

IMET STUDENT PROCESSING CONTROL SHEET

NAME/RANK: _____

SERVICE: _____ WCN/MASL: _____

ECL SCORE: _____ ECL Exam FY and Catalog #/Book # : _____ REQ ECL: _____

Course Length (wks): _____ CONTACT #'s: _____

STEP	ACTION	TIMING	DATE COMPLETE
1	Identify Open Course on STL	- 200	
2	Identify Student (IMS)	- 180	
3	Initial ECL Testing (but NLT – 65)	- 105	
4	(IF APPL) Follow Up ECL Test	- 75	
5	Send Request for Military History of Student / Biographical Information from MOD	- 105	
5a	Request MFA Letter from MOD	- 105	
5b	Request Certificate of Military Service from MOD	- 105	
5c	Request Human Rights Certificate from MOD	- 105	
5d	Request Joining Instruction / Movement Order from MOD	- 105	
5e	Request Security Screening from MOD	- 105	
5f	Request Medical Screening from MOD	- 105	
6	Call Service Component if OMC is intending to cancel course for them.	-80	
7	Course Cancellation (NLT or penalized/loose \$)	- 60	
8	Process Visa & Human Rights Vetting DO NOT Release to Student prior to Departure Brief (see continuity binder on subject)	- 30	
9	Request Fund Cite for WCN course from Service Program Manager in U.S. via email	- 25	
10	Arrange Flight Information w/Embassy Travel Agent	- 25	
11	Publish ITO and copies in TMS / E-send to service component		
12	Send Arrival Notice to IMSO via TMS	- 14	
13	Set-up Pre – Departure Brief with Student (Airline Tickets, Advance \$, lodging rates, give ITO & Passport Visa, POC IMSO information for location lodging ect-print from TMS)	- 5	
14	Student Attends Training Course	Rpt Dt	

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15	Student Completes Training	End Dt	
16	Books Received in OMC	+ 30	
17	Books Delivered to Member / Out-brief IMS	+ 40	

NOTES: _____