travel to, from, and between U.S. activities for training under an approved and funded USG or FMS program.

**JSCET** - Joint Security Cooperation Education and Training (JSCET) Instruction, AFI 16-105.

**MAOAF** - Military Assistance Other Agency Funded. Training in USAF and other military service schools and installations sponsored and funded through other U.S. government agencies.

**MASL** - Military Articles and Services List. A catalog of material, services, and training used in the planning and programming of USG and FMS programs.

**Navy IPO** - Navy International Programs Office. The Navy organization with overall responsibility for implementing approved Department of the Navy Security Assistance Training Programs and is the focal point for SC training matters with foreign countries.

**NETSAFA** - Naval Education and Training Security Assistance Field Activity. Functions as executive agent for execution of the U.S. Navy SCETP IAW appropriate Secretary of the Navy policies.

**OPI** - Oral Proficiency Interview. The OPI is a real time, live interview designed to measure the English language listening and speaking capability of a student. It is an oral interview, approximately one hour long, administered by two certified DLIELC interviewers. Through conversation, the interviewers track acquired language skills. These are skills that have become "automatic" with the student--skills the student cannot afford to fumble while in a task-saturated environment (i.e. in the cockpit, communicating with the tower, etc.). OPI interviews are required for students attending U.S. military flight training and certain other designated courses.

**OT** - Orientation Tour. A tour arranged for key international personnel who may be funded under FMS or USG to orient them with U.S. organization, equipment, facilities or methods of operation at various locations. During available time and weekends, the IMSO arranges for some FSP activities.

**SAF/IA** - Deputy Under Secretary of the Air Force, International Affairs. Air Force organization responsible for the policy direction, integration, guidance, management, and supervision of international programs and activities affiliated with the Department of the Air Force.

**SAF/IAPD** - Disclosure Division. Administers non-SCETP tours and self-invited visits for international personnel and determines disclosure policies for IMS.

**SAF/IAPX** - Security Assistance Policy Division. Responsible for SC training policy and FSP policy matters.

**E-SAMM** – Electronic Security Assistance Management Manual (DSCA 5105.38-M). Document that contains guidance for administering SC programs.

**SAN** - Security Assistance Network. An internet-based network developed for the SC community to provide typical wide area network functionality for worldwide SC users. The SAN Web system provides: access to the world wide web, ITO repository, identification of web sites of interest to the SC community, an e-mail system (primarily for overseas users), a library function for the storage and conveyance of large data files, a bulletin board function for viewing SC documents, and the hosting of SC training and budgetary data. The SAN is managed by DISAM and is hosted by the Institute for Defense Analyses (IDA) in Alexandria VA.

**SCO** - Security Cooperation Organization. A generic term used to designate the U.S. agency in a foreign country that administers SC programs. May consist of an individual Security Cooperation Officer or office.

**SATFA-TRADOC** - Security Assistance Training Field Activity, U.S. Army Training and Doctrine Command. The organization responsible for the operation and administration of the Department of Army SCETP.

**SCETP** - Security Cooperation Education and Training Program. Includes, but not limited to IMET, FMS, PME, Unit Exchanges, and Flight Training Exchanges.

**SAUS-IA** - Office of the Deputy Secretary of the Army (International Affairs). The principal Army Staff representative and the focal point within the Army Staff for SC and the SCETP.

**SET** - Specialized English Training. Technical course of instruction in applied language skills, technical vocabulary, and situational context for the IMS. The course does not teach technical application nor the basic skills required in the particular specialty.

**WCN** - Worksheet Control Number. This number is the most important element identifier used in the SCETP to track the IMS. Normally, one worksheet control number (WCN) will be assigned per IMS. The WCN allows for effective tracking and billing.

**APPENDIX II – INSPECTION GUIDANCE**

**AIR EDUCATION AND TRAINING COMMAND**

**INSPECTION GUIDANCE**

**AS OF: 1 September 2014**

**INTERNATIONAL MILITARY STUDENT OFFICER SELF-ASSESSMENT**

This guidance implements AFI 16-105, Joint Security Cooperation Education and Training. It establishes the installation/base commander’s responsibilities for International Military Student (IMS) administration. It applies primarily to the International Military Student Officer (IMSO) and the Country Liaison Officer (CLO). This guidance is designed to assist in your preparation for the command inspections and is not intended as the sole source of inspection material but should be used in conjunction with the applicable governing directives. All references are from AFI 16-105, the USAF IMSO Handbook 1 September 2014, DoD Field Studies Guide, DoDI 5410.17, September 15, 2006, and the DSCA and SAF/IAPX Policy.

**UNIT:** \_\_\_\_\_

**DATE OF ASSESSMENT:** \_\_\_\_\_

<b>Item No.</b>	<b>Item</b>	<b>Reference</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>INTERNATIONAL STUDENT MANAGEMENT</b>					
<b>OPR: AFSAT, 210-652-5282 (DSN 487)</b>					
1.	Has an individual been designated as IMSO by the installation/base commander and/or HQ Directorate and has his/her name, grade, organization, and telephone number been forwarded Air Force Security Assistance Training (AFSAT) Squadron?	AFI 16-105 para 10-6, 10-99.a			
2.	Has the IMSO attended the Defense Institute for Security Assistance Management (DISAM) SCM-TO course?	AFI 16-105 para 10-6.c.(1), 10-99.a			
3.	Does the IMSO regularly brief the installation/base commander, his/her staff and other appropriate base officials on the background of the Security Cooperation Education and Training Program, and the DoD Field Studies Program (FSP)?	USAF IMSO Handbook 2014, Ch 3, Attachment I, Item 5			
4.	Does the IMSO maintain specific USAF records, that is, flight and personnel records for IMS in accordance with (IAW) AFMAN 33-363?	AFI 16-105 para 10-99.d; USAF IMSO Handbook, Ch 3, 5.a			

5.	Does the IMSO update arrival/departure notifications on the SAN Web and input progress messages/changes to the IMS status that occurs during the IMS's training?	E-SAMM, DSCA 5105.38-M, Chapter 10, C10.4.1			
6.	Does the IMSO provide a training installation briefing to IMS on items listed in AFI 16-105 upon arrival?	AFI 16-105, Chapter 10, 10-13			
7.	Does the IMSO thoroughly review the IMS's invitational travel order (ITO) and appropriate amendments to ensure the ITO reflects the security clearance required for classified courses?	AFI 16-105, Chapters 9 and 10, 9-9.c, 10-39, 10-40.b, 10-112, 10-118.c.(1)			
8.	Are IMS briefed on the restrictions regarding civilian employment while in training?	E-SAMM, DSCA 5105.38-M, Chapter 10, C10.20.4			
9.	Does the IMSO check with the installation Staff Judge Advocate to determine current laws and regulations governing firearms prior to briefing IMS?	AFI 16-105, Chapter 10, 10-34			
10.	Does the IMSO make sure IMS have cleared all USG facilities before departure?	AFI 16-105 Chapter 10, 10-6.b.(6)			
11.	Does the IMSO identify IMS with delinquent debts during out processing and are IMS with delinquent debts queried by the IMSO as to why delinquent debt cannot be settled before departure?	AFI 16-105 Chapter 10, 10-31.b			
12.	Are IMS graduation certificates held until indebtedness is resolved?	AFI 16-105, Chapter 10, 10-31.b.(3)(d)			
13.	Does the IMSO notify follow-on training (FOT) activities of arrival information 15 days prior to the student's arrival or as soon as transportation information is available and transmit IMS personnel and training records no later than 10 days following graduation?	AFI 16-105, Chapter 10, 10-6.b.(5)(a), 10-99.g, 10-50			

14.	Is a DD Form 2496 for all IMS completed by the Instructor/IMSO at the end of training and uploaded into the SAN Web? (exception: only language, flight, observer, preparatory training, and preparatory training, and professional military education can utilize alternative form)	AFI 16-105, Chapter 10, 10-28.b, 10-99.f			
15.	As the IMSO at the final continental U.S. (CONUS) training installation, do you personally review the contents of IMS's personnel and training files (to include IMS flight and medical records, if applicable) and forward hard copy or soft copy records as coordinated/requested by the SCO not later than 60 days after the IMS's graduation?	AFI 16-105, Chapter 10, 10-6.b.(5)c, 10-99.g.(2); USAF IMSO Handbook, Chapter 3, 5.a.(3)			
16.	Are IMS issues/incidents reported to AFSAT (i.e., academic, discipline, misconduct, etc...)?	AFI 16-105, Chapter 10, 10-103.b			
17.	Does the IMSO carefully check before making a determination of unauthorized absence (UA) to ensure that the IMS is not absent because of misunderstanding in schedule, sick in quarters, or for other plausible reasons?	AFI 16-105, Chapter 10, 10-47.a., 10-111			
18.	Does the IMSO advise AFSAT immediately once making a determination of unauthorized absence (UA)?	AFI 16-105, Chapter 10, 10-47.a., 10-111			
19.	Does the IMSO report the absence to the local and national U.S. Immigration and Customs Enforcement authorities at ctceu@dhs.gov once it has been determined that an IMS is in UA status?	AFI 16-105, Chapter 10, 10-47.b.(1), USAF IMSO Handbook, Chapter 3, 6.b.(1)			
20.	Does the IMSO advise AFSAT/CC by telephone of intended board action as soon as the requirement for faculty board action is known?	AFI 16-105, Chapter 10, 10-99.n			
21.	Does the IMSO immediately, upon receipt of the approved board proceedings, forward the original to AFSAT for appropriate action?	AFI 16-105, Chapter 10, 10-99.n			

22.	When the IMSO determines that a request for political asylum has been made, does the IMSO immediately comply with AETC/IA guidance and AFI 51-704?	AFI 16-105, Chapter 10, 10-44, 10-99.m., USAF IMSO Handbook, Chapter 3, 6.f			
23.	If emergency treatment or medical services are required from civilian sources for IMS, does the IMSO notify the nearest DoD medical facility?	AFI 16-105, Chapter 8, 8-12.c.(2)(a)			
24.	Does the IMSO obtain from the civilian medical facility three copies of the bill for treatment and services, including a statement signed by the doctor that reads as follows: "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."?	AFI 16-105, Chapter 8, 8-12.c.(2)(b)			
25.	Has the IMSO reviewed the IMS ITO to determine if IMS and any authorized dependents possess the required medical insurance coverage?	E-SAMM, DSCA 5105.38-M, Chapter 10; C10.9, AFI 16-105 Chapter 8, 8-2.b.; SAF Policy Memorandum 10-47			
26.	Does the IMSO advise the IMS to forward the medical packet to the local military medical authority for storage and for creation of an outpatient medical record (to include a copy of the medical insurance policy, in English)?	AFI 16-105 Chapter 8, 8-2.a.(6), 8-2.b., E-SAMM, DSCA 5105.38-M, Chapter 10, C10.8.5.10.4			
27.	Is the quarterly FSP Quarterly Activities Projection Plan Worksheet properly prepared and submitted to AFSAT no later than 60 days prior to the fiscal quarter?	AFI 16-105, Chapter 11, 11-44.a			

28.	Does the IMSO maintain and dispose of receipts for expenditure of funds according to USAF instructions?	AFI 16-105 Chapter 11, 11-52			
29.	Does the IMSO complete an SF 1034 and provide copies of all receipts to AFSAT to account for expenses?	AFI 16-105, Chapter 11			
30.	Have all FSP activities been annotated on AF Form 1217 or electronic database and included in each IMS training records?	AFI 16-105, Chapter 11, 11-20.a., 11-46			
31.	Is a sampling of IMS evaluations and the IMSO assessment for each activity forwarded to AFSAT?	AFI 16-105, Chapter 11, 11-48			
32.	Does the IMSO ensure the proper number of escorts are assigned for each activity/event?	AFI 16-105, Chapter 11, 11-12.b			
33.	Does the training activity have a civilian/military sponsor program for IMS?	AFI 16-105, Chapter 11, 11-8.d.; USAF IMSO Handbook, Chapter 3, 2.1			

USAF IMSO Handbook published  
by AFSAT IMSO Office.