

DEPARTURE BRIEFING for IMET

- Check PASSPORT and VISA to verify the expiration date exceeds the class date & travel. Passport **MUST NOT** be released prior to departure briefing.
- Discuss thoroughly each item # on ITO with student to verify personnel data is accurate. (ie. Passport # and name correctly correspond).
- Inform member to keep 1 **copy of an ITO** on themselves at ALL times, in addition when traveling keep 1 copy in each piece of luggage in case of loss or separation from student. Along with American Embassy POC business card.
- Verify **advance pay amount** is accurate and student understands that is deducted from travel voucher at time of submittal (ref # 13b & 15).
- Discuss how member get's **reimbursed for expenditures** (ie meals & housing) 13b & 15
- Discuss **Baggage allowance** (ie dependant on # of weeks TDY)
- Verify that student understands block # 13 C regarding any **financial obligation** to member is their responsibility NOT U.S. Govt or Oman Govt. (ie. Rental car, cell phone, parking tickets).
- Discuss **random searches at airports** may occur, explain that student is traveling on an A2 Official Government Business Visa and is exempt from fingerprinting or interview process. However, that does not preclude student from being asked to go through the airport screening. Please have patience.
- Discuss the **IMSO** sponsor responsibilities (ie. Meeting student at airport, however if emergency and no one shows for student talk about alternate plans to get to course or lodging location. USO)
- Make note of # 13G to member. **Misbehavior** results in contact to Oman Government
- Provide student with 24 hour POC for IMSO
- Provide student business cards from OMC American Embassy POC's
- Keep cognizant that if your **flight is delayed** at any point where you will not make your pre-planned arrival time, you must try your best to notify your IMSO or American Embassy rep so the person whom is supposed to pick you up at airport is notified that you won't be there. Make note that there are **USO's** at most large airports if problems arise or need phone/rest. If dependants are accompanying IMS; **MUST** have *medical insurance coverage*. As well as be medically cleared fit from Oman w/forms just as IMS. **See policy at 26E** for ref.
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- Print location guide from TMS, as well as copy of all med/security papers for IMS to carry with them.
- Provide IMS **Oman Defense Attach' in Washington DC**, USA for emergencies 202-466-0230