

Army Regulation 12-15  
SECNAVINST 4950.4A  
AFI 16-105

Security Assistance Training

# Joint Security Assistance Training (JSAT)

Headquarters  
Departments of the Army, the Navy,  
and the Air Force  
Washington, DC  
5 June 2000

**UNCLASSIFIED**

PCN 21600095000

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited

# ***SUMMARY of CHANGE***

AR 12-15/SECNAVINST 4950.4A/AFI 16-105  
Joint Security Assistance Training (JSAT)

This revision--

- o Incorporates various U.S. law changes as a result of revision to Title 10 and 22 United States Code (U.S.C.), and revises responsibilities, policy, and some procedures for acquiring and transferring logistics support between U.S. Army, North Atlantic Treaty Organization (NATO) countries, NATO subsidiary bodies, and other governments of eligible countries.
- o Includes a major reorganization and rewrite of AR 12-15, SECNAVINST 4950.4 and AFR 50-29.
- o Changes HQDA security assistance proponentcy from the Deputy Chief of Staff for Logistics to the Deputy Under Secretary of the Army (International Affairs).
- o Incorporates General Order 10, dated 12 August 1997.
- o Because the structure of the entire revised text has been reorganized, no attempt has been made to highlight changes from the earlier regulations.
- o Rescinds DA Form 3288-R, Sep 1980 and replaces it with DD Form 2496 (International Student Academic Report).

Headquarters  
Departments of the Army, the Navy,  
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5 June 2000

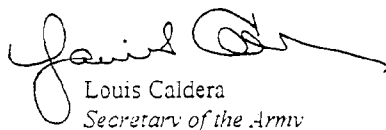
\*Army Regulation 12-15  
SECNAVINST 4950.4A  
AFI 16-105  
Effective 5 July 2000

## Security Assistance Training

### Joint Security Assistance Training (JSAT)

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By Order of the Secretaries of the Army, the Navy, and the Air Force:



Louis Caldera  
*Secretary of the Army*

WILLARD H. MITCHELL  
Deputy Under Secretary of the Air Force  
International Affairs

RICHARD DANZIG  
Secretary of the Navy

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**History.** This printing publishes a complete revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

**Summary.** This joint regulation revises several regulations that cover the education and training of foreign personnel, and implements DOD 5105.38-M, Security Assistance Management Manual. It prescribes policies, responsibilities, procedures, and administration for the education and training of international military students by the Departments of the Army, Navy, and Air Force as authorized by U.S. security assistance legislation. It deals specifically with training under the International Military Education and Training Program and the Foreign Military Sales Program and contains instructions on the Department of Defense Informational Program.

**Applicability.** This joint regulation applies to Active and Reserve Components of the Army, Navy, Air Force, Marine Corps, Air National Guard, and Coast

Guard (for information guidance, and policy for SA sponsored international training), and DOD agencies.

**Proponent and exception authority.** The proponent of this regulation is the Secretary of the Army. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulations. Proponents may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

**Army management control process.** This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

**Supplementation.** Supplementation of this joint regulation is prohibited without prior approval from HQDA (SAUS-IA-DSA), 102 Army Pentagon, WASH DC 20310-0102.

**Suggested Improvements.** Army users are invited to send comments and suggested improvement on DA Form 2028 (Recommended Changes to Publications

and Blank Forms) directly to HQDA (SAUS-IA-DSA), 102 Army Pentagon WASH DC 20310-0102. U.S. Navy users send comments directly to Navy IPO (02T) 3801 Nebraska Avenue, NW, Washington, DC 20393-5445. Marine Corps users send comments directly to CG MCCDC (C38), 3094 Upshur Avenue, QUANTICO VA. 22134-5073. Air Force users send comments to SAF/IAX, 1080 Air Force Pentagon, WASH DC 20330-1080.

**Distribution.** Army: This publication is available in electronic media only and is intended for command levels D and E for the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve.

*Navy:* SNDL—  
Parts 1 (less 29N) and 2

*Air Force:* F.

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\*This regulation supersedes AR 12-15/SECNAVINST 4950.4/AFR 50-29, dated 28 February 1990. Also rescinds DA Form 3288-R, dated September 1980.

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## Glossary

## Index

## **Chapter 1 Introduction**

### **1-1. Purpose**

This joint regulation prescribes policies, procedures, and responsibilities for training foreign personnel. It applies to the entire security assistance training process—from congressional and State Department authorization, through the country's identification of its training needs, through the programming and financial management process, and through all aspects of security assistance training. It applies to—

- a.* Training formulated under the Security Assistance Training Program (SATP)
- b.* Individual training attachment of allied personnel on temporary duty (TDY).
- c.* Orientations and observer visits by foreign military personnel performed at no expense to the United States (U.S.) Government.

### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this joint regulation are explained in the glossary.

### **1-4. Security assistance training program**

The security assistance training program (SATP) consists of U.S. military training assistance to eligible countries. Security Assistance (SA) training includes all training of foreign personnel authorized under the Foreign Assistance Act (FAA) of 1961, as amended, and the Arms Export Control Act (AECA), as amended. The four components of the SATP are as follows—

- a.* International Military Education and Training (IMET) (under the FAA) includes education and training provided for which the military departments (MILDEPs) are reimbursed from foreign assistance appropriations.
- b.* Foreign Military Sales (FMS) (under the AECA) covers the sale of defense articles, services, and training to eligible foreign governments and international organizations. These sales are reimbursed to the MILDEPs as required by law.
- c.* The Professional Military Exchange (PME) program, which is under the FAA, authorizes the exchange of U.S. and foreign personnel on a one-for-one basis at MILDEP command and staff and war colleges.
- d.* Unit Exchange, which is under the AECA, authorizes the provision of informal training and related support on a reciprocal basis.

### **1-5. Objectives of the SATP**

The objectives of the SATP are to—

- a.* Assist the foreign country in developing expertise and systems needed for effective management and operation of its defense establishment.
- b.* Foster the foreign country's development of its own professional and technical training capability.
- c.* Promote U.S. military rapport with the armed forces of foreign countries to operate in peacekeeping missions and in coalition environments.
- d.* Promote better understanding of the United States, its people, political system, institutions, and way of life.
- e.* Increase the international military student's (IMS) awareness of the U.S. commitment to the basic principles of internationally recognized human rights.
- f.* Develop skills needed for effective operation and maintenance of equipment acquired from the United States.

## **Chapter 2 Responsibilities**

### **Section I General**

#### **2-1. Secretary of State**

The Secretary of State is responsible for the supervision and direction of SA, determination of eligibility of countries to receive SA, and the dollar value of country programs.

## **2-2. Secretary of Defense (SECDEF)**

The SECDEF is responsible for supervising the training of international military students (IMSS) under the SATP, to include training teams deployed outside continental United States (OCONUS).

## **2-3. Undersecretary of Defense for Policy (USD/P)**

The USD/P acts for the SECDEF in SA policy matters.

## **2-4. Director, Defense Security Corporation Agency (DSCA)**

Under the authority and direction of the USD/P, the Director, DSCA, is responsible for establishing SATP policy and for directing and supervising the administration and implementation of the SATP within the policies established by the USD/P. Responsibilities of the Director, DSCA, include—

- a.* Maintaining DOD management information systems.
- b.* Publishing the Security Assistance Management Manual (SAMM).
- c.* Budgeting and allocating IMET funds.

## **2-5. Heads of Defense Finance and Accounting Service (DFAS)**

The DFAS is the single DOD agency responsible for billing the purchaser for Foreign Military Sales (FMS) cases. Responsibilities of DFAS include—

- a.* Receiving Letters of Offer and Acceptance (LOAs) and monetary instruments from foreign purchasers.
- b.* Maintaining FMS trust funds.
- c.* Issuing obligation authority (OA) to military departments (MILDEPs).
- d.* Receiving performance delivery reports from MILDEPs.
- e.* Reimbursing MILDEPs.
- f.* Preparing DD Forms 645 (Foreign Military Sales Billing Statement) and forwarding them to purchasers.

## **2-6. Commanders of unified commands**

Unified commanders are assigned responsibilities for SA matters within their respective areas of cognizance by DOD Directive 5132.3. These responsibilities include—

- a.* Correlating military SA plans and programs with U.S. military plans within budgetary limitations for IMET and Foreign Military Financing.
- b.* Supervising and directing the development of recommended country IMET plans and programs according to guidance in the SAMM and other instructions provided by the Joint Chiefs of Staff and the MILDEPs.
- c.* Monitoring and supervising the activities of the security assistance organizations (SAOs) and arranging for assistance and administrative support.
- d.* Initiating management recommendations or actions for the evaluation of SA programs, requests, and proposals before submitting to SECDEF.

## **2-7. Unified commands**

The term “unified command,” for the purpose of this regulation, refers to the individuals below, who are directly responsible for SA programs (including training)—

- a.* Commander in Chief, United States Central Command (USCINCCENT).
- b.* Commander in Chief, United States European Command (USCINCEUR).
- c.* Commander in Chief, United States Pacific Command (USCINCPAC).
- d.* Commander in Chief, United States Southern Command (USCINCSO).

## **2-8. Commanders of component commands**

Component commanders will participate, as appropriate, in program development and will support the approved SATP.

## **2-9. Chief of security assistance organizations (SAOs)**

Responsibilities for Chiefs of SAOs with respect to the Defense English Language Program (DELP) are described in chapter 3. Chiefs of SAOs are under military command of the unified commander. They are under the direction and supervision of the Chief of the U.S. Diplomatic Mission, who is responsible for coordinating the full range of USG

objectives and activities in the country. Direct communication is authorized between the SAO and the MILDEPs on technical, administrative, and other matters concerning implementation of SA approved program. Chiefs of SAOs—

- a. Assist foreign countries in—
  - (1) Planning and programming SATP requirements.
  - (2) Submitting requirements to appropriate agencies.
  - (3) Administering approved programs in-country.
- b. Make recommendations concerning SATP.
- c. Develop SATP and submit appropriate program data.
- d. Observe and report on the use of IMSs trained under the IMETP.
- e. Provide appropriate services concerning training and technical assistance to recipient countries for SATP.
- f. Assist in the selection of IMSs and ensure that IMSs meet security, medical, English language, and technical requirements for training provided under SATP.
- g. Ensure all IMSs are briefed before their departure from the home country. (See chap 10, sec VI, for briefing guide.)
- h. Prepare necessary administrative documents related to training as required within this regulation.
- i. To the maximum extent possible, obtain returning IMSs' feedback concerning the training and support provided.
- j. Provide appropriate IMS records to the initial training installation.
- k. Release information in the IMS's training and medical record to country personnel when appropriate. However, records should be screened carefully to ensure that information of a sensitive nature is removed.
- l. Provide administrative and operational control of deployed SAT teams.

## **2-10. Commandant, Defense Language Institute, English Language Center (DLIELC)**

The Commandant of DLIELC exercises policy, and technical control of the Defense English Language Program (DELP).

## **Section II Department of the Army**

### **2-11. Deputy Under Secretary of the Army-International Affairs (SAUS-IA)**

- a. The SAUS-IA will—
  - (1) Coordinate the development and issuance of Army-wide SA policy and the development of Army input to SA programs in conjunction with the Army Staff.
  - (2) Exercise Army Staff policy responsibility for foreign training programs under IMET, FMS, FMF, International Narcotics and Law Enforcement Affairs (INL), and Non-Proliferation, Antiterrorism, Demining, and Related Matters (NADR).
- b. The Assistant Deputy Under Secretary of the Army-International Affairs (Security Cooperation) (SAUS-IA-DSZ) is the principal Army Staff representative and is the focal point within the Army Staff for SA and SATP. The SAUS-IA-DSZ will—
  - (1) Work with the Office of the Chief of Staff, Army (OCSA), Office, Secretary of Defense (OSD), and other agencies dealing with SA.
  - (2) Coordinate Army SA policy.
  - (3) Provide guidance to the Army executive agent and other agencies for SA when required.
  - (4) Monitor timely implementation of approved training programs.
  - (5) Review pricing guidance and MACOM-developed course costs with the Assistant Secretary of the Army for Financial Management and Comptroller and assess the impact on Army foreign training programs.
  - (6) Allocate foreign training spaces to the U.S. Army Command and General Staff College (USACGSC) course.
  - (7) Coordinate and recommend to the Chief of Staff, U.S. Army (CSA), foreign attendees to the U.S. Army War College International Fellows Program (USAWCIFP).
  - (8) Coordinate and recommend to the CSA foreign attendees to the Sergeants Major Academy (SMA).
  - (9) Resolve foreign training problems between two or more major Army commands (MACOMs), and U.S. Army

Security Assistance Training Management Organization (USASATMO), MACOMs and foreign government, Security Assistance Training Field Activity (SATFA), and foreign government representatives.

(10) Establish and publish DA policies and procedures in keeping with DOD directives governing all aspects of the U.S. Army SATP.

(11) Act as point of contact on all SATP procedural matters.

(12) Act as point of contact for procedural training matters with foreign attaches or embassies in the Washington, DC, area.

(13) Comment on and make recommendations to the U.S. Army position on foreign training programs that affect U.S. Army resources.

(14) Provide DA representation as the lead at Training Program Management Reviews and other conferences.

## **2-12. Deputy Chief of Staff for Operations and Plans (DCSOPS)**

The DCSOPS will—

*a.* Program IMET and FMS continental United States (CONUS) training requirements in the Army Program for Individual Training (ARPRINT); task Army trainers to accomplish the training.

*b.* Serve as the Department of the Army (DA) proponent for unit exchange training.

*c.* Receive, review, coordinate, and process all unit exchange program proposals.

## **2-13. Deputy Chief of Staff for Personnel (DCSPER)**

The DCSPER will recommend policies to procure, distribute, manage, retain, and separate U.S. military and civilian personnel in support of SA.

## **2-14. Assistant Secretary of the Army (FM&C)**

The ASA (FM&C) will—

*a.* Establish financial management procedures for SA programs within the framework of requirements prescribed by higher authority.

*b.* Establish and issue policy, principles, and systems for financing, funding, accounting, and financial reporting for FMS and IMET.

*c.* Make and issue uniform policy and principles for use in setting up and maintaining uniform application of pricing and cost criteria. These criteria are for sales of defense articles, services, and training courses furnished to foreign governments and international organizations under IMET and FMS.

*d.* Receive IMET funds from DSCA.

## **2-15. Deputy Chief of Staff for Intelligence (DCSINT)**

The DCSINT will—

*a.* Approve disclosure of classified military information (CMI) and adjudicate the release of controlled unclassified information (CUI), to foreign government on the following—

(1) Sale, grant, or loan of equipment.

(2) Training of IMSs.

(3) Tours and visits.

(4) Requests for documentary data.

(5) Foreign representatives accredited to DA.

*b.* Determine releasability, with DCSOPS, of classified training information to foreign countries; process exceptions to the National Disclosure Policy.

*c.* Monitor unit exchanges and advise the Army Staff (ARSTAF) and MACOMs on security implications.

*d.* Oversee and monitor all intelligence-related security assistance missions.

## **2-16. Commanding General, U.S. Army Training and Doctrine Command (CG, TRADOC)**

*a.* The CG, TRADOC, will serve as executive agent for development and implementation of the SATP. TRADOC is responsible for the central financial management and distribution of decentralized IMET and FMS training funds for all operating agencies as required by Headquarters, Department of the Army (HQDA). The CG, TRADOC, will oversee, through the commander, Combined Army Center (CAC), the operation of the U.S. Army School of the Americas (USARSA). The CG, TRADOC, operates and administers the SATP through the Deputy Chief of Staff for Training. The Director, Security Assistance Training Directorate (SATD) is dual-hatted as Director, Security Assistance Training Field Activity (SATFA). The Director, SATFA, will—

(1) Implement, supervise, and administer the Army Security Assistance Training Program (SATP) within established



- policies, directives and guidance provided by DA. Review initial IMET and FMF country program requests. Although INL, NADR, and drawdown requirements are not part of the SATP, it is addressed in the same way.
- (2) Review international training requirements, determine which agencies will fulfill the requirements and identify costs of the training programs involved.
  - (3) Expedite training requirements for approved programs.
  - (4) Task lateral U.S. Army CONUS commands, and coordinate with U.S. Army overseas commands on SATP requirements.
  - (5) Develop training plans to support equipment purchases or transfer; ensure training is provided under the Total Package Approach by coordinating with USASAC; develop special unique training to support international customers.
  - (6) As SATD, provide guidance and task U.S. Army Security Assistance Training Management Organization (USASATMO) for OCONUS Security Assistance Teams (SATs). As Director, SATFA, coordinate with USASATMO to ensure total training requirements are met.
  - (7) Manage all SAT FMS cases to include those for OCONUS SATs, except those OCONUS SATs for Quality Assurance Teams (QATs), Calibration, Repair and Return and Non-Standard Items, which are managed by the Army Materiel Command.
    - (a) Prepare letter of offer and acceptance (LOA) and monitor FMS cases.
    - (b) Submit LOA data.
    - (c) Maintain FMS case designator register.
    - (d) Coordinate LOA with DSCA as required.
    - (e) Obtain DSCA countersignature before release to country. (Act as agent for U.S. Army Europe, and Seventh Army (USAREUR) and U.S. Army Pacific (USARPAC) in achieving the above.)
    - (f) Ensure implementation and OA before IMS deployment.
    - (g) Advise country when case requires amendment.
    - (h) Prepare amendments and modifications as required.
    - (i) Ensure timely submission of billings against case.
    - (j) Receive OA for all SATs deployed by TRADOC. OA is then issued to USASATMO, which deploys the teams and manages in-country support funds in conjunction with the team chiefs and the SAOs.
  - (8) Act as point of contact with all foreign attaches, SAOs, and U.S. country representatives for established SATP (except CGSC, USAWCIFP, and the SMA), to include—
    - (a) Program changes.
    - (b) IMS disposition.
    - (c) IMS administrative and personal problems.
    - (d) Serious-incident reporting.
  - (9) Develop and maintain management information to evaluate the magnitude, trends, and effects of SATP.
  - (10) Develop TRADOC course costs for inclusion in the Military Articles and Services List (MASL); consolidate other MACOM data and forward the MASL to approved customers.
  - (11) Act as the U.S. Army IMET appropriation manager. Prepare and submit to DSCA the Army requirement for and administer non-regional IMET funds (N6A and N7B) and those country IMET funds (N7B) designated for CONUS Orientation Tour (OT) escort officers.
  - (12) Serve as financial point of contact for distribution/management, billing, collection, and reimbursement of the Army SATP.
  - (13) Review and approve all CONUS Army MACOM Informational Program (IP) plans and budget/reimbursements.
  - (14) Determine releasability of country requests for training, in coordination with ODCSINT, HQDA.
  - (15) Develop and maintain the Army Security Assistance Training Handbook and the International Military Student Officer (IMSO) Handbook.
  - (16) Program necessary changes to IMET program received from Security Assistance Officers (SAOs) and submit them to DSCA in the proper automated data processing format.
  - (17) Support DA and represent TRADOC at all overseas and CONUS international military training conferences. Project out-year SA training requirements, reserving wholesale seats in Army courses in anticipation of demand.
  - (18) Plan, coordinate and fund CONUS SA orientation and school tours.
  - (19) Ensure that an International Military Student Officer (IMSO) is appointed on every TRADOC installation where international military students are trained. The IMSO will monitor and coordinate activities for the IMS training including implementation of the IP. IMSOs will be assigned for a minimum of 2 years, when possible, and should attend the Defense Institute of Security Assistance Management Training Officer course soon after assignment. IMSOs

should normally be field grade officers or civilian equivalents with thorough knowledge of the respective school curriculum and have experience in dealing with people from other cultures.

(20) Develop travel and living allowance (TLA) estimates for the IMETP. Provide fund cites for inclusion in the Invitational Travel Order (ITO). Perform TLA accounting for all Army-sponsored international students.

*b.* The Commander, U.S. John F. Kennedy Special Warfare Center and School (USAJFKSWCS), as delegated by Commander, TRADOC through Commander, U.S. Army Special Operations Command (USASOC), will maintain and direct the operations of USASATMO. USASATMO will —

(1) Serve as the TRADOC implementing agency for the OCONUS portion of TRADOC's security assistance mission.

(2) Task lateral CONUS commands and other U.S. Army CONUS activities to field training teams provided to allied countries or to provide training support material for teams as required.

(3) Coordinate with other military departments, DA, overseas commands, and OCONUS security assistance elements on training team matters.

(4) Maintain direct communication with and conduct liaison visits to CONUS and OCONUS U.S. Security Assistance Agencies, to include unified/component command HQs, MACOMs, MSCs within AMC, civil government agencies, non-government civilian activities, and other TRADOC headquarters or elements.

(5) Develop, plan for, and deploy security assistance teams (SATs).

(6) Coordinate requirements for OCONUS teams among security assistance elements. USASATMO manages financial transactions associated with team deployments.

(7) Coordinate responses to requests received from SAOs or Defense Attaché Offices (DAOs) for training literature, programs of instruction, lesson plans, and other training materials.

(8) Provide representation at CONUS and OCONUS allied military training conferences.

(9) Maintain central training records and status of requests and monitor training completed in relation to forecasts.

## **2-17. Commanding General, U.S. Army Materiel Command (CG, AMC)**

The CG, AMC, will—

*a.* Serve as the DA executive agent for the operation of approved materiel Foreign Military Sales/Foreign Military Financing Program (FMS/FMFP) cases. SA executive agent responsibilities are discharged primarily through USASAC. AMC responsibilities are in AR 12-1.

*b.* Develop AMC course costs and advise SATFA for inclusion in the MASL.

*c.* Coordinate the releasability of materiel, publications, training aids, and training devices.

## **2-18. The Surgeon General (TSG)**

The Surgeon General will—

*a.* Receive and process all AMEDD training requirements.

*b.* Represent TSG at all Training Program Management Reviews (TPMRs); review all foreign country medical training requirements for CONUS commands (to include Alaska and Hawaii) AMEDD activities; determine the AMEDD capability and which AMEDD activity will fulfill the requirement; ensure compliance with DA policies and directives.

*c.* Develop and refine AMEDD training program, allocate AMEDD quotas, develop individual medical observer training (OBT) and on-the-job training (OJT) programs, and approve English comprehension level (ECL) waivers for AMEDD training.

*d.* Act as point of contact between SATFA and AMEDD activities for all AMEDD training matters to include—

(1) Program changes.

(2) IMS disposition.

(3) IMS administrative and personal problems that will affect student status.

(4) Serious incident reporting.

## **2-19. Heads of other MACOMs and Army Staff agencies**

Based on guidance furnished by HQDA, heads of other MACOMs and Army Staff agencies, within their respective functional areas, will—

- a.* Support and supervise the administration and training of IMSs, including—
  - (1) Upon formal tasking provide training, including OBT, and OJT as required to support the SATP.
  - (2) Administer SATP funds and submit financial and training reports according to governing regulations and standing operating procedures.
  - (3) Monitor the progress of training and the welfare of IMS to include administration of the Information Program (IP).
  - (4) Conduct training in cultural awareness of personnel responsible for administration and training of IMS.
  - (5) Participate as required in orientation tours at Army service schools and installations under their jurisdiction.
- b.* Develop course costs, as proper, and advise SATFA for inclusion in the MASL.
- c.* Review, process, and forward proposed unit exchange programs annually to HQDA (DAMO-TRF), 450 Army Pentagon, WASH DC 20130-0450, for Chief of Staff Approval.

## **2-20. Commandant, U.S. Army School of the Americas (USARSA)**

The Commandant, USARSA, operates a dedicated U.S. Army service school with the following missions:

- a.* To develop and conduct military education and training of U.S. Army doctrine for IMSs, in Spanish.
- b.* To foster greater cooperation among the American armies.
- c.* To increase the knowledge and understanding of IMSs, guest instructors, and dependents about North American customs and traditions.
- d.* To manage the guest instructor program.
- e.* To propose, develop, and publish publications, films, and tapes of U.S. Army doctrine in Spanish.

## **2-21. Oversea Army commanders**

Oversea Army commanders will conduct IMS training programs in accordance with policies and regulations prescribed by their unified commander, using this regulation as a guide.

## **2-22. Port of embarkation and debarkation**

The Chief of the Foreign Liaison Office or Protocol Bureau is responsible for the processing and transportation of all IMSs arriving and departing CONUS through New York terminals, regardless of the country or Service concerned.

## **Section III**

### **Department of the Navy**

## **2-23. Secretary of the Navy (SECNAV)**

The SECNAV is responsible for the overall policy direction, coordination, planning, programming, and supervision of security assistance matters for the United States Navy, and the United States Marine Corps.

## **2-24. Assistant Secretary of the Navy Research, Development and Acquisition (ASN(RD&A))**

The responsibilities of the ASN(RD&A) include the development of policy and provision of management oversight for the DON international research, development, and acquisition (RD&A) efforts.

## **2-25. Deputy Assistant Secretary of the Navy for International Policy (DASN/IP)**

The DASN/IP formulates and manages international policy for the ASN(RD&A).

## **2-26. Director, Navy International Programs Office (Navy IPO)**

The Director, Navy IPO, has overall responsibility for development of policy, implementation, and management

oversite of the Security Assistance Training Program. In addition, Navy IPO implements and manages approved DON SATP and is the focal point for DON SATP matters with foreign countries. The Director, Navy IPO, will—

- a.* Establish policies governing DON training furnished under SA to international students.
- b.* Implement and direct execution of approved programs according to policies, instructions, and procedures established by or on behalf of Defense Security Cooperation Agency (DSCA).
- c.* Monitor execution of DON SATP.
- d.* Coordinate with Commandant, U.S. Coast Guard (USCG) International Affairs (G-CI), and other Government agencies on matters relating to DON SA training.
- e.* Negotiate LOAs with foreign governments and monitor FMS training cases. Coordinate all LOAs to ensure adherence to congressional, DOD, and DON policies.
- f.* Establish policies relating to financial management of DON SATP. Coordinate with OSD on financial issues relating to DON SATP.
- g.* Establish English language proficiency levels required for Naval Command College and Naval Staff College, Naval Postgraduate School, and Naval Systems Commands (SYSCOMS). Approve ECL and rank waivers for Naval Command College and Naval Staff College, Naval Postgraduate School and SYSCOMS.
- h.* Authorize disclosure and releasability for SA training in classified DON courses.
- i.* Establish policy for, implement, and supervise execution of the DON portion of the DOD informational program (IP) and extraordinary expense account (N6) and supervise execution. Review and approve command IP for Naval Command College and Naval Staff College, Naval Postgraduate School, and SYSCOMS.
- j.* Prepare SECNAV instructions pertaining to SA matters.
- k.* Coordinate the DON portion of Security Assistance Training Program Management Reviews and Seminars.
- l.* Coordinate, as appropriate, with USCG G-CI on SATP matters relating to Coast Guard.
- m.* Develop procedures for uniform application of DON IP and extraordinary expense account (N6) policies as they related to the SATP.
- n.* Manage the DON Professional Military Education and Exchange Program, and staff the exchange agreements with U.S. Navy education and training chain of command and foreign embassies.
- o.* Coordinate, as appropriate, SA sponsored distinguished visitor orientation tours (DV/OT) within CONUS for foreign CNO or higher level visits involving DOD (OSD/DSCA) SECNAV, CNO and U.S. Navy commands and activities.

## **2-27. Chief of Naval Operations (CNO)**

The CNO will—

- a.* Manage and allocate international quotas to Naval Command College and Naval Staff College, and issue invitations to countries selected for attendance.
- b.* Execute the professional military education (PME) and unit training and related support exchange programs for the U.S. Navy.
- c.* Ensure that U.S. Navy major claimants execute the Navy portion of DON SATP in accordance with appropriate SECNAV policies and procedures.
- d.* Ensure foreign training requirements are included in development of the U.S. Navy Training Input Plan. This includes the requirements from other services for SA training.
- e.* Coordinate medical and dental training portion of U.S. Navy SATP.
- f.* Ensure that SA training is considered and identified as appropriate in the development of Navy Training Plans for Weapons systems and equipment.
- g.* Coordinate ship transfer, overhaul, and refresher training portion of U.S. Navy SATP.

## **2-28. Commandant of the Marine Corps (CMC)**

The CMC will implement the Marine Corps portion of the DON SATP. The Commandant's focal point for all security assistance is the Deputy Chief of Staff for Plans, Policies and Operations (DC/S PP&O). This responsibility is executed by the Security and Law Enforcement Branch of the Operations Division. The branch also provides representation to the Technology Transfer and Security Assistance Review Board (TTSARB) as directed. The Commandant's responsibility for the management and implementation of the Marine Corps portion of the DON SATP is executed by the Commanding General, Marine Corps Combat Development Command (CG, MCCDC). This is accomplished through the Director, Coalition and Special Warfare (CSW) Division. In the execution of this responsibility, Director, CSW will—

- a.* Serve as the focal point for all U.S. Marine Corps (USMC) SATP matters, coordinate with DOD, Navy IPO,

other services, other Government agencies, and other Marine Corps Command activities, and staff agencies relating to USMC SATP.

*b.* Manage and allocate international quotas to all Marine Corps schools and, on behalf of the Commandant, issue invitations to countries selected for attendance at Command and Staff College.

*c.* Coordinate the establishment of professional military education (PME) and unit exchange programs for the USMC.

*d.* Establish procedures for execution of USMC SATP.

*e.* Execute the USMC SATP in accordance with appropriate policies and procedures.

*f.* Review requested USMC SA training to determine the appropriateness of the request and availability of training.

*g.* Conduct the USMC portion of Security Assistance Training Program Management Review (SATPMR) conducted by unified commands. Participate in other conferences or workshops where SA training issues are involved.

*h.* Develop price and availability data, establish pricing factors, assist in the development of course costs, and coordinate reimbursable billings for all USMC SA training.

*i.* Coordinate with Navy IPO and Naval Education and Training Security Assistance Field Activity (NETSAFA) on LOAs relating to Marine Corps SA training.

*j.* Review request for, coordinate staffing and approval of, and execute deployment of USMC MTTs, TAFTs and other SATTs; certify all USMC SATTs are ready for deployment.

*k.* Establish English language proficiency levels required for all categories of USMC SA training.

*l.* Provide USMC portion of the MASL.

*m.* Establish policy for, implement, and supervise execution of the Marine Corps Informational Program (IP); review and approve command IP plans and budgets; approve waivers for USMC IP.

*n.* Coordinate, as appropriate, SA sponsored orientation tours within CONUS involving USMC commands and activities.

*o.* Determine annual and outyear international requirements for USMC training, including requirements for USMC training requested in other services SATPs; ensure international training requirements are included in development of Marine Corps Training Input Plan (TIP); and accomplish required programming actions in the DON Student Training Analysis and Tracking Information System (STATIS).

*p.* Coordinate disclosure and releasability of USMC training and training material in response to foreign requests.

*q.* Ensure that USMC commands and training activities appoint an International Military Student Officer (IMSO); coordinate training at the Defense Institute of Security Assistance Management (DISAM) of USMC IMSO's and other USMC personnel involved in SA (all USMC requests for DISAM quotas will be coordinated by Director, CSW).

*r.* Approve ECL and rank waivers for USMC SA training.

*s.* Conduct the USMC portion of the DON SATP IMSO Workshop.

*t.* Ensure all Marine Corps commands and training activities provide IMS status reports, academic evaluations, and other required reports for all SA training conducted.

## **2-29. Commandant U.S. Coast Guard International Affairs (G-CI)**

The Coast Guard, even though not part of the Department of Defense or the Department of the Navy is one of the five Armed Forces as reflected in the Foreign Assistance Act and the Arms Export Control Act. As such, the Coast Guard plays an important role in the SATP and holds a unique place in the Department of the Navy (DON) SATP. The

international Affairs (G-CI) Staff is responsible for the management and direction of overall USCG participation in the SATP as well as international training and technical assistance activities. SATP responsibilities include—

- a. Formulation of policy and establishment of procedures for executing the USCG SATP.
- b. Interface between the training and technical assistance requirements of foreign nations with the capabilities of USCG activities.
- c. Coordination and liaison with the military services and other DOD agencies, SA organizations, international organizations, and all components of the USCG.
- d. Review requests for USCG training to determine the appropriateness of the request and make recommendations as required.
- e. Program and manage USCG training within the DON Integrated Standardized Training List (ISTL).
- f. Management, planning, scheduling, and allocation of training quotas.
- g. Coordination of LOA's relating to USCG training.
- h. Establishment of ECL's required for all USCG training, and approve ECL waivers for USCG training.
- i. Development of price and availability data, course costing, and coordination of reimbursable billings.
- j. Review, approve, and coordinate USCG security assistance teams and surveys.
- k. Provide USCG portion of the MASL in the DON Programming Guide.
- l. Develop, maintain, and promulgate the USCG International Training Handbook.
- m. Conduct the USCG portion of TPMRS and participate in other conferences or workshops related to SA training issues.
- n. Conduct and coordinate with other services, SA sponsored orientation tours involving USCG commands and activities.
- o. Coordination of IMSO assignments and provide IMSO and IMS administrative policy and guidance.
- p. Conduct an Informational Program.
- q. Administration of SA funds and submission of financial documents as appropriate.
- r. Coordination of USCG personnel assigned to SAO staffs.

#### **2-30. Assistant SECNAV Financial Management and Comptroller will—**

- a. Establish financial management procedures for DON SA programs within the framework of requirements prescribed by higher authority.
- b. Establish and promulgate principles and systems for financing, funding, accounting, and financial reporting for FMS and Foreign Military Financing (FMF) (to include IMET).
- c. Make and issue uniform procedures for setting up and maintaining uniform application of pricing and cost criteria for sales of defense articles and services including training courses provided under FMF and FMS.
- d. Receive DON FMS and MAP administrative funds from DSCA and allocate to the appropriate users.

#### **2-31. Commanders of Naval or Marine Corps Systems Commands (SYSCOMS)**

Commanders of the SYSCOMS will—

- a. Carry out OJT, contractor training, factory training, and nonstandard training provided by the SYSCOMS and any formal courses provided at Naval Sea Systems Command, Naval Air Systems Command, Naval Supply Systems Command, and Space and Naval Warfare Systems Command activities.
- b. Direct the project management effort for the integration of training and material in major weapons systems transfers and, in concert with the Naval Education and Training Security Assistance Field Activity (NETSAFA), (for Navy weapons systems) or CG MCCDC (Director, CSW) (for Marine Corps weapons systems) integrate initial and life cycle training requirements to support the total package approach in material transfers.
- c. Ensure that subordinate activities appoint an International Military Student Officer (IMSO). The IMSO will monitor and coordinate activities for the IMS's training including implementation of the IP. IMSOs will be assigned for a minimum of 2 years, when possible, and will receive the necessary training to perform this important function. Training of U.S. Navy IMSOs will be coordinated with NETSAFA, training of USMC IMSOs will be coordinated by Director, CSW.
- d. Ensure that subordinate activities provide foreign trainee status reports for all SATP training conducted.

#### **2-32. Fleet Commanders in Chief (FLTCINC)**

The Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT), and Commanders in Chief, U.S. Pacific Fleet (CINCPACFLT), will—

- a. Carry out the fleet SA program provided in connection with assigned units, ships, and aircraft.
- b. Carry out fleet training for IMSs.
- c. Provide MTTs and ETSSs as required when tasked by competent authority.
- d. Ensure that subordinate commands appoint an IMSO. The IMSO will monitor and coordinate activities for the IMSs training, including implementation of the IP. IMSOs will be assigned for a minimum of 2 years, when possible,

and will receive the necessary training to perform this important function. Training of command IMSOs will be coordinated with NETSAFA.

*e.* Ensure that subordinate commands provide foreign trainee status reports for all SATP training conducted. (Report symbol OPNAV 4950-13 applies.)

### **2-33. Chief of Naval Education and Training (CNET)**

The CNET will—

- a.* Serve as a U.S. Navy systems command for SA training.
- b.* Conduct formal schools training for IMSs in Naval Education and Training Command schools.
- c.* Provide MTTs and ETSSs as required when tasked by competent authority.
- d.* Ensure that CNET commands appoint an IMSO. The IMSO will monitor and coordinate activities for the IMS's training, including implementation of the IP. IMSOs will be assigned for a minimum of 2 years, when possible.
- e.* Execute, operate, and administer designated portions of SATP through the Commanding Officer, Naval Education and Training Security Assistance Field Activity (NETSAFA).

### **2-34. Commanding Officer, Naval Education and Training Security Assistance Field Activity (NETSAFA)**

The Commanding Officer, NETSAFA, will—

- a.* Function as CNET executive agent for execution of the U.S. Navy SATP according to appropriate SECNAV policies.
- b.* Function as case administering office (CAO) and Case Manager for all DON FMS training cases unless otherwise directed by Navy IPO.
- c.* Function as fund administrator for the DON IMET program.
- d.* Function as the administrative and ADP support activity for the execution of DON SATP. Coordinate provision of this support with Navy IPO, CG MCCDC, COGARD(G-CI), appropriate U.S. Navy major claimants, and MILDEP SATP organizations. Coordinate the release of data contained in the STATIS. Requests for STATIS information from sources external to the DON SATP will be forwarded to NETSATFA (Code N-2) for action.
- e.* Establish procedures for the execution of U.S. Navy SATP.
- f.* Prepare and submit data required by Navy IPO for preparation of LOAs for all DON sponsored SA training.
- g.* Develop training plans for the support of U.S. Navy equipment sales in concert with Navy IPO and the appropriate SYSCOM and warfare sponsor. Ensure that training plans are coordinated for disclosure prior to making commitments or programming training. Ensure that training is time-phased with equipment delivery schedules for a total package approach.
- h.* Review requested U.S. Navy SA training to determine the appropriateness of the request and availability of training. Determine annual and outyear IMS education and training requirements and coordinate with CNO (N7) and

warfare sponsors for quotas in U.S. Navy Training Operations Plans and/or schools. Act as the quota allocation authority for all USN IMS quotas.

*i.* Perform the financial management functions necessary to the administration of FMS training cases and necessary to the financial integrity of case closure.

*j.* Formulate course-costing procedures according to Assistant Secretary of the Navy (Financial Management and Comptroller) guidance.

*k.* Develop, maintain, and promulgate the DON SA Training Programming Guide and other procedural manuals in coordination with Navy IPO, CG MCCDC, COGARD (G-CI), and appropriate Navy commands.

*l.* Participate in conferences or workshops sponsored by DON, other military Services, or unified commands where training issues are involved.

*m.* Review, coordinate and implement the deployment of U.S. Navy MTTs, METs, ETSSs, and training surveys.

*n.* Coordinate the establishment of English language proficiency levels required for all categories of U.S. Navy SA training.

*o.* Develop procedures for and administer the Naval Education and Training Command IP and extraordinary expenses (N6) as they pertain to the SATP. Review and approve Naval Education and Training Command IP plans.

*p.* Conduct liaison with CNET units and their designated IMSOs, as well as elements and IMSOs of other U.S. Navy activities, to provide guidance to and respond to queries regarding SATP.

*q.* Coordinate with Navy IPO disclosure and releasability of U.S. Navy training and training materials prior to responding to foreign requests.

*r.* Coordinate foreign training spaces in the Naval Command College and Naval Staff College with CNO. Provide quota management of IMSs at the Naval Postgraduate School and Defense Resource Management Education Center.

*s.* Approve ECL rank waivers for U.S. Navy SA training, coordinating with Navy IPO as necessary.

*t.* Review initial IMET and FMS foreign country training requests and program changes for U.S. Navy SA training. Consolidate all DON programming inputs for submission to DSCA.

*u.* Host and conduct the DON SATP IMSO workshop for Navy IPO. Staff and coordinate the IMSO workshop agenda, schedule, format, etc., with Navy IPO, CG MCCDC, COGARD (G-CI), and appropriate U.S. Navy major claimants.

*v.* Provide centralized ticketing services for all DON IMET IMSs.

*w.* Ensure that Naval Education and Training Command activities provide foreign trainee status reports, academic evaluations, and other required reports for all SA training are conducted.

*x.* Coordinate IMSO and security assistance management training for the U.S. Navy. Provide annual DON quota requirement data to Navy IPO and DISAM.

*y.* Coordinate SA-sponsored and funded orientation visits to and within CONUS for which the U.S. Navy is executive agent, not including foreign CNO or higher level visits.

*z.* Develop, coordinate, submit, and distribute the DON portion of the DOD Training MASL according to the SAMM.

## **2-35. Commanding Officer, U.S. Naval Small Craft Instruction and Technical Training School (NAVSCIATTS)**

Commanding Officer, NAVSCIATTS operates a dedicated U.S. Navy Service School, and will—

*a.* Foster increased levels of professionalism and readiness in all Navy and Coast Guard Forces of Latin American and Caribbean Island nations through formal courses and Mobile Training Teams in both Spanish and/or English.

*b.* Conduct training and curricula development surveys.

*c.* Maintain liaison with Latin and Caribbean Security Assistance Office staffs on host national training needs.

*d.* Administer a guest instructor program.

*e.* Provide required translation services, within existing capabilities, for all materials used in training.

*f.* Develop and conduct new courses and modify existing courses in response to user country needs. All such requests will be forwarded for approval to NETSAFA via Commander, Training Command, U.S. Atlantic Fleet (CONTRALANT).

*g.* Appoint an IMSO to monitor and coordinate activities for IMS training, including implementation of the IP.

## **Section IV**

### **Department of the Air Force**

## **2-36. Deputy Under Secretary of the Air Force, International Affairs (SAF/IA)**

SAF/IA is responsible for the policy direction, integration, guidance, management, and supervision of international



programs and activities affiliated with the Department of the Air Force. Responsibilities for international training programs include the following—

- a.* Develop, coordinate, and issue AF-wide SA training policy and procedures. Act as point of contact on all SATP policy and procedural matters (SAF/IAXM).
- b.* Direct implementation of approved programs in accordance with policies, instructions, and procedures established by or on behalf of DSCA. Act as the principal Air Staff representative and focal point within the Air Staff for the SATP (SAF/IAXM).
- c.* Monitor the execution of approved training programs. (SAF/IAXM).
- d.* Comment on and make recommendations to the USAF position on international training programs that affect U.S. Air Force (USAF) resources (SAF/IAXM).
- e.* Prepare a Memorandum of Understanding/Memorandum of Agreement (MOU/MOA) required for Systems Sales (SAF/IA regional divisions).
- f.* Act as Executive Agent and Services Program Manager for the Defense Language Institute English Language Center (DLIELC) (SAF/IAXM).
- g.* Act as Air Staff focal point for policy matters involving the Inter-American Air Forces Academy (IAAFA) (SAF/IAXM).
- h.* Provide HQ USAF representation at Security Assistance Training conferences and meetings (SAF/IAXM).
- i.* Provide Air Force policy and procedures for the DOD Informational Program (SAF/IAXM).
- j.* Correlate costing information and guidance with SAF/FMBIS relating to IMET and FMS SA training (SAF/IAXM).
- k.* Serve as the AF focal point for PME and unit exchange training (SAF/IAXM).
- l.* Process self-invited visit requests and approve visits to USAF installations proposed under Orientation Training Tours (SAF/IADV).
- m.* Advise SAF/IA and MAJCOMs on technology transfer and information disclosure implications inherent in proposed SATPs (SAF/IADV).
- n.* Determine the releasability of training and training materials provided to foreign personnel under SATPs (SAF/IADV).

## **2–37. Director of Budget Investment (SAF/FMBIS)**

The SAF/FMBIS will—

- a.* Establish policies and procedures relating to financial management of the USAF SATP.
- b.* Establish training tuition rates for SA training requirements.
- c.* Coordinate with OSD on financial issues relating to AF SATP.
- d.* Establish and direct implementation of financial policies and procedures used by the USAF to manage and control SATP.
- e.* Coordinate all training LOAs for PCS teams, for joint and dedicated training programs, and all LOAs on which the FMS Administrative Surcharge is waived to ensure adherence to congressional, DOD, and AF policies.
- f.* Evaluate the DOD Informational Program costs to determine the amount to be included in Air Force tuition rates for creation of an Informational Program fund.
- g.* Establish reporting systems to ensure that all appropriate training costs are identified and billed.

## **2–38. Director of Personnel Programs (HQ USAF/DPP)**

HQ USAF/DPP establishes Air Force policy for Professional Military Education (PME) programs and technical training and acts as the focal point for submission of approved requests into the planning, programming, and budgeting systems (PPBS). HQ USAF/DPPE is the office of primary responsibility for PME and technical training matters.

## **2–39. Heads of other Air Staff organizations.**

Heads of these organizations will serve as functional proponents for unit exchanges and other security assistance programs within their respective functional areas.

## **2-40. Commanders of major commands (MAJCOMs)**

- a.* All Commanders of MAJCOMs will—
- (1) Provide training as required to support the SATP.
  - (2) Ensure that current SA training capabilities are accurately reflected in applicable programming documents.
  - (3) Assist AFSAT in developing and reviewing training programs.
  - (4) Implement approved and funded IMET and FMS programs as requested by HQ SAF/IA or the Air Force Security Assistance Training Squadron.
  - (5) Submit financial and training reports.
  - (6) Monitor the progress of training and the welfare of IMSs.
  - (7) Ensure compliance with chapter 11 (Informational Program) (IP)) and support actions necessary to ensure effectiveness of the IP at pertinent installations within the command.
  - (8) Process, implement, and report on unit exchange programs once approval is received from SAF/IA.
- b.* The following commands have these additional responsibilities:
- (1) The Commander of the Air Force Security Assistance Training (AFSAT) Squadron, the central management agency for USAF-sponsored SA training, will—
    - (a)* Serve as training consultant to SAF/IA.
    - (b)* Prepare P&A, LOA data, and FMS planning directives (2061s). Prepare and negotiate LOA's ("T" cases) for training.
    - (c)* Furnish planning, programming, funding, and implementation guidance to SA agencies worldwide based on established DOD and HQ USAF policies, including guidance to International Military Student Officers (IMSOs) in CONUS.
    - (d)* Provide the necessary administrative support for country liaison officers (CLOs).
    - (e)* Determine the suitability and staff availability of training with the appropriate MAJCOM and develop training schedules as requested by SAF/IA.
    - (f)* Implement and manage approved and funded SATP.
    - (g)* Negotiate contracts for SA-sponsored formal and on-the-job training to be conducted in CONUS or overseas.
    - (h)* Maintain and update the AF training MASL.
    - (i)* Manage and administer the DOD Informational Program (IP) for AF based on established DOD and HQ USAF policies; provide guidance to all participating agencies and approve funding of routine IP and extraordinary expenses; budget for and host an International Military Student Officer Workshop.
    - (j)* Provide quarterly and annual update and input to programmed flying training and programmed technical training documentation for SATP requirements.
    - (k)* Provide administrative assistance pertaining to IMS transportation.
    - (l)* Administer and account for SATP funds allocated for the training, administration, and support of IMSs and for MTTs, ETSS, language training detachments (LTDs), and technical assistance field teams (TAFTs) provided from Air Force resources.
    - (m)* Maintain data on IMET and FMS training programs implemented in CONUS or overseas, security assistance training teams and TAFTs.
    - (n)* Implement and react to N90 (ELT books/maps/pubs) requirements approved and funded under IMET.
  - (2) The Commander of the Air Force Materiel Command (AFMC) will—
    - (a)* Establish charges for Depot Maintenance Industrial Funding (DMIF) training.
    - (b)* Procure N90 items approved and funded under IMET that are not available from DLIELC resources.

## **2-41. Port of embarkation and debarkation**

Heads of installation traffic management offices are responsible for all IMSs arriving or departing through Charleston AFB, SC; McGuire AFB, NJ, and Travis AFB, CA.

## **Chapter 3 English Language Training**

### **Section I General**

#### **3-1. Requirements**

*a.* Training in all U.S. military schools and installations is conducted in English, except the U.S. Army School of the Americas (USARSA), at Fort Benning, GA, the Helicopter School Battalion and Fort Rucker, AL, and Fort Eustis, VA, the Inter-American Air Force Academy (IAAFA) at Lackland Air Force Base, TX, and the U.S. Naval Small Craft

Instruction and Technical Training School (NAVSCIATTS) in Stennis, Mississippi. IMSs usually attend classes with their U.S. counterparts. Therefore, the first prerequisite for IMSs is the ability to understand, speak, read, and write the English language at a level of proficiency commensurate with that required by the course of training so they can participate in the training with their U.S. counterparts. This prerequisite cannot be overemphasized; any deficiency in this area will defeat or severely limit the primary purpose of the SATP that IMSs attain required skills and professional competence. All IMSs selected for U.S. training must be carefully tested to determine that their English comprehension level (ECL) meets the minimum MILDEP standard before issuing Invitational Travel Orders (ITOs) and sending IMSs to U.S. training institutions. This requirement applies to all IMSs except those from countries—

- (1) Exempt from all ECL testing requirements as updated annually by a SECDEF/DSCA message.
- (2) Granted a waiver by DSCA from in-country ECL testing requirement.

*b.* IMSs who meet the minimum requirements for entering technical courses that do not require Specialized English Terminology (SET) may be sent directly to the technical school. Others will be programmed for the required language according to DLIELC Instruction 1025.7. IMSs programmed for SET only must have the minimum ECL required for entry into MILDEP courses before entering DLIELC. Those IMSs entering DLIELC who have less than the required ECL will be entered into the general English phase of training and will not be entered into SET until EOC ECL is achieved.

*c.* IMSs who meet the language prerequisites for their follow-on training in less time than scheduled will be reported to the appropriate MILDEP agency as soon as it is determined the IMS will complete ahead of time.

*d.* If an IMS with a language deficiency reaches a course of instruction, either as a graduate of DLIELC or as a direct entry from his or her country language training program, he or she may be provided additional training at DLIELC on a one-time basis. Requests for this training, along with full details, will be forwarded to the appropriate MILDEP agency with an information copy to DLIELC. Upon completion of the additional English language training, the IMS will normally return to the same training installation to continue training.

### **3-2. Guidance and functions**

*a.* The Secretary of the Air Force is designated as Executive Agent for the Defense English Language Program (DELP). All requests for in-country English language training programs (mobile training teams (MTTs) and language training detachments (LTDs), language instructor training, and DLIELC books, tapes, and publications will be processed under AF SA programs. Requests for MTTs and LTDs will be forwarded according to paragraph 13-61.

*b.* The Commandant of DLIELC, under USAF Air Education and Training Command, is directly responsible for technical control of English language training within CONUS for IMSs and for the technical control of DOD-sponsored English language training in CONUS and overseas. The Commandant of DLIELC will—

- (1) Command and operate the DLIELC Lackland AFB, San Antonio, TX.
- (2) Develop and distribute ECL tests and related directives to be used by all DOD agencies required to test ECL candidates.
- (3) Develop, refine, approve, and arrange for procurement of American Language Course (ALC) texts, tests, tapes, and other instructional materials and aids.
- (4) Deploy English language specialists overseas.
- (5) Coordinate with the MILDEPs on English language training requirements for the various courses attended by IMSs.
- (6) Provide English language instruction to IMSs and offer basic and advanced English instructor training and language program management courses.
- (7) Evaluate and monitor all DOD-sponsored FMS, IMET, and Foreign Military Financing-funded English language training programs (ELTP).
- (8) Publish, maintain, and update DLIELC publications.

*c.* DLIELC publications.

(1) DLIELC English Language Training Support for Security Assistance Officers. This handbook provides detailed information pertaining to programming IMSs to DLIELC and programming services and materials in support of a foreign country's in-country English language training program (ELTP).

(2) DLIELC Catalogs for IMET and FMS. These catalogs list information and prices for ALC materials available for purchase through regular supply channels. They contain a brief description and prices of the ALC materials and recommend the amount to be ordered. Inquiries about English language training (ELT) materials should be sent to Commandant, DLIELC/LEAN, 2235 Andrews Ave, Lackland AFB, TX 78236-5259.

(3) DLIELC Instruction 1025.7. This regulation provides guidelines for planning and programming CONUS English language training, including Specialized English Training (SET).

(4) DLIELC Instruction 1025.15. This regulation provides instructions for the SAO training officer and the Test

Control Officer (TCO). It includes details on ECL testing kits, appointment of TCO, and procedures for ECL test administration.

(5) DLIELC Manual 1025.5-M. This pamphlet describes DLIELC training systems and presents guidance on administration and academic features of intensive ELTPs.

(6) ELT books, tapes, and publications.

(a) Materials provided under IMET, Generic Code N90, Military Standard Requisitioning and Issue Procedure (MILSTRIP) requisitions must be processed through AFSAT/SA-DAO/RMCAI, 2021 1st Drive West, Randolph AFB, TX 78150-4302 with an information copy to DLIELC/LERW, 2235 Andrews Ave., Lackland AFB, TX 78236-5259.

(b) Requests under FMS will be forwarded using an FMS publication case to AFSAC/XMPP, 1822 Van Patton Drive, Wright-Patterson AFB, OH 45433-5337.

d. All SAOs (except Antigua, Australia, Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Ireland, Jamaica, New Zealand, St. Kitts, St. Lucia, St. Vincents, Trinidad and Tobago, and United Kingdom) will—

(1) Encourage the teaching of English in foreign country military schools, particularly for prospective IMSs.

(2) Assist the country in procuring English language course materials, laboratories, spare parts, portable tape recorders, and administrative requirements.

(3) Arrange for additional English language training, as necessary, to meet the highest ECL requirement of scheduled CONUS courses. This additional training should be conducted in country whenever possible.

(4) Appoint a U.S. member as TCO to supervise the administration of in-country ECL tests to ensure proper testing procedures and test security (except for countries granted waiver by DSCA from in-country ECL testing requirement).

(5) Determine the IMS's ECL and enter the information in item 9 of the ITO (fig 7-1) (except for countries granted waiver by DSCA from in country ECL testing requirement).

e. Commanders of training installations will appoint a TCO to supervise the administration of the CONUS course entry ECL test at the installation level (see DLIELC Instruction 1025.15). The CONUS course entry ECL test will be administered to all direct-entry IMSs except those granted an annual waiver by DSCA or those in special courses granted a one-time waiver of ECL test requirements by the MILDEPS.

### **3-3. Technical control of in-country and CONUS ELTPs**

Maintaining an effective DELP is predicated on technical control of the program by DLIELC.

a. Those Letters of Offer and Acceptance (LOA) that include provisions for ELT must be coordinated with DLIELC before negotiation.

b. All security assistance sponsored CONUS ELT will be conducted by DLIELC unless unusual or extraordinary conditions exist that would warrant exceptional ELT arrangements under FMS training. No exceptions will be permitted for IMET-funded ELT. To request an exception for FMS-funded ELT, written justification must be submitted by the military departments to the appropriate DSCA regional directorate prior to submission of LOAs or LOA amendments to DSCA for countersignature. Waiver must be approved by DSCA. Justifications must include the following information:

(1) Written DLIELC comments and recommendations on the proposed exception.

(2) Explanation of the unusual or extraordinary conditions that would warrant training outside of DLIELC.

(3) Complete information on the ELT to be conducted to include location, description of training facilities, number of students, training objectives, duration of the overall ELTP, and estimated cost.

(4) A statement that DLIELC will coordinate and approve the ELT curriculum, teaching materials, and instructor qualification standards.

(5) A statement that DLIELC will monitor the ELT to ensure that DLIELC technical standards are being met and that DLIELC will certify the ELTP every 6 months.

(6) A statement that the LOA will contain an appropriate line item for DLIELC to monitor and provide quality control of the proposed ELTP.

c. If a DSCA waiver is granted, the waiver will strictly apply to the scope of the proposed ELT program justified in the exception request. No change to the LOA will be made to increase the student load or extend the duration of the ELT program without submitting a revised request to DSCA, to include information in paragraph b, above.

d. When the Director, DSCA, approves that ELT be provided by a commercial contract, DLIELC will provide technical advice and assistance during the contracting process.

e. When the Director, DSCA, approves SET and supplemental technical terminology training be conducted in CONUS by US agencies other than DLIELC, the following conditions must be met:

(1) The trainees have achieved the prerequisite ECL proficiency as prescribed by MILDEP regulations for entry into technical training.

(2) Training is given in conjunction with equipment-specific, hands-on training or familiarization.

(3) Training is effective and economical to the USG and foreign government and meets the technical standards set by DLIELC.

f. SET Advised (SA) SET may be taught in country. SET Required (SR) SET must be conducted at DLIELC.

Exceptions to this policy must be granted by DSCA. If DSCA grants an exception, DLIELC must evaluate and certify the in-country SET ELTP and also certify that in-country SET ELTP graduates meet all standards prescribed by DLIELC.

## **Section II**

### **Security Assistance Program Services and Training**

#### **3-4. Services**

The purpose of the in-country ELTP is to produce English-language-qualified IMSs to directly enter U.S. military, technical, or professional courses conducted in English or to qualify IMSs for entry into DLIELC for additional intensive general English, SET or instructor development training. DLIELC furnishes the following in support of the in-country ELTP—

*a. Field training services.* DLIELC provides English language technical services on a PCS or TDY basis as follows—

(1) Language Training Detachments (LTD) provide English language services on a PCS basis. LTDs provide instructional or managerial assistance to in-country ELTPs.

(2) Mobile Training Teams (MTT). MTTs perform several functions—

(a) Surveys to evaluate in-country ELTP capabilities and needs.

(b) The same services as LTDs on a temporary basis.

(c) Pre-deployment surveys prior to the deployment of DLIELC personnel.

*b. Language training materials.* Information on obtaining personnel assistance and language training materials (books, video and audio tapes, instructor guides, et cetera.) is contained in the DLIELC handbook, English Language Training Support for Security Assistance Officers, which is available on request from Commandant, DLIELC/LEAN, 2235 Andrews Ave., Lackland AFB, TX 78236-5259. Direct communication with DLIELC is authorized for requesting this handbook and assistance.

*c. Language laboratories.* The Department of Army (DA) is the cognizant MILDEP. The procurement, installation, and follow-on logistical support of language laboratory systems furnished to foreign countries under SA is the responsibility of the Commander, U.S. Army Communications-Electronics Command (USAISC), Fort Huachuca, AZ 85613-7000. Commander, CECOM will task the Commander, Defense Television-Audio Support Activity (T-ASA), 3116 Peacekeeper Way, McClellan AFB, CA 95652-1068 to perform procurement, installation, and follow-on logistical support for language laboratory systems. Requests for language laboratory systems utilizing FMS funds will be submitted to the Commander, U.S. Army Security Assistance Command (USASAC), 5001 Eisenhower Avenue, Alexandria, VA 22333-0001. Requisitions for language laboratory systems utilizing IMET funds will be submitted to Commander, USASAC, 54 M Avenue, Suite 1, Defense Depot, Susquehanna, PA 17070-5069. The U.S. Army Security Assistance Training Handbook (Green Book) provides detailed guidance on the language laboratory acquisition process. Requests for laboratory installation teams, regardless of host country service, will be submitted to Director, SATFA (ATFA-R), Commander, USAISC (ASSD-FMS), and Commander, T-ASA (DOT-TS). These teams will be programmed as Technical Assistance Teams (TATs).

#### **3-5. General English language training**

*a.* The DLIELC offers courses designed to develop the English language capability of IMSs so they can attend DOD schools. Regular revisions of the ALC materials are made to ensure that they are up to date in technical content and reflect the most effective method of language instruction. SAOs will be notified of changes through official channels and revised editions of the DLIELC directives.

*b.* DLIELC is dedicated to the language preparation of IMSs for the wide spectrum of training provided by the MILDEPs. Its mission is to teach IMSs to understand, speak, read, and write English. It assists training installations in resolving problems related to English language training.

#### **3-6. Specialized English Training (SET) (MASL ID P, D, or B 177008).**

SET provides intensive practice in the functional English language skills and technical terminology identified by MILDEPs for success in technical training courses and professional military education. Excerpts from actual training materials associated with military occupational skills (MOS) areas are used as realistic vehicles for IMS language practice and solidification of follow-on training language proficiency requirements as well as orientation to organization and format of military training documents. MILDEPs have identified in the MASL those courses for which SET is either required or advised by an “SR” or “SA” suffix to the ELC score, respectively (for example, ECL 80SR, ECL 70SA).

*a.* The “SR” designation is usually assigned to highly technical courses such as flying courses, medical courses, or courses in which safety is paramount (for example, pilot training, diving salvage, and Army biomedical equipment specialist).

*b.* The “SA” designation is assigned to those courses not qualifying under a above but having sufficiently high or

peculiar technical requirements as to warrant MILDEP advisement of SET in CONUS (for example, sonar maintenance, field artillery officer, and jet engine accident investigation).

### **3-7. Forfeiture charge**

Guidelines in paragraph 5-2 (forfeiture charge) are amplified, as follows, for IMSs at DLIELC:

- a. Late cancellation/reschedule/no-show.* Assess 50 percent of the tuition for the training line.
- b. Adjustment to training week schedule after student entry.* Charge only for the number of weeks ELT completed.
- c. Late arrival.* For training priced on a per-week basis, assess 50 percent of the tuition for the number of weeks late, up to a maximum of 50 percent of the scheduled training.
- d. Attrition.* Charge for the actual number of weeks completed, but not less than 50 percent of the training line.
- e. SATFA, CG MCCDC (CSW) and NETSAFA* will advise AFSAT/FM by message immediately of any forfeiture to be applied for training under their sponsorship.

### **3-8. Minimum entry score and waiver policy**

- a.* DSCA has established a minimum score of 55 ECL for entry of IMET IMSs into CONUS English language training at DLIELC. Exceptions will be granted only where clearly justified in support of major programs, and with DSCA approval on a case-by-case basis, within the capability of DLIELC. Based on an in-depth review of in-country ELTPs, DSCA publishes annually a list of IMET countries granted a waiver from the 55 ECL requirement.
- b.* FMS IMSs are not restricted to a minimum ECL score for entry into DLIELC.
- c.* Request for waiver of ECL prerequisites for direct-entry training will be addressed to the MILDEP.

### **3-9. Objective of English comprehension level (ECL) scoring**

*a.* SAOs are responsible for ensuring that IMSs meet the minimum ECL score prescribed for direct entry into each follow-on course of instruction or for entry into DLIELC. The highest ECL required within a sequence of training will be the governing factor. SAOs will enter the following statement in item 15 (special conditions) of the ITO: "The highest ECL required within the sequence of training shown in item 10 is (enter ECL number)."

- (1) Above statement will be first entry in item 15.
  - (2) Above statement applies to all countries except those exempt from all ECL testing requirements (those countries granted authority by DSCA to check block c in item 10 of ITO).
- b.* The training MASL may indicate a minimum ECL requirement for each course listed. The word "minimum" as used here is significant because it indicates the lowest possible ECL the IMS should possess to enter training. It should not be interpreted as an optimum ECL. ECL tests to qualify IMSs for CONUS training and instructions for administering ECL tests are provided annually by DLIELC.

### **3-10. English language refresher program**

*a.* Although IMSs may achieve a passing score in the ECL test, they are unable, in many cases, to keep pace with U.S. students. Lack of English language capability not only affects the IMSs in a purely academic atmosphere but also hinders their adjustment to the military and civilian community. In some instances, it has resulted in the IMSs becoming isolated, which is both discouraging and frustrating, and negates a fundamental purpose of the DOD IP objectives.

*b.* The emphasis should be on acquainting IMSs with military and technical terminology and colloquialisms and on improving their English language proficiency. Where feasible, facilities should be made available to allow IMSs and their dependents to improve their English fluency. Where such facilities are provided, DLIELC will have approval and technical control as prescribed in existing directives.

## **Section III Tests**

### **3-11. Types**

The following two tests are currently in use: the American Language Course Placement Test (ALCPT) and the ECL test. The ALCPT should be used by the foreign country to screen for English language proficiency. The ECL test is a general proficiency English test. It is a controlled item to be administered by U.S. personnel only.

*a.* The ALCPT is prescribed for all other testing purposes and is releasable to countries for ECL equivalent testing. ALCPT materials are available from DLIELC through SA channels for use in overseas ELTP. The ALCPT should be carefully controlled to preserve its validity.

*b.* The ECL tests have been developed to determine the ECL of IMSs considered for assignment to CONUS or overseas schools or training installations. The examinations are designed to determine the language requirements to enter DLIELC or for direct entry into MILDEP courses of instruction. These tests measure listening and reading comprehension skills but not speaking and writing abilities. The ECL requirement for each DOD course conducted in English is determined by the school, approved by the MILDEPs, and contained in the training MASL. ECL tests

cannot be procured through normal channels. These tests are strictly controlled by DLIELC and are provided without cost to appointed TCOs only. The ECL is used for final certification of IMSs for SA-sponsored training.

### **3-12. Format**

The examinations are multiple choice. The aural portion is recorded on magnetic tapes and is designed to determine the IMS's ability to understand spoken English. The reading portion is designed to test the ability of an IMS to recognize vocabulary items and correct grammatical forms and to understand written material.

### **3-13. Reliability and re-testing**

*a.* In country ECL test scores are valid up to 105 calendar days. When the date of testing is more than 105 days from the report date, the IMS will be re-tested with a different form of the ECL test before his or her departure for CONUS. Tests will not be given to the same individual within 30 days. TCOs will mail all in-country ECL answer sheets monthly by certified or other secure mail to Commandant, DLIELC/LEACT 2230 Andrews Ave., Lackland AFB, TX 78236-5203.

*b.* One of the greatest concerns in language testing is the reliability of tests administered overseas. Some of the causes of lower test reliability are—

- (1) Test compromise.
- (2) Substandard procedures in test administration.
- (3) Errors in scoring.
- (4) Changes in test administration facilities.
- (5) Errors in conversion of raw scores.
- (6) Human errors in recording data.

*c.* To check test reliability and to ensure that IMSs entered into training are English-language-qualified, the following re-testing procedures will be used at all training installations:

(1) The TCO will administer the CONUS course entry ECL test to all direct-entry IMSs. The exception to this policy are IMSs from those countries listed as exempt from all ECL testing in the annual message released from Director, DSCA within 3 to 5 calendar days after IMSs arrival at the first training location and, if possible, before course entry. IMS answer sheets will be sent by regular mail to DLIELC/LEACT, 2230 Andrews Ave., Lackland Air Force Base, TX 78236-5203 within 5 working days of administration. Answer sheets will reflect the name of the IMS, country of origin, IMET worksheet control number (WCN) or FMS case designator and WCN, and test site number. DLIELC will provide MILDEPs and unified commands a report of the test results quarterly.

(2) The TCO will adhere to testing procedures defined in DLIELC Instruction 1025.15. Measures will be taken to ensure careful control over the administration of the ECL examinations and security of test materials to prevent possible compromise.

(3) If the IMS fails to achieve the prerequisite ECL at first testing, the IMSO will notify appropriate MILDEP agency by telephone and schedule the IMS for another ECL test within the next 2 to 3 working days to confirm the score using an alternate ECL test form. If the score achieved on the second ECL test is less than the established prerequisite, the IMSO will immediately notify the appropriate MILDEP and DLIELC by telephone of the score achieved. MILDEPs will determine required action and disposition of the IMS and notify all concerned. A second retest will not be administered unless permission is obtained from the MILDEP and DLIELC.

(4) IMSOs will be assigned as the responsible points of contact (POCs) for CONUS course entry ECL test scheduling and reporting.

(5) A forfeiture charge of 50 percent will be imposed in all instances when direct-entry IMSs fail to achieve the prerequisite ECL on the CONUS course entry ECL test and when failure results in rescheduling or cancellation of the direct-entry training due to a language deficiency. This forfeiture policy applies to all direct-entry IMSs, including those from countries granted waiver from in country ECL testing.

### **3-14. TCO appointment**

Installations will provide one copy of TCO appointment forms to the Commandant, DLIELC/LEACT and the appropriate service. (See DLIELC Instruction 1025.15.)

## **Section IV**

### **Department of the Army**

### **3-15. Minimum entry score and waiver policy**

*a.* Requests for waivers of the ECL requirement for direct entry into formal training will be addressed to Director, SATFA (ATFA-R). Immediately upon being notified that an IMS has failed to achieve the required ECL, the IMSO will notify the appropriate SATFA country program manager and the DLIELC by telephone. The IMSO will make every effort to determine if the student's English capability is lacking, or some other problem might have caused the less than satisfactory test performance. If the student fails the second test, the IMSO will again contact the SATFA

country program manager. SATFA will determine, taking IMSO recommendation into account, which of the following will occur—

(1) SATFA may grant a waiver and allow the student to enter or continue training as scheduled. In recommending a waiver, the IMSO should remember that the ECL for a particular course is the minimum, not the optimum, required.

(2) SATFA may determine that the student must be sent to DLIELC for English language training prior to enrolling in the course. This option depends on the ability of SATFA and the installation, along with concurrence of the home country, to reschedule the course to follow language training.

(3) SATFA may determine that the student's ECL is not sufficient to allow successful course completion, that training cannot be rescheduled, and that the student must be returned to his or her home country.

*b.* IMSs will meet the highest ECL required within a sequence of training. The only exception is when Instructor Training Course is the highest ECL requirement and is programmed as the last training line. In this case, the next highest ECL requirement within the training sequence will take precedence.

### **3-16. Establishing ECLs**

Each installation is responsible for establishing the ECL requirement, subject to the approval of SATFA, for each course to which IMS may be admitted. The IMSO should monitor the progress of students with various ECLs to make recommendations concerning the appropriate ECL for each course. The ECL, once established, may not be changed without the approval of Director, SATFA. The following factors should be considered when recommending new ECLs to SATFA.

*a.* Determine the historical success/failure data for IMSs at different ECLs for the course in question.

*b.* Analyze changes that have taken place in the course in terms of both course content and methods of instruction. The increased use of small group instruction requires participation in class discussion and in activities that may require more English proficiency than the type of instruction previously used.

*c.* Consider the demands placed on non-native speakers in the course. Determine whether these are realistic based on established doctrine, and whether difficult material is relevant to the needs of the countries represented by the IMS enrolled in the course.

*d.* Weigh the success/failure rates of students granted waivers in the course.

### **3-17. English language refresher program**

An English language refresher program will be established to enhance the language capability of IMSs. This program is normally conducted in coordination with the on-post educational activity. Additionally, IMSs should be encouraged to engage in available off-post programs offered in the local community. Any testing conducted in refresher programs should employ the ALCPT, not the ECL test.

### **3-18. Reliability and re-testing**

IMSOs will notify Director, SATFA (ATFA-R) of scores achieved by IMSs who fail to achieve prerequisite ECL on the CONUS course entry ECL tests. Under no circumstances will a student be admitted to training without required ECL unless waiver is granted by Director, SATFA, or OTSG if medical training.

## **Section V**

### **Department of the Navy**

### **3-19. English language training (ELT) actions required**

Navy IPO is responsible for the establishment of overall DON policy on ELT. In the execution of this policy, CG MCCDC (CSW), COGARD, and NETSAFA will—

*a.* Evaluate the English proficiency of IMSs in the schools and installations under their cognizance and recommend to DLIELC measures for improvement, both for IMSs who receive all language training in their own country and those who attend DLIELC.

*b.* Provide DLIELC with information on courses under their cognizance that require special language training.

*c.* Recommend to DLIELC changes to ECL requirements as experience dictates.

*d.* Schedule ELT at DLIELC for students under their cognizance, as required.

*e.* Recommend to DLIELC changes in language curricula to enhance the English proficiency of the IMSs under their cognizance who are scheduled for specialized training.

*f.* Coordinate disposition of an IMS that does not possess an ECL adequate for scheduled training. Disposition includes the scheduling of additional ELT at DLIELC or termination of training as appropriate.

### **3-20. ECL scores required for direct entry into Department of the Navy (DON) courses**

*a.* See table 3-1 for a list of the minimum ECL scores required for direct entry into DON courses.

*b.* There are no specific requirements for ship transfer crews, but a qualified interpreter is required at a ratio of one



interpreter to 10 crewmembers. Ship shakedown training is greatly enhanced if all or most of the crew understand English.

### 3-21. Waivers of ECL requirements for Navy Department courses

Requests for waivers of ECL requirements for Navy Department training will be forwarded to CG MCCDC for Marine Corps training, to COMDT COGARD for Coast Guard training and to NETSAFA for Navy training. CG MCCDC, COMDT COGARD, and NETSAFA will coordinate with the commands involved for determination. Requests for waivers will be considered on a case-by-case basis. Numerous factors must be taken into account in determining if a waiver is appropriate. These include, but are not limited to, method of presentation of the course, level of difficulty of material presented, experience level of the prospective IMS, the presence of other IMSs from the same country in the class, and previous U.S. training. Requests for waivers of required SET will receive close scrutiny and must be fully and carefully documented if hazardous and flight training is involved. No ECL waiver is required for students attending classes at NAVSCIATTS.

## Section VI

### Department of the Air Force

### 3-22. CONUS English language training

*a.* IMSs who are selected for flying training, air traffic controller, weapons controller, and other courses that require SET and who meet minimum ECL prerequisites will proceed first to DLIELC, regardless of ECL. A minimum of 9 weeks for processing, physical examination, and additional language testing is required. This requirement may be reduced or waived if the IMS meets all AF administrative and training prerequisites and has had recent, frequent contact with English-speaking personnel in his or her country.

*b.* Request for waiver or reduction of the 9-week SET course requirement will be forwarded to the Air Force Security Assistance Training Squadron (AFSAT). Requests will cite the appropriate AF medical and physiological training certification and circumstances of contact with English-speaking personnel.

*c.* IMSs who have previously received CONUS pilot training and are selected for advanced pilot training courses and who meet minimum ECL prerequisites will proceed first to DLIELC for 5 weeks of advanced flying refresher English training.

*d.* Air War College (AWC), Air Command and Staff College (ACSC), Squadron Officers School (SOS), and Academic Instructor Course (AIC) are preceded by the International Officers School (IOS) at Maxwell AFB, Alabama. Direct entry into AIC is commensurate with ECL and AFCIT 36-3222 requirements.

### 3-23. ECL Test Control Officer (TCO)

ECL testing of IMSs is normally the responsibility of the IMSO. However, the Central Base Personnel Officer (CBPO) TCO may be appointed the ECL TCO if local conditions require.

**Table 3-1**  
**ECL scores required for direct entry into DON courses**

Course or category	ECL
All senior foreign officer courses	80
All professional military education (PME) courses <sup>1</sup>	80
Naval Postgraduate School 2	TOEFL
All swimming/diving/EOD/UDT/BUDS related training 3	80SR
All flying training including simulator training 3	80SR
Doctor, dentist, and nurse training	80SR
Medical service specialist; technicians 4	70SR
Electronics technical and maintenance courses and aviation technical equivalent	See MASL
All submarine training	80SR
All supply training (less Supply Mgmt senior foreign officer (SFO))	70SA
All other formal training	See MASL
All on-the-job/observership training 4	70

Notes:

<sup>1</sup> Naval Command College, Naval Staff College, Marine Corps Command and Staff College, Amphibious Warfare School (USMC), Command and Control System Course (USMC), and Armed Forces Staff College.

<sup>2</sup> In addition to fluency in English, Test of English as a Foreign Language (TOEFL) of 540 required for direct entry, TOEFL of 500 for entry via ELT at DLI. ECL for Aviation Safety Officer (ASO) course is 80.

<sup>3</sup> In addition, IMSs from countries which English is not a primary language are required to attend 9 weeks of SET at DLIELC regardless of ECL score; 80SR is the minimum acceptable ECL for these types of training.

<sup>4</sup> Coast Guard courses may have different ECL requirements.

## Chapter 4 Planning and Programming

### Section I General

#### 4-1. Introduction

This chapter delineates the policies and procedures to be followed in planning and programming the SATP.

#### 4-2. Requirements

*a.* Training assistance will be provided in response to specific requests presented through appropriate channels by an authorized representative of the foreign government or international organization concerned. The SAO may advise the foreign country on needed training that is available from U.S. sources but must ensure that no U.S. commitment is made or implied by such recommendations. Training of IMSs in MILDEP schools will not take precedence over the training of U.S. personnel unless specifically directed by DOD.

*b.* Where practical, the foreign government will assist in supervising and administering its training program.

*c.* Special courses for IMS will not normally be conducted in CONUS schools.

*d.* Foreign countries authorized participation in SATP through IMET are to be encouraged to participate in cost-sharing to pay travel and living allowances to IMSs and use IMET to cover only tuition costs. This will allow countries to maximize training opportunities.

*e.* Consideration should be given to the quantity and complexity of equipment in country, the level of education, and the technical aptitude of foreign country military organization to assimilate and maintain modern equipment.

*f.* Training in support of an initial system sale will be included in an LOA written and administered by the MILDEP preparing the system sale LOA, regardless of the MILDEP providing the training. This MILDEP will not commit the resources of another MILDEP/ service without prior staffing and approval. For follow-on and annual training requirements, training will be included in the program of and administered by the MILDEP providing the training. When a student is selected for training involving courses of more than one MILDEP, the implementing agency will normally be the MILDEP providing the majority of the training. Consider the number of weeks of training as opposed to the number of courses to determine the implementing agency. The MILDEPs may approve exceptions if the amount of training is minimal and other considerations warrant an exception to policy.

#### 4-3. General constraints

*a.* Training listed in the MASL is currently provided to eligible foreign governments. In cases where training not listed in the MASL is required by the foreign government, the SAO must submit the request with justification to the cognizant MILDEP.

*b.* Classified courses of instruction will be offered to foreign governments on a "need-to-know" basis. Prior to programming, approval must be obtained from the MILDEP.

*c.* IMS must meet the course prerequisite set by the U.S. Military Services for Training provided in CONUS or overseas.

*d.* All training requirements will be reviewed by the MILDEP. Where training requirements are potentially sensitive, approval of DSCA will be obtained.

*e.* Technical skills and information acquired through U.S. training may not be used by the purchasing country to train IMSs from a third country unless approved in advance. Countries should submit requests for USG consent to the transfer of training to third parties via diplomatic note to the Department of State. If such requests are received by the MILDEPs, they should be referred to DSCA for forwarding to the Department of State.

*f.* The FAA, section 660, places restrictions on police, internal intelligence or surveillance, or civilian law enforcement training conducted in a foreign country or in the United States. "Police" as used in this prohibition includes military as well as civilian police if the military police perform civilian law enforcement functions. Neither the name given to a unit by the foreign government nor the ministerial authority under which it operates is sufficient in and of itself to determine whether a particular force is a police unit. The determining factor is the nature of the function performed by that unit. Certification is required from the country that students attending military police training will not be involved with or assigned to a unit performing in any civilian law enforcement functions for at least 2 years. Similar certification is required for any training provided on an individual rather than a unit basis, if the individual is from a unit that performs ongoing civilian law enforcement functions. The certification must be maintained by the SAO until two years following completion of training. Military police courses purchased under FMS must have prior approval from DSCA if the IMS is a member of a country unit having civilian police functions. Note: Maritime Law

Enforcement and training in maritime related skills and training provided by the U.S. Coast Guard is exempt from the prohibition against civilian law enforcement training. Section 2420 (b)(3), title 22 United States Code applies.

*g.* The scope of intelligence training normally available is limited to that which is directly related to combat, operational, or joint staff intelligence.

*h.* Follow-on training in civilian agencies constitutes termination of SA sponsorship unless DSCA grants a waiver.

*i.* Section 620(q), FAA, and “The Brooke Amendment” to the FAA of 1961, as amended, impose sanctions by which SA provided to countries ceases when a country is in default in the payment of loans to the United States. Accordingly, SAOs will not request training on weapon systems or equipment that is not in or scheduled for delivery to the country.

(1) New IMET students may not travel to the U.S. or other locations for the initiation of training. IMET students outside their countries of origin whose course of study or training program began before the effective date of the sanctions may complete such courses, including already funded sequential courses. However, no additional sequential courses may be added on or after the effective date of the sanctions. IMET students outside their countries of origin whose course of study or training program did not begin before the effective date of the sanctions should normally be returned to their home country as soon as possible. For the purposes of the Brooke Amendment, an IMET-funded course is deemed to begin on the report date specified in the Standardized Training Listing (STL). If sanctions are lifted, these students will be considered for late admittance or admittance to the next available course study or training program.

(2) IMET funded MTTs and LTDs may not be dispatched or extended beyond their scheduled termination date.

(3) IMET funded training aids may not be issued from supply nor placed on contract by the supplying agency. Note Section 620(q) does not affect the use of FMS credit funds.

#### **4-4. International military education and training (IMET) constraints**

*a.* The training must support U.S.-approved programs, plans, and objectives for the country concerned.

*b.* The country must make optimum use of personnel previously trained under SATP.

*c.* The country must make maximum use of its own training resources.

*d.* Emphasis must be placed on the training of instructor and career personnel.

*e.* Training must be in skills where actual deficiencies exist and to further overall objectives; the ability to meet the requirement must be clearly beyond the capability of the country.

*f.* Training requiring DSCA or another type of waiver will be approved on a case-by-case basis.

*g.* All requirements for orientation tours, MTTs, and ETSS personnel will be programmed on the basis of the U.S. fiscal year (FY) (1 Oct/30 Sep) and not implemented under the fifth quarter concept.

*h.* Contract field services (CFS) may be programmed on a 1-year basis for total man-months, including costs, regardless of whether the duration extends into the next fiscal year; however, justification must be forwarded and approval received from DSCA before programming.

*i.* IMET training will not be programmed to support FMS equipment purchase unless specifically identified as part of the FMS agreement or approved by DSCA.

*j.* Training benefits must warrant the high cost of the travel involved. When overseas transportation costs to and from the United States are borne by IMET, training in the United States will be arranged only when the total training in formal school courses or in a combination of formal school and on-the-job training is a minimum of 8 weeks. An exception to policy must be obtained by the SAO from DSCA for training of less than 8 weeks, exclusive of ELT. Expanded-IMET training and training at the USARSA and IAAFA are exempt from the 8-week minimum duration.

#### **4-5. References used for security assistance (SA) training**

The principal references used in planning and programming SA training are as follows—

*a.* DOD SAMM (DOD 5105.38-M), published by DSCA, provides guidance and information for programming, costing, and funding of SA training. The SAMM is

*b.* The Financial Management Regulation (DOD 7000.14-R, Volume 15), published by OASD (Comptroller), establishes the pricing and costing criteria for FMS sales of defense articles and services (including training) under the AECA.

*c.* The training MASL, published and distributed by the MILDEPS, is one of the documents most used in programming SA training. Its format is described in the SAMM, chapter 15, section 1503. The training MASL is a list of courses available from MILDEPs to eligible foreign countries under the SATP. In many cases, a course listed for a particular piece of equipment is not available to certain countries because the country does not possess the equipment for which the course provides training. The MASL, therefore, should not be used as a shopping list but as a reference and guidance document for programming training. When inquiries concerning training are received by the SAO from a

foreign government, response should be made by selections from the MASL and not by providing the country with a complete MASL listing.

*d.* The MASL provides brief course information; therefore, MILDEP course catalogs should be used to supplement the MASL to determine specific course details and prerequisites.

*e.* Execution agency (EXA) codes for identifying MILDEP training activities are in the SAMM, table D-3.

#### **4-6. Foreign military sales (FMS) guidance**

*a.* FMS training requirements pursuant to the sale of major equipment and weapon systems (ships, aircraft, missiles) should be made a part of sale negotiations.

*b.* The same general initial and annual programming process applies to FMS as for IMET. Eligible foreign purchasers may initiate training requests through several channels; for example, designated SAOs, foreign embassies, or purchasing missions located in the United States. Foreign purchasers, with the assistance of SAOs, are encouraged to develop annual FMS training programs.

*c.* For annual FMS training programs, blanket order (BO) FMS LOAs will normally be used. (LOAs are discussed in chapter 6 of this regulation.) The program presented by the SAO should be fully coordinated with the requesting government and reflect the country's annual training requirements. FMS training programs will be accepted for planning, determining capabilities, and allocating quotas.

*d.* Upon determining capabilities, the MILDEP will assign an FMS case identifier, prepare the LOA, and submit it to the appropriate country representative for acceptance and deposit of funds as required. The MILDEP will implement training only after the case has been accepted and obligation authority has been issued by DFAS.

*e.* The IMET fifth quarter planning and programming concept does not apply to FMS training.

#### **4-7. Total package approach (TPA)**

The TPA outlines training requirements related to the purchase of major equipment or systems. (See fig 4-1 for a training plan checklist for new equipment.)

*a.* When a country plans to add a new item of U.S. equipment to its inventory, a "total package approach" to the program must be used rather than focusing only on the item of equipment. Components of the "total package approach" include the following—

(1) Quantity of end items required for operational elements, training base, and maintenance support.

(2) Training requirements including training aids, training ammunition, and such necessary additional facilities as ranges, airfields, and port facilities.

(3) Publications.

(4) Foreign country facilities and available manpower.

(5) Logistics support.

*(a)* Initial logistics support includes those items required to field the item or system, such as communications and electronic equipment; basic issue items; ancillary equipment; ammunition and basic load; repair parts; special tools, test sets, and calibration equipment; and technical assistance and technical manuals.

*(b)* Sustaining support consists of those items required to maintain the item or system in operational condition and includes replenishment repair parts, overhaul requirements, and ammunition requirements.

*b.* The time required to conduct adequate training as well as to develop an in-country maintenance or support capability often becomes the pacing factor and must be considered in relationship to delivery dates of equipment. In developing a training plan for a particular end item of equipment or weapon system, each country must be considered individually. While general training requirements can be determined for any item, the exact composition and duration of the training program will vary based on the individual requirements and capabilities of each country.

*c.* A comprehensive training support package cannot be developed by MILDEP trainers operating without knowledge of the in country specifics. Thus, the important role of the SAO and survey teams cannot be overemphasized. The SAO and MILDEP must begin planning when the country initially expresses an interest in a weapon system or equipment. This will require close and continuous coordination between the training and materiel personnel of the various organizations involved, both in the United States and in the purchasing country. Essential information should be included in the initial request for price and availability (P&A) and LOA data on the major item. In-country information on items such as existing facilities, training software and hardware items in inventory, and levels of experience and training of the IMSs is essential to the "total package approach" concept. Using this information as a point of departure, the training support package would reflect the P&A of those additional software and hardware items required to support the end items, as well as an appropriate training plan. A survey team may be required. A trainer should routinely be included as a member of the team.

*d.* Training programs must be planned realistically, taking into account the skills that must be developed, the background and experience of the individuals selected for the training, and the time required to plan, implement, and complete the program. In the final analysis, the success of any training program will depend upon IMS capability and

potential for success. The individual and collective performance of the IMS will set the pace for and measure the true progress of a program.

*e.* Training in support of FMS equipment purchases should be coordinated with the equipment sales case. Training under the IMETP will not be provided to support FMS equipment purchases. Requests for exceptions to this policy should be referred to DSCA with appropriate justification for consideration on a case-by-case basis.

*f.* Suggested guidance concerning development of comprehensive training plans for new equipment is contained in figure 4-1.

## **Section II Programming**

### **4-8. Programming cycle**

*a.* The Annual Integrated Assessment of Security Assistance (AIASA) is the U.S. country team document that supports the proposed program for the foreign country concerned. It provides the level of detail of the proposed requirements for IMET and for FMS credit recommended by the country team. Training is categorized by analysis code and dollar level. It is submitted through State Department channels and provides the details to support the Congressional Presentation Document (CPD). The CPD is the supporting document submitted to Congress with the annual legislative proposal for the SA program authorization and appropriations. IMET programming data will be forwarded to the MILDEPs not later than September in support of the CPD. The AIASA also includes all known FMS requests for the budget years (BYs).

*b.* Based on projected IMETP dollar ceilings, SAOs should prepare the BY training program for presentation to unified commands and MILDEPs at least 30 days before the annual SA Training Program Management Reviews or as directed by the appropriate MILDEP.

*c.* Program submission will be by markup of the existing BY country program made available by the MILDEPs. Desired deviations to the program listing will be forwarded to MILDEPs.

*d.* Annual SA Training Program Management Reviews (SATPMR) are hosted by the unified commands.

(1) PMR schedules are based on coordination between unified commands and MILDEPs.

(2) SAO representative must be prepared to present, discuss, and justify each training line in the proposed program. In this regard, each request for on-the-job training (OJT), observer training (OBT), and familiarization training will be submitted as shown in figure 4-2. Written justification must be submitted for all programmed orientation tours (OTs), LTDs, and SATs. If no justification is included, the SAO representative will be required to prepare one before departure from the workshop. Failure to submit proper justification will result in deletion of training from the program.

(3) SAO must stipulate factors to be used in IMET costing for travel and living allowances to be paid by the USG or by the foreign government (cost-sharing).

(4) The purpose of the SATPMR is to accept, reject, change, or add training lines and training teams to country programs within approved policy guidelines. Training is accepted by the MILDEP for programming only, subject to determining the capability to furnish that training in relation to total worldwide requirements.

(5) On completion of the PMR, each MILDEP will have a complete copy of the refined country program.

(6) Based on a refined country program, MILDEP will process requirements. After the PMR, SAOs will submit program deviations to the MILDEP with accompanying backup documents.

*e.* Unprogrammed training requirements, not included in the annual program, will be handled on an exception basis. Unscheduled requirements often have an adverse impact on the total training effort. This is particularly true in training courses where quota availability is a major constraint. It also happens in those cases involving short-notice deployment of MTT personnel from operational units for specialized requirements and preparation of tailored curricula. In addition, unprogrammed training requirements distort planning and make forecasting ineffective. Every reasonable effort should be made to develop programs that will not require revision after review at the TPMRs.

*f.* Deferred items requiring special authorization will not be approved until DSCA has obtained the necessary certification or a waiver has been granted.

*g.* Upon receipt of funding authority, the MILDEPs will authorize the SAOs to prepare ITOs to send IMSs to training.

### **4-9. Programming procedures**

Strict programming procedures are necessary to achieve training objectives and to account for expenditures.

*a.* The worksheet control number (WCN) is the most important element identifier used in the SATP. The most

important use is to track the IMS. Normally, one WCN will be assigned per IMS. This procedure reduces administrative effort on the part of the scheduling commands and training installations and allows effective tracking and billing.

*b.* The policy for cross-service training is as follows—

(1) When an IMS from one MILDEP is selected for training exclusively within schools of another MILDEP, such training will be made part of the program of the MILDEP providing the training.

(2) When an IMS is selected for training involving courses of more than one MILDEP, the training will be programmed by the MILDEP providing the greater number of total training weeks, exclusive of ELT.

(3) When orientation tours are for IMSs assigned to organizations equivalent to the U.S. DOD or when such tours are not clearly identifiable to a particular MILDEP, the SAO will include the tour in the program of the MILDEP having predominant interest, or DSCA will designate the MILDEP.

(4) Joint courses will be included in the program of the MILDEP having executive agency responsibility for the course. (See table 4-1.)

(5) Coast Guard courses are programmed by the Coast Guard and are included in the DON STL.

*c.* Training requirements must be included in the FY program in which training is scheduled to start, with the exception of scheduled fifth quarter training. The fifth quarter concept applies only to IMET training scheduled to begin after 30 September and before 1 January, although training must be accepted and obligated by 30 September. It does not apply for MTTs, OTs, or training materials in support of the ELTP.

*d.* Congressional scrutiny of the IMETP requires an indication of the relative priority of the training requirements within each country program. These priority indicators are used in responding to Congressional queries, selecting requirements for Continuing Resolution Authority (CRA) funding, and adjusting programs to conform with executive branch decisions and legislative actions when response time will not permit consultation with SAOs or unified commands. Accordingly, a training requirement priority code system has been established according to following standardized designations—

(1) Priority Code A (highest priority)-Prime training requirement considered most essential for meeting an in-country training objective.

(2) Priority Code D-Valid training requirement above the budget level but within the dollar amount that an SAO could reasonably expect to receive at mid-year or end of year. Priority code D is an unbudgeted amount and will not normally exceed 10 percent of the budget.

(3) MILDEPs will not obtain quotas for D Lines.

*e.* All correspondence on program actions will include appropriate commands and training activities as information addressees.

*f.* Coast Guard Commandant (G-CI) will act as central authority for planning and programming all Coast Guard training. Policy and procedural differences will exist for Coast Guard training (that is, OJT, dependents, ship transfers, et cetera.).

#### **4-10. Civilian international military students (CIMS)**

*a.* Training of defense civilians, non-defense ministry civilians, legislators, individuals who are not members of the government (NGOs) under the Expanded-IMET program, training of defense civilians for the express purpose of teaching, developing, or managing in-country English language training programs, and training of civilians in counter-narcotics-related areas is authorized. Training of civilians in other than these three areas requires an exception to policy from Director, DSCA.

*b.* The foreign government must agree to the same administrative control over civilians in training as applies to military personnel. Equivalent grade civilians will be afforded the same status and privileges as military personnel.

*c.* The military services may provide training to non-ministry of defense (non-MOD) personnel under the following authorities.

(1) Training provided directly to non-MOD organizations of friendly countries, international organizations, or voluntary nonprofit relief agencies registered with and approved by the Agency for International Development, as authorized by Section 607, Part I, of the Foreign Assistance Act (FAA). The military service must obtain a determination from the International Development Cooperation Agency (IDCA), through DSCA, that the proposed training is consistent with and furthers the purposes of part I, of the Foreign Assistance Act. The military service must forward the request for determination to DSCA with the following information:

(a) Name of the international agency.

(b) Number of students to be trained.

(c) Type training, proposed dates, estimated cost. Upon receipt of the determination approval from IDCA, the military department will prepare an LOA for the training and forward to the SAO for presentation to the international agency. The LOA will include a copy of the determination as an attachment and a supplemental condition as follows—“This sale is made under the authority of Section 607 of the Foreign Assistance Act of 1961, as amended, and the determination thereunder made by the Director, Trade and Development Program, International Development Cooperation Agency (IDCA), on (date) (copy attached). Any reference to the Arms Export Control Act herein shall be construed to be a reference to Section 607 of the Foreign Assistance Act of 1961, as amended. All other terms,

conditions, and procedures under this Letter of Offer and Acceptance will apply to this transaction.” A report will be provided directly to Director, U.S. Trade and Development Program, IDCA, upon completion of the training to include the completion or termination date of the training and any changes in the original request concerning actual course and or type training, length, and cost.

(2) Training provided in support of other U.S. Government sponsored programs, provided in support of other U.S. Government programs authorized under the Foreign Assistance Act, and financed by USG appropriations. Section 632(a) of the FAA authorizes the transfer of funds from one agency to another to carry out the purposes of the FAA. This training support will be provided under an interagency agreement.

(3) Training provided to international students sponsored by another government agency, financed by the foreign country. The Economy Act authorizes a government agency to render services for another on a reimbursable basis. This training support will be provided under an interagency agreement. Guidance for determining tuition rates for non-DOD sponsored personnel is contained in DOD 7000.14-R. In all cases, the established administrative surcharge will be applied. Student support costs, such as travel, living allowances (TLA), and medical services are the responsibility of the student’s government or the sponsoring agency. If student transportation living allowances are paid to the student by the Air Force, administration cost will also be sponsoring agency.

#### **4-11. Training at civilian institutions**

*a.* Training of IMSs at civilian institutions is authorized under the IMETP only if equivalent training is not available from U.S. military installations. DSCA approval is required prior to offer or programming.

*b.* The requirement to train IMSs at civilian institutions under FMS is more appropriately handled by direct negotiation between the civilian institution and the purchasing country. Training at civilian institutions, therefore, generally will not be accomplished under FMS. Requests for exceptions to this policy should be addressed to DSCA Comptroller.

*c.* Training at civilian institutions under ongoing MILDEP contracts may be requested from the MILDEP.

#### **4-12. DOD Informational Program (IP)**

Details concerning DOD IP are covered in chapter 11.

#### **4-13. Orientation tours**

Details concerning orientation tours are covered in chapter 12.

#### **4-14. Security assistance teams (SATs)**

Details concerning training assistance teams are covered in chapter 13.

### **Section III**

#### **Training Aids**

#### **4-15. General**

*a.* Training aids, devices, equipment, and books, tapes, and publications used in establishing or supporting in-country ELTP may be programmed and funded in the country IMETP. The dollar value of items obtained under IMETP will be applied against the country’s training dollar ceiling. Training materials programmed under Budget Project N90 will be identified to DSCA when requesting funding and will include an indication that the materials support the in country ELTPs.

(1) Training aids, devices, and equipment in support of ELTP will be in the U.S. Army IMETP (N9A).

(2) Books, tapes, and publications in support of ELTP will be in USAF IMETP (N9B).

(3) Packing, crating, and handling costs of the items in (1) and (2) above will be in the respective MILDEP’s program (N9X).

*b.* Training aids, devices, equipment, films, books, tapes, and publications not in support of in country ELTP will be obtained through FMS channels. Requests for exceptions to obtain these items through programming and funding under IMETP must be addressed on a case-by-case basis to DSCA. DSCA exceptions will be granted on a one-time basis and will not apply automatically to similar future requirements. Requests for training aids and support material should be included in IMET waiver requests for SATs. Requests must be completely justified in writing and include the following—

(1) Why provisioning of training materials under IMETP is necessary.

(2) Why it is in the U.S. interest.

(3) What is the impact on the country training program (for example, specific courses and training to be deleted and how this training will be accomplished).

*c.* In view of the long lead time required in programming, procurement, and delivery, items must be programmed

sufficiently in advance to be available in-country when needed. After funding, timely requisitioning is essential to allow MILDEP obligations before 1 August of each year.

#### **4-16. Training films**

Training films will not be provided to foreign countries on a loan or non-reimbursable basis. The term "loan" does not apply to SATP. Foreign governments should be encouraged to purchase training films for their training requirements. Training films may be leased, however, under the provision of AECA, chapter 6. Under the terms of a lease, the foreign government incurs an obligation to rent the training film and maintain it in an original condition. Lease arrangements present cost-recoupment problems. The costs of cleaning and repairing damaged training films, producing additional film prints to meet foreign demands, and packing, crating, handling, and postage are difficult to factor into the low cost of single training-film lease arrangements. These costs must, however, even though minimal, be recouped by the USG. The following policy applies when providing training films to SA activities, foreign governments, and international organizations:

- a. Training films will not be leased to foreign governments without the authorization of DSCA.
- b. SA activities receiving foreign government requests to lease training films will screen the requests carefully to ensure that full justification is provided with the request. SA activities are authorized to state that the lease, if approved, will be on an exception basis only.
- c. SA activities borrowing films will retain physical custody of the films at all times. The films will not be given to foreign governments while in custody of the SA activity. The films may be shown to foreign government representatives according to authorized disclosure but must be retained at all times by the borrowing SA activity.

### **Section IV**

#### **Department of the Army**

#### **4-17. Training references**

a. DA Pamphlet 351-4 lists all formal courses conducted in CONUS Army schools. This document lists CONUS training activity, course number and title, duration (peacetime and mobilization), purpose, scope, prerequisites, and special instructions. Many of these courses are not available to all countries; however, references to this pamphlet and the MASL should give SAOs all necessary data to assist the host country in obtaining the best training to meet requirements.

b. SATFA has developed a Supplemental Security Assistance Training Handbook. This handbook contains a listing of courses that have been identified for IMS input.

c. Both USAREUR and USARSA publish catalogs on training available in their respective commands.

d. MASL

(1) *Distribution.* MASLs are automatically distributed as required by the MILDEP to unified commands, SAOs, and DA. MASLs are not distributed to training activities as reference documents; however, SATFA is responsible for making the MASL available to Army commands having a training mission.

(2) *Changes.* SATFA processes MASL changes to DSCA. These changes are made when needed (for example, entering new courses, eliminating courses, and changing course location, length, and cost). Other major training commands must inform SATFA by letter or cable when changes occur. MASLs have fixed issue dates, but changes are provided by DSCA as required. The date printed on the bottom of the MASL listing includes all incorporated changes as of that date.

(3) *Annual update.* An update of the MASL is required NLT the end of June each year to reflect courses and costs for the next fiscal year. SATFA will request this annual update from major training commands.

#### **4-18. General course prerequisites, training requirements and standards**

a. IMSs must meet all course prerequisites, except Service retainability and U.S. security clearances as prescribed for U.S. personnel in DA Pam 351-4 and reflected in SATFA handbook, the proper overseas school catalog, or other prerequisites established by the U.S. Army component commander providing the training. IMS must also meet the age requirements established in AR 601-210.

b. If IMSs selected for advanced branch courses do not meet grade prerequisites, biographical data and complete justification to waive grade prerequisites will be submitted to SATFA and the proper school for approval of course attendance before preparing an ITO. Approvals will be granted by SATFA in coordination with schools concerned.

c. Medical records in English should accompany all IMSs scheduled for U.S. Army training. A current medical examination (performed within the preceding 30 days) will indicate that the IMS meets course medical requirements and is capable of performing up to the standards of the U.S. Army Physical Readiness Training Test (APRT), that no medical limitations exist to prevent IMS from participating in the U.S. Army Physical Fitness Program, and that the IMS has no medical limitations to interfere with his or her individual training.

d. IMSs are expected to complete the same course requirements as their U.S. counterparts unless substitute requirements have been approved by the school Commandant and Director, SATFA, or unless the material is classified.



IMSs are expected to participate in physical training (PT), field training exercises, staff rides and blocks of instruction dealing with U.S. Army unique material.

*e.* IMSs in training with U.S. personnel will not be routinely excused from class for prayer or holidays. However, schools are encouraged to permit IMSs in good academic standing to observe the two holidays per year selected by their countries provided critical training is not scheduled.

#### **4-19. Special courses**

*a.* Applicants for airborne, aviation, ranger, special forces, and the USARSA commando operations and patrolling operations courses will be carefully screened to ensure they meet the prerequisites in DA Pam 351-4 and or Security Assistance Program Handbook. These courses entail “danger to life and limb” activities and have the potential to endanger not only the IMS, but also instructors and fellow students. In addition to meeting rigid physical requirements, applicants must be highly motivated and possess an excellent understanding of and ability to communicate in English.

*b.* Airborne, ranger, special forces, and the USARSA commando operations and patrolling operations courses require exceptional physical capabilities. Prerequisites for each course are detailed in the SA Program Handbook. The various required tests must be administered, with satisfactory results, before the IMS is selected for training. IMSs will be re-tested after arrival at the school; those who do not pass the test will not start training. Also, the ranger course is primarily conducted in the field under uncomfortable and dangerous conditions; therefore, the IMS must be physically capable and motivated to pursue the training. Swimming skills are mandatory for all of the above courses.

*c.* IMSs taking other than airborne training, but who are airborne qualified, may be placed on airborne status for the duration of CONUS training to maintain proficiency. Such status must be approved by the IMS’s government. Specific authority must be included in item 16f(2) of the ITO. Implementation of this authority will depend on the school’s capability.

*d.* Candidates for initial entry flight training must have a proven aptitude for flight training, including solo flight in light aircraft when possible before reporting to the primary fixed wing or rotary wing courses.

*e.* IMSs who are scheduled for flight training in U.S. Army service schools will be required to meet class I, IA, or II medical standards. (See AR 40-501, chap 4.) IMSs who have received a current, valid aviator rating in the armed forces of their respective countries will be considered the same as U.S. Army aviators and will be required to pass a class II flight medical examination.

*f.* A U.S. Army aviation medical examination will be given to IMSs selected for pilot training by a qualified U.S. Army flight surgeon, U.S. Air Force flight surgeon, or U.S. Navy flight surgeon before the IMS’s departure from his or her home area. If the country does not have a U.S. Armed Forces Aviation Medical Officer, the IMS candidate, upon approval of the chief, SAO, will report to the closest U.S. Armed Forces Medical Officer for examination. The proper SAO will issue the necessary travel order and cite the appropriate IMET order number of FMS case designator as funding authority. The medical examination will be given as soon as possible to prevent cancellation of training because of physical nonqualification. The examining officer will determine the individual’s physical qualification for the flying course and approve or disapprove his or her application. When waiver of a medically disqualifying condition is appropriate, the results of the medical examination will be referred by the examining officer to Dean, U.S. Army School of Aviation Medicine, (MCCS-HAO), Building 301, Fort Rucker, AL 36362-5377, for advice and recommendation.

*g.* Flight physical examination records will be hand-carried by the IMS and will accompany the individual throughout aviation training.

*h.* IMSs undergoing physical reexamination in the United States prior to beginning flight training will be required to meet class II medical standards for flying (AR 40-501).

*i.* An individual selected for initial-entry flight training in CONUS must attend the SET course in DLIELC before attending flight courses. SAOs may request exceptions from SATFA only when the IMS has recent experience in English language flight or navigational environment.

#### **4-20. U.S. Army War College (USAWC) International Fellows Program (IFP)**

The USAWC IFP is unique to the Army schools. The program provides fellowships of approximately 1 year to selected senior Army officers from allied and other friendly nations. International fellows are given a chance to study and research in close association with the USAWC faculty and student body. To best suit the unique nature of the IFP,

the Commandant, USAWC may adjust the requirements of this regulation for ELT, dependents, academic reports, biographical data, and the IP in coordination with HQDA (SAUS-IA-DSA) and SATFA.

*a. Objectives.* The objectives of this program are to—

(1) Offer a chance for senior officer IMSs from allied and friendly countries to study, research, and write on subjects of significance to the security interests of their own and allied nations.

(2) Establish mutual understanding and good working relationships between senior U.S. officers and senior officers of selected foreign countries.

(3) Extend and improve the professional qualifications of military leaders of other nations.

(4) Enrich the educational environment of the USAWC.

(5) Improve the fellows' first-hand knowledge of U.S. culture and institutions through study and travel in CONUS.

*b. Prerequisites.* Officer selection should be governed by past demonstrated professionalism and estimated potential for future service at the national policymaking level. Specifically, officers selected should—

(1) Be destined to hold national level policymaking positions within their respective armies or defense agencies.

(2) Have completed at least 15 years of active military service.

(3) Be serving in a rank equal to U.S. lieutenant colonel, colonel, or newly promoted brigadier general.

(4) Have completed the country equivalent of 4 years' education at a U.S. college or university (baccalaureate level).

(5) Have completed U.S. Army Command and General Staff College or equivalent of their country or other country.

(6) Have both command and high-level staff experience (preferably battalion or brigade command and unified command or Service department level staff).

(7) Have the requisite academic ability and motivation to undertake study and research on military problems and issues at theater through national level.

(8) Score 80 or higher on the in-country screening ECL test. This prerequisite does not apply to countries exempt from all ECL testing requirements or granted a waiver by DSCA from in-country screening ECL testing requirement.

*c. Program description.*

(1) The IFP adds a dimension to the college that broadens the academic environment of both IMSs and faculty. The association of senior officers destined for high-level leadership positions in their respective armies can improve mutual understanding of national security problems, operations, and preparedness.

(2) International fellows arrive before the start of the academic year to allow for reception, orientation, and administrative processing. The college does not provide remedial language or other instruction to upgrade the overall entry qualification of international fellows.

(3) The status of fellow as opposed to student makes individual initiative an essential part of this program. Academic programs consist of a combination of study, research, and perhaps some teaching based on the fellows' preferences, skills, and professional needs. The program includes all unclassified resident course classes to ensure that the fellows receive the broad scope of the common overview part of the college curriculum. Also, fellows will take part as student members of seminar groups where they will have a chance to exchange views with U.S. as well as other international fellows. A large part of each program will be dedicated to individual study and research and to travel in CONUS.

(4) When access to U.S. classified military information is mutually beneficial to both U.S. and international fellows, disclosure authority will be solicited through HQDA (DAMI-CHS), WASH DC 20310-1043. Access to NATO or Central Treaty Organization (CENTO) classified information will be provided to international fellows from treaty nations upon receipt of access certifications as prescribed by treaty regulations.

(5) USAWC is authorized to perform travel coordination with CONUS Army installations to be visited by IFP participants as part of curriculum requirements.

*d. Selection procedures.*

(1) Each year DA (SAUS-IA-DSA), with the unified commands and USAWC, will recommend invited countries select an Army officer to take part in the IFP. Chief of Staff, U.S. Army (CSA) will send formal letters of invitation to the selected governments through the SAO. Selection of a country one year does not mean that the same country will be invited the next year. The SAO will not program attendance in IFP before receipt of formal letter of invitation from the CSA and acceptance by the country's chief of staff.

(2) An IFP information booklet will be sent by the USAWC to the SAO in those countries invited to participate in IFP. The booklet describes the program and contains the information necessary to determine a fellow's qualifications and interests for conducting research and study in a certain field. A registration form is included in the booklet for use by selectees in furnishing the USAWC with data required before their arrival.

(3) The SAO will ensure that the foreign CSA is aware of the recommended criteria specified in this regulation and will assist designated fellows with administrative requirements.

(4) Countries that select qualified officers to fill fellowships will return registration forms through the SAO to the

Commandant, USAWC (AWCA-IFP), Carlisle Barracks, PA 17013-5050, according to the schedule provided in the information booklet.

#### **4-21. National Defense University (NDU) International Fellows Program (IFP)**

The NDUIFP program provides fellowships of approximately one year to senior military officers selected from allied and other friendly nations. The Joint Staff, J7, oversees the Joint Education process, which includes NDU and the IFP. The President, NDU, manages the program through the Director, IFP. To best suit the unique nature of the IFP, the President, NDU may adjust the requirements of this regulation for ELT, dependents, academic reports, biographical data, and the IP in coordination with HQDA (SAUS-IA-DSA) and Director, SATFA.

*a. Objectives.* The objectives of this program are to—

(1) Offer a chance for senior officer IMSs from allied and friendly countries to study, research, and write on subjects of significance to the security interests of their own and allied nations.

(2) Establish mutual understanding and good working relationships between senior U.S. officers and senior officers of selected foreign countries.

(3) Extend and improve the professional qualifications of military leaders of other nations.

(4) Enrich the educational environment of The Industrial College of the Armed Forces and The National War College.

(5) Improve the fellows' first-hand knowledge of U.S. culture and institutions through study and travel in CONUS.

*b. Prerequisites.* Officer selection should be governed by past demonstrated professionalism and estimated potential for future service at the national policymaking level. Specifically, officers selected should—

(1) Be destined to hold national level policymaking positions within their respective armies or defense agencies.

(2) Have completed at least 15 years of active military service.

(3) Be serving in a rank equal to U.S. lieutenant colonel, colonel, or newly promoted brigadier general.

(4) Have completed the country equivalent of 4 years' education at a U.S. college or university (baccalaureate level).

(5) Have completed U.S. Army Command and General Staff College or equivalent of their country or other country.

(6) Have both command and high-level staff experience (preferably battalion or brigade command and unified command or Service department level staff).

(7) Have the requisite academic ability and motivation to undertake study and research on military problems and issues at theater through national level.

(8) Score 80 or higher on the in country screening ECL test. This prerequisite does not apply to countries exempt from all ECL testing requirements or granted a waiver by DSCA from in-country screening ECL testing requirement.

*c. Program description.*

(1) The IFP adds a dimension to the college that broadens the academic environment of both IMSs and faculty. The association of senior officers destined for high-level leadership positions in their respective armies can improve mutual understanding of national security problems, operations, and preparedness.

(2) International fellows arrive before the start of the academic year to allow for reception, orientation, and administrative processing. The university does not provide remedial language or other instruction to upgrade the overall entry qualification of international fellows.

(3) The status of fellow as opposed to student makes individual initiative an essential part of this program. Academic programs consist of a combination of study, research, and perhaps some teaching based on the fellows' preferences, skills, and professional needs. The program includes all unclassified resident course classes to ensure that the fellows receive the broad scope of the common overview part of the college curriculum. Also, fellows will take part as student members of seminar groups where they will have a chance to exchange views with U.S. as well as other international fellows. A large part of each program will be dedicated to individual study and research and to travel in CONUS.

(4) NDU is authorized to perform travel coordination with CONUS military installations to be visited by IFP participants as part of curriculum requirements.

*d. Selection procedures.* Each year the Joint Staff, with the unified commands will recommend to the Chairman, Joint Chiefs of Staff (JCS), countries to be invited to participate in the NDU IFP. The Chairman extends invitations to the CHODs of countries he selectees to participate. The countries select officers of any service IAW the criteria listed in 4-21b. The DAO in the respective embassy of the United States will coordinate with the CHOD's staff to ensure the commended criteria are followed for selection, then assist designated fellows with administrative requirements. All coordination will be accomplished with NDU-P, International Fellows Program, Fort Leslie J. McNair, Washington, D.C. 20319-6000 Upon receipt of the chosen officer's name, the IFP office will send the officer, through the DAO, an information booklet. The DAO will insure that the IFP office is aware of travel plans of the selected officer. Army is the executive agent for NDU. The Director, SATFA (ATFA-R) should be advised of programming instructions once a country accepts an invitation.

#### **4-22. U.S. Army Command and General Staff College (USACGSC)**

The USACGSC is the next most senior school to AWC. To assist in the support of International Students, the Commandant, USACGSC, may adjust the requirements of this regulation for ELT, dependents, academic reports, biographical data, and the IP in coordination with SATFA, and DA as appropriate. The following guidelines govern the attendance of IMS at the USACGSC:

- a. All IMS officers selected for course 1-250-C2 at USACGSC are required to have an ECL of 80.
- b. There are two preparatory courses offered by USACGSSC: The International Officer Preparatory Course (IOPC) and the Command and General Staff Officer (CGSO) Preparatory Course. Unless the IMS is specifically exempt from all ECL testing, the IMS will attend the IOPC. All IMS are required to attend the CGSO Preparatory Course.
  - (1) The International Officer Preparatory Course (2G-F67X) is 16 days in duration and is designed to enhance the IMSs ability to participate in the CGSC environment using the English language and to familiarize the student with the staff/small group instruction methodology and classroom environment. The course also provides an appreciation of the political, social and economic factors that have a bearing on U.S. people, their traditions and way of life. Training includes English language enhancement, military terminology usage, classroom participation exercises and local area, Fort Leavenworth, and CGSC orientation.
  - (2) Command and Staff Officer Preparatory Course (2G-F68) is 2 weeks, 10 days in duration. All IMS are required to attend this course, plus officer from other U.S. military services. Instruction includes U.S. military terminology, organization, tactics, logistics, and management. Informational Program topics are also presented through selected trips and guest speakers. The course provides the IMS with an appreciation of the political, social and economic factors, which have bearing on U.S. people, their traditions, and their way of life.

#### **4-23. U.S. Army School of the Americas (USARSA)**

- a. Although the practice of IMSs bringing their dependents to CONUS while attending courses is generally not encouraged, IMSs attending the following courses at USARSA are encouraged to bring their dependents at no expense to the U.S. Government:
  - (1) Command and General Staff Course (C&GS), Spanish.
  - (2) Combat Arms Officer Advanced Course (CAOAC), Spanish.
- b. IMET IMSs bringing their dependents to the above courses will receive the appropriate IMET supplemental living allowance.
- c. Dependents of C&GS and CAOAC IMSs will be authorized post exchange and commissary privileges.

#### **4-24. U.S. Army (USA) Sergeants Major Academy (SMA)**

The U.S. Army Sergeants Major Academy course of instruction is taught at Fort Bliss, Texas. The following information applies:

- a. *Scope.* The program is a task-based, performance- oriented course of instruction designed to prepare master sergeants and sergeants major for positions of responsibility throughout the defense establishment. Major subject areas include leadership, national security affairs, resource management, military studies, research projects, physical training and appearance, professional development, and a college electives program. Emphasis throughout is on the assigned and inherent duties, responsibilities, and authority of senior noncommissioned officers.
- b. *Prerequisites.*
  - (1) An ECL of 80.
  - (2) IMS must be in the equivalent grade of master sergeant or above.
  - (3) Students must meet weight and physical standards according to country requirements.
  - (4) IMSs must be on active duty.
- c. *Duration.* The course length is 9 months.
- d. *Selection procedures.* DA, together with the unified commands and USASMA, recommends countries to be invited. Upon approval, CSA will send formal letters of invitation to the selected governments through the SAO.

#### **4-25. Extension or correspondence courses**

- a. IMS participation in a U.S. Army Correspondence Course Program on a reimbursable basis will be encouraged by service schools and SAOs to the extent proper for the country concerned. Countries wishing to take part in the correspondence course program will be required to set up an FMS case with SATFA. IMET expenditure is not authorized.
- b. Applications for enrollment will be sent through, approved, and serviced by the appropriate SAO of the country. Applications will be forwarded to Director, SATFA (ATFA-R), for fund certification and forwarding to the proper school or activity.
- c. DA Pam 351-20 series outlines those correspondence courses available. Within security limitations, copies of correspondence course sub-courses, including instructional material, tests, and answer sheets, can be furnished to the SAO. The SAO will distribute the lesson material to the IMS. The U.S. Army Training Support Center (ATSC), Fort

Eustis, VA 23604-5166 (or the school distributing the course) will grade the answer sheets and sub-course examinations and maintain the academic record of the student.

*d.* All correspondence with the IMS in administering the correspondence course program will be routed through the SAO, who will monitor the progress of the IMS.

#### **4-26. Programming cycle**

*a.* SAOs or unified commands will submit their annual program to SATFA and other agencies as directed by the published suspense date.

*b.* SATFA will request spaces from TRADOC, PERSCOM, other MACOMs, and Services as soon as the school schedules are available.

*c.* SATFA will allocate spaces to the SAO as soon as they are obtained. SAOs should accept or decline space as soon as possible. Acceptance or declination messages must include—

- (1) WCN and case designator (if applicable).
- (2) MASL ID.
- (3) Course title.
- (4) Course number.
- (5) Other information as directed in the SATFA formal training allocation letter.

*d.* When a program change is required, the SAO should send a message, fax or electronic mail directly to SATFA (ATFA-R) with an information copy to the unified command and to DA for AWC, CGSC, SMA. Since quotas are much more difficult to obtain after the initial distribution, SAOs should keep declinations and changes to a minimum.

*e.* Schools will be provided a monthly training activity program roster (TAPR) by SATFA. The TAPR will include data on project IMS load for current and coming FYs.

*f.* SATFA will be notified of the cancellation of programmed CONUS training a minimum of 60 days before the class-start date. Cancellation notification will include HQDA (SAUS-IA-DSA), unified commands, and all interested installations. It will also identify the WCNs, FMS case designator (if applicable), and courses being canceled by starting dates. If medical training is involved, the Commander, U.S. Army Medical Department Center and School (AMEDDC-S) will be included for medical training.

*g.* For Senior Service School (AWC, NDU, CGSC, SMA, SATFA) will program these schools into the STLs but will not be permitted to add class dates until country has been officially offered seating by HQDA (SAUS-IA-DSA) and country has confirmed that they accept seat invitation/ allocation.

#### **4-27. Civilian IMSs**

Requests for U.S. Army activities to train non-DOD USG-sponsored international civilians will be submitted to DSCA.

#### **4-28. Training at civilian institutions**

DSCA may grant an exception to train IMSs at civilian institutions if the training is degree producing and if it is part of or a follow on to a formal U.S. Army course of instruction. This training would be paid for under FMS.

#### **4-29. Training Literature**

*a.* The U.S. Army Publishing Agency (USAPA) is the Army point of contact (POC) for requisitioning all DA-approved paper and CD-ROM publications and forms. Electronic training publications may be found on the Army Doctrinal and Training Digital Library on the Internet. The site may be accessed from the USAPA home page ([www.usapa.army.mil](http://www.usapa.army.mil)).

*b.* The Commandant, USARSA, is the Army POC for the Spanish language publications program. SAOs may obtain U.S. Army doctrinal publications in Spanish from USARSA as follows—

(1) Address message or letter to USARSA with information copy to Commandant, USARSA, ATTN: ATZL-SA-DOS, Building 35, Wold Road, Fort Benning, GA 31905-6245.

(2) Request only those publications in publications catalog. Quantities are limited on “as available” basis.

*c.* The Commander, USASAC, is the Army POC for requisitioning training aids, devices, and equipment.

#### **4-30. FMS training requirements**

a. FMS training requirements for; Australia, United Kingdom, New Zealand, Israel, and Canada are submitted directly to SATFA by their respective country representatives in Washington, DC, as follows:

- (1) Australian Army and Air Force Staff.
- (2) British Army Staff.
- (3) New Zealand Defense Staff.
- (4) Israeli Defense AttachŁ.
- (5) Canadian Defense Liaison Staff.

b. SATFA will take appropriate action on such requests. Approval or disapproval of requirements is provided to the country representatives, in a(1) through a(5) above, by SATFA without referral to in-country U.S. representatives.

#### **4-31. On-the-job training (OJT) and observer training (OBT)**

a. In OJT the IMS learns by actually doing a specific task. In OBT the IMS trains beside U.S. personnel and learns by observation. Neither escorts nor interpreters are authorized for this training.

b. Current assets with U.S. Army training activities and units prevent offering OJT or OBT on a large scale. Training should be requested only when completely justified as a definite requirement to accomplish the in-country training mission. It will not be used to acquire minimum training time to satisfy SAMM requirements or country regulations.

c. OJT and OBT at HQDA or major Army commands are not authorized.

d. OJT and OBT will normally be conducted on an unclassified basis. If classified information is to be disclosed during the training, SATFA must be provided a detailed narrative of the information, so that disclosure authority can be requested.

e. Activities should use the standard weekly OJT or OBT rates provided by OASA-FM unless actual costs are captured and exceed those rates. Training for any portion of a week will be charged this full weekly rate (for example, OJT lasting 4 weeks and 3 days will be charged for 5 weeks at the standard rate).

f. OJT and OBT training with Army National Guard of the United States (ARGNUS) and U.S. Army Reserve (USAR) units will be conducted under normal Security Assistance training (that is, IMET, FMS) programs.

#### **4-32. Limitations of OJT and OBT**

OJT and OBT will be provided IMSs at CONUS Army installations under the following conditions:

a. *OJT.*

(1) The IMS is scheduled to attend two or more courses at the same school with an interval of more than 5 working days between the end of one course and the beginning of the next. The type of training to be furnished will be decided by the school commandant.

(2) The IMS is scheduled to attend two or more courses at separate service schools with an interval between schools of more than 5 working days, exclusive of processing and travel time. In these courses, school commandants will conduct OJT before the IMS travels to the next school.

(3) The IMS is removed from classroom instruction during classified portions of courses because access to the classified information has not been granted. The type of training to be furnished will be as decided by the school commandant.

(4) The IMS requires OJT to develop a specific skill, not covered during the formal course of instruction, which is directly related to home-country duty assignment. This training will be planned in advance and included in the country's training program. Detailed requirements for the training must be furnished, as well as specific areas of interest and type of materiel used by the country.

(5) OJT will not exceed 2 weeks except when strong justification is furnished by the country and approved by SATFA.

(6) Requests for unprogrammed OJT will be forwarded to SATFA no later than 120 days before requested start date. Requests will include the information contained in figure 4-2.

b. *OBT.*

(1) OBT will be authorized only when no course covering the desired training is available. The length will be determined by the training objectives. CONUS OBT normally will be scheduled for at least 2 weeks and not more than 6 months.

(2) OBT will be planned in advance and included in the country's training program. Detailed requirements for training and specific areas of interest will be furnished, as outlined in figure 4-2.

(3) Requests for unprogrammed OBT will be forwarded to SATFA no later than 120 days before requested start date.

#### **4-33. Administration of OJT and OBT**

- a.* OJT or OBT programmed according to paragraph 4-31 will be included in the basic ITO (fig 7-1).
- b.* OJT or OBT included in ITO, but not requested according to procedures in paragraph 4-31, will not be arranged.
- c.* OJT or OBT will not be scheduled at CONUS schools, installations, and units during the Christmas holidays. (This period is approximately 17 December through 5 January.)
- d.* Requests for medical OBT will be accompanied by one copy of the complete biographical data for each IMS and will include specific data as follows:
  - (1) Prior training, including an estimate of the professional stature of medical schools and hospitals where training was received, as compared with recognized institutions in the United States.
  - (2) Actual professional experience.
  - (3) English language proficiency, both written and oral.
  - (4) Other pertinent available data.
- e.* Medical internships, Residencies and Fellowships are not available in U.S.
- f.* OJT and OBT at oversea schools and installations will be provided according to the policies established by the commander of the unified command.
- g.* Normally, IMSs OJT have had formal courses of instruction and should have already been introduced to the IP. Therefore, primary emphasis should be to give IMSs practical instruction experience. In the off-duty time available, IMSs should be made to feel welcome in the community where they are undergoing training and should be encouraged to take advantage of local activities. A resume of IP topics previously presented during the formal school phase will be forwarded to the installation commander designated to provide OJT.
- h.* For those IMSs observers with no prior IP experience, more emphasis should be placed on the specific type of technical training for which they have been selected. However, since they have not participated in the normal program presented by a school, arrangements should be made to present as many of the IP topics as possible within the time available.

### **Section V**

#### **Department of the Navy**

#### **4-34. Foreign military sales training (FMST) programming**

Annual FMST requirements should be submitted at the unified command annual training workshops together with the IMET programs; however, FMST may also be arranged directly between the Washington, DC, country representative and Navy IPO, or directly between the SAO and Navy IPO. Requests for FMST for Marine Corps training should be submitted at the unified command annual training workshops; however, they may be forwarded directly to CG MCCDC. Such requests are subsequently coordinated with Navy IPO and NETSAFA for support in the completion of the required FMS training case. Coast Guard Commandant (G-CI) will act as central authority for planning and programming all Coast Guard training. Policy and procedural differences will exist for Coast Guard training (that is, OJT, dependents, ship transfers, et cetera).

#### **4-35. Medical and dental observership training**

SAOs scheduling observership must include a format with their program submission. NETSAFA will forward program items on medical and dental observerships to BUMED for details as to convening dates and location. Such observership will normally be scheduled for periods of either 12 or 26 weeks.

#### **4-36. Contracting for FMST**

In fulfillment of DON responsibilities to provide training for IMSs in connection with the sale of equipment, weapons systems, or services, situations will arise that preclude training in DON schools as they are presently organized. Contractor services may have to be obtained to provide the desired training.

- a.* When foreign training is conducted in CNET schools but requirements cannot be met because of a shortage of instructors, CNET is responsible through the appropriate Navy Field Procurement Activity (NFPA) for contracting civilian instructors. CNET will then prepare the statement of work and will monitor performance of the contractor.
- b.* When foreign training is conducted in CNET schools but requirements cannot be met because of limited capacity, availability of training equipment, or national disclosure policy, CNET is responsible through the proper NFPA for contracting training services to be conducted at a contractor's site. CNET will then prepare the statement of work and monitor performance of the contractor.
- c.* When a Navy or Marine Corps SYSCOM is adding new equipment or systems to the U.S. Fleet or Marine Force, or is procuring new equipment peculiar to the foreign customer (non Service-approved or supported by the DON system), the SYSCOM is responsible for contracting factory training.

#### **4-37. Visiting individuals or units**

In the absence of statutory or other legal authority to the contrary, any training (or other service) provided foreign

nationals or units (including air crews, EOD units, SEAL teams, et cetera) visiting DON activities will be subject to the AECA or the FAA as applicable. SECNAVINST 5510.34 provides details on approval procedures for visits.

#### **4-38. Naval Command College**

The NCC is a graduate-level course for senior naval officers of allied and friendly nations. It provides 10 months of intensive study in Strategy and Policy, National Security Decision Making and International Maritime Operations in conjunction with the College of Naval Warfare at the Naval War College (NWC) in Newport, Rhode Island. Class size is limited to encourage personal interaction with classmates. For this reason, CNO controls the frequency of invitations to any given country to ensure mix of larger and smaller navies, thus providing the optimum avenue for the exchange of maritime concepts.

*a. The objectives of the NCC are to—*

(1) Develop mutual perspectives of international situations among allied and friendly navies, and between those navies and the United States Navy.

(2) To provide instruction, at the post-graduate level, those senior officer of allied and friendly navies who have shown the clear potential to be chiefs of their services.

(3) To enrich the academic environment of the NWC.

(4) To provide an environment which showcases U.S. culture, institutions, and values.

*b. Prerequisites. Candidates for NCC should—*

(1) Hold the rank of Commander or Captain U.S. Navy equivalent. Waivers will not be granted.

(2) Score 80 or higher on the in-country screening ELC test unless exempt by other statutes. Waivers will not be granted.

(3) Have demonstrated high leadership and academic potential during career thus far.

(4) Have been extended a personal invitation by CNO via appropriate in-country service chief. No alternate invitation procedures are acceptable.

#### **4-39. Additional training for IMSs while at U.S. installations**

Training for IMSs at DON installations should be scheduled well in advance to assure proper programming. This assures that the desired training is available when required. For purposes of this regulation and the administration of students, the term "CONUS" includes U.S. Navy Schools in Hawaii, unless otherwise specified.

*a. Occasionally, situations arise where changes in programmed training are necessary. Every attempt must be made to keep these to a minimum and to reduce their impact. The addition of extra lines of training to that initially scheduled for an IMS must have the concurrence of the IMS's government, the SAO, the unified commander, Navy IPO, and either CG MCCDC for Marine Corps SA training or NETSAFA for Navy SA training. If the IMS is under the sponsorship of another Service, approval must also be obtained from that Service's security assistance activity.*

*b. IMSs' requests for additional training should be discouraged. IMSs will be advised that additional training should be requested through their own military Service, via their naval or military attaché or other official representative, minimum of 60 days before completion of the current training course.*

#### **4-40. Acceptance of training**

NETSAFA will inform SAOs of approved and funded IMET orders by naval message. SAOs will validate IMET orders by program changes. If no program changes are received, IMET orders are considered to be accepted. This procedure requires effective program scrutiny by SAOs to quickly identify and report program changes.

#### **4-41. Training at nonmilitary institutions**

This training is authorized for IMET IMSs only if equivalent training is not available from U.S. military facilities. DSCA approval is required before programming. If a country eligible for FMST only desires training at a civilian institution, this training will be negotiated directly by the country with the civilian institution concerned. In these cases, issuance of ITOs will not be authorized as training will not be within the purview of the DON SATP.

#### **4-42. Accompaniment by dependents**

*a. Although the practice of IMSs bringing their dependents to CONUS while attending courses is generally not encouraged, they are encouraged to bring their dependents while attending the following courses:*

(1) Naval Command College.

(2) Naval Staff College for International Officers.

(3) Marine Corps Command and Staff College.

(4) Marine Corps Amphibious Warfare School.

(5) School of Advanced Warfighting (USMC).

(6) Long-term resident postgraduate courses at NAVPGSCOL (excludes those in the aviation safety curriculum and at DRMI).

*b. IMET IMSs bringing their dependents to the courses in a (1) through (6) above will receive the full IMET living*



allowance allowable; for example, that living allowance based on the non-availability of government quarters and messing facilities.

#### **4-43. Ship transfer, overhaul, and refresher training**

Subject to appropriate congressional approval or notification, it is the policy of the U.S. Navy to transfer ships under SA to eligible foreign governments or international organizations with a minimum use of U.S. Navy personnel. An adequate degree of training in general operational readiness is expected. Training of crews incident to the transfer of a U.S. Navy ship by sale, grant, lease, or loan to the foreign government is coordinated by Navy IPO under the SA program.

*a. Guidelines.* Guidelines for disclosure of classified information relating to international military training procedures incident to the transfer of sale, loan, lease, or grant of ships under the SA Program are set forth in SECNAVINST 5510.34. The SECNAVINST 4900.48 provides information and instruction pertinent to implementing the transfer of U.S. Navy ships to foreign governments.

*b. Ship overhaul training.* When the SAO requests an overhaul for a foreign naval vessel, it will also prepare, as a portion of the basic program, a request for suitable training to be given to the crew of the foreign naval vessel during the overhaul period.

*c. Medical and dental screening.* If IMSs of foreign naval ships being overhauled use messing and berthing facilities at U.S. Navy activities ashore, the local U.S. Navy authority concerned will ensure that such IMSs are medically screened. IMSs of foreign ships undergoing overhaul who receive training at U.S. Navy activities during the overhaul period will also be medically screened. The activity accomplishing the medical examination will endorse the ITOs to the effect that a physical examination was conducted according to this regulation.

*d. Classified material related to ship turnover.* The release of classified material in connection with a ship turnover will be processed according to SECNAVINST 5510.34.

*e. Authorization for transfer crew training.* All requests for foreign transfer crew training, classified or unclassified, will be submitted through the chain of command to Navy IPO, with copy to the cognizant offices, for determination of feasibility. Upon receipt of approval, it is the responsibility of the requester to ensure that such training, if classified, is authorized by competent authority. This can be accomplished as follows.

(1) When it has been positively established that the training uses no classified information other than those manuals or publications that have been authorized for release in conjunction with turnover of the ship, U.S. Navy commands may provide ship transfer crew training without additional training disclosure authorization from higher authority. If any doubt exists, a request for authorization will be submitted to Navy IPO with a list of classified material proposed for release. SECNAVINST 5510.34 applies.

(2) If classified information exceeds that turned over with the ship, disclosure authorization must be requested from higher authority as follows—

*(a)* If the training is to be accomplished at U.S. Navy commands or activities subordinate to a Fleet CINC, the disclosure authorization should be requested from the pertinent Fleet CINC who has authority to authorize disclosure according to SECNAVINST 5510.34.

*(b)* All other cases must be submitted to Navy IPO for disclosure authorization.

*(c)* All training, classified or unclassified, to be conducted in a naval shipyard requires the prior approval of COMNAVSEASYS COM.

(3) In certain instances, a country or international organization will require refresher-type training in which its own ships are used. Some of this training involves ships built in the United States for a foreign government or international organization or transferred under the SA program. In almost all instances, the ship has U.S. equipment in varying quantities. SAOs desiring this type of training for a country should follow the procedures below:

*(a)* As far in advance as possible, submit total requirements to Navy IPO, with information copies to all concerned and with minimum distribution being Fleet CINC, Unified Commander, COMTRALANT/COMTRAPAC, COMNAV-SURFLANT / COMNAVSURFPAC, COMNAVAIRLANT / COMNAVAIRPAC, COMNAVSUBLANT/COMNAV-SUBPAC, NETSAFA, COMNAVSUPSYSCOM, COMNAVSEASYS COM, COMNAV AIRSYS COM, FLETRAGRU, and all others involved.

*(b)* These requirements will be in as complete detail as possible. The types of training desired, length of training, dates of commencement and termination, and method of funding formal training courses envisioned for members of the crew must be provided. MTT or technical assistance requirements for such things as weapons systems and communications systems, and level of competence of the crew, must be addressed.

*(c)* Navy IPO will task the appropriate command to provide feasibility of the training requested, recommendations as to alternate dates and training arrangements, and cost of the training. Navy IPO will authorize direct liaison as appropriate.

*(d)* The selected command may recommend that minimum safety-related training (for example, fire fighting and damage control) be conducted before underway training to provide assurance of safety of observers.

*(e)* Countries or international organizations eligible for IMET may, if they deem feasible, program such training using IMET funds, provided that such program is submitted via the unified commander according to existing directives.

FMS countries or international organizations will be issued a training LOA to cover estimated expenses of the training cruise. In some instances, a training cruise may involve the issuance of both material and training LOAs, or may provide for the training as a line item in a material LOA. The Navy IPO regional division for the country or international organization concerned will be the focal point for all queries concerning the training cruise. Countries and or international organizations should be thoroughly briefed by the SAO on all points contained in the LOA.

(f) It is usually helpful to all concerned if a preliminary meeting is convened at which the country or international organization and U.S. representatives have the opportunity to discuss in detail the aspects of the training cruise.

#### **4-44. On-the-job training (OJT) or observership training**

OJT or observership training is conducted on a planned program of supervised instruction devoted to practical application of previously achieved skills usually related to a formal course of instruction.

##### *a. Policy.*

(1) Programmed OJT or observership will normally supplement formal training received at a school. This training will be planned in advance in the country's training program. It will include detailed requirements for training in specific areas of interest and on types of material used by the country concerned. OJT or observership training conducted independently and not in conjunction with formal courses of instruction will be authorized in CONUS only when no course covering the desired training is available. Detailed objectives must be submitted at the time of the initial request.

(2) OJT or observership on board U.S. installations, afloat or ashore, regardless of duration, is fully reimbursable, either from IMET or FMS funds.

(3) OJT or observership provided to a U.S. Navy employee (direct or indirect hire regardless of nationality or location) will be paid from MILDEP appropriated funds.

(4) Any training provided a foreign country that results in identifiable expenses to the USG is fully reimbursable. In some instances these expenses may be minimal, such as OJT or observership for an FMS IMS aboard a fleet unit when the only identifiable expense is the dedicated service of U.S. military personnel or transportation of an IMET IMS to and from a unit using U.S. resources. Regardless of the amount, identifiable expenses must be recouped.

##### *b. OJT or observership with Marine Corps units or activities.*

(1) Requests for OJT or observership with Marine Corps units or activities should be submitted to CG MCCDC with the initial request for training. Programmed OJT or observership will normally supplement formal training received at a Marine Corps school. Marine Corps OJT or observership will not be scheduled unless the IMS has complete adequate Marine Corps or Marine Corps-related training prior to enrollment in OJT or observership.

(2) Requests for OJT or observership submitted after training PMR must be received by CG MCCDC not later than 90 days prior to the proposed commencement of training.

(3) Marine Corps OJT or observership training must be scheduled for a minimum duration of 1 week. No more than three OJT or observership training periods can be scheduled consecutively.

##### *c. OJT or observership with fleet units.*

(1) Requests for OJT or observership aboard U.S. SIXTHFLT units will be coordinated directly by the SAO with CINCUSNAVEUR, with an information copy to the unified command, NETSAFA, and others as appropriate.

(2) Requests for OJT or observership aboard U.S. SEVENTHFLT units will be coordinated directly by the SAO with CINCPACFLT, with an information copy to the unified command, NETSAFA, and others as appropriate.

(3) Requests for OJT or observership aboard fleet units other than specified in (1) and (2) above will be directed to NETSAFA, with an information copy to the cognizant unified command and all concerned.

(4) As indicated in a (1) above, OJT or observership will normally be included in the country's planned fiscal year training program. Requests submitted after training PMR will be directed to NETSAFA, with an information copy to the appropriate U.S. Navy command. NETSAFA will coordinate with the appropriate U.S. Navy command to determine feasibility and cost. An update to the country program will be made if required.

*d. OJT or observership with naval industrial fund (NIF) activities.* OJT or observership with NIF activities such as NAVAVNDEPOTS; NAVORDSTA, Indian Head, MD; NAVORDSTA, Louisville, KY; NAVWPNSTA, Concord, CA; and NAVWPNSTA, Seal Beach, CA, must be fully funded before commencement of training.

#### **4-45. Correspondence and self-study courses**

OSD policy precludes programming of correspondence or self-study courses under IMET. There is no objection, however, to programming this type of training under FMS, provided the established criteria for enrollment are met. The FMS case must be requested from Navy IPO. Classified correspondence or self-study courses are not available to IMSs. Correspondence courses are available from CNET, Pensacola, FL; NAVPGSCOL, Monterey, CA; NAVWARCOL, Newport, RI; Marine Corps Institute, Washington, DC; and BUMED, Washington, DC. Catalogs listing courses in detail are available from the foregoing activities upon direct request. Direct liaison is authorized as necessary to obtain these publications.

##### *a. Programming procedure.*

(1) Requests for a correspondence or self-study course, once the particular course is determined, will be submitted to

NETSAFA (for all Navy courses) or to CG MCCDC (for all Marine Corps courses) with all available data to expedite processing. The SAO or other official requester should use the appropriate MASL ID when programming or requesting these courses. The name and grade of the student, as well as a complete APO or FPO mailing address, is required prior to shipment of any correspondence or self-study courses. NETSAFA or CG MCCDC, as applicable, will authorize the cognizant activity to provide the course of the country via the SAO. NETSAFA or CG MCCDC will advise all concerned of the cost involved and the amount to be charged against the case. The request will be an integral part of the training program.

(2) A WCN will be assigned to each request. For Navy courses only, at the option of the SAO or requesting country, a WCN may cover one course or a number of courses. This option is not available for Marine Corps courses. As courses are ordered and provided, the appropriate case will be billed. The country will pay only for those courses received, as in the case of formal training courses.

(3) NETSAFA or CG MCCDC is responsible for tracking this training as with other FMS training. NETSAFA is responsible for all billing for this training.

*b. Costing.* NETSAFA is responsible for coordinating course costs for correspondence and self-study courses. Each course will be assigned all appropriate course costs. In developing these prices, the cost of printed matter will be computed in addition to other appropriate factors. Billing and collecting procedures prescribed for FMS training will be used in connection with recovery costs for correspondence and self-study courses. These costs will be revised on an annual basis as part of the general MASL update. However, once these costs are established for a particular fiscal year, they will remain unchanged for the duration of that year.

*c. Self-study courses at NAVPGSCOL.* It is advantageous to the NAVPGSCOL and to officer IMSs entering its curricular programs to have completed graduate preparatory studies before entry. Self-study materials prepared in English can be made available on a loan basis to specific IMSs who have an assigned entry date at the NAVPGSCOL. A Publication entitled "Catalogue of Off-Campus Self-Study Credit Courses," prepared by the Office of Continuing Education, Code 500, Naval Postgraduate School, Monterey, CA 93943-5000, is available upon request. Direct liaison is authorized between SAOs and the NAVPGSCOL for administrative queries concerning the courses available. For programming, however, the requests must be submitted to NETSAFA. Any specific programming requests received by the NAVPGSCOL from an SAO or foreign country will be referred to NETSAFA for official processing.

*d. Constraints.* Correspondence or self-study courses will not be provided to IMSs (either military or civilian) unless they are officially requested by an appropriate representative from the customer country. Requests from individual IMSs will be returned with a statement that only requests submitted through the SAO will be honored and given consideration. Requests received by telephone will not be accepted.

*e. Sales of course materials.* Countries desiring to purchase correspondence or self-study course materials, but not for enrolling a trainee, will do so under current procedures involving the sale of material. These materials will be purchased through a direct requisitioning procedures (DRP) case or through a material FMS case established specifically for this purpose.

*f. Questionable situations.* In instances where a SAO is doubtful as to how to proceed in a case involving the courses and materials discussed in e above, NETSAFA should be queried.

## **Section VI**

### **Department of the Air Force**

#### **4-46. Training standards**

*a.* IMSs will attend classes with their USAF counterparts except for courses specifically established for them. IMSs enrolled in formal training courses will be required to achieve the same standards of proficiency established for USAF students as far as possible. Special training methods, individual attention, additional training time, and oral or practical tests may be employed to maintain class standards. Actions taken in this respect will be reported to AFSAT, info the appropriate air component command (USAFE/PACAF/12AF) immediately by electrical transmission or AF Form 1761 (International Student Status Report), identifying the IMS country project and line number, WCN, and new graduation date.

*b.* Flying IMSs may be held over one class when necessary to overcome either flying or academic deficiency. These IMSs will be credited with the skill level equivalent to the average flying hours of the class to which they are being held over. When it becomes apparent that additional flying hours are required, the MAJCOM will advise AFSAT, with an information copy to SAF/FMBIS. Cost data will be identified, the SAO/country advised, and the training line adjusted, as appropriate.

*c.* Physiological training provided by foreign countries can be recognized by HQ USAF/SGPA on a case-by-case

basis. Countries requesting evaluation of its physiological training must forward a request to AFSAT with full details of standards, course outline, altitude chamber training, and overall program.

*d.* Professional and technical IMSs may be held over not to exceed 30 days when it appears reasonably certain that the additional training will enable them to complete the course successfully.

*e.* Proficiency advancement is used in instances when an IMS is fully qualified and can complete scheduled formal training, familiarization, or qualification in less than the scheduled time.

*f.* Holdover actions for CONUS IMSs in excess of those authorized in *d* above are subject to prior approval from AFSAT, the SAO, or country. All advancement and holdover sections will be reported to AFSAT as stated in *a* above.

#### **4-47. Military Assistance Articles and Services List (MASL) items**

The training items listed in the MASL are not necessarily restrictive. Full consideration will be given to providing other training when required, if requests are accompanied by justification and sufficient detail to identify the requirement when forwarded to AFSAT.

#### **4-48. Classified training**

Dates or availability of classified training will not be provided unless the country has been cleared to receive the training through disclosure channels.

#### **4-49. IMS training**

Interpreters will not be used to conduct USAF training.

#### **4-50. USAF training of non-Ministry of Defense personnel**

USAF training of non-Ministry of Defense personnel will be according to the procedures in paragraph 4-10(c).

#### **4-51. Contractor training**

*a.* AETC is the focal point for all contractor-provided training whether in CONUS or in the territory of the purchaser. Assistance may be required from other major commands in preparing the statement of work (SOW) or the contracting process may be delegated to another major command when deemed appropriate. However, all requests for contractor-provided training will be forwarded to and monitored by AETC.

*b.* P&A or LOA requests will be processed according to current guidance under AFMAN 16-101, DOD 7000.14-R, Volume 15, and DOD supplement to part 25 of the Federal Acquisition Regulation (FAR). See figure 4-3 for the checklist for contractor (type 1) training.

*c.* FMS programs should be structured to utilize customer country's aircraft for contractor training. If necessary, acceleration of initial aircraft deliveries should be explored to meet early training requirements if delayed delivery to country is unacceptable.

#### **4-52. FMS training programs**

Eligible countries interested in USAF training which is not related to the provision of Major Defense Equipment (MDE) will forward their request for P&A or LOA to AFSAT, with information copy to the appropriate SAF/IA regional division. Usually, such requests are for P&A for a certain course or a number of courses for a number of IMSs.

#### **4-53. Implementation of FMS**

Upon receipt of the signed LOA, AFSAT directs the appropriate implementing command to implement the FMS training case. The directive is issued by message or letter.

*a.* AFSAT receives obligation or expenditure authority and develops and issues a training project or instruction to the SAO or designated FMS representative. The implementing instruction generally authorizes the issuance of ITOs.

*b.* AF appropriations initially finance FMS training cases and are reimbursed immediately upon notification of the IMS's entry into training by the training installation. Tuition rates indicated on the FMS cases are estimates only.

#### **4-54. Medical requirements**

For a rated IMS, the SAO must ensure that all available medical and dental records, in English, arrive at the flying training installation 30 days before training start date. This is required so that the Director of Base Medical Services (DBMS) can determine if the IMS has had an adequate physical examination for flying within the preceding 3 months and is qualified under class II standards (AFI 48-123). If the IMS does not meet both conditions, the IMS will be further examined and processed according to AFI 48-123. If he or she qualifies, the DBMS clears the individual without further examination. If the rated IMS does not meet the physical qualifications when the records are screened by the DBMS, ITOs should not be issued.

#### **4-55. IMS selection**

*a.* IMSs selected for training under SA must meet the ECL requirements for their particular training. Waiver of ECL

requirements for entry into courses other than language will be considered on a case-by-case basis. In addition, IMSs must meet the prerequisite qualifications for CONUS formal training set by the MAJCOM as outlined in AFCAT 36-2223. Requests for waiver of prerequisites outlined in AFCAT 36-2223 and ECL will be submitted to AFSAT for staffing with the MAJCOM, with information copies to the major command providing the training and to SAF/IAX.

*b.* IMSs are classified as officers, warrant officers, officer candidates, NCOs, or airmen, according to their equivalent USAF military grade as specified in their original ITOs. Accordingly, IMSs assume the same responsibilities as U.S. personnel.

#### **4-56. Correspondence courses**

IMSs attending training in CONUS under SATP sponsorship may be enrolled in correspondence courses offered by the Extension Course Institute (ECI) if funded under an FMS publication "P" case.

*a.* Correspondence courses, or any other off-duty education or training, must not be in conflict with SA training.

*b.* Correspondence course requirements for IMSs not attending CONUS training should be processed according to provisions in the ECI catalog, with the exception of PME correspondence courses.

*c.* The ECI Catalog and Guide and changes to this publication may be obtained by direct request from the SAO to CADRE/EDECA, 50 South Turner Blvd, Maxwell AFB Gunter Annex, AL 36118-5643.

#### **4-57. Professional military education (PME) correspondence courses**

International officer or civilian applications for enrollment in the professional military education correspondence courses will be submitted by the in-country U.S. representative. The U.S. representative will sponsor the applicant and ensure that criteria as outlined in AFI 36-2301, chapter 11, are adhered to for PME correspondence courses (Air War College, Air Command and Staff College, and Squadron Officer School).

*a.* The U.S. in-country representative will determine that an FMS publication "P" case exists for the country or advise the country to establish a case through AF Materiel Command Air Force Security Assistance Center (AFSAC).

*b.* The applications for PME correspondence courses will be forwarded to AFSAT, 2021 1st Drive West, Randolph AFB, TX 78150-4302 by the U.S. sponsor endorsing the application. AFSAT will advise the sponsor if the application is disapproved; if approved, the requirement will be forwarded to AFSAC/CV, 1822 Van Patton Drive, Wright-Patterson AFB, OH 45433-5337 to apply against the applicable "P" FMS case. AFSAC/CV will notify the Air University to enroll the applicant in the appropriate PME correspondence program.

*c.* All course materials must be transmitted through U.S. channels to and from the Air University and the U.S. sponsor in country.

#### **4-58. PME seminar program**

International students stationed at USAF installations or under SATP sponsorship may attend PME seminar programs. Applications should be submitted to SAF/IADV through FMS channels and should cite an FMS "T" case for reimbursement purposes.

#### **4-59. Training aids**

Country requests for English language equipment under IMET will include requirements in the Army IMETP (N9A). Air Force training aids must be requested under an FMS "E" case.

#### **4-60. Publications**

*a.* Country requests for English language publications under IMET will include these requirements in the USAF IMET program (N9B) according to the instructions in paragraph 3-2c(6). Countries not eligible for IMET will process requirements or requisitions through AFSAC/XMPP under an FMS "P" case.

*b.* Country requests for training publications (for example, course charts, plans of instruction, student training specifications) not in support of their in-country ELT program will be processed through AFSAC/XMPP under an FMS "P" case.

*c.* Countries requiring large quantities of USAF directives will process requests through AFSAC under an FMS "P" case.

*d.* Air Force manuals, regulations, forms, and pamphlets for SAO use are ordered through the publishing distribution office (PDO) of the SAO.

#### **4-61. Training films and film strips**

Available films are listed in DOD 5040.2C. Guidance for processing requests is in AFMAN 16-101. Request should be sent to AFSAC, 1822 Van Patton Drive, Wright-Patterson AFB, OH 45443-5337. Training films and film strips are provided under an FMS "F" case.

#### **4-62. Scheduling and implementation**

*a.* AFSAT, in coordination with other functional commands, will tentatively schedule training to meet requested

requirements. Details on the training will be included in the STL, which will be forwarded to the SAO or designated FMS representative at the earliest possible date. Upon receipt, the SAO or designated FMS representative will review class starting dates and advise AFSAT of dates that cannot be met so rescheduling may be accomplished or spaces deleted from the existing documents. Rescheduling or cancellation of line items must be submitted to AFSAT at least 60 days before class entry dates to preclude a forfeiture charge. To preclude a cancellation, action should be taken by the SAO or county representative to select and process alternate IMSs as back-ups (complete in-country language training and briefings).

b. IMSs will be enrolled only in the training indicated in the applicable ITOs and in the STL. Requests for additional training must originate with the country concerned and be forwarded through established deviation channels.

#### **4-63. Acceptance of training**

Upon receipt of authority to publish ITOs, which constitutes a commitment of funds, SAOs or the FMS designated representative will advise AFSAT by project line number or WCN of acceptance or non-acceptance of training. Acceptance of training by line or WCN numbers constitutes an obligation. The acceptance must be forwarded before the ITOs are published. Deviation action is necessary to delete any line items that the country does not accept. Non-acceptance or cancellation of training must be processed to arrive at least 60 days before scheduled class start date to avoid a forfeiture charge, regardless of when authority to publish the ITO is received.

#### **4-64. Familiarization and qualification training**

Qualification training is a portion of a dual channel on-the-job training program designed to provide the performance skills required for the job. Qualification training for IMS can be provided by USAF or contractor personnel in conjunction with the establishment of an in-country on-the-job training program. Familiarization training provides practical experience and job-related training for specific systems, functional areas, or operations that require hands-on experience but does not provide for skill-level upgrading. Familiarization training can be provided in the CONUS for a period of not less than 1 week at each location. Familiarization training involving more than one location for a short duration must be considered as an orientation tour (OT) since planning, scheduling, and arrangements are the same as an OT.

a. For all familiarization training, the SAO will forward the request to AFSAT for evaluation of training capability. (The format for this request is in fig 4-2.) When requesting this type of training, the requirements must be as specific as possible. To estimate the duration of training, the SAO must consider the complexity of the training desired, level of proficiency, and the individuals' prior experience.

b. AFSAT will review the request for validity and forward the requests to the applicable MAJCOM or separate operating agency for determination of training capability and location. The implementing command will—

- (1) Process the request.
- (2) Advise the SAO of training dates, location, and security requirements.
- (3) Provide an information copy of the request to the base IMSO after MAJCOM or separate operating agency approves the training.
- (4) Notify host MAJCOM by message or letter of training to be conducted by a tenant unit.
- (5) Coordinate with the SAO if additional information is required by the MAJCOM or separate operating agency.
- (6) Ensure that all deviations are coordinated with the MAJCOM or separate operating agency and the base IMSO.

c. The MAJCOM or separate operating agency will—

- (1) Review requests for training received by AFSAT to determine capability.
- (2) Determine the disclosure of classified information or access to secure areas according to AFI 16-201 and MAJCOM's determination of training capability.
- (3) Monitor the training program of all IMSs.
- (4) Inform AFSAT of any changes in training capability.
- (5) Provide copy of the request to the base IMSO and or the project NCO.

#### **4-65. Documentation for familiarization and qualification training**

The following AF forms are used to plan, request, and document familiarization and qualification training for IMSs.

a. *AF Form 623 (On-the-Job Training Record)*. This form will be initiated and maintained for all IMSs engaged in either familiarization or qualification training. Because of special requirements, OJT upgrade skill levels may be required. The following procedures will be used.

(1) *Section I (Identification Data)*. Enter only the IMS's name and USAF equivalent grade. Enter the project and line number or WCN in the SSAN block.

(2) *Section II (Orientation and Certification)*. Leave blank.

(3) *Remarks*. Enter each supervisor and all trainers by name, rank, and organization, with dates of supervision or training. Enter on AF Form 623a (On-the-Job Training Record-Continuation Sheet) other appropriate data as required. Do not record unfavorable comments about the IMS.

b. *AF Form 797 (Job Qualification Standard Continuation/Command JQS)*. This form, strictly for AF use, will be

used for familiarization and qualification training in excess of 4 weeks. The SAO will list all tasks and knowledge items to be accomplished during the training. In addition, the IMS's name, project number, and line number or WCN will be entered in the trainee name and SSAN block. The date started, date completed, IMS initials, and trainer's initials will be entered on the upper line of each tasks block by the training installation.

c. *AF Form 1098 (Special Task Certification and Recurring Training)*. This form will be used to record all training requiring special certification, such as Class A welder certification, egress familiarization, engine run, and flight control rigging. This form will be attached to the AF Form 797. The identification section will reflect only the IMS's name, project, line number, and WCN. All other entries will be according to AFI 36-2202.

#### **4-66. Air Force Institute of Technology (AFIT) programs**

a. IMS attendance at AFIT programs is as follows—

(1) *Nonresident courses*. These courses are not available to IMS under the SATP. The country must negotiate directly with the civilian institution concerned.

(2) *AFIT resident courses*.

(a) The availability of quotas in AFIT graduate programs or short courses is provided by AFSAT after AFIT has determined the candidate is qualified for the program. Acceptability of the candidate is the sole prerogative of AFIT. The candidate's application should be forwarded to AFIT/XOI, 2950 P Street, Bldg. 125, Wright-Patterson AFB, Dayton, Ohio 45433-7765, no later than 31 December for proposed entry in the following June timeframe. Earlier submission is encouraged. The candidate's application should include undergraduate transcripts, Graduate Record Examination (GRE) scores for technical program, and or the Graduate Management Admission Test (GMAT) for non-technical programs, and Test of English as a Foreign Language (TOEFL) scores, if applicable. Doctoral applications should include transcripts from all institutions previously attended, GRE scores, TOEFL scores if applicable, and a clear and concise statement describing the area in which the student intends to concentrate his or her studies.

(b) Recommend country send more than one application package per graduate program quota request. Two candidates may be tested at IMET expense for each AFIT graduate program approved under IMET. AFIT will evaluate all applications and rank order eligible applicants according to academic potential at AFIT.

(c) AFIT School Department Heads reserve the right to conditionally accept IMS pending their completion of a 9-week study program in the English language, designed especially for AFIT bound students, at DLIELC.

b. DSCA must approve funding of degree-granting programs under IMET.

c. The cost of the Test of English as a Foreign Language (TOEFL) and Graduate Record Exam (GRE) or Graduate Management Admission Test (GMAT) may also be funded by IMET. A maximum of two candidates may be tested at IMET expense for each program approved for funding under IMET. Test scores are usually valid for 5 years. The SAO will advise if these test costs will be assumed by IMET when requesting approval of the program. AFSAT will provide voucher cards to the SAO each summer. These voucher cards will be used by the candidates in lieu of money when registering for the tests. Unused voucher cards should be returned to AFSAT/RM so that the IMET program may be adjusted accordingly.

#### **4-67. Eligibility for attendance**

It is the responsibility of the country concerned to provide the necessary credentials for review by AFIT or colleges where the IMS is seeking admission. Complete academic records and the TOEFL scores are required for all degree programs.

a. In addition to the academic requirements, candidates must successfully complete the Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) as required by AFCAT 36-2223. All transcripts for institutions previously attended, TOEFL scores, and GMAT/GRE scores will be forwarded to AFIT/XOI, 2950 P Street, Bldg. 125, Wright-Patterson AFB, OH 45433-7765.

b. Evaluation by AFIT is not a commitment. If AFIT accepts a candidate, AFSAT will then determine availability.

c. AFIT will provide an estimate of the duration of the course when the IMS is determined eligible; however, the number of credits a university will transfer or accept and how rapidly the IMS will progress cannot be determined until the IMS is enrolled. AFIT, therefore, will quote the maximum estimated course duration.

#### **4-68. AFIT short courses**

Quotas for short courses taught at the AFIT School of Systems and Logistics (AFIT/LS) and School of Civil Engineering (AFIT/DE) are requested by AFSAT from the appropriate school at least one year in advance of the course starting date. Therefore, identify requirements to AFSAT with sufficient lead-time. Requirements for AFIT courses should be included in the program submission for the annual TPMRs.

a. Once a quota in an AFIT short course has been obtained, the appropriate SAO will provide AFIT with a complete itinerary of the IMS's travel plans. Travel should provide for arrival of the IMS at AFIT at least 3 days before the

course starting date. Arrival notice must arrive at AFIT not later than 2 weeks in advance of the planned departure date. Included will be—

- (1) Foreign service rank and its equivalent to U.S. grade structure.
- (2) Date and time of departure enroute to the United States.
- (3) Planned or anticipated delays enroute.
- (4) Anticipated date and time of arrival at Wright-Patterson AFB.

*b.* IMSs programmed for AFIT/DE and AFIT/LS AFIT short courses must have achieved an 80 ECL test scores before departure for direct entry into training.

#### 4-69. Inter-American Air Force Academy (IAAFA)

IAAFA, provides professional and technical training to Latin American students in the Spanish language. While its primary mission is to train personnel from Latin American air forces, IAAFA offers selected training to Latin American Army, Navy, and national policy personnel. The curriculum is reviewed annually to ensure it meets overall U.S. and DOD security assistance interests. IAAFA conducts Training Requirements Assessment Visits to Latin American countries on a regular basis. Depending on the assessed need, IAAFA may propose course changes, deletions, or additions. These proposed changes are submitted to the Mission Curriculum Review (MCR). The Mission Curriculum Review brings together representatives of pertinent security assistance agencies (SAF/IA, USSOUTHCOM, AETC, 12AF/LA) to approve the curriculum to be offered over the following two years. Following the MCR and USSOUTHAF/CC approval, IAAFA implements the approved curriculum.

*a.* The following information will be provided at the MCR for proposed new courses:

- (1) The need the course was designed to meet. Include countries interested in the training and estimated requirements on an annual basis.
- (2) Manpower impact of providing the training. If no additional U.S. manpower is required, say so.
- (3) Additional support costs to be included in the school's budget (for example, guest instructor costs, interpreters, equipment, audio video expenses).
- (4) Impact on current curriculum.
- (5) Estimated tuition cost to the country.
- (6) Proposed frequency of course.
- (7) Language in which the course will be conducted.
- (8) Any other information pertinent to the request.

*b.* IAAFA will also identify low usage courses for possible deletion.

**Table 4-1**  
**Executive agency for DOD schools**

School	Location	Executive Agency
Armed Forces Staff College	Norfolk, VA	Navy
Defense Computer Institute	Washington, DC	Army
Defense Equal Opportunity Management Institute	Patrick AFB, FL	Air Force
Defense Institute Security Assistance Management	Wright-Patterson AFB, OH	Air Force
Defense Intelligence College	Bolling AFB, Washington, DC	Air Force
Defense Language Institute English Language Center	Lackland AFB, TX	Air Force
Defense Language Institute Foreign Language Center	Monterey, CA	Army
Defense Mapping School	Fort Belvoir, VA	Army
Defense Resource Management Institute	Monterey, CA	Navy
Defense Systems Management College	Fort Belvoir, VA	Army
National Defense University	Fort McNair, Washington, DC	Army
American Forces Information Services	Fort Meade, MD	Army



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Step 1. Organizational analysis.

- a. Will the organization be similar to U.S. organizations?
- b. Will the organization have a specialized mission?
- c. Is this a new organization or one being upgraded with new equipment?
- d. What is the general organizational structure?
- e. What is the desired initial operational capability date?

Step 2. Service support analysis.

- a. Does the country's logistical system reflect U.S. defense systems?
- b. What is the present maintenance philosophy and capability?
- c. What level of maintenance capability is to be developed? Is this level practical with regard to weapons density and facilities or personnel available?
- d. What is the country's experience with similar weapons systems or end items (United States and foreign)?
- e. Are contractor services available in-country?
- f. Should contractor maintenance, technical assistance field teams (TAFTs), or technical assistance teams (TATs) be considered?

Step 3. Training plan preparation.

- a. What are the total skill requirements to support steps 1 and 2 and the density of each skill? (Total requirement less number available in-country equals training requirements.) Training requirements can generally be best staffed by training a cadre, which will in turn accomplish the majority of the required training in-country.
- b. Has the country expressed its intended approach to training? If not, try to obtain this information. For example, does the customer want the training to be conducted in CONUS, in-country, or a combination; does the customer object to contractor training?
- c. What is the current in-country training capability to produce the needed skills?
- d. Can in-country training be upgraded to support the new equipment? If so, what is required.
- e. What is the in-country English language training capability?
- f. What is the availability of English-speaking personnel? Do these people have the necessary technical or educational background?
- g. Where can the required skills best be developed, in-country or in CONUS? If U.S. training is desired, first consideration should be CONUS cadre training, which will provide best quality training in a formal classroom environment.
- h. What specialized facilities (for example, ranges, structures, airfields, and port facilities) will be required in-country?
- i. What is the availability of qualified interpreters and translators?
- j. Are there constraints on CONUS training?
- k. Should contractor training be considered from in-country or CONUS sources?
- l. Is an in-country training requirements or pre-deployment team required?

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Figure 4-1. Sample training plan checklist for new equipment-total package approach

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Step 4. Concept requirements refinement.

- a. Have all requirements been considered? These requirements include--
  - (1) Major end items.
  - (2) Support items and ammunition to include training ammunition.
  - (3) Tool sets, tool kits, and shop sets.
  - (4) Publications.
  - (5) Repair parts and services.
  - (6) Training aids and devices. (Lead time frequently exceeds equipment delivery schedules.)
  - (7) Ranges, classrooms, airfields, and port facilities.
  - (8) Maintenance facilities and warehouses.
  - (9) Support of U.S. personnel.
- b. Will equipment list support--
  - (1) Organization being developed?
  - (2) Maintenance and support capability being developed?
  - (3) Initial and subsequent training?
- c. Are training plan and equipment delivery dates compatible?
- d. Is a survey required?

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**Figure 4-1. Sample training plan checklist for new equipment-total package approach-Continued**

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- A. Requesting country
  - B. Service branch:
  - C. FMS case or IMET FY:
  - D. WCN:
  - E. MASL number:
  - F. Duration (weeks):
  - G. Course description:
    - 1. MASL title or chart narrative of desired course (if no MASL number).
    - 2. Specific objective to be accomplished by training.
    - 3. Specific individual task or skills expected to be accomplished by student or knowledge to be acquired.
    - 4. Specific items of equipment on which training emphasis is to be placed.
  - H. Timeframe desired (if stand-alone request) or list of preceding formal training courses.
  - I. Latest acceptable graduation date (if established by country).
  - J. Student information:
    - 1. Full name (if known) and current duty position.
    - 2. Rank/rate and U.S. equivalent grade.
    - 3. Background/experience by weapon system and skill level.
    - 4. Prior CONUS training (or other known formal training).
    - 5. Expected duty assignment following training.
    - 6. Required level of security clearance of individual.
  - K. Additional comments or amplifying information.

*Notes:*

- 1. This format will be used in submitted all requests for OJT/observation/familiarization training, both at the country program presentation at the unified command security assistance training program management reviews and for out-of-cycle requests. The more details presented in this format will permit the MILDEP to determine the capability of accomplishing and scheduling the training requirement.
- 2. For familiarization training following formal USAF courses, this format need not be submitted if country desired the standard familiarization training program developed for international students. Submit this format only if country identifies specific training tasks for a student.

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**Figure 4-2. Sample format for an OJT, observation, or familiarization training request**

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The following checklist is to be used by FMS purchasers requesting contractor training. Include this checklist in initial requests for P&A.

A. Operations training:

1. Concept (brief statement of scope and purpose of training).
2. Student data:
  - a. Number of students.
  - b. Operational experience.
  - c. Summary of prior training.
  - d. English comprehension levels.
  - e. Training desired in CONUS or in-country.
  - f. Required completion date.
  - g. Level of proficiency desired.
3. Equipment and facilities requirements:
  - a. General terms of agreement for use of training equipment, including, but not limited to, liability, support arrangements, refurbishment, delivery data (if country provided).
  - b. Use of U.S. Government facilities.

B. Maintenance/support training:

1. Concept (brief statement of scope and purpose of training).
2. Student data:
  - a. Number of students by specialty.
  - b. Level of training desired (O-, I-, or depot).
  - c. Projected end use (shop chief, lead technician, instructor).
  - d. Summary of prior training.
  - e. Experience on related systems.
  - f. English comprehension levels.
  - g. Training desired in CONUS or in-country.
  - h. Required completion date.
  - i. Difference between USAF and host concepts of maintenance (that is, combined AFSCs).
3. Training equipment requirements:
  - a. Specific equipment to be obtained.
  - b. Mobile training sets (MTS), maintenance simulators, or actual equipment to be used for training.
  - c. General terms of agreement for use of training equipment, including, but not limited to, liability, support arrangements, refurbishment, delivery data (if country provided).

C. Sole-Source Justification (if required).

D. Description of requested in-country support (TAFT, CETS, MTT, ETSS), if any.

E. Country intent regarding assignment of liaison personnel to assist in administration of students attending CONUS training (if applicable).

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**Figure 4-3. Sample format of checklist for contractor (type 1) training**

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F. Student support arrangements:

1. Billeting and subsistence.
2. Medical care.
3. Records maintenance and transmittal.
4. Pay.
5. Travel.

G. Special considerations: (For example, cultural differences, peculiar equipment configurations, and politically sensitive issues).

*Notes:*

1. The quality of data in the completed checklist will directly affect the quality of training provided. However, items for which the requested information is not applicable or unavailable should be so noted.)

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**Figure 4-3. Sample format of checklist for contractor (type 1) training-Continued**

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## Chapter 5 Financial Management

### Section I General

#### 5-1. Requirements

- a. FMS training is financed through payments in U.S. dollars.
- b. FMS training will be provided at no cost to the USG except as authorized by law. All costs, as specified in the AECA and DOD 7000.14-R, will be identified and included in tuition pricing.
- c. FMS training cannot commence until DFAS-DE-F has provided OA to the MILDEP. FMS CONUS training cannot begin until the MILDEP has authorized the SAO to issue an ITO.
- d. IMET is financed through annual congressional appropriations. Pricing will be as specified in the FAA and DOD 7000.14-R. Under IMET, an IMET order must be issued by DSCA.

#### 5-2. Forfeiture charge

- a. Training Contracted/Dedicated for International Customers-Once a contract is let or a quota is confirmed, a 100% fee will apply if the country fails to send a student to the training, unless the quota is filled by another student. Dedicated/contract training includes courses, which rely on contract support, and courses that are designated for international students only. The MILDEPs will identify those courses that are dedicated/contract training by message to the in-country U.S. Security Assistance Organization (SAO) on an annual basis.
- b. Training Contracted for a Single International Customer-Under USG direct contract, all costs incurred up to the point of contract cancellation shall be paid. This could include total charges or partial charges. Each element of cost will be reviewed and negotiated for a final settlement cost by appropriate USG contracts personnel and the contractor.
- c. All Other Training-There will be a 50% charge for all confirmed training canceled or rescheduled with less than 60 days notification unless the quota is filled by another student. The charges will be applied to all confirmed training within the 60-day window. Additionally, a 50% charge will be applied to all training that falls within and outside the 60-day window if the training is part of a sequential pipeline that a student would attend as part of a complete curriculum. MILDEPs will identify training which is part of a sequential pipeline by message to the in-country U.S. Security Assistance Organization on an annual basis. Any cancellation or reschedule of training that was scheduled at the request of the country, without their required leadtime to cancel/reschedule similarly will incur a 50% charge.
- d. The date the request is received from the country by the SAO, or other duty appointed and recognized U.S. representative, will constitute the official notification date. The SAO must immediately comply with the cancellation procedure established by the MILDEP, indicating the date that formal cancellation was received from the country.
- e. Forfeiture charges will not be applied when cancellation is the fault of the USG, such as deletion of classes or rescheduling, nor will it be applied when the cancellation is due to unavoidable circumstances within the country, such as national disasters or airline strikes.
- f. The country will be provided training dates at least 90 days before the start date. Forfeiture charges will not be applied if country cancels or declines training and dates were provided less than 90 days in advance. However, if earlier training dates were provided at the request of the country, the charges will be apply.
- g. For Training Under IMET Only: When IMET appropriations do not materialize at the program CPD levels and DSCA directs countries to reduce their program, they are allowed 60 days to make the required adjustments without penalty for course cancellations. The 60-day adjustment period begins with State Department notification of IMET levels. Waiver of penalty charges under this paragraph does not apply to contract/dedicated or sequential training or to normal program adjustments to accommodate new courses during the same timeframe.
- h. The following guidelines apply to assess charges after arrival of the IMS at the first CONUS or oversea training activity.
  - (1) When the direct-entry IMS fail to achieve the prerequisite ECL on the CONUS course entry ECL test and when failure results in rescheduling or cancellation due to a language deficiency, charges will apply according to paragraph 5-2a through 5-2c. When IMS attending ELT at DLIELC fail to meet the language prerequisite of the follow-on course through no DLIELC recommendations, the country will be charged for the language training received and for training according to paragraph 5-2a through 5-2c.
  - (2) When the IMS is recalled by his or her country for official reasons or the IMS has disciplinary problems, illness, or disability incurred before departing country, assess forfeiture charges for the current course or phase and for the follow-on course according to paragraph 5-2a through 5-2c.
  - (3) When the IMS has an injury, illness incurred during training, or compassionate return, the country will be assessed forfeiture charges for all dedicated/contract/sequential training according to paragraph 5-2a through 5-2c. For

all other training courses, assess forfeiture charges for the course started but not completed; do not assess forfeiture charges for the follow-on course.

### **5-3. Tuition pricing**

The tuition price as shown in the MASL is a unit cost per IMS. The types of cost (direct, indirect, incremental, and attrition, information program, and mailing fee) applicable to the different tuition rates are identified in DOD 7000.14-R. Regardless of funding source, the tuition price in effect at the time the student enters each course is charged.

## **Section II**

### **International Military Education and Training**

#### **5-4. Funding**

*a.* The State Department, in consultation with the Office of the Secretary of Defense (OSD), will determine IMET dollar levels for each IMET country. They will notify all concerned during the second quarter of each fiscal year (FY) of anticipated ceilings to be used for budget year (BY) programs. Actual annual IMET appropriations may be less than anticipated in the congressional presentation document (CPD); therefore, country allocation levels may be lower than the CPD country levels which were used previously for planning purposes. Consequently, training programs should be adjusted to reflect the allocation level. Finally, during the course of the year, the allocation levels may not change or may be changed upwards or downwards at end-year (July) depending on the country's ability to use funds. (See SAMM, chap 10)

*b.* Even though the military assistance appropriation is not part of the DOD budget, the program and its budgeting, funding, and financial administration are subject to the same controls and regulations as all DOD appropriations.

*c.* Within a country ceiling, U.S. funds are made available to defray costs of approved IMET lines in the FY program. Generally, these costs are initially financed by MILDEP appropriations with subsequent reimbursement from IMET funds. Some countries pay the cost of transportation and or living allowance. Care must be taken to identify such arrangements and assure the USG does not also pay these expenses.

*d.* IMET under Budget Project N10 commencing during October, November, and December may be programmed and funded in the previous year's IMETP under the fifth-quarter concept. Project N10 includes CONUS and outside CONUS (OCONUS) formal courses, OBT, OJT, and familiarization training. If this method is desired, IMSs reporting for initial training in October, November, and December will be programmed in the preceding FY; for example, IMSs reporting in October, November, and December of calendar year 2000 (FY 2001 could be programmed and financed with FY 2000 funds). Training requirements programmed in the current year with an availability of fifth quarter must be repriced as soon as BY course costs are known.

*e.* IMET funds must be obligated before the close of each FY. This includes funds for training programmed under the fifth-quarter concept and for IMSs who have follow-on training that will commence after the end of the current FY.

*f.* IMET funded MTTs must return to CONUS prior to end of FY unless waiver is granted by DSCA.

#### **5-5. Travel and living allowance (TLA)**

*a.* When TLA funds are received, obligation and funding authority is dispatched to the SAO by MILDEPs, and SAOs are authorized to issue travel and baggage authorization from country to the first training installation, unless the country pays its own travel costs. No round-trip tickets will be authorized or issued by the SAO.

*b.* Required TLA must be programmed; SAOs will then correctly prepare the ITO. Installation fiscal officers must disburse living allowances according to the ITO to preclude over obligation of funds with resultant fiscal violation.

*c.* Each original payment voucher for IMET IMSs for travel or living allowance will be certified by an authorized USG fiscal officer. The accounting data cited on each voucher will be derived from the IMS's ITO. A copy of each paid voucher, as well as a copy of each collection voucher, will be forwarded promptly to the activity maintaining the specified allotment records (accountable station). This is required to assure proper liquidation of the established obligation. Sufficient copies of each completed voucher will be prepared so as to give one copy to the IMS. The IMS will be instructed that vouchers are to be retained and presented to the next finance officer from whom he or she requests a payment.

*d.* The finance officer of the first training installation will prepare DD Form 1588 (Record of Travel Payments) to establish a continuous record of payments made to the IMS.

*e.* The IMS will be scheduled to depart the training location upon completion of training but in no case later than 4 days following graduation depending upon local installation out processing requirements and travel arrangements. If the student departs more than 4 days after graduation, the IMSO should notify the MILDEP field activity immediately. Living allowance in a training status will be programmed for planning purposes for 4 days following graduation. Payment of living allowance in a training status will continue until 2400 hours prior to the day the student departs the training installation.

*f.* Following completion of training, the finance officer at the last U.S. military installation where the IMS has been receiving training will compute the living allowance and, if authorized, travel mileage; the finance officer will then pay

the IMS (less any partial payments and living allowances previously paid) before the IMS's departure. For authorized delays incurred during the return travel to home country, the maximum lodging amounts found in the Joint Travel Regulation (JTR) will be used in lieu of actual lodging amounts. The finance officer will forward a copy of the paid voucher to the appropriate ITO issuing authority. Living allowances will be computed incrementally in accordance with the JTR when the IMS is in a travel status. A living allowance not to exceed constructive travel by common carrier will be allowed when the IMS is authorized to travel by privately owned conveyance.

*g.* If the IMS returns to his or her home country before collection of a TLA overpayment, no action will be taken against the IMS to effect collection. Underpayments will be resolved by the SAO in local currency.

*h.* Eligible enlisted IMSs will be furnished meals and quarters without charge to the IMSs. Meal costs and billeting fees will be reimbursed from IMET funds. Training installations, food service offices or personnel housing offices, as applicable, should promptly submit billings for reimbursement to appropriate MILDEP IMET fund administration offices.

(1) Officer IMSs personally pay custodial fees and meals.

(2) Training installations will be reimbursed from IMET funds for the costs of meals and quarters furnished without charge to eligible enlisted IMSs. Reimbursement to the training activity for meals and quarters provided will be accomplished by an SF 1080 (Voucher for Transfers Between Appropriations and or Funds) billing, charging the fund citation in the individual IMS's ITO. Training installations should ensure that billings for reimbursement are submitted promptly.

*i.* Installation checkout procedures will include payment for personal expense items before departure; for example, custodial fees, telephone bills, club dues. Bills arriving after departure of IMSs will be forwarded to the next training location or to the SAO for collection or resolution. (See para 10-20.)

### **Section III**

#### **Foreign Military Sales Training**

##### **5-6. General**

*a.* Except as specifically authorized by statute, the law requires that the United States recoup all expenses from a country under FMS. Training provided to a foreign country that results in identifiable expenses to the USG is fully reimbursable from the purchaser country. Unless identifiable expenses are authorized through independent statutory or other legal authority, they are considered to be under the SATP and must be fully recouped.

*b.* Bilateral, combined, or multilateral exercises conducted to test and evaluate mutual capabilities do not require authorization or funding under the SATP. In the absence of independent, statutory, or other legal authority, costs of foreign participation in such exercises will not be directly paid for or reimbursed from DOD funds. DOD funds will bear only the costs of U.S. Armed Forces participation in such exercises. The costs of any U.S. support provided to the participating countries or international organizations for training exercises for defense service is pursuant to the AECA. The extension and receipt of services furnished as reciprocal international courtesies (10 USC 7227), when authorized under the general provisions of the DOD annual Appropriations Act, may serve as authority for bearing certain costs of providing these services to foreign participants when such services are offered to U.S. forces on a reciprocal basis.

*c.* In the absence of statutory or other legal authority to the contrary, visits of eligible IMSs to U.S. units that are conducted for training purposes will be fully reimbursable through FMS procedures. Visits by IMSs to U.S. units extended for periods beyond 3 working days at one location will be considered as training subject to reimbursement. Visits of 3 working days or less at one location will be considered as non-training and administered as a self-invited visit.

##### **5-7. Funding**

FMS training will not commence until the purchasing country has deposited sufficient funds against the appropriate FMS case, and DFAS-DE-F has issued obligation authority. The use of MILDEP-appropriated funds for training under FMS is not permitted by law.

### **Section IV**

#### **Department of the Army**

##### **5-8. Forfeiture charge**

When SATFA recommends a CONUS IMS be recycled (set back) because of illness, injury, emergency leave, or academic failure, the training installation, in conjunction with SATFA, will determine the additional costs of the recycling action, and the additional course costs will be programmed and assessed. SATFA (ATFA-P) will assist activities in assessing the appropriate reimbursement pertaining to cancellation or rescheduling. No additional charges will be assessed for follow-on courses that are rescheduled or canceled because of a recycling action.

##### **5-9. Tuition pricing and reporting**

*a.* Defense Finance and Accounting Services, Denver Center (DFAS-DE-F) is responsible for establishing policy



and procedures for pricing the training tuition of IMSs in U.S. Army schools. (DFAS-IN 37-1 contains this information.)

b. Based on requirements to reply to periodic inquiries from higher authority and for input to the BY planning cycle, SATFA must maintain current cost data on all courses offered to IMSs.

c. Other training installations will provide SATFA tuition cost analysis within suspense date for all standard courses included in the MASL. Tuition data will be forwarded to SATFA—

- (1) To correspond with the MASL update.
- (2) When a tuition cost change is approved by the training installation that will reflect a MASL price change.

#### **5-10. General funding**

a. DFAS-DE-F will develop fiscal policies and related procedural guidance on the SATP.

b. AR 37-80, chapter 35 outlines accounting procedures for IMET and FMS.

c. In preparing unit budgets, course costs prepared for a BY will be used to compute the amount of anticipated reimbursements in the command operating budget (COB). The source of anticipated reimbursements for IMET IMSs will be shown in the COB as “IMET (other).” The source of anticipated reimbursement for FMS training will be shown in the COB as “Trust Fund.” Dollar amounts will be computed by multiplying the latest course cost times the number of anticipated IMSs. All anticipated reimbursements for IMSs will be shown in the COB as automatic reimbursements. Estimates on the number of IMSs for the new FY will be based on—

- (1) Program guidance received from HQDA (SAUS-IA-DSA) or SATFA, if available.
- (2) Actual number of IMSs trained in prior FYs.
- (3) Command estimate of future IMS requirements, especially as pertains to courses for which no course cost has been established in the past.

#### **5-11. IMET funding**

a. IMET funds for Army school training are distributed by SATFA, as DA executive agent, to agencies as listed in DFAS-IN 37-1 from funds provided by DSCA.

b. To obtain reimbursement for IMET, the training activity submits a SF 1080 (with copy of IMS’s ITO) through funding channels. This is required so that IMET Budget Project N10 funds will be collected as reimbursement to the DA appropriations indicated in the approved course costs.

#### **5-12. IMET travel and living allowance**

Departments of the Navy and Air Force

#### **5-13. Department of the Navy financial management**

Follow chapter 5, sections I-III, for DON financial management. Coast Guard financial management, policy and procedures may differ (that is, forfeiture charge applies only when a Coast Guard quota is lost, regardless of when cancelled).

#### **5-14. Air Force financial management**

a. *IMET*. Generally, the cost of foreign training under IMET is initially financed by Air Force appropriated funds with subsequent reimbursement from IMET funds. Reimbursement includes indirect costs such as tuition, training aids, publications, and proficiency flying hours. Direct costs reimbursable from IMET funds are as follows—

- (1) Travel.
- (2) Living allowances.
- (3) Certain medical and burial costs.
- (4) IP activities.
- (5) Extraordinary expenses.
- (6) Travel and per diem of U.S. personnel in support of IMET.

b. *FMS*. FMS training is paid for by the recipient countries. Payment for FMS cases is generally on a cash-in-advance basis. Normally, AFSAT notifies DFAS of the costs of the country’s quarterly training requirements. DFAS-DE-F provides the purchasing country with a quarterly statement of charges for training. Training is considered “delivered” as of the date the IMS enters the course, or the date funds are released for an MTT.

c. *Inter-American Air Forces Academy (IAAFA)*.

(1) The fixed operating costs of IAAFA are financed by Air force appropriated funds. IAAFA guest instructor costs are considered “fixed costs” when guest instructors are assigned to authorized USAF Unit Manning Document (UMD) positions. IAAFA guest instructor positions will be reflected on Part 4 of the UMD.

(2) IAAFA guest instructors will receive a living allowance, round trip transportation for guest instructor and

dependents; 2,000 pounds household good (HHG) allowance; furnishings for quarters according to Table of Allowance 414 (or increased HHG allowance); limit of \$2,000 per year medical coverage per guest instructor family.

(3) Administration and control of the guest instructor, USAF and parent country financial responsibilities, guest instructor benefits, and other pertinent information will be addressed in an attachment to the ITO for all guest instructors.

(4) Additions to IAAFA's curriculum will be processed according to paragraph 4-69.

*d. Military Assistance Other Agency Funded (MAOAF).* MAOAF training is provided without charge to the recipient country with subsequent reimbursement to the Air Force by the sponsoring U.S. agency. Reimbursement for training is accomplished by AFSAT/FM. All other costs are the responsibility of the sponsoring U.S. agency, the foreign student, or his or her government. USAF support to other U.S. government agencies is authorized by the U.S. Economy Act.

### **5-15. Penalties and adjustments**

To avoid penalty charges, training must be canceled at least 60 days prior to the course start date. Training dates are provided to the SAO in the Standardized Training Listing or by message. The training dates are considered acceptable unless the SAO requests a change. If an IMS is eliminated before completing a course, tuition costs will be adjusted as follows—

- a. Flying courses-pro-rated basis but not less than 50 percent.
- b. Technical courses-pro-rated basis but not less than 50 percent.
- c. Training costed on a per week basis-for the number of weeks training was received.

### **5-16. Transportation allowances**

IMET IMSs are authorized living allowances as prescribed in their ITOs. (See chaps 7 and 8.)

### **5-17. Living allowances**

IMET IMSs are authorized living allowances as prescribed in their ITOs. (See chaps 7 and 9.)

### **5-18. Subsistence**

The food service officer will submit a certified invoice monthly (in triplicate) to AFSAT/RM through the IMSO for payment. This invoice will list the following data:

- a. Names and nationalities of the IMSs.
- b. Number and type of meals furnished.
- c. Total amount.

### **5-19. Housing SATP personnel**

a. For IMET enlisted personnel provided quarters, reimbursement for quarters is made as follows if these students are receiving a living allowance under IMET. The base billeting or housing officer must submit certified invoices monthly in three copies to the local AFO through the IMSO for payment. Invoices must list names, nationalities, number of days that quarters were furnished, and total amount of charges. A copy of each student's ITO must be furnished with the invoice. The AFO prepares a SF 1034 (Public Voucher for Purchases and Services other than Personal) upon receipt of the IMSO verification for reimbursement to the base billeting or housing office. The accounting classification cited in the ITOs is charged for these services.

b. Other IMET students and all FMS students assigned Government housing are required to pay the cost from personal funds.

c. The charge for Air Force unaccompanied personnel housing is the service fee. Rates for family housing are provided in the DOD 7000.14-R and AFI 32-9003.

### **5-20. Budget and funding**

Procedures for SATP are contained in AFI 65-601V1 and AFR 170-3.

### **5-21. Costing**

Course costing will be accomplished by the MAJCOMs IAW SAF/FMBIS directives and forwarded tuition prices to AFSAT/FM Comptroller for incorporation into the AFSAT data base. The SATP unit cost for each course or item will be listed in the MASL. For those items marked "EST" (estimate), separate pricing will be used as required.

### **5-22. Accounting and finance**

Accounting, paying, collecting, and reporting will be as stated in the AFM 177-100 series of manuals, AFR 170-8, and

AFR 170-13. IMS's entitlement to expenses and eligibility such as travel, transportation, living allowances, subsistence, medical care, and burial will be as stated in chapters 8 and 9.

*a.* All AFOs or other offices that forward invoices to higher headquarters for payment will submit invoices on a controlled transmission basis.

*b.* The AFO or other office will include in each applicable invoice package a preaddressed acknowledgment form letter, AF Form 74 (Communication Status Notice/Request) that can be returned to the originating office. If acknowledgment is not received within 15 days after forwarding, the sending office will conduct a follow-up.

## **Chapter 6**

### **Letters of Offer and Acceptance for the Sale of U.S. Military Training**

#### **Section I**

#### **Use and Preparation**

##### **6-1. General**

The Letter of Offer and Acceptance (LOA), when signed, is an international binding agreement used by the U.S. Government (USG) to offer to sell defense articles and defense services to a foreign country or international organization. The LOA lists the items, services, estimated costs, terms, and conditions of the sale, and requires the signature of a representative of the foreign country or international organization to indicate acceptance.

*a.* Detailed guidance on the use and processing of Amendments and Modifications is in the SAMM, chapter 7.

*b.* Preparation of LOAs for training is discussed in paragraphs 6-2 through 6-9.

##### **6-2. Purpose of the Letter of Offer and Acceptance (LOA)**

The LOA will be used for all foreign military sales of defense articles and defense services, which includes training. Also, when authorized for release to the foreign purchaser, the LOA becomes the official offer by the USG.

*a.* The following denote acceptance on the part of the purchaser of the terms and conditions—

(1) Signature by an authorized representative of the purchasing country.

(2) Receipt of the initial deposit and copies of the LOA by DFAS-DE-F and the MILDEP.

*b.* Additional terms and conditions as may be appropriate for a particular sales case will be set forth in one or more attachments or continuation sheets to the LOA. All attachments, including notes, annexes, and appendices, are an integral part of the LOA.

##### **6-3. LOA development**

Development of an LOA may involve one or more of the statutes that authorize foreign military sales.

*a.* Those AECA and FAA sections that pertain to FMS training cases are as follows:

(1) *Section 21, AECA.* Sale of defense articles and services.

(2) *Section 22, AECA.* DOD procurement for sales.

(3) *Section 23, AECA.* DOD direct credit extended to a purchaser.

(4) *Section 24, AECA.* DOD guaranteed credit.

(5) *Section 503(a)(3), FAA.* Use of MAP funds for obligation authorities (OAs).

*b.* The SAMM, chapter 7, lists in detail the requirements for preparation of LOAs.

##### **6-4. LOAs for training**

*a.* Training in support of major equipment sales can include the development of operator, maintenance, logistical, and other support skills. In support of such sales, accurate and early planning must be accomplished to complete the following before equipment arrival—

(1) Conduct a training assessment survey.

(2) Determine both CONUS and OCONUS training requirements.

(3) Develop training Program and Availability (P&A) information for country approval.

(4) Request, process, and accept LOAs and complete financial requirements.

(5) Screen and select IMSs for required ELT and other preparatory training.

(6) Conduct training required to operate and maintain equipment.

*b.* Each LOA will include the date upon which the offer expires.

*c.* Requests by the purchaser for extensions to expiration dates must be in writing. These requests will be granted only after a full review by the preparing agency to ensure that all data included in the LOA remain valid. The purchaser will be advised by message of the new expiration date, along with the authorization to make a pen and ink

change to the expiration date listed on the LOA or amendment. DFAS-DE-F and DSCA must be provided an information copy of the message.

*d.* It is not FMS practice to provide a detailed description of the components of costs included in estimated prices for line items on LOAs. When such queries are received from the purchaser, the elements of tuition cost, as outlined in DOD 7000.14-R, Vol 15, may be provided. Detailed information on tuition computation will not be provided unless specifically authorized on a case-by-case basis by DSCA.

*e.* The obligation authority will be issued by DFAS-DE-F only after the receipt of the duly executed LOA and initial deposit if required.

*f.* To ensure uniformity of LOAs for training, certain notes or supplemental conditions must be included in the LOA. These various notes or conditions are published by each MILDEP. Special training cases involving long lead-time and special training assets will necessarily require various caveats, notes, and explanations to legally and administratively define the case. These notes will be prepared to adequately protect the interests of the USG and the purchaser.

*g.* LOAs for defined training should, wherever possible, include firm scheduling of IMSs into specific training courses. When this is not feasible, a statement will be included in the LOA to the effect that the convening date and scheduling information will be provided when available. LOAs must specify the purchasing government's responsibilities; for example, providing pay and allowances, funds for housing, qualified IMSs, and any required supervision of these IMSs.

### **6-5. Amendments to the LOA**

Amendments should be used to meet only minimum essential administrative needs. They may be used for minor changes in scope when such use is essential for administrative reasons.

### **6-6. Modifications**

Modifications are used to record modifications to an existing LOA, which do not constitute a change in scope.

### **6-7. FMS price increases**

For price increase notifications, the following information, if applicable, will be included:

- a.* Detailed reason for the increase.
- b.* Options the purchaser has, if any, with respect to avoiding the price increases, for example, contract termination or reduction of quantities.
- c.* Estimated financial consequences of selecting such options.
- d.* Time limits, if any, for notifying the USG of the purchaser's desire to cancel or reduce quantities.

### **6-8. Liability for damages**

Training cases which involve the use of U.S. equipment (for example, aircraft and trucks), and which, due to special pricing requirements, do not include an attrition factor, will include a statement on liability for damages. It will state that the foreign government will be liable for any damage to such equipment due to negligence on the part of the student.

## **Section II Department of the Army**

### **6-9. LOA functions**

*a.* The FMS Control Division of DSCA will submit FMS cases to Congress, as required. It will also countersign FMS cases before formal offer is released. No implementing agency is authorized to release LOAs without a DSCA countersignature.

*b.* SATFA will—

- (1) Maintain the LOA training case designator file.
- (2) Assign case designators for all Army FMS training cases to include those prepared overseas. (Designators

consist of three letters starting with the letter "O" in alphabetic sequence; for example, OAA, OAB ... OBA, OBB ... OCA, OCB.)

(3) Issue the obligation authority-customer order to each CONUS school and or USASATMO based on the implemented FMS case.

(4) Prepare LOAs, amendments, modifications, and related forms according to AR 12-1 for CONUS training and OCONUS training teams furnished from CONUS sources by the U.S. Army.

(5) Forward copies of all proposed LOAs, amendments, and modifications to USASAC.

(6) Obtain from each CONUS school or training activity all required bills, using SF 1080, supported by copies of each IMS's ITO or other obligating documents.

(7) Reimburse each CONUS school or training installation or command for training and services.

c. USASAC will—

(1) Coordinate the release of LOAs to the country according to prescribed procedures.

(2) Receive accepted FMS cases and, upon completion of financial requirements, forward the form to SATFA, other appropriate commands, and each Service school conducting training.

(3) Make required input into the management information system (RCS DSCA 1200).

d. Oversea Army commands and agencies will prepare LOAs for training that they provide. Before releasing formal offers to the customer country, these commands or activities will obtain release authority from DSCA according to current operating procedures. They will ensure that proper action is taken to update the DSCA ADP system. SATFA and USASAC will act as the agent for USAREUR in accomplishment of the above. (Note: USASAC writes FMS (Materiel and Service) cases for USAREUR/STRICOM when allies utilize MILES equipment for home station and CMTC training.)

#### **6-10. Blanket order (BO) FMS cases**

a. Training cases will normally be prepared as BO. While defined-line training cases can be written, because of the inherent administrative difficulties with defined-line cases, they should be kept to a minimum.

b. BO FMS cases are prepared in an estimated dollar amount. (See (4) below.) When the country accepts a BO FMS case and deposits funds and DFAS-DE-F issues the OA, execution of the program is authorized without all the time constraints outlined in a above. As the defined program develops, SATFA will forward the standardized training listing (STL) to the SAO for appending to the LOA.

c. The following policies and procedures govern BO FMS cases:

(1) The earliest training date on a BO case will normally be at least 90 days after the date the LOA is forwarded to USASAC by SATFA; however, exceptions, which do occur, will be properly coordinated by SATFA among involved agencies.

(2) BO FMS cases are normally prepared in one of two ways.

(a) For a dollar amount specified by the country, with the detailed list of required courses to be developed as required throughout the life of the case.

(b) For a dollar amount at least 10 percent in excess of the detailed training requirement as known at the time of preparation.

#### **6-11. Procedures**

a. Upon receipt of a country's request for P&R or P&A data for U.S. Army training, SATFA will coordinate the providing of such data, and the requestor will be informed. The requestor will also be queried as to acceptance, and whether the new or existing FMS case should be used and, if not known, what country agency should receive the case for signature. Any agency receiving a request for P&R data directly from the SAO or country will ensure that DSCA coordination is obtained on responses to requests that apply to major defense agreements.

b. SATFA, USASATMO, and the potential training agency (if different from TRADOC) will be expeditiously informed of client requests for an LOA stimulated by the P&A data or of the client rejection of a P&A proposal. SATFA will assign a case designator upon acceptance of the P&A, inform all concerned, and take action to enter the data into the letter of request (LOR) ADP system. This action is required to comply with U.S. legislation and to preclude delays in the release of the LOA if the case is to be completed.

c. SATFA prepares LOAs for CONUS training and CONUS-furnished SA teams, obtaining any additional necessary data from the training command, if other than TRADOC, or from USASATMO in the case of SA team cases.

d. Once a case designator is assigned and entered into the LOR system, it is important that SATFA be notified of any later cancellation of the case, so that it may be transferred to an inactive or canceled status.

e. The preparing agency will forward the required data to SATFA to facilitate the preparation of the LOA. SATFA will prepare the LOA and forward it to DSCA for DSCA countersignature before release to the country according to prescribed procedures.

## **Section III**

### **Department of the Navy (DON)**

#### **6-12. Navy functions**

The DON will follow procedures in section I of this chapter.

## **Section IV**

### **Department of the Air Force**

#### **6-13. Supplemental conditions**

Air Force LOAs will include appropriate supplemental conditions for training. Approved supplemental conditions are included in the Case Management and Control System. Requested or recommended changes to LOA supplemental conditions must be forwarded to SAF/IAX for review, coordination, and approval.

#### **6-14. Blanket Order (BO) FMS training cases**

*a.* AFSAT will prepare and coordinate Air Force training “T” cases according to DSCA and SAF/IAX prescribed procedures. AFSAT case managers will prepare BO training cases unless the purchaser justifies and is granted approval for a defined order training case by SAF/IAX. This will allow the Air Force to be more responsive to changing purchaser’s training needs and is in the interest of saving time, manpower, and costs involved in amending defined order cases.

*b.* FMS training cases will be prepared for a minimum of \$20,000 unless the requesting service’s annual training requirements have been for a lesser amount.

## **Chapter 7**

### **Invitational Travel Orders**

#### **Section I**

##### **Use and Preparation**

#### **7-1. Basic document**

The issuance of ITOs, whether under IMET or FMS, is required for all IMSs under SATP sponsorship to provide recognition of the military status of the IMSs. It is the controlling document for authorized training terms, conditions, and privileges. The ITO is also the basic document used for accounting purposes. In addition, it provides guidance to the appropriate agencies to determine which support is payable. The SAO will issue separately numbered ITOs for each IMS except for orientation tours. One ITO is sufficient for all the participants of an OT. OTs are the only exception.

#### **7-2. Format**

*a.* The standard ITO, DD Form 2285 (Invitational Travel Order (ITO) for International Military Students (IMS)) (figure 7-1) and letter format ITO generated by the Training Management System (TMS) are the only authorized documents that will be used for IMSs furnished training under the provisions of this regulation. The DD Form 2285 or the TMS generated ITO will be used and are valid only for IMSs entering U.S. training under the FAA or the AECA. The form will not be altered or shortened.

*b.* Figure 7-2 gives instruction for completing DD Form 2285.

*c.* For training at USARSA, IAAFA and NAVSCIATTS countries in the SOUTHCOM and USACOM regions may attach a native language translation to the DD Form 2285.

#### **7-3. Original ITO and copies**

*a.* A signed original of the ITO will be considered by the training installation as final authorization for admission of the IMS named therein to the courses listed in item 8 of the ITO. If an IMS arrives at a training installation without a signed original, the training installation will notify higher headquarters and will not enter the IMS into training until approval is received. It is emphasized that each IMS must have in his or her possession the original ITO, bearing an original signature and not a facsimile. Certain U.S. commands and activities will not disburse funds on a document bearing non-original signature.

*b.* If determined that the original ITO of the IMS was lost, a copy of the ITO may be certified as an original by adding in item 15 the following certification: “I certify that my original ITO was lost and that if the original is located later, no further claims will be submitted on the basis of recurrent copy of orders. If the original is located, it will be

returned by direct mail to the appropriate Service.” This certification must be signed by the IMS with his or her name and rank listed in full.

#### **7-4. Distribution**

- a. IMSs scheduled for training will report with the original ITO and the following copies in their possession:
  - (1) All IMSs reporting to DLIELC as first training installation-15 copies.
  - (2) Direct entry IMSs-5 copies.
- b. ITOs will be distributed to addressees as shown in the appropriate MILDEP section of this chapter. ITOs will be prepared and copies mailed to reach these addresses at least 2 weeks before the IMS’s scheduled arrival at the first training installation.
- c. If copies of the IMS’s ITO are not received 2 weeks before the first training report date, the first training installation, after coordination and with concurrence of higher headquarters, may query the SAO concerned on the status.
- d. Distribution, by activity, will be listed in item 16 of the ITO. A local distribution formula (such as “DIST A”) will not be used.

#### **7-5. Amendments and endorsements**

- a. All amendments and endorsements to the ITOs will be prepared separately on standard size paper. Headings will contain as a minimum the following data:
  - (1) Office symbol and official address of publishing activity.
  - (2) Original ITO number and date.
  - (3) Rank/grade and name (surname (all capitals), first, middle) of IMS.
  - (4) Country.
  - (5) Funding and WCN.
    - (a) For IMET IMS, indicate FY IMETP and WCN.
    - (b) For FMS IMS, indicate FMS case identifier and WCN.
- b. All amendments and endorsements to ITOs will be signed by an authorized representative and distributed in the same way as listed in item 16 of the original ITO.
- c. The originating office, normally the SAO, amends or must authorize in writing all amendments to the ITO. One exception is that commanding officers of training installations may, with approval of higher headquarters, amend ITOs to reflect minor administrative training changes, such as a nominal increase in course duration and recycling into a succeeding class. The SAO will be notified immediately of such amendments. Upon receipt of conclusive written evidence of the promotion of an IMS while in training, the higher headquarters may also authorize the training installation to amend the ITO to reflect the IMS’s change in rank. Conclusive evidence is defined as notification from the SAO, the IMS’s attaché in Washington, DC, or the CLO. Evidence may also be received from a staff maintained by a foreign government in the United States for administering training in CONUS. All changes in rank involving entitlement to additional IMET funds will be by amendment to the ITO by the SAO only.
- d. ITOs will be endorsed on issuance of transportation requests and meal tickets. They will also be endorsed on payment of a living allowance, change of installation, and issuance and return of the Uniformed Services Identification and Privileges Card (USIPC). Certificates or endorsements indicating that Government quarters and subsistence were or were not available will be provided and affixed by appropriate commanding officers.
  - (1) Upon arrival at the U.S. POE, MILDEP port authorities will endorse the original ITO and at least five copies, indicating the date and time of arrival at the port and the mode of transportation from the port to the next installation (commercial or military carrier).
  - (2) Appropriate authorities at each training installation visited will endorse the original and at least five copies of the ITO showing dates and times of arrival and departure and the mode of transportation.
  - (3) Upon arrival at the U.S. port of departure, MILDEP port authorities will endorse the original and five copies of the ITO showing the date and time of arrival at the port, mode of transportation, and date of departure from the United States.

#### **7-6. Security**

- a. Compliance with security requirements will be indicated by selecting one of the statements contained in item 11 of the ITO. The ITO will not be classified on the basis of these statements.
- b. U.S. training installations will not train IMSs until the above security requirements are met. If the appropriate statement is not checked in item 11 of the IMS’s ITO, the training installation will contact the SAO for compliance. The statement of country security as stated in the ITO only specifies the level of security clearance of the IMS as granted by his or her government. It is not in itself authority to disclose U.S. classified information to the IMS. The course content must be authorized by appropriate Service disclosure authority for release to that country.

## **7-7. Appropriation citation**

*a.* ITOs for IMET IMSs will cite the appropriation to which travel, living allowance, and other authorized expenses are chargeable if appropriate. These fund cites are the responsibility of the appropriate MILDEP. It is important that all segments of the IMET accounting data be carefully developed and accurately cited in item 9 of the ITO. If DSCA has authorized funding of travel and or living allowances from an FMS case, include fund cite provided by the Service in item 9 of the ITO.

*b.* FMS ITOs do not contain fund cites as all expenses are the responsibility of the purchasing country.

## **7-8. Dependents**

Dependents accompanying or joining IMSs must be authorized in item 12 of the IMS's ITO to be eligible for privileges; for example, identification (ID) cards, exchange and commissary privileges, and medical services. If dependents are authorized, list their names, ages, and relationships in item 15.

## **Section II**

### **Department of the Army**

#### **7-9. General**

*a.* On receipt of a signed FMS case, OA from DFAS-DE-F, and letter of implementation (LOI) from USASAC, SATFA will provide the SAO authority to release ITOs for FMS IMSs. Authority to issue an ITO on an FMS training case, before the LOA is signed and the OA is available, can only be granted by SATFA when OA is available from another FMS case and the country has approved the use of funds for this purpose.

*b.* On receipt of IMET order from DSCA, SATFA will issue authorization for ITO. Request for authorization prior to receipt of fund cite message will be addressed to SATFA.

#### **7-10. Distribution**

*a.* ITOs for IMSs under U.S. Army sponsorship for CONUS training will be distributed to addressees as shown below.

(1) Each IMS.

(*a*) All IMSs reporting to DLIELC as first training installation-10 copies.

(*b*) Direct-entry IMSs-five copies.

(2) Commander, SATFA, ATTN: ATFA-R; Building 139, 173 Bernard Road; Fort Monroe, VA 23561-1003 -one copy.

(3) Commanders of other CONUS MACOMs as proper (see U.S. Army SATP Handbook)-one copy.

(4) Commanders of USARPAC as proper-one copy.

(5) IMSO at each U.S. Army service school or installation at which the IMS will be training-one copy.

(6) Commander, SATFA, ATTN: ATFA-P, Building 139, 173 Bernard Road; Fort Monroe, VA 23561-1003 (IMET only)-one copy.

(7) Commander, HSC, ATTN: HSRM-AO, Fort Sam Houston, TX 78234-6000 (CONUS training only)-one copy.

(8) Commander, USAMEDDC-S, ATTN: MCCS-HEI, Building 4011, 1750 Greeley Road, Fort Sam Houston, TX 78234-6122.

(9) Government of country concerned and its Washington Embassy-as requested.

(10) Commander, NYAC, ATTN: ATZDFH-FLO, Brooklyn, NY 11252-5340 (if POE is JFK Airport in New York)-one copy.

(11) Other addressees-as considered proper by the issuing authority.

(12) For orientation tours only, add HQDA, ATTN: SAUS-IA-DSA, 102 Army Pentagon, WASH, DC 20310-0102, and HQDA (SAUS-IA-FL) and (SAUS-IA-RM), 102 Army Pentagon, WASH DC 20310-102 - one copy each.

(13) For USAWCIFP, NDU, USACGSC, and SMA only, add HQDA, ATTN: SAUS-IA-DSA, 102 Army Pentagon, WASH, DC 20310-0102-one copy.

*b.* In addition to appropriate distribution in a above, the SAO will be provided two copies of all amendments or endorsements prepared by other agencies.

## **Section III**

### **Department of the Navy**

#### **7-11. General**

On receipt of appropriate funding authority, NETSAFA will provide the SAO with authority to publish ITOs for U.S. Navy, U.S. Marine Corps, and U.S. Coast Guard training. NETSAFA will authorize all amendments to ITOs for Navy-sponsored training. CG MCCDC will authorize all amendments to ITOs for Marine Corps ITOs and COMDT COGARD (G-CI) will authorize all amendments to Coast Guard ITOs. The ITO originating office (normally the SAO)



must concur in all amendments to ITOs. Copies of all ITOs and amendments must be provided to appropriate addressees as outlined in paragraph 7-12 below.

### 7-12. Distribution

The distribution list of an ITO should be tailored to the training listed therein. A distribution guide for both CONUS and overseas training is provided in table 7-1.

## Section IV

### Department of the Air Force

#### 7-13. General

On receipt of appropriate funding authority, AFSAT will provide the SAO (normally by message) with authority to publish ITOs. SAO will not use the STL programming document as the basis to publish ITOs.

#### 7-14. ITO amendments

ITO amendments to reflect changes should be accomplished as soon as data becomes known and mailed to AFSAT/FM, Randolph AFB, TX 78150-5001, to facilitate financial payments against the ITO.

#### 7-15. Distribution

ITOs for IMSs under U.S. Air Force sponsorship will be distributed as listed in table 7-2.

**Table 7-1**  
**Department of the Navy distribution guide for ITOs**

Recipient	Applicable training	Number of copies
Individual IMS	All	1
Cognizant unified commander	All	1
Cognizant embassy, Washington DC	All	1
Navy IPO Washington DC (IPO-10)	All contractor training	1
Navy IPO Washington DC (IPO-S)	All RSNF training	1
CG MCCDC Quantico VA (CSW)	All USMC training	1
Commandant COGARD Washington DC (G-CI)	All COGARD training	1
Appropriate SYSCOM(S)	All SYSCOM training	1
CINCLANTFLT Norfolk VA	All CINCLANTFLT training	1
CINCPACFLT Pearl Harbor HI	All CINCPACFLT training	1
COMNAVRESFOR New Orleans LA	All training provided at reserve facilities	1
BUMED Washington DC	All medical and dental training	1
NETSAFA Pensacola FL	All	1
DLIELC Lackland AB TX (LEAX)	All language training	1
Training activities	All locations listed on ITO	1

Notes:

See para 7-4a

**Table 7-2**  
**Air Force distribution guide for ITOs.**

Recipient	Number of Copies
<b>CONUS and Overseas Training</b>	
AFSAT/RM (Note 1)	1
AFSAT/Regional Division (Note 1)	1
Base IMSO	1
IMS (see para 7-4a)	
Country Liaison Officer, if assigned	1
Country Air Attaché, Washington, DC	1
<b>Overseas Training</b>	
EUCOM	
HQ USAFE/DPADT	1
PACOM	
HQ PACAF/SAO	1
SOUTHCOM	

**Table 7-2**  
**Air Force distribution guide for ITOs.—Continued**

Recipient	Number of Copies
12AF/LA	2

Notes:

The AFSAT distribution may be mailed under one cover but should be assembled in sets plainly marked for the respective activities.

INVITATIONAL TRAVEL ORDER (ITO) FOR INTERNATIONAL MILITARY STUDENT (IMS)		CC/WCN:		
		1. ITO NUMBER BN98B11004	2. COUNTRY BANDARIA	3. DATE (YYMMDD) 98-04-30
The U.S. Government hereby issues this ITO for the IMS herein named to attend the course(s) of instruction herein listed, subject to the terms and conditions contained herein, and as may be amended by competent authority. This ITO is the only document that will be used and is valid only for IMS entering U.S. training under the Foreign Assistance Act of 1961, as amended, or the Arms Export Control Act.				
Definitions of acronyms and abbreviations contained in this form, and instructions for completing this form are provided in the Joint Security Assistance Training Regulation, JSATR (SECNAVINST 4950.4/AR 12-15/AFJI-105).				
<b>4. ISSUING SECURITY ASSISTANCE ORGANIZATION (SAO)</b>				
a. NAME OF ORGANIZATION Office of Defence Cooperation-Bandaria		b. MAILING ADDRESS Unit 4095, PSC 80, APO AE 09764-1005		
<b>5. FUNDING (X one and complete statement)</b>				
<input checked="" type="checkbox"/> a. IMET FISCAL YEAR 98		<input type="checkbox"/> b. FMS CASE IDENTIFIER		<input type="checkbox"/> c. OTHER (INL, etc.) (Specify)
<b>6. IMS INFORMATION</b>				
a. NAME (Surname (ALL CAPS), First, Middle) VULKE, Hadin				b. SEX (X one) <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE
c. COUNTRY SERVICE RANK Major	d. U.S. EQUIVALENT RANK/PAY GRADE Major	e. COUNTRY SERVICE Army	f. COUNTRY SERVICE NO. OF10096	
g. DATE OF BIRTH (YYMMDD) 56-01-10	h. PLACE OF BIRTH (City, province/district, country) Harare, Bandaria			
<b>7. INVITATION</b>				
THE SECRETARY OF (List U.S. MILDEP) <u>Army</u> INVITES THE IMS LISTED IN ITEM 6, THIS ORDER, TO PROCEED ON OR ABOUT (List date - YYMMDD) <u>98-06-13</u> FROM (List debarkation point - home country) <u>Bandaria</u> TO (List training installation) <u>Fort Leavenworth, Kansas</u> FOR PURPOSE OF COMMENCING TRAINING LISTED IN ITEM 8 BELOW.				
<b>8. AUTHORIZED TRAINING (List in sequence of attendance) NO ADDITIONAL TRAINING TO THAT SPECIFIED IN THIS ORDER WILL BE PROVIDED.</b>				
a. (1) RCN LJ05	(2) WCN 1004A	(3) MASL IIN B171766	(4) MASL DESCRIPTION INTERNATIONAL OFFICER PREP	(5) MILITARY SERVICE COURSE ID NUMBER 2G-F67X
(6) TRAINING INSTALLATION USA COMMAND & GENERAL STAFF COL FT LEAVENWORTH, KS 66027		(7) LOCATION		(8) REPORT DATE (YYMMDD) 980613
				(9) END DATE (YYMMDD) 980706
b. (1) RCN LJ06	(2) WCN 1004B	(3) MASL IIN B171782	(4) MASL DESCRIPTION USA C&GC OFF PREPARATORY	(5) MILITARY SERVICE COURSE ID NUMBER 2G-F68
(6) TRAINING INSTALLATION USA COMMAND & GENERAL STAFF COL FT LEAVENWORTH, KS 66027		(7) LOCATION		(8) REPORT DATE (YYMMDD) 980708
				(9) END DATE (YYMMDD) 980727
c. (1) RCN LJ07	(2) WCN 1004C	(3) MASL IIN B171768	(4) MASL DESCRIPTION COMMAND & GENERAL STAFF COL	(5) MILITARY SERVICE COURSE ID NUMBER 1-250-C2
(6) TRAINING INSTALLATION USA COMMAND & GENERAL STAFF COL FT LEAVENWORTH, KS 66027		(7) LOCATION		(8) REPORT DATE (YYMMDD) 980725
				(9) END DATE (YYMMDD) 990607
d. (1) RCN	(2) WCN	(3) MASL IIN	(4) MASL DESCRIPTION	(5) MILITARY SERVICE COURSE ID NUMBER
(6) TRAINING INSTALLATION		(7) LOCATION		(8) REPORT DATE (YYMMDD)
				(9) END DATE (YYMMDD)
e. (1) RCN	(2) WCN	(3) MASL IIN	(4) MASL DESCRIPTION	(5) MILITARY SERVICE COURSE ID NUMBER
(6) TRAINING INSTALLATION		(7) LOCATION		(8) REPORT DATE (YYMMDD)
				(9) END DATE (YYMMDD)
f. (1) RCN	(2) WCN	(3) MASL IIN	(4) MASL DESCRIPTION	(5) MILITARY SERVICE COURSE ID NUMBER
(6) TRAINING INSTALLATION		(7) LOCATION		(8) REPORT DATE (YYMMDD)
				(9) END DATE (YYMMDD)
<b>9. FUND CITE (Use only when IMET or other specific authority for funding living allowance and/or travel has been received.)</b> 4563-45UY-36300228 564 000 346ER 4567				
The finance officer effecting disbursement of funds under this authority will forward one copy of the executed voucher to the accounting station cited in the appropriation and other activities as required by appropriate U.S. MILDEP regulations.				

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PREVIOUS EDITIONS ARE OBSOLETE.

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Figure 7-1. Sample Completed DD Form 2285

CC/WCN BN/1004		ITO NO. BN98B11004	DATE 98-04-30
<b>10. LANGUAGE PREREQUISITES</b> (X a., b., or c. and complete as applicable. Complete block d.)			
a. IMS COMPLETED THE IN-COUNTRY DLJ ENGLISH LANGUAGE PROFICIENCY EXAMINATION AS FOLLOWS.			
X	(1) EXAM NO. 36B	(2) DATE COMPLETED (YYMMDD) 980415	(3) ENGLISH COMPREHENSION LEVEL (ECL) SCORE (IMS will take the CONUS course entry ECL test at the first training installation.) 84
b. WAIVER OF IN-COUNTRY ECL TEST GRANTED BY AUTHORITY OF: (Documentation) (IMS will take the CONUS course entry ECL test at the first training installation.)			
c. IMS IS EXEMPT FROM ALL ECL TESTING BY AUTHORITY OF: (Documentation)			
X	d. HIGHEST REQUIRED ECL (of training listed in Item B) 80SA		
<b>11. SECURITY</b> (X one and complete as applicable)			
a. U.S. SECURITY/POLITICAL SCREENING HAS BEEN ACCOMPLISHED. ALL TRAINING WILL BE CONDUCTED ON AN UNCLASSIFIED BASIS.			
X	b. U.S. SECURITY REQUIREMENTS HAVE BEEN COMPLIED WITH. THE HOME GOVERNMENT HAS GRANTED THE IMS A SECURITY CLEARANCE. THIS OF ITSELF DOES NOT PERMIT THE DISCLOSURE OF CLASSIFIED U.S. INFORMATION. SUCH DISCLOSURE MUST BE SPECIFICALLY AUTHORIZED BY AN OFFICIAL DELEGATED AUTHORITY AND U.S. FOREIGN DISCLOSURE REGULATIONS OR DIRECTIVES.		
	(1) HOME COUNTRY BANDARIA	(2) EQUIVALENT U.S. CLASSIFICATION LEVEL SECRET	
<b>12. CONDITIONS</b> (X appropriate block(s) for each condition listed.)			
a. DEPENDENTS (Identify authorized dependents in Item 15, including names and ages.)			
X	(1) NO DEPENDENTS ARE AUTHORIZED TO ACCOMPANY OR JOIN IMS. DEPENDENTS WILL NOT BE ISSUED ID CARDS OR PROVIDED ATTENDANT PRIVILEGES.		
	(2) DEPENDENTS ARE AUTHORIZED BY THE IMS'S HOME COUNTRY AND THE DOD SECURITY ASSISTANCE ORGANIZATION IN-COUNTRY TO ACCOMPANY IMS OR JOIN IMS WHILE IN TRAINING, BUT WILL NOT BE TRANSPORTED NOR SUBSISTED AT U.S. GOVERNMENT EXPENSE. IMET IMS IS NOT AUTHORIZED AN INCREASE IN LIVING ALLOWANCE DUE TO PRESENCE OF DEPENDENTS.		
	(3) IN ACCORDANCE WITH SECURITY ASSISTANCE MANAGEMENT MANUAL (SAMM), DOD 6105-38M, CHAPTER 10, IMS IS AUTHORIZED THE INCREASED "DEPENDENTS AUTHORIZED" LIVING ALLOWANCE. DEPENDENTS WILL NOT BE TRANSPORTED NOR SUBSISTED AT U.S. GOVERNMENT EXPENSE.		
b. MEDICAL SERVICES			
(1) IMSs			
X	(a) NATO IMSs UNDER IMET: CHARGES FOR ONLY INPATIENT CARE IN THE U.S. ARE CHARGEABLE TO THE IMETP.		
	(b) IMET IMSs: CHARGES FOR OUTPATIENT AND INPATIENT CARE, IMMUNIZATIONS, AND MEDICAL EXAMINATIONS ARE CHARGEABLE TO THE IMETP.		
	(c) NATO IMSs UNDER FMS: CHARGES FOR ONLY INPATIENT CARE IN THE U.S. WILL BE COLLECTED FROM: (X one)		
	(i) FMS CASE	(ii) IMS	(iii) FOREIGN GOVERNMENT
	(d) FMS IMSs: CHARGES FOR OUTPATIENT AND INPATIENT CARE, IMMUNIZATIONS, AND MEDICAL EXAMINATIONS WILL BE COLLECTED FROM (X one)		
	(i) FMS CASE	(ii) IMS	(iii) FOREIGN GOVERNMENT
	(e) INL IMSs: CHARGES FOR OUTPATIENT AND INPATIENT CARE, IMMUNIZATIONS AND MEDICAL EXAMINATIONS WILL BE FORWARDED TO APPROPRIATE MILDEP FOR PROCESSING WITH DEPARTMENT OF STATE, INL.		
(2) DEPENDENTS			
NA	(a) AUTHORIZED ACCOMPANYING DEPENDENTS OF NATO IMSs: CHARGES FOR ONLY INPATIENT CARE IN THE U.S. WILL BE COLLECTED FROM (X one)		
	(i) IMS	(ii) FOREIGN GOVERNMENT	
	(b) AUTHORIZED ACCOMPANYING DEPENDENTS OF IMET AND FMS IMSs: CHARGES FOR OUTPATIENT AND INPATIENT CARE, IMMUNIZATIONS, AND MEDICAL EXAMINATIONS WILL BE COLLECTED FROM (X one)		
	(i) IMS	(ii) FOREIGN GOVERNMENT	
(3) SINGULAR CONDITIONS			
	(a) SEE ITEM 15, "SPECIAL CONDITIONS".		
c. PARTICIPATION IN HAZARDOUS DUTY			
X	(1) IMS IS AUTHORIZED TO PARTICIPATE IN HAZARDOUS DUTY TRAINING.		
	(2) IMS IS PARACHUTE QUALIFIED AND AUTHORIZED TO PARTICIPATE IN JUMPS FROM U.S. AIRCRAFT.		
	(3) QUALIFIED IMSs ARE AUTHORIZED TO PARTICIPATE IN FLIGHTS AS CREW MEMBERS. THE GOVERNMENT OF (List home country) _____ CERTIFIES THAT IMS IS PHYSICALLY, PROFESSIONALLY, AND ADMINISTRATIVELY QUALIFIED TO PARTICIPATE IN FLIGHTS IN HIS COUNTRY'S MILITARY AIRCRAFT AS (List flight crew position). _____ IMS MEETS MEDICAL CLEARANCE REQUIREMENT AS SPECIFIED BY THE APPROPRIATE U.S. MILDEP FLIGHT QUALIFICATION RECORDS ACCOMPANYING IMS.		
d. PHYSICAL FITNESS TRAINING			
X	(1) PARTICIPATING IN PHYSICAL FITNESS TRAINING IS REQUIRED.		

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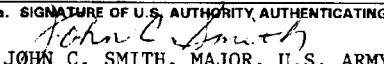
Figure 7-1. Sample Completed DD Form 2285-Continued

CC/WCN BN/1004		ITO NO. BN98B11004	DATE 98-04-30
<b>e. LEAVE</b>			
	(1) UPON COMPLETION OF TRAINING, IMS IS NOT AUTHORIZED LEAVE, AND WILL PROCEED IMMEDIATELY AS DIRECTED TO HOME COUNTRY.		
X	(2) UPON COMPLETION OF TRAINING, IMS IS AUTHORIZED (List number) <u>15</u> DAYS LEAVE AT NO COST THE U.S. GOVERNMENT OR IMETP. UPON COMPLETION OF LEAVE, IMS WILL PROCEED IMMEDIATELY TO HOME COUNTRY OR AS DIRECTED BY COMPETENT AUTHORITY.		
<b>f. LIVING ALLOWANCES</b>			
	(1) LIVING ALLOWANCE IS RESPONSIBILITY OF THE FOREIGN GOVERNMENT.		
X	(2) LIVING ALLOWANCE IS AUTHORIZED DURING PERIOD COVERED BY THIS ORDER, FROM DAY OF DEPARTURE FROM, TO DAY OF RETURN ARRIVAL IN, HOME COUNTRY, EXCLUDING PERIOD COVERED BY LEAVE, IN ACCORDANCE WITH SAMM, CHAPTER 10, AND IS CHARGEABLE TO THE FUND CITE IN ITEM 9, THIS ORDER.		
	(3) LIVING ALLOWANCE IS AUTHORIZED FROM DAY OF DEPARTURE FROM TO DAY OF RETURN ARRIVAL IN (List country - other than home country) _____ EXCLUDING PERIODS COVERED BY LEAVE, IN ACCORDANCE WITH SAMM, CHAPTER 10, AND IS CHARGEABLE TO THE FUND CITE INDICATED IN ITEM 9, THIS ORDER.		
	(4) LIVING ALLOWANCE IS AUTHORIZED FROM DAY OF DEPARTURE FROM THE CONUS ENTRY PORT TO DAY OF RETURN ARRIVAL AT THE CONUS DEPARTURE POINT, EXCLUDING PERIODS COVERED BY LEAVE, IN ACCORDANCE WITH SAMM, CHAPTER 10, AND IS CHARGEABLE TO THE FUND CITE INDICATED IN ITEM 9, THIS ORDER.		
	(5) LIVING ALLOWANCE IS AUTHORIZED WHILE IN TRAINING STATUS ONLY IN ACCORDANCE WITH SAMM, CHAPTER 10, AND IS CHARGEABLE TO THE FUND CITE INDICATED IN ITEM 9, THIS ORDER.		
	(6) SEE ITEM 15, "SPECIAL CONDITIONS".		
<b>g. TRAVEL</b>			
	(1) TRAVEL IS RESPONSIBILITY OF THE FOREIGN GOVERNMENT.		
X	(2) TRAVEL COVERED BY THIS ORDER, OVERSEAS AND CONUS, IS CHARGEABLE TO THE FUND CITE INDICATED IN ITEM 9, THIS ORDER.		
	(3) TRAVEL TO AND RETURN FROM (List country - other than home country) _____ IS THE RESPONSIBILITY OF THE FOREIGN GOVERNMENT. TRAVEL FROM (List country - other than home country) _____ TO CONUS AND RETURN IS CHARGEABLE TO THE FUND CITE INDICATED IN ITEM 9, THIS ORDER.		
	(4) TRAVEL TO CONUS AND RETURN IS RESPONSIBILITY OF THE FOREIGN GOVERNMENT. TRAVEL WITHIN CONUS IS CHARGEABLE TO THE FUND CITE INDICATED IN ITEM 9, THIS ORDER.		
	(5) (a) IMS HAS BEEN ISSUED ONE WAY TICKET TO (List U.S. destination) _____ COST OF OCONUS TRAVEL CHARGEABLE TO FUND CITE IN ITEM 9, THIS ORDER, IS \$ _____ ; GOV TRANS REQ (GTR) # _____ . LAST TRAINING INSTALLATION WILL ARRANGE RETURN TRANSPORTATION TO HOME COUNTRY.		
	(b) IMS HAS BEEN ISSUED A ROUND TRIP TICKET. IF IMET FUNDED, EXCEPTION TO ONE WAY TICKET RULE GRANTED PER _____ COST OF ROUND TRIP TICKET IS \$ _____ . GOV TRANS REQ (GTR) # _____		
	(6) SEE ITEM 15, "SPECIAL CONDITIONS".		
<b>h. TRAVEL BY POV</b>			
X	IMS IS AUTHORIZED	IS NOT AUTHORIZED TO TRAVEL BY POV.	
<b>i. BAGGAGE</b>			
	(1) NO BAGGAGE WILL BE TRANSPORTED AT U.S. GOVERNMENT EXPENSE.		
	Baggage allowances outlined below are total allowances: excess baggage being the difference between the baggage permitted by the transportation carrier and that stipulated below. Baggage sizes and dimensions will conform to carrier stipulations. These allowances apply for that portion of travel whose costs are paid from U.S. funds (See Para. g., above) and cost of authorized excess baggage is chargeable to the Fund Cite indicated in Item 9, this order.		
	(2) TRAINING LESS THAN 22 WEEKS IN TOTAL DURATION: IMS AUTHORIZED 2 PIECES, NOT TO EXCEED 70 POUNDS (32 KILOGRAMS) EACH.		
	(3) TRAINING AT LEAST 22 WEEKS BUT LESS THAN 40 WEEKS IN TOTAL DURATION: IMS AUTHORIZED 3 PIECES NOT TO EXCEED 70 POUNDS (32 KILOGRAMS) EACH.		
X	(4) ALL TRAINING 40 WEEKS OR LONGER IN TOTAL DURATION: IMS AUTHORIZED 4 PIECES, NOT TO EXCEED 70 POUNDS (32 KILOGRAMS) EACH.		
	(5) IN ADDITION TO ABOVE ALLOWANCES, IMS ATTENDING PME, GRADUATE, OR POSTGRADUATE PROGRAMS LISTED IN SAMM, TABLE 1001-2, NOTE (4), AND JSATR, TABLE 8-1, NOTE 4, WITH AUTHORIZED ACCOMPANYING DEPENDENTS (Item 12.a.(2) or (3)) OR IMS ATTENDING FLIGHT TRAINING ARE AUTHORIZED ONE ADDITIONAL PIECE OF BAGGAGE.		

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Figure 7-1. Sample Completed DD Form 2285-Continued

CC/WCN BN/1004	ITO NO. BN98B11004	DATE 98-04-30
<b>13. TERMS</b>		
<p>a. Prior to departure from home country, the IMS listed herein is required to be medically examined and found physically acceptable in accordance with the health provisions of the Immigration and Nationality Act (8 U.S.C. 1182(a)(1)-(7)); Foreign Quarantine Regulations of Public Health Service, Department of Health, Education and Welfare, 42 CFR, Part 71; McCarran Act Sec 212A, 1-7, Public Law 414, 82d Cong.; applicable U.S. MILDEP regulations; and other U.S. laws or DoD directives and regulations which may be enacted from time to time.</p> <p>b. The home country will ensure that the IMS has sufficient funds in United States dollar instruments to meet all expenses while enroute to, and for the first 30 days of training pending receipt of applicable pay and allowances by the IMS.</p> <p>c. IMS will be responsible for custodial fees and personal debts incurred by self or family members. IMSs unable to meet these financial obligations may be withdrawn from training and returned to home country.</p> <p>d. The IMS will bring adequate uniforms and work clothing for field duty or technical work. U.S. fatigue uniforms and foot wear will be purchased by the IMS in the event that the country work uniforms are inadequate. When flying training is involved, required special flight clothing and individual equipment will accompany the IMS, or provisions will be made by the home country or the IMS to obtain the use of all necessary equipment prior to start of training. The IMS will also possess adequate civilian clothing for off-duty wear.</p> <p>e. The Government of the United States is responsible for IMS travel which is part of the training program and for which costs are part of the course tuition.</p> <p>f. The IMS will comply with all applicable U.S. MILDEP regulations.</p> <p>g. The United States may cancel training and return to country IMSs who violate U.S. law or MILDEP regulations or who are found otherwise unsatisfactory. The IMS's government will be alerted to such action in accordance with U.S. MILDEP regulations.</p> <p>h. The Government of the United States disclaims any liability or financial responsibility for injuries received by the IMS listed herein while in transit to and from the training installation, while undergoing training or while in leave status, and any liability or financial responsibility for personal injury claims or property damage claims resulting from the IMS's action.</p> <p>i. The IMS will participate in flights of U.S. military aircraft as required for scheduled course(s) or as specified in U.S. MILDEP regulations.</p> <p>j. The acceptance of this order by the host country constitutes agreement that the IMET student will be utilized, upon return to the host country, in the skills for which he was trained for a period of time sufficient to warrant the expense of the U.S. Government, in accordance with the SAMM.</p>		
<b>14. IMPLEMENTING AUTHORITY</b>		
a. U.S. MILDEP DOCUMENT Army STL		b. DATE (YYMMDD) 98-04-11
<b>15. SPECIAL CONDITIONS/REMARKS (if applicable)</b>		
<p>IMS must report 3 days in advance of normal report date due to limited transportation availability.</p> <p>IMS has been provided one way ticket to first training activity; request provide return transportation.</p> <p>IMS is free from communicable diseases, HIV, and other medical defects which could require treatment or hospitalization while in training.</p> <p>The Defense Attache, Embassy of Bandaria, Washington, DC, has administrative control over all personnel of the Armed Forces of Bandaria.</p> <p>Leave in excess of 15 days from graduation date is not authorized and training activity is not authorized to modify this ITO without written authorization of OMC-Bandaria.</p> <p>The acceptance of this order by the host country constitutes agreement that the IMET student will be utilized, upon return to country, in the skills for which he was trained for a period of time sufficient to warrant the expense to the USG, IAW SAMM, Chapter 10.</p> <p>Upon return from training, IMS will report to OMC-Bandaria when notified, for debriefing, processing of travel voucher, and issuance of instructional materials.</p>		
<b>16. DISTRIBUTION</b>		
<p>5- International Military Student  2- SATFA (ATFA-P, ATFA-R)  1- Cdr, Health Services Command, Fort Sam Houston, TX  1- Bandarian Embassy</p>		
<b>17. COMMAND LINE</b>		
a. SIGNATURE OF U.S. AUTHORITY AUTHENTICATING ORDERS  JOHN C. SMITH, MAJOR, U.S. ARMY		b. TITLE TRAINING OFFICER

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Figure 7-1. Sample Completed DD Form 2285-Continued

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General

- a. Use a typewriter to complete the form. (See sample ITO at fig 7-1.)
- b. Enter the IMS's surname, rank, country code, WCN, and ITO number at the top of each of the four pages.
- c. Select the applicable statement by typing an "X" in the appropriate block.
- d. Enter all dates in the following format: 001205.
- e. If an item requires additional information but contains no block referring to item 15 (Special Conditions), type "see item 15" after the title of the item.
- f. Items not addressed below are considered self-explanatory.

Item 1, ITO number. Number consecutively within each fiscal year. Also indicate the fiscal year and, if desired, a one-alpha suffix program originator for internal SAO control purposes. In large country programs, this suffix would preclude duplication of ITO numbers (for example, 121-84 or 39-84-B).

Item 6d, U.S. equivalent rank and paygrade. The equivalent rank should be stated numerically to avoid confusion (for example, Captain/03, Chief Petty Officer/E7).

Item 8a-f(1), authorized training. The record control number (RCN) applies to IMET only. For FMS, enter "NA" (not applicable).

Item 10, language prerequisites

a. Check block a and complete the statement for those countries that have not been granted a waiver from in-country screening or are not exempt from all ECL testing.

b. Check block b and complete the statement only for those countries that have been granted waiver from in-country screening ECL testing. This waiver is granted annually by DSCA message, and the date-time group (DTG) of that message will be cited as documentation (for example, SECDEF MSG DTG 131329Z OCT 00).

c. Check block c only when countries exempt from all ECL testing are involved. Cite annual DSAA message as documentation.

Item 12b(2), dependents. Check block (3) only for those IMET IMSs with authorized accompanying dependents who are attending ACSC, SOS, AWC, NDU, CGSC, SMA, NCC, NSC, AFIT, MCC&SC, AWS, and PGS.

Item 12b(1), medical services, dependents. If block 12a(1) has been checked, do not check any blocks under 12b(2). Enter "NA" after the word "dependents."

Item 12f, living allowances

a. Check block (1) and complete the statement only for FMS countries and those IMET countries participating in full cost-sharing of living allowances.

b. Check block (6) only for those IMET countries for which blocks 1 6c(1) through (5) do not apply in whole. Specific living allowance conditions will be outlined in detail in item 15, special conditions.

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Figure 7-2. Preparation Instructions for DD Form 2285

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Item 12g, travel

a. Check block (1) and complete the statement only for FMS countries and those IMET countries participating in full cost-sharing of travel.

b. Check block (5) only for those IMET countries for which blocks 112g(1) through (4) do not apply in whole. Specific travel allowance conditions will be outlined in detail in item 15, special conditions.

Item 12i, baggage. Check block (1) and complete the statement only for FMS countries and those IMET countries participating in full cost-sharing of travel.

Item 14 U.S. MILDEP document. Indicate, as proper, MILDEP STL, message, letter, or other documentation authorizing the implementation of training. If authority is granted by DSAA to issue an ITO prior to receipt of the IMET order, cite that document as authority.

Item 15, special conditions. If required, use this space to clarify or amplify information in all other items, to list any special conditions not covered in item 15, or to list variations in conditions as listed in item 15. Indicate the item numbers to which the information applies. Other desired information that is not applicable to any specific item (for example, embassy address and telephone number in Washington, DC) will be entered last under the title of "additional information." Examples of types of entries suitable under item 15 are as follows:

a. 9a--three-point waiver will be granted for direct entry by SATFA message, ATFA-R, DTG 131817Z Oct 00.

b. 12b(1)(c) iii and (2)aii--bills for medical care or hospitalization will be forwarded to the embassy in Washington, DC, for payment.

c. 12d(2-1MS has been issued only one-way ticket from home country to Harrisburg, PA. Return transportation will be arranged by last training installation.

d. 12e Request for leave upon completion of training will be submitted directly by the IMS to his or her embassy in Washington, DC. Written approval in English from the embassy to the IMS will constitute approval for leave.

Item 16, distribution. See paragraph 7-4a and the appropriate MILDEP section

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Figure 7-2. Preparation Instructions for DD Form 2285-Continued

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## Chapter 8 Travel, Transportation, and Baggage

### Section I General

#### 8-1. Scheduling

*a.* The SAO will arrange transportation for IMSs to the United States according to ITOs when overseas transportation is provided by the United States. The SAO will assist, as necessary, when transportation costs are paid by the IMS's government. The SAO will also arrange for through-ticketing to first CONUS training activity. Every effort should be made to schedule transportation so that IMSs arrive at training installations during normal duty hours on duty days, Monday through Friday.

*b.* Tariff regulations preclude honoring airline tickets issued more than 1 year in advance of travel completion. Therefore, one-way tickets will be issued by the SAO for all students whose training duration will exceed 1 year. In addition, one-way tickets will be issued for all students under the sponsorship of the Department of Navy and Air Force, regardless of training duration. In some circumstances, the one-way ticket rule may cause problems, for example, when host country limits the amount of currency that can be issued/removed without a round trip ticket. Under these circumstances, SAOs may request a waiver to the one-way ticket rule from the cognizant MILDEP.

#### 8-2. Advance arrival notices

*a.* After travel arrangements have been completed, the SAO will send an advance arrival notice to the first training installation and POE, where appropriate, with information copies to the unified command, major command involved in the training, Washington, DC, country representative, and MILDEP agency as appropriate. This notice must arrive at the first training installation at least 15 days prior to IMS's scheduled arrival or 30 days in advance if accompanied by dependents.

*b.* When a group consists of 14 or more IMSs traveling via the Air Mobility Command (AMC) under IMET, an information copy of the message will be sent to the Commander, Military Traffic Management Command, CDR MTMC, Alexandria, VA.

*c.* The advance notice of IMS arrival will include the following information:

- (1) Name, grade, Service, and sex.
- (2) Travel itinerary with dates, airline flight numbers, and times of arrival at POE and first training location.
- (3) ITO number, date, WCN, initial course, and report date.
- (4) FMS case designator if applicable.
- (5) Names, ages, and relationships of accompanying dependents if applicable.

*d.* Changes that occur after transmittal of the advance arrival notice will be forwarded by message to the addressees shown in the original arrival notice.

*e.* When the SAO does not know the mode of transportation or estimated time of arrival at the POE because final transportation arrangements will be made by another command, the advance arrival notice should request that personnel scheduling the onward travel provide this information to all appropriate activities.

*f.* When the SAO knows that a specified number of IMSs will depart on a certain date for CONUS training, but due to internal administrative problems cannot obtain their names from in-country authorities, the SAO will send an arrival notice giving as much information as possible. This notice will alert the training activity to expect IMSs rather than be surprised by their unannounced arrival.

*g.* SAOs will advise IMSs scheduled to arrive at other than established MILDEP POEs to contact the first training installation immediately after arrival at the POE and provide information on the mode of onward travel and estimated time of arrival.

#### 8-3. Enroute travel notices

*a.* When an IMS is scheduled for consecutive training at different locations, each training installation, in turn, will make the necessary transportation arrangements and will inform the gaining installation of the arrival of the IMS by the most expeditious means. If the duration of the last training course is 2 weeks or less, the IMSO at the training installation prior to the last will coordinate with the last training installation to determine if training dates are firm or have the potential to change. If training dates are firm, the IMSO will make travel arrangements to the last training installation and return homeland taking into account leave authorized in the students ITO. This IMSO will also arrange for advance payment of living and travel allowance to the day of arrival in country, except for period of leave. The

IMS's ITO will be endorsed to indicate the student has been advanced living and travel allowances due through arrival in home country and issued a GTR (identify number) for return travel to home country.

b. The last training installation to which the IMS is assigned will make arrangements for return travel and payment of living/travel allowances to the IMS's country if not made by the previous training installation. The last training installation will notify the SAO by message of the IMS's return itinerary in sufficient time before the IMS departs so that the SAO can meet the student upon return to home country if desired.

#### **8-4. Port of entry (POE)**

Those POEs that have MILDEP representatives are responsible for the reception, processing, and transportation for all IMSs using these POEs regardless of country or cognizant service.

## **Section II**

### **Travel, Transportation, and Baggage Under International Military Education and Training**

#### **8-5. Transportation for IMET IMSs**

Frequently, the IMETP includes all transportation costs, travel allowances, and all authorized expenses in connection with the official travel of IMET IMSs. However, certain countries defray all or part of these costs. The original ITO must stipulate the specific responsibility for funding of travel in item 12g.

a. In-country travel from the IMS's duty station to point of departure in country is not authorized at USG expense.

b. Transoceanic travel is between the designated point of departure from the home country to the first CONUS port of debarkation and return. When transportation costs for transoceanic travel or overland travel in overseas areas are paid from IMET funds, U.S. transportation will be fully used in the following order of priority:

(1) DOD-owned or -controlled (AMC), or commercial air, whichever is least costly. When using commercial, use United States flag carrier GSC-city pair or Category Z fares, when available; otherwise, use standards economy class air.

(2) Commercial foreign air. These carriers will be used only when U.S. carriers are not available and will be used only to or from connecting U.S. carriers.

c. AMC transportation of IMET IMSs transported at IMET expense will be chargeable at DOD rates. These IMSs are authorized to travel by AMC aircraft on a space-required basis.

d. IMSs from IMET countries that defray the costs of transportation are authorized to travel on AMC aircraft on a space-available basis. Reimbursement will be on a direct-billing basis and payment by the foreign government is at DOD rate.

e. CONUS travel is from the POE to the training installation, between training installations, and from training installations to the port of debarkation. Transportation to and from training installations within CONUS generally will be by surface common carrier or commercial aircraft. When any portion of official travel is authorized at personal expense, reimbursement for official travel will be as stated in the JTR.

(1) Travel by IMET IMSs in CONUS will be by the most direct routes between points specified in the travel orders. The mode of transportation used will be that which is most economical, subject to availability, and in the best interest of the USG. Distances will be determined by provisions in the JTR. Surface sleeping accommodations are authorized when required. When surface common carrier is used to transport large groups of IMSs, the use of meal tickets is authorized.

(2) When transportation by commercial carrier is directed, a Government transportation request (GTR), local payment of airline (LOPA), or passenger name record (PNR) will be issued, depending upon the payment process in effect at the installation issuing the transportation. If the use of GTR or USG transportation for travel by direct route is impractical, an appropriate endorsement will be made on the ITO indicating that USG transportation was not provided for that specific portion of travel.

(3) When IMET IMSs receive transportation from their government in lieu of USG transportation, the ITO will be amended by the installation to permit travel to the port at which commercial or foreign government transport is to be boarded, if other than the port specified in the ITO.

f. Transportation costs for an IMET IMS returning to his or her home country on emergency leave are the responsibility of the IMS or his or her government, if the IMS is to return for continuation of training. Only one round trip between the home country and the United States is authorized for IMS under IMET. Use of AMC aircraft is not authorized for IMS travel to a home country and return while on emergency leave.

g. When IMSs are permitted by their government to deviate from the most direct return route for visiting other countries, USG sponsorship will terminate at the point and time of such deviation. Further, should IMSs elect to remain at a point en route to their home country beyond the time normally required to make travel connections, IMET living allowance during that excess time are not authorized.

h. In no instance will IMET funds be used to provide transportation for dependents of IMSs. However, IMSs attending courses identified in table 9-1, note 4, of this regulation may be reimbursed for the cost of transportation to which they are entitled based on normal routing and mode to travel with their dependents. Normal routing and mode of

transportation will be included in item 15 of the IMS's ITO. U.S. flag carriers must be used wherever available. IMSs will be reimbursed for their own transportation costs at the first CONUS training installation in the amount it would have cost the USG. IMSs will not be reimbursed for travel on foreign flag carriers if U.S. flag carriers service the same route.

*i.* Advance travel allowance for IMET IMSs is allowed when IMSs are—

- (1) Permitted to travel by privately owned vehicle (POV) between CONUS training facilities and to POE.
- (2) Traveling to and from Central America when authorized travel by POV.
- (3) Delayed during travel on AMC aircraft from the Panama area to South American countries.

#### **8-6. Arranging return transportation**

When the last training installation knows when the IMS will return home, it will take action to make appropriate travel arrangements for the IMS's return to his or her home country. Assistance will be provided by the facility passenger transportation office. For certain IMET countries defraying transportation expenses, arrangements are handled by the country's designated representative. The IMSO and transportation officer will coordinate actions to obtain port calls. Approximately 2 weeks before the end of an IMS's last course, arrangements for return transportation should be completed.

#### **8-7. Travel by privately owned vehicle (POV)**

*a.* Travel by POV within CONUS is permitted except when it would not be in the best interests of the USG or would result in late arrival for scheduled training.

*b.* Travel time in excess of that normally required by USG-furnished transportation will be counted as leave. Unused transportation requests or portions of these requests will be returned according to the JTR.

*c.* Reimbursement for travel by POV will be limited to CONUS travel only.

*d.* When all or partial travel is performed by POV in CONUS under orders permitting this mode of travel, the IMS responsible for paying POV operating expenses is entitled to a monetary allowance in lieu of transportation. This monetary allowance will be paid at the currently authorized rate for official highway distance according to the JTR. Reimbursement will be limited to the official distance from the installation to the POE specified in the ITO not to exceed the normal AMC or economy class commercial airfare. Living allowance will be authorized for a period not to exceed constructive travel time by air. If IMS travels as a passenger in a POV, he/she is not entitled to mileage, but is entitled to per diem.

(1) No separate shipment of baggage at USG expense is authorized. Cost of shipment of personal baggage not carried in the POV must be borne by the IMS.

(2) Shipment of a POV cannot be charged to IMET or other USG funds.

(3) Shipment of household goods is not authorized at USG expense.

#### **8-8. Baggage allowances of IMET IMSs**

*a.* The baggage weight allowances prescribed in paragraph b below are authorized for IMSs when travel costs are paid from IMET funds and apply to oversea travel and travel to U.S. training installations. Baggage in excess of the amount authorized in this regulation will be at the expense of the IMS or his or her government.

*b.* The baggage allowances described below are total allowances. Excess baggage is the difference between the baggage permitted by the transportation carrier and that stipulated below. Baggage will accompany individuals. Baggage sizes and dimensions will conform to carrier stipulations. These allowances apply for that portion of the travel costs payable from U.S. funds; the cost of any excess baggage is chargeable to the IMET fund-cite. Training duration indicated in (1) through (4) below will be determined using the report date for the first course and the projected graduation date for the last course. No change in baggage allowances will be made after students had departed country.

(1) Two pieces of checked baggage, not to exceed 70 pounds each, are authorized for IMSs receiving travel and living allowance (TLA) when training is less than 22 weeks. (No excess baggage is authorized.)

(2) Three pieces of checked baggage, not to exceed 70 pounds each, are authorized for IMSs receiving TLA when training is at least 22 weeks but less than 40 weeks. (One piece of excess baggage is authorized.)

(3) Four pieces of checked baggage, not to exceed 70 pounds each, are authorized for IMSs receiving TLA for 40 weeks or longer.

(4) In addition to the allowance in 8-8b(1) through (3) above, one additional piece of baggage is authorized for the following IMS receiving TLA:

*(a)* Accompanied IMS attending the Professional Military Education, graduate, and post-graduate programs listed in DOD 5105.38-M, table 1001-2, Note (4) and table 9-1, Note 4, of this regulation.

*(b)* IMS attending flight training.

(5) If U.S. and foreign flag carriers differ in free baggage allowance, or baggage is authorized over 140 pounds, transportation officers will issue a Government excess baggage authorization ticket (GEBAT), or the equivalent to

cover the difference, up to the free allowable amount of the U.S. flag carriers, and also any authorized excess baggage allowance.

c. When any portion of the travel cost is paid by the foreign government the baggage allowance for that portion of the travel is without restriction if the cost of the excess weight is paid by the foreign government. However, for that portion of the travel paid from IMET funds, each IMS is authorized a baggage allowance not to exceed the limitations in b above.

### **8-9. Disposition of excess baggage**

Excess baggage is all baggage exceeding the amount authorized. Disposition of excess baggage will be made at the expense of the IMS or his or her government. The following procedures apply for control of excess baggage for IMET IMSs:

a. The training installation will ensure that excess baggage will be shipped at the IMS's expense prior to his or her departure from the installation.

b. IMSs reporting to the port of departure with excess baggage will be requested to forward the excess baggage to their home country by commercial means at no expense to the USG. If the time element prohibits this, the excess baggage will be taken into custody by the military traffic representative at the port, and the IMS will be given a receipt for the baggage. The IMS will proceed on the scheduled flight or carrier.

c. After the carrier departs, the military representative at the port will deliver the excess baggage to the nearest appropriate foreign consulate. If the country officials will not accept the baggage, it may be sold, donated, or destroyed, as appropriate, with documentation to record the transaction. If sold, the sale value should be forwarded to the SAO for delivery to the IMS.

### **8-10. Retainable instructional materials (RIM)**

A shipment weight allowance is authorized each IMET IMS for instructional material issued to and retained by the IMS for use in home country. The cost of shipment of RIM is included in the tuition rates for all formal courses based on standard rates set by DOD 7000.14-R, Volume 15.

a. RIM will be packaged and appropriately labeled (an inner label with the IMS's name and copy of ITO) at the training installation before departure for the POE and will be shipped to the SAO by fourth class mail for delivery to the IMS. The outer label with the SAO's address will also include the IMS's WCN and ITO number. Use of IMS's name is not authorized. RIM will be shipped through the installation mail system (U.S. Indicia or Metered Mail). RIM will only consist of unclassified books, pamphlets, maps, charts, or other course material issued to the IMS. It will not include articles procured by the IMS for personal use and not directly related to the course of instruction.

b. Personal items and household goods will not be packed or shipped as RIM; cost of packing and shipping these items will be borne by the IMS. The IMS also is not permitted to ship these items with RIM by paying for excess charges over the authorized weight.

c. An endorsement to the ITO will cite the weight shipped. The following RIM weight allowances will apply:

(1) Up to 200 pounds for each course the MILDEPs consider to be in the professional military education (PME) category. (See MILDEP sections in this chap.)

(2) Up to 50 pounds for all other courses.

d. IMSs wishing to send RIM via international mail or over the total authorized weight allowance will do so at their own expense.

## **Section III**

### **Foreign Military Sales Travel, Transportation, and Baggage**

#### **8-11. Transportation for FMS IMSs**

a. All transportation expenses incurred by FMS IMSs will be borne by either the IMSs or their country. Transportation will not be included in LOAs unless justified to and approved by DSCA. If approved for inclusion in the LOA, transportation will be arranged according to Section II of this chapter, unless the LOA is financed by cash.

b. Although any desired mode of travel or carrier can be used for FMS IMSs when travel is funded directly by country or under an LOA financed by case, use of U.S. commercial carriers is encouraged. FMS IMSs will not normally use AMC transportation; however, when no other transportation is available, AMC transportation may be approved and authorized in their ITO. Reimbursement for AMC travel will be on a direct-billing basis; payment by the foreign government is at the non-USG rate tariff.

c. FMS IMSs will bear all expenses in connection with any travel by POV.

#### **8-12. Baggage**

The cost of transporting FMS IMSs' baggage is the responsibility of IMSs or their country. Expenses for transporting

baggage will not be included in the LOA unless DSCA has authorized transportation costs under the FMS case. The baggage allowance for FMS students will be IAW Section II of this chapter when costs are paid from the FMS case.

### **8-13. Shipping instructional material**

The provisions of paragraph 8-10 also apply to the shipment of instructional materials for FMS IMSs.

## **Section IV**

### **Department of the Army**

### **8-14. Port of entry**

Fort Hamilton, NY, will receive, process, and transport all IMSs arriving and departing CONUS through New York terminals.

### **8-15. Baggage allowances for IMET IMSs**

*a.* SATFA will reimburse the appropriate MACOM from IMET or FMS funds for the cost of shipping instructional material from Army installations.

*b.* A household goods allowance is not authorized under IMET except for guest instructors at USARSA. Shipment of household goods from CONUS to the instructors' home countries is authorized for Latin American guest instructors who have completed a tour of duty at USARSA. The net weight allowance for accompanied and unaccompanied guest instructors is 2,000 and 600 pounds, respectively. A net weight allowance of 4,000 pounds is authorized for the deputy commandant assigned to USARSA. In addition to net weights listed above, weight allowances are authorized for crating and packing materials on the same basis as for U.S. military personnel and according to the JTR. Shipment of household goods in excess of the authorized net weight will be at the expense of the guest instructors or their governments. The above weights are absolute and no additional allowance is authorized for professional military material to be shipped at USG expense. Shipment will be by surface common carrier. Air freight may be used only when surface common carrier is not available.

### **8-16. Retainable instructional materials**

*a.* The Army courses in table 8-1 are considered to be in the PME category. IMSs attending these courses are authorized a RIM weight allowance of up to 200 pounds per course.

*b.* The Army courses in table 8-2 are in the MASL ID 171 series and are preparatory phases or tracks of one of the courses listed in table 8-1. As such, they will not include any cost factor for shipment of RIM since this cost is included in the basic or core cost. Total RIM weight allowance for both preparatory and basic or core and tracks is up to 200 pounds.

*c.* Costs for shipment of RIM are not applicable to correspondence courses. Accordingly, the cost for shipment of RIM will not be included in the following MASL ID 171 series:

- (1) JAG School/Correspondence Course-MASL ID B17156C.
- (2) CGSC Correspondence Course-MASL ID B17180C.
- (3) AWC Correspondence Course--MASL ID B17902C

*d.* IMSs attending all other formal courses of instruction not specifically covered in tables 8-1 and 8-2 are authorized a RIM weight allowance of up to 50 pounds per course.

### **8-17. Transportation of USARSA guest instructors**

*a.* USARSA will pay for the transportation of guest instructors and their dependents to and from the host country. The baggage allowance authorized is two pieces of checked baggage not to exceed 70 pounds each. If U.S. and foreign flag carriers differ in free baggage allowance, or baggage is authorized under 140 pounds, transportation officers will issue a government excess baggage authorization ticket (GEBAT), or the equivalent to cover the difference up to the free allowance amounts of the U.S. flag carriers, and also any authorized excess baggage allowance. Travel will be by the most direct route prescribed in JTR.

*b.* As soon as a travel itinerary has been finalized the SAO will notify USARSA (and vice versa for return travel) by message. The message will include instructor's name, flight schedules, and names of accompanying dependents. This message should be sent by routine precedence at least 14 days before arrival date. If arrival is within 10 days, a telephonic response will be provided.

**Section V**  
**Department of the Navy**

**8-18. Department of the Navy (DON) retainable instructional materials (RIM)**

- a.* Students attending courses considered to be in the PME category are authorized up to 200 pounds per course for shipment of RIM. DON courses in the PME category authorized shipment of RIM are listed in table 8-3.
- b.* Students attending other Navy and Marine Corps courses are authorized an allowance of up to 50 pounds per course for the shipment of RIM.

**8-19. Centralized ticketing procedures for Department of the Navy sponsored IMET IMSs with IMET sponsored travel**

- a.* For all DON-sponsored IMET IMSs with IMET-sponsored travel, SAOs will ensure tickets to the first CONUS location only. All tickets for CONUS travel beyond the first CONUS location, as well as tickets for travel from CONUS to home country, will be processed by NETSAFA.
- b.* When travel from CONUS to home country requires IMS to RON enroute and carrier does not furnish a hotel chit, the last training activity will advance IMS funds to cover the cost of the hotel.
- c.* The DON SATP Programming Guide provides details on submitting requests for centralized ticketing.

**Section VI**  
**Department of the Air Force**

**8-20. Air Force travel information IMSO**

IMSOs will send required travel information by priority message in the format shown in Figure 8-1.

**8-21. Tickets**

The Randolph AFB commercial travel office will send tickets to the point of contact indicated in above message by an overnight parcel delivery service or certified mail. For short-notice reservations or ticketing, the Randolph AFB commercial travel office will confirm the reservations by phone, followed by the hard-copy backup to the requesting agency. A prepared ticket advice (PTA) will be generated by the carrier at the departure airport. The carrier will issue a ticket against the PTA to the traveler on demand (with positive identification; for example, passport).

- a.* Tickets issued by the Randolph AFB commercial travel office (only) that are not used will be returned to that office with three copies of the international student's ITO. Partially used tickets will be returned to the Randolph AFB commercial travel office who will process a refund. Notify AFSAT/FM of any returned tickets that are sent to Randolph AFB commercial travel office for refunds.
- b.* The IMSO is responsible for receipt or verification of tickets until delivered to the IMS.
- c.* Change of departure date on an issued ticket may be made by the local commercial travel office if time does not permit changes by the Randolph AFB commercial travel office.
- d.* In case of an emergency, each Randolph AFB commercial travel office confirmation will include a toll-free number should the student encounter any difficulty regarding his or her reservations or tickets.
- e.* If travel arrangements are required for an IMS with fewer than four hours' lead time, the IMSOs may use the local commercial travel office for obtaining the necessary tickets or reservations.
- f.* IMS transocean travel by AMC is arranged according to AFR 76-5 using the USG (common user) tariff rate.

**8-22. Air Force IMET travel payment**

Control methods for travel payment for IMSs will be as outlined in AFR 177-103. DD Form 1588 (Record of Travel Payment) will be forwarded to each AFO at the new training location. When final payment is made to the IMS at the final training location, the AFO will forward DD Form 1588 to AFSAT/FM, 2021 1st Drive West, Randolph AFB, TX 78150-4302, for final auditing and file.

**8-23. Air Force retainable instructional materials (RIM)**

The USAF PME courses for which the shipment of up to 200 pounds of RIM is authorized are the Air War College, Air Command and Staff College Course, USAF Test Pilot School, and AFIT graduate programs. IMSs attending language instructor courses at DLIELC are authorized the shipment of 100 pounds of RIM. For all other formal CONUS training courses, up to 50 pounds of RIM for each course is authorized.

**Table 8-1**  
**Army courses in the PME category authorized 200 pounds of RIM**

MASL ID	COURSE TITLE
B121065	Engineer Officer Basic
B121120	Infantry Officer Basic - Spanish
B121130	Field Artillery Officer Basic
B121136	Aviation Officer Basic - Phase 1
B121165	Air Defense Artillery Officer Basic
B121175	Infantry Officer Basic
B121200	Chemical Officer Basic
B121206	Ordnance Munitions Materiel Management Officer Basic
B121215	Ordnance Maintenance Management Officer Basic
B121355	Quartermaster Officer Basic
B121410	Signal Officer Basic
B121506	Adjutant General Officer Basic
B121523	Finance Officer Basic
B121541	Armor Officer Basic
B121569	Judge Advocate General Officer Basic - Phase 2
B121570	Military Police Officer Basic
B151779	Logistics Executive Development
B169536	Chaplain Officer Basic
B171200	Sergeant Major Academy
B171207	AMEDD Officer Advanced
B171545	Combined Logistics Officer Advanced - Phase I
B171560	Judge Advocate General Graduate
B171590	Adjutant General Officer Advanced
B171603	Air Defense Artillery Officer Advanced
B171620	Armor Officer Advanced
B171630	Aviation Officer Advanced
B171650	Chaplain Officer Advanced
B171660	Chemical Officer Advanced
B171670	Engineer Officer Advanced
B171680	Field Artillery Officer Advanced
B171690	Finance Officer Advanced
B171700	Infantry Officer Advanced
B171740	Military Police Officer Advanced
B171765	Advanced Operational Studies - Fellowship
B171768	Command and General Staff Officer
B171770	Command and General Staff - Spanish
B171771	Signal Officer Advanced
B171773	Combat Arms Officer Advanced - Spanish
B171800	Army War College
B171801	National Defense University International Fellowship
B172598	Intelligence Officer Basic
B172599	Intelligence Officer Advanced
B175205	AMEDD Officer Basic (MS)
B175206	AMEDD Officer Basic (AN)

**Table 8-2**  
**Army preparatory phases or tracks in the PME category authorized 200 pounds of RIM**

MASL ID	Course Title
B121137	Aviation Officer Basic - Phase 2
B121171	Air Defense Artillery Officer Basic - FAADS Track
B121172	Air Defense Artillery Officer Basic - Hawk Track
B121173	Air Defense Artillery Officer Basic - Patriot Track
B171131	Field Artillery Officer Advanced Preparatory
B171201	Sergeant Major Academy Preparatory
B171240	Combined Logistics Officer Advanced - Ordnance - Phase 2
B171250	Combined Logistics Officer Advanced - Munitions - Phase 2
B171360	Combined Logistics Officer Advanced - Quartermaster - Phase 2
B171727	Combined Logistics Officer Advanced - Transportation - Phase 2
B171546	Combined Logistics Officer Advanced - Phase 3 (A Combination of Phases 1, 2, and 3 are equivalent to one officer advanced course which is authorized a total of 200 pounds RIM)
B171600	Air Defense Artillery Officer Advanced - Patriot Follow-On
B171601	Air Defense Artillery Officer Advanced - Shorad Follow-On
B171604	Air Defense Artillery Officer Advanced Preparatory
B171699	Infantry Officer Advanced Preparatory
B171766	Officer Preparatory Course
B171782	Command and General Staff Officer Preparatory Course
B171772	Signal Officer Advanced Preparatory

**Table 8–2**  
**Army preparatory phases or tracks in the PME category authorized 200 pounds of RIM—Continued**

MASL ID	Course Title
B174014	Officer Basic International Student Engineer Preparatory
B174014	Officer Advanced International Student Engineer
B171800	Army War College Preparatory

**Table 8–3**  
**Navy courses in the PME category authorized 200 pounds of RIM**

MASL ID	Course title
P171001	Naval Command College
P171002	Naval Staff College
P171014	Armed Forces Staff College
P171016	Joint Transition Course (AFSC)
P171017	Senior Level Course (AFSC)
P171206	USMC Reserve Command and Staff College (Phase II)
P171801	USMC Command and Staff College
P171802	Amphibious Warfare School USMC
P171803	USMC Reserve Command and Staff Course
P171806	USMC School of Advanced Warfighting (SAW)
P174002	PGS Meteorology
P174011	PGS Oceanography MS
P174012	PGS Oceanography PhD
P174013	PGS Operational Oceanography MS
P174235	PGS Air-Ocean Sciences MS
P175303	Flight Surgeon
P176002	PGS Administrative Science MS
P176007	PGS Administrative Science PhD
P177710	PGS Aeronautical Engineering MS
P177712	PGS Engineering Electronics MS
P177713	PGS Computer Science MS
P177714	PGS Operations Analysis MS
P177715	PGS Mechanical Engineering MS
P177720	PGS Aeronautical Engineering ENG
P177721	PGS Electronic Systems Engineering ENG
P177722	PGS Mechanical Engineering ENG
P179030	PGS Operations Research PhD
P179031	PGS National Security Affairs (NSA) (Mideast/Africa/South Asia)
P179032	PGS National Security Affairs (NSA) (Far East/Southeast Asia/Pacific)
P179033	PGS National Security Affairs (NSA) (Europe/USSR)
P179034	PGS National Security Affairs (NSA) (Western Hemisphere)
P179035	PGS Regional Strategic Planning and International Organizations and Negotiations (Mideast/Africa/South Asia)
P179036	PGS Regional Strategic Planning and International Organizations and Negotiations (Far East/Southeast Asia/Pacific)
P179037	PGS Regional Strategic Planning and International Organizations and Negotiations (Western Hemisphere)
P179038	PGS Regional Strategic Planning and International Organizations and Negotiations (Europe/USSR)
P179105	PGS Manpower, Personnel, and Training Analysis
P179108	PGS Mechanical Engineering PhD
P179109	PGS Electrical Engineering PhD
P179115	PGS Applied Mathematics MS
P179126	PGS Aeronautical Engineering Avionics
P179127	PGS Financial Management
P179170	PGS Underwater Acoustics PhD
P179172	PGS Aeronautical Engineering PhD
P179173	PGS Computer Science PhD
P179175	PGS Electronic Warfare Foreign Officer
P179176	PGS Meteorology PhD
P179250	USMC Officer Basic
P179904	PGS Information Technology Management MS
P179905	PGS Resource Planning and Management for International Defense MS
P179906	PGS Combat Systems Sciences and Technology MS



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TO: 12 Transportation Squadron Randolph AFB TX//LGTT/SATO

INFO: AFSAT Randolph AFB TX//RM//

UNCLAS

FOR: SATO Reservation Supervisor

SUBJ: Request for Reservations and Ticketing

a. Airline tickets are required for (last name first, as listed in the ITO), rank, project (FMS case or IMET program), and WCN.

b. Accounting classification in item 9 of ITO.

c. ITO number, date, organization, and address (round in items 1, 3, 4a, and 4b of the ITO).

d. Date of departure (the time the person is available for flight and/or any special routing required).

e. Destination.

f. Excess baggage of 0, 1, or 2 pieces as checked in item 15e of the ITO.

g. Name, DSN telephone number, and mailing address or person to contact at the requesting installation.

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**Figure 8-1. Air Force travel information format**

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## **Chapter 9 Living Allowance, Quarters, and Subsistence**

### **Section I General**

#### **9-1. Funding guidance**

- a.* Certain countries are eligible for IMET or FMS or both, which produces the following situations:
- (1) Countries eligible for IMET, where all transportation and living allowances are subsidized by USG.
  - (2) Countries eligible for IMET, where the country has elected to fund all or any portion of either transoceanic travel, CONUS travel, living allowance, or any combination of these.
  - (3) Countries eligible for both IMET and FMS. In these cases, some of the country's IMSs will possess IMET ITOs and others, FMS ITOs. This situation may result in IMSs from the same country who are undergoing the same course of instruction and living in the same quarters but receiving different living allowances from different sources.
  - (4) Countries not eligible for IMET and whose training is FMS only.
- b.* The variety of funding outlined in a above places the responsibility on finance officers for making correct payments to IMSs. Each ITO must be carefully scrutinized to determine what payments, if any, are authorized. IMSOs and finance officers will examine each ITO when IMSs report and discuss with the IMS the funding authorization. This is done to ensure mutual understanding.

#### **9-2. Housing**

- a.* IMSs should not occupy military quarters for more than 1 week before the report date for scheduled training at that installation or 1 week after termination of the last training course scheduled at an installation. Students whose travel and or living allowance is paid by U.S. Government funds should be scheduled to depart the day following graduation, however, when a delay is caused by extenuating circumstances and MILDEP approval is granted, students may be paid a living allowance and remain in military quarters until departure.
- b.* Where unaccompanied personnel housing (UPH) is available, it is authorized for IMSs on a scale equivalent to that authorized for U.S. personnel, according to MILDEP regulations.
- c.* IMSs will be housed in the same quarters as U.S. students, rather than in separate quarters by language groups. In cases where IMSs from more than one country are at the same training location and no U.S. personnel can be billeted with them, they will be quartered in heterogeneous groupings. Political and military factors must be considered.

### **Section II**

#### **International Military Students Under International Military Education and Training**

#### **9-3. TDY while in training status**

- a.* IMET and FMS IMSs on a cross-country training flight or TDY in connection with a required course of training are reimbursed for payment of quarters. This is in addition to the IMET living allowance being paid to some IMET IMSs.
- b.* Accompanied officers receiving a living allowance under IMET will continue to receive that rate while on TDY.

#### **9-4. Requirements**

A living allowance will be programmed for all IMSs in training status, unless otherwise directed. Living allowance rates authorized for IMET IMSs are shown in table 9-1. For specific guidance involving availability of quarters and mess, the appropriate factors in table 9-1 will be used. Living allowance rates for IMSs with authorized dependents will not be increased over those authorized in table 9-1 except for those courses identified in note 4, table 9-1. Where training is conducted under contract or at civilian institutions, it will be assumed that USG quarters and messing facilities are not available.

#### **9-5. Living allowances**

- a.* Living allowances are programmed only to defray costs of meals and personal necessity items while in training. In most instances, the authorized living allowances will not be sufficient to defray these costs. Therefore, cost exceeding authorized IMET rates must be supplemented by the foreign government.
- b.* Certain countries participate in IMET expenses by defraying all, or a portion, of the costs of IMSs' living allowances. It is imperative, therefore, that the correct block be checked in item 12f of the ITO (fig 7-1).
- c.* IMSs who are authorized living allowances will be paid for periods of hospitalization while in a training status.

Payment for the period of hospitalization will be substantiated by an endorsement on the ITO by the installation commander concerned.

*d.* Living allowances will be computed incremental according to their JTR when student is in a travel status (country to CONUS, in transit to follow-on training location, and CONUS to country). Living allowance in a training status will be programmed and paid starting at 0001 the first day after the report date specified in Item 8 of the ITO. If the IMS arrives after the report date, living allowance will be paid based upon the student's arrival date. Living allowance in a training status will continue until 2400 hours prior to the day the IMS departs the training installation to his/her next destination.

*e.* IMSs from countries for which the USG pays transoceanic and CONUS travel are entitled to living allowances in a travel status to include the day of departure from the home country through the day of arrival at the first training location. Living allowance in a training status will commence the day after arrival at the training location. Conversely, living allowance in a travel status will resume the day of departure from the last training location and terminate the day of arrival in the home country. This excludes periods of leave authorized by the IMS's government following termination of training. In no case will living allowances be paid for travel within the IMS's own country.

*f.* IMET IMSs whose governments pay only for transoceanic travel costs are entitled to living allowances in a travel status while traveling in CONUS. This includes the day of departure from the CONUS entry port en route to the training location, through the day of arrival at the training location, as well as travel between CONUS training locations. Conversely, living allowance in a travel status will resume the day of departure from the last training location. It will include the day of arrival at the CONUS departure point, excluding periods covered by leave. If all travel is paid by the foreign country, no living allowance is paid the IMS while in any travel status.

*g.* Living allowances are authorized for periods between courses and between schools when such periods are included in the overall training schedule. Appropriate living allowances will be programmed to cover the entire period of training.

*h.* Leave with living allowances may be granted IMET IMSs within CONUS as specified below.

(1) During authorized holidays.

(2) During periods between consecutive courses. It is not the intent of this provision that leave be given or used indiscriminately to occupy the IMS during periods between courses of instruction.

(3) During periods of delay while awaiting transportation at POE to the home country.

*i.* The installation commander will make every attempt to collect an overpayment of living allowance prior to the IMS's departure from that installation. Failure to collect overpayment will be reported to the MILDEP. However, no attempt will be made to collect overpayment of living allowance from IMSs after their return to the home country. Underpayment will be resolved by the SAO in local currency.

*j.* When official travel is performed at personal expense, living allowances at the prescribed travel status rate are authorized for a period not to exceed the authorized travel time for mode of transportation most advantageous to the USG.

*k.* DD Form 652 (Uniformed Services Meal Ticket), although authorized, is not normally issued to IMET IMSs while in a travel status. When tickets are issued, living allowances are payable at the rate prescribed in the JTR for "travel status and USG mess available."

*l.* When travel has been completed to the first training installation, IMET IMSs will be paid living allowances covering periods of unscheduled delay that occurred before their arrival at the POE in the United States or in overseas commands.

(1) A delay of 10 hours or more will be substantiated by a statement from a port, air, or other transportation terminal official and be attached to the IMS's basic ITO.

(2) When USG quarters and meals are not available at a military installation for periods of delay en route, the commanding officer or designated representative will give the IMET IMS a written statement to that effect. The statement will indicate the dates that quarters and meals (by number) were not available. If the delay en route is at other than a military installation, the IMS's written statement as to the non-availability of USG quarters and meals will substantiate the voucher.

(3) Care must be taken to clearly define periods of leave or delay en route and, upon completion of IMET training, to ensure proper payment of living and travel allowances.

*m.* Living allowances under IMET are not authorized for the following—

(1) Periods of unauthorized absence from duty.

(2) Excess travel time when proceeding by other than USG transportation not authorized by the administrative authority of the MILDEP concerned.

(3) Periods of delay not connected with training, except for hospitalization or outpatient care.

(4) IMSs whose country assumes the payment of all living allowances.

(5) Periods of training conducted in the home country of the IMS, with one exception. Panamanian IMSs, who are

required to reside on a U.S. installation in Panama as part of their training, are authorized living allowances at rates prescribed in table 9-1.

- (6) Periods of travel from country duty station to country port or vice versa.
- (7) A period of leave authorized by IMS's government following the termination of all training courses.

### **9-6. Advances**

The foreign government must provide IMSs with sufficient funds in dollar instruments to defray their initial expenses until living allowance payments are made. However, if IMET IMSs arrive at training installations without sufficient funds, they may be paid advance payments of living allowance at the POE or the first training installation. IMET IMSs authorized payment of living allowance by the USG may be advanced a maximum of \$100. If an advance payment is made at the POE, a copy of the payment voucher, supported by a copy of the ITO with the endorsement, will be forwarded to the disbursing officer at the IMS's first training installation. The disbursing officer will deduct the advance payment from the living allowance payments made to the IMS by the training installation. The last training installation will process the IMS's final voucher for advance payment of living and travel allowances and will pay the IMS through arrival at the last authorized point.

### **9-7. Reimbursable items**

In addition to the prescribed allowance, IMET IMSs are entitled to reimbursement for the following when USG transportation is not available—

*a. Bus, streetcar, subway, or other public carrier fares—*

(1) Between carrier terminals when caused by a change in mode of transportation or when free transfer is not provided.

(2) Between carrier terminals and lodging when caused by transportation delays en route which are beyond the control of the IMS, if not reimbursed by the carrier.

(3) Between carrier terminal and training installation.

*b. Commercial taxi service at CONUS ports and in their surrounding areas is authorized for reimbursement on a case-by-case basis. The MILDEP representative at the port of embarkation (POE) may authorize the use of commercial taxi service for transportation of IMET IMSs to and from carrier terminals when USG transportation is not available.*

(1) *Reimbursement-inbound IMSs.* Reimbursement for commercial taxi fares will be made by the finance officer at the training installation making settlement of travel per diem or, if the IMS is in need of funds, reimbursement will be made by the finance officer of the MILDEP POE. A copy of the voucher with an endorsed ITO will be forwarded to the finance officer at the first training installation (with an information copy to the SAO concerned).

(2) *Reimbursement-outbound IMSs.* Reimbursement for commercial taxi fares used at the port by IMET IMSs will be made by the MILDEP finance officer at the port of debarkation (POD) or through the SAO after the IMS's arrival in his or her home country. If the reimbursement is made by the MILDEP representative at the POD, the finance officer will forward a copy of the voucher reflecting the settlement of the taxi fare to the appropriate SAO.

*c. Expenses incident to transportation, such as tips and baggage handling, are not normally reimbursable.*

### **9-8. Quarters and subsistence**

IMSs will be provided quarters and subsistence in USG facilities when available. However, IMSs are not guaranteed USG quarters. The commander of the U.S. installation concerned will endorse ITOs to indicate that USG quarters and subsistence were or were not made available. To be consistent and to avoid possible embarrassment, guidance applicable to U.S. personnel should be applied, insofar as possible, to IMSs. When quarters are provided, they will be of a comparable standard to that provided U.S. personnel of comparable rank.

*a. Quarters.*

(1) Quarters are defined as 'provided' if assigned to enlisted IMSs or if made available to officers and civilian IMSs including periods of hospitalization. In all cases, Government quarters should be used where available. The fact that an IMS is accompanied by dependents has no bearing in determining the availability of quarters for the IMS.

(2) USG family housing is not guaranteed, and IMSs are not generally encouraged to bring their families with them while training under the SATP. The IMS will be responsible for payment of a monthly rental fee. (See DOD 7000.14.R, Vol 15, Financial Management Regulation)

(3) IMSs attending CGSC (Fort Leavenworth), C&GS Combat Arms Officer Advanced Course, U.S. Army War

College IFP, NDU IFP, and Sergeants Major Academy are authorized and encouraged to bring their dependents with them. (See DOD 7000.14-R, Vol 15-Financial Management Regulation)

(4) Officer and civilian IMSs occupying UPH will personally be required to pay custodial fees in the same amount charged and on the same payment schedule as their U.S. counterparts.

(5) Enlisted IMSs occupying UPH may personally be required to pay custodial fees in the same amount charged and on the same payment schedule as their equivalent U.S. counterparts or as prescribed by installation commanders.

(6) Where USG quarters are not available, IMSs will be furnished a statement of non-availability and will make their own arrangements for living accommodations. The living allowance will be according to table 9-1.

(7) When training within their own country, IMSs will not be furnished quarters at USG expense.

*b. Subsistence.*

(1) The IMSs will be required to pay the standard rate at dining facilities.

(2) Enlisted and civilian-equivalent IMSs receiving IMET living allowances are authorized subsistence in kind without charge, according to food service management directives currently in force. Subsistence without charge to the IMS in USG dining facilities may be provided while the IMS is attached to training installations or duty stations, while in transit, and while either in CONUS or oversea training. When meal tickets are issued to enlisted and civilian-equivalent IMSs in a travel status, appropriate endorsement will be made on the ITO so that the value of the meal ticket may be deducted from amounts otherwise payable as living allowance. Enlisted and civilian-equivalent IMSs authorized and electing to subsist in a noncommissioned officer (NCO) mess will personally reimburse the mess for any cost in excess of the commuted ration value chargeable to IMET training funds.

(3) Officers and civilian-equivalent IMSs will not be provided subsistence in kind, but will pay for meals taken in USG dining facilities at the food rates prescribed. IMS cadets may be subsisted in a commissioned officers' closed mess.

(4) An effort should be made to satisfy special dietary requirements of IMSs who are unable to eat certain foods due to religious reasons. However, additional pay and allowances will not be authorized just because the IMS does not like American food, or USG messing facilities are unable to provide proper food for a diet imposed by an IMS's religion. In countries where problems of this nature are anticipated, IMSs will be briefed on the above policy before departing for CONUS. Additional IMET living allowances will not be authorized for IMSs on the basis of a medical officer recommendation. IMSs must consider following three alternatives—

(a) Adapting to the American diet.

(b) Providing food to their own liking at their own expense.

(c) Requesting disenrollment from training and return to the home country.

## **9-9. Payment**

*a.* A certification or endorsement provided by the installation commander, indicating appropriate dates and availability of quarters and or subsistence, will accompany the original and two certified copies of the ITO in support of a claim for living allowance. The original, with appropriate endorsement by the disbursing officer indicating payment, will be returned to the IMS. The two certified copies will support the original and retained copies of the DD Form 1351 (Travel Voucher) and DD Form 1351-2 (Travel Voucher or Sub-voucher). All payments of living allowance will conform to the rates listed in table 9-1. Group payments of living allowances are authorized when all IMSs are listed and identified by their ITO numbers on DD Form 1351 and DD Form 1351-2. Payment of living allowance due and unpaid at the port of departure may be made through SAO disbursing channels in local currency at official rates of exchange.

*b.* The IMSO will verify subsistence and housing invoices for—

(1) IMSs who were in a duty or authorized leave status during the time specified on the invoice for subsistence. The IMSO will insert on the invoice the WCN and, as proper, the project line and training number for each enlisted IMS. The IMSO will submit the invoice and a copy of the ITO to the finance and accounting officer for payment.

(2) IMSs who were furnished quarters. The IMSO will insert on the invoice the WCN and, as proper, the project line and training number for each enlisted IMS. The IMSO will submit the invoice and a copy of the ITO for processing.

*c.* Subsistence provided to IMET IMSs by USG messes will be reimbursed by SF 1080 charging IMET funds. It will be substantiated by a certification that rations were provided without reimbursement. Each certificate will cite the applicable country and ITO numbers. NCO messes will be reimbursed at the rate applicable to military personnel as a direct charge to IMET according to authorizing publications. Commissioned officers' closed messes subsisting IMS cadets will be reimbursed by local finance officers at the current rate.

*d.* If an IMET IMS changes from enlisted to officer status while undergoing training, the effective date of change of living allowance will be the date the IMS is promoted, as certified by the SAO or official foreign representative of the

IMS concerned. However, the date of the change in living allowance will not be before the date the IMS leaves enlisted quarters.

*e.* Students whose governments require a record of payments received must be reminded to maintain vouchers for record since that information cannot be furnished at a later date.

### **Section III**

#### **Students Under Foreign Military Sales**

##### **9-10. FMS living allowance**

The foreign government should ensure that FMS IMSs receive sufficient allowances to defray all living costs and personal expenses. These expenses are the responsibility of the IMS or the country purchasing the training. Living allowances for IMSs will not be included in an FMS case unless approved by applicable DSCA regional directorate. When approval is granted to pay living allowance under an FMS case, it will be at the same rates authorized for IMET students.

##### **9-11. FMS subsistence and quarters**

*a.* IMSs will pay for meals taken in USG dining facilities at the prescribed food rate. As with IMET IMSs, all FMS IMSs are exempt from paying meal surcharges. Meals taken in other food service facilities will be paid by the IMS at the menu rates.

(1) When large groups of enlisted IMSs from one country participate in CONUS training on an FMS basis, the training CLO or senior IMS of the group may make arrangements locally with the appropriate installation mess officer for direct reimbursement of meal charges. Reimbursement will be made according to MILDEP regulations.

(2) Food costs are not included in tuition costs and will not be included as a portion of an FMS case.

*b.* The provisions of paragraph 9-7 on quarters, applicable to IMET IMSs, also apply to FMS IMSs. UPH custodial fees, family housing monthly rental fees, and living allowances are not included in tuition costs and will not be included as a portion of an FMS case.

### **Section IV**

#### **Department of the Army**

##### **9-12. Exception to non-encouragement of dependents**

IMSs attending CGSC (Fort Leavenworth), C&GS Combat Arms Officer Advanced Course, U.S. Army War College IFP, NDU IFP, and Sergeants Major Academy are authorized and encouraged to bring their dependents with them.

##### **9-13. Quarters**

*a.* IMSs will be considered as neither TDY nor PCS for purposes of assignment of UPH.

(1) So far as possible, IMSs will be housed in UPH permanent party quarters (priority V; see AR 210-11, table 3-2). IMSs will not be charged rent but will be responsible for payment of the same custodial (maid service) charges as U.S. personnel occupying UPH permanent party quarters. IMSs will receive custodial (maid) service, if available.

(2) With approval of the installation commander, IMSs may elect assignment to UPH transient quarters (VOQs). IMSs will be responsible for payment of custodial (maid service) charges at the established rate. When occupying UPH transient quarters, IMSs will be authorized 'space confirmed' reservations.

*b.* DFAS-IN 37-1 contains specific guidelines and steps for developing and calculating monthly rental charges for Government family housing provided to IMSs.

*c.* Guest instructors are authorized to occupy Government quarters per procedures outlined in AR 210-50, paragraph 3-2. Guest instructors will sign leases that require them to pay rent at rates specified by AR 210-50. Rent payment for Government quarters will be deducted monthly from the cost of living allowance.

##### **9-14. Subsistence**

Payment for meals taken in U.S. Army dining facilities will be according to food rates as prescribed in AR 30-1.

## **Section V**

### **Department of the Navy**

#### **9–15. Dependents of IMSs**

IMSs are encouraged to bring their dependents with them when attending the following DON courses:

- a. Naval Command College, NAVWARCOL, Newport, RI.
- b. Naval Staff College, NAVWARCOL, Newport, RI.
- c. Marine Corps Command and Staff College, MCCDC, Quantico, VA.
- d. Marine Corps Amphibious Warfare School, MCCDC, Quantico, VA.
- e. School of Advanced Warfighting, MCCDC, Quantico, VA.
- f. All long-term resident postgraduate courses at NAVPGSCOL, Monterey, CA.
- g. Accompanying dependents are not authorized for IMS' attending Coast Guard training.

#### **9–16. Subsistence and Quarters**

a. *Subsistence.* For prescribed subsistence rates see the following publications:

- (1) NAVSUPINST 4061.9U.
- (2) BUPERSINST 1710.13.
- (3) NAVSUP publication 486, Volume 2.
- (4) MCO P10110.14.

b. *Quarters.* Enlisted (E-8 and below equivalent) IMS's occupying BEQ and receiving IMET living allowance will not be required to pay custodian fees. Bills for services should be forwarded to NETSAFA for payment.

#### **9–17. Commissary and exchange**

See BUPERSINST 1750.10 for authorization.

## **Section VI**

### **Department of the Air Force**

#### **9–18. Billeting service charges**

a. Officer IMSs under FMS or IMET are required to personally defray the billeting service charge.

b. Enlisted IMSs under FMS or IMET will not normally be subject to service charges when occupying USAF quarters for durations of 20 or more consecutive weeks. Enlisted IMSs occupying USAF quarters for fewer than 20 weeks are subject to a service charge.

(1) Enlisted IMSs with ITOs authorizing them an IMET living allowance will not be required to personally defray these charges. Base billeting offices will be reimbursed this service charge from IMET funds. Submit invoices according to paragraph 5-19.

(2) IMET enlisted IMSs who are not authorized an IMET living allowance and all FMS enlisted IMSs will personally defray the billeting service charge.

#### **9–19. Supplemental payment**

Claims for supplemental payment after a student has returned to the home country should be filed with the SAO and a copy forwarded to AFSAT/FM.

#### **9–20. Family housing**

On-base family housing is seldom available. When available, it will be according to AFI 32-6001.

#### **9–21. Reimbursement for TDY to IMS**

a. Reimbursement of quarters cost in connection with TDY must be made from assigned training base funds since these costs are calculated in the tuition rate.

b. Accompanied officers receiving a living allowance under IMET and attending AF professional or military education courses identified in table 9-1, note 4, will continue to receive the accompanied rate while TDY.

#### **9–22. Subsistence**

Billing will be as prescribed in paragraph 5-18.

#### **9–23. IMS paydays**

IMSs entitled to receive supplemental living allowances under IMET or an FMS case will normally be paid on the 20th day of the month.

**Table 9-1****Table of daily supplemental living allowance for international military students (IMS) attending training under the IMET program**

	Officers/Civilians	Enlisted
In Travel Status, Including Unscheduled Delays Notes: (1)(13)		
In Training Status		
Neither Quarters or Mess Available		
At Designated Schools with Dependents	\$65	\$65
Notes: (2)(4)(5)(6)(8)(9)		
At Designated PME with Dependents	Note: (3)	Note: (3)
All Others	\$60	\$60
Notes: (5)(6)(8)(9)		
Government or Government Contract Quarters Available, Mess Not Dependents Encouraged		
Actual Cost for Quarters (Plus)	\$30	\$30
Notes: (2)(6)(7)(8)(9)		
All Others:		
Actual Cost for Quarters (Plus)	\$25	\$25
Notes: (6)(7)(9)		
Mess Available, Quarters Not		
Actual Cost for Mess (Plus)	\$46	\$46
Notes: (6)(7)(9)		
Government or Government Contracted Quarters and Mess Available		
Notes (6)(7)(9)(11)(12)		
Actual Cost for Quarters and Mess (Plus)	\$11	\$11
Quarters and Mess Available Free of Charge	\$11	\$11
Notes: (9)		
Quarters Free and Officers Charged for Mess (Aboard Ship)		
Actual Cost		
For Mess (Plus)	\$11	\$11
In Military Hospital		
Note: (8)		
Officers Charged for Mess		
Actual Cost for Mess (Plus)	\$11	\$11
Orientation Tour Participants/MET Phase II	JTR	JTR
Participants Note: (10)		



**Table 9-1**  
**Table of daily supplemental living allowance for international military students (IMS) attending training under the IMET program—Continued**

	Officers/Civilians	Enlisted
On Leave Notes (2)(3)(9)	Various	Various

Notes:

<sup>1</sup> When IMET pays TLS, travel allowance rate is authorized to include the day of departure from home country to the day of arrival at, and day of departure from, each training installation, and the day of arrival at home country. Rates on travel status, including unscheduled delays, are based on rates equal to those in the JTR for US personnel. The SAO is authorized to advance a minimum supplemental living allowance of \$250 to each IMS prior to departure.

<sup>2</sup> This rate is authorized only for accompanied IMS with dependents encouraged by the DOD who attend the following courses designated by the MILDEPS: ARMY WAR COLLEGE, ARMY COMMAND AND GENERAL STAFF COLLEGE, AND NATIONAL DEFENSE UNIVERSITY; AIR WAR COLLEGE, AIR FORCE COMMAND AND STAFF COLLEGE, SQUADRON OFFICER SCHOOL, AND GRADUATE PROGRAMS AT THE AIR FORCE INSTITUTE OF TECHNOLOGY; NAVAL COMMAND, NAVAL STAFF COLLEGE, AND NAVAL POSTGRADUATE SCHOOL; USMC COMMAND AND STAFF COLLEGE, USMC AMPHIBIOUS WARFARE SCHOOL, AND ARMED FORCES STAFF COLLEGE; AND ARMY COMMAND AND STAFF COLLEGE AT THE U. S. ARMY SCHOOL OF THE AMERICAS. This rate is also authorized for prerequisite courses, follow-on courses, and authorized leave periods. Foreign enlisted student are not authorized accompanied dependents except for those attending the US ARMY SERGEANTS MAJOR ACADEMY .

<sup>3</sup> Increased living allowances are only authorized when approval by DSCA has been obtained and Item 15 of the ITO has been annotated with that approval. To obtain DSCA approval, a front channel message request from the country must provide the following information: CONFIRMATION THAT STUDENT WILL BE ACCOMPANIED BY AT LEAST HIS/HER SPOUSE AND LIVING OFF-POST, AND THE AMOUNT OF FINANCIAL SUPPORT STUDENT WILL RECEIVE FROM HOST COUNTRY. Also, if necessary, the SAO must identify training lines within current program to be unfunded to absorb the increased living allowance. The following increases are authorized:

(A) Accompanied students (Dependents must reside with IMS for duration of training to qualify) Living off post/base at ARMY COMMAND AND GENERAL STAFF COLLEGE, AIR WAR COLLEGE, AIR COMMAND AND STAFF COLLEGE, USMC COMMAND AND STAFF COLLEGE, USMC AMPHIBIOUS WARFARE SCHOOL: \$90 a day.

(B) Accompanied student (Dependents must reside with IMS for duration of training to qualify) Attending the ARMY WAR COLLEGE AND ARMED FORCES STAFF COLLEGE: \$100 a day.

(C) Accompanied students (Dependents must reside with IMS for duration of training to qualify) Living off post/base at the NATIONAL DEFENSE UNIVERSITY, NAVY COMMAND COLLEGE, AND NAVAL STAFF COLLEGE: \$120 A DAY. Students are not authorized the above rates while at DLIELC, Prerequisite courses not located in the above listed schools, follow-on course, or duration authorized leave periods upon completion of training.

<sup>4</sup> Accompanied students living off post/base attending courses where dependents are authorized may draw a living allowance advance upon arrival in CONUS of an amount up to but not to exceed 10 percent of their total living allowance authorized at a particular location. The student living allowance drawn during the period of training will be adjusted to ensure that the amount of the advance is fully recovered before the student completes training at the location.

<sup>5</sup> A nonavailability of Government quarters statement is required to receive these allowance rates.

<sup>6</sup> The Government or Government contracted quarters rate will only be paid if Government quarters or Government contracted quarters are used.

<sup>7</sup> Quarters available means that USG quarters were either furnished or made available. Mess available means three meals per day were available in a USG mess, whether or not actually consumed. USG mess excludes open mess and is not considered available to IMS officers except where separate messing facilities are available for officers or international students. IMS not authorized a USG living allowance will pay for their meals. Meals taken in other food service facilities will be paid for by the IMS at the menu rates. In overseas areas, including Hawaii, where USG quarters and mess are not available, the rates authorized are equal to those authorized for US personnel in the JTR. It is recommended if the IMS from another country is attending a regional mobile education course, the IMS be paid the hosting countries recommended cost of lodging and meals, not to exceed the JTR.

<sup>8</sup> When and IMS is authorized the accompanied or with dependents rate and is subsequently hospitalized, the accompanied rates shall apply during the period of hospitalization, rather than the reduced rate specified herein.

<sup>9</sup> Living allowance for leave periods following termination of training is not authorized. Leave with living allowance may be granted during periods of class breaks, authorized holidays, between consecutive courses, and delays at a port while awaiting transportation at the rate that is appropriate to the training status.

<sup>10</sup> Cost to be paid by a Class A agent/cashier escort officer.

<sup>11</sup> Guest instructors assigned to USARSA, IAFFA OR NAVSCIATTS will be paid a living allowance based upon the installations Government quarters or Government contracted quarters rates by gate and a standard subsistence allowance regardless of rank. Guest instructors' allowances are paid out of the military services operations and maintenance account instead of the IMET account.

<sup>12</sup> In addition to the \$11 a day the enlisted IMS will receive directly, the IA will program additional funds for reimbursement for meals and billeting fees. The cost of quarters and meals for enlisted IMS will be billed to the IMET program rather than paid by the IMS. The programming figure will vary depending on type of Government quarters available.

<sup>13</sup> When IMS is scheduled to attend training for 2 weeks or less, the SAO is authorized to purchase roundtrip transportation and to pay IMS total living allowance entitlements at the time of departure.

<sup>14</sup> If the duration of training at the last training installation is 2 weeks or less, and or the gaining training installation has no means of paying the IMS, the IMSO at the losing installation will arrange for advance payment of living and travel allowance for that period of time to the day of arrival at the next follow-on training installation or country. Except for periods of leave, the IMS's ITO will be endorsed to identify the period of time for which advanced living and travel allowances were made.

## Chapter 10 International Military Student Administration

### Section I General

#### 10-1. Scope

This chapter outlines procedures for administering IMSs under the SATP while under the control of MILDEPs. Unless

otherwise indicated herein, IMS administration policies and procedures apply to both IMET and FMS IMSs participating in SA training.

### **10-2. Responsibilities to IMS**

In fulfilling the responsibility of the United States to IMSs undergoing training, it is expected that all personnel will afford IMSs traditional American courtesies. Responsibilities to IMSs include not only the obligation to teach a particular skill, but also the fostering of friendly relations with the countries IMSs represent by a genuine display of hospitality, interest in their welfare, and personal assistance. Beyond this, a basic rule requires that the IMSs be treated, so far as possible, like their U.S. counterparts.

### **10-3. Unauthorized commitments**

All U.S. personnel, except MILDEP representatives, engaged in the administration and training of IMSs will not make any training commitments to individual IMSs or foreign country representatives. Further, no agreements will be entered into with regard to curricula, types of training, or length of stay of IMSs in the United States. Doubtful situations will be referred to the appropriate MILDEP for resolution.

### **10-4. Biographical data**

*a.* Unless otherwise specified in MILDEP sections, the SAO will furnish biographical data for each officer IMS not later than 10 days before his or her reporting date. Information will be provided on DD Form 2339 (International Military Student Information). See figure 10-1.

*b.* Distribution will be as follows—

- (1) Each installation where the officer will receive training—one copy.
- (2) Additional distribution as required by MILDEP.

*c.* Biographic data need not be retained at any training installation after the IMS's departure.

### **10-5. Briefing and orientation for IMSOs**

SAOs will ensure that IMSs are thoroughly briefed before departing from their home country. When it is impossible to brief the IMS orally, the SAO will develop a written pre-departure briefing package for delivery to the IMS. Also, the IMS will be thoroughly briefed by the IMS upon arrival at each training installation. The importance of these briefings cannot be overemphasized. Much embarrassment can be prevented if they are intelligently and diligently carried out for every IMS. (See sec VI.)

*a.* The information in section VI will be used for conducting in-country pre-departure briefings of IMSs. It will be supplemented to cover unique subjects or situations to ensure that each IMS is aware of what may be expected and to whom the IMS is to turn for assistance. Where circumstances permit, in-country briefing will be reproduced in the native language and given to the IMS for retention and ready reference. Most U.S. embassies have, or can obtain, information about the United States for distribution to IMSs in their own language. Slides and movies may also be shown in this connection.

*b.* Commanders of training installations will provide for the necessary orientation of IMSs upon arrival. The appropriate points stressed for reception at the POE (para 10-6a) will also apply to training installations. As a minimum, the points covered in section VI should be emphasized.

*c.* SAOs should debrief IMSs upon their return to the home country to determine their impressions of the United States, the quality of training received, and suggestions for improvements that should be made for subsequent IMSs. Noteworthy data will be forwarded to the appropriate MILDEP, with an information copy to the unified command.

### **10-6. Arrival and departure arrangements**

*a.* Commanders will coordinate IMS arrivals and departures within their area of responsibility. Generally, IMSs will be met at POEs and training installations. In these instances, personnel assigned to meet IMSs must be acquainted with the DOD IP (chap 11). They must also be prepared to take advantage of opportunities to contribute to the DOD IP objectives while the IMSs are their responsibility. The following points should be stressed:

- (1) An atmosphere of welcome, courtesy, efficiency, patience, and consideration is essential.
- (2) Care and formality will be used in dealing with IMSs, who are often sensitive in matters of propriety and rank.

Whenever possible, personnel of equal grade should greet new arrivals, particularly general and flag ranks. Applicable protocol procedures will be followed.

- (3) Expedited assistance will be furnished IMSs through customs and currency exchange.
- (4) Information and instructions will be given in easily understood English, avoiding the use of slang or idioms.
- (5) Prior arrangements should be made to meet religious or national dietary requirements (for example, list of local restaurants including type and price of food served).
- (6) General information should be available on items of local interest such as special events, bus schedules, taxi rates, hotels, and local community organizations established to assist IMSs.
- (7) Assistance to dependents should be provided when necessary.

b. The POE will provide the following information to the receiving installation sufficiently in advance to ensure proper reception of the IMSs:

- (1) Estimated time of arrival (ETA).
- (2) Mode of travel.
- (3) Flight number.
- (4) Number of dependents accompanying the IMS.
- (5) Other pertinent travel information.

c. Commanders of training installations are responsible for the following arrival and departure arrangements:

- (1) Report IMSs failing to arrive as scheduled. This report will be sent to the MILDEP and, if appropriate, to the losing activity, with an information copy to the appropriate SAO within 48 hours after scheduled arrival.
- (2) Request port calls for IMSs returning to their home country according to MILDEP regulations.
- (3) Inform the appropriate gaining activity of the departure and itinerary of all IMSs. This notification will include information about the IMS in (a) through (e) below. If the gaining activity is not identified on the ITO, the sponsoring MILDEP must be contacted for this information.
  - (a) Name, grade, country, and service.
  - (b) Date and hour of departure and scheduled arrival.
  - (c) Name of carrier.
  - (d) Flight or train number.
  - (e) Information that the IMS is traveling by POV.

(4) Ensure that each departing IMS has the original ITO with all amendments and, if applicable, a copy of the last pay voucher.

## **Section II**

### **Role of International Military Student Officer and the Country Liaison Officer in Administration**

#### **10-7. International Military Student Officer (IMSO)**

Each installation commander will appoint a U.S. military or civilian IMSO during any period the installation is engaged in training IMSs.

a. *Selection.* It is extremely important that IMSs are received and treated with the proper consideration. Therefore, the commander must exercise care in selecting the IMSO. The IMSO must be tactful and mature, possess a pleasant personality, and have the ability to associate with and understand IMSs. The name, office, and telephone number of IMSO will be reported to the MILDEP. Changes will be furnished as they occur. Appointment of an oversea IMSO is at the discretion of the oversea command.

b. *Functions.* In addition to the overall administration of IMSs, the IMSO will—

(1) *Send information packets to the SAO.* Upon notification of the projected IMS input, training installations will forward advance information packets to the appropriate SAO for issue to designated IMSs. Packets will include such items as school brochures, maps of the local area, estimates of living costs, types of clothing required, housing facilities available, and other information that would be of interest to prospective IMSs. Further, a special text containing the terminology peculiar to the course should be provided to help the IMS prepare for the training. The SAO will ensure that information packets are provided to each IMS. If the SAO has not received the information packets 45 days before the report date, it should be reported to the installation concerned.

(2) *Maintain biographical records.* The SAO will prepare biographical data for officer IMSs. When the biographical data are not received from the SAO, IMSOs are authorized direct communication with the SAO to obtain the data.

(3) *Brief IMSs.* As a complement to the in-country pre-departure briefing, IMSOs will also brief IMSs as soon as possible after the IMSs arrive at the training installation. This briefing will cover items contained in section VII and other information pertaining to the local installation and surrounding community.

(4) *Implement procedures to avoid the indebtedness of IMSs to the USG or a non-appropriated fund.* (See para 10-20.)

(5) *Maintain IMS records.* IMSOs will accurately maintain a complete personnel and training record on each IMS. IMSs will not hand-carry these records or review their contents. The personnel and training record will be established

at the first U.S. military training installation. Information such as, but not limited to, that listed below will be filed in chronological sequence of action in the record.

- (a) Copy of ITO, amendments, and endorsements.
- (b) Application for ID cards for IMSs and their authorized accompanying dependents.
- (c) Instructor comments on the IMS's strengths, weaknesses, idiosyncrasies, and attitude. Comments should be recorded during the course of instruction as well as upon completion.
- (d) Record of courses attended.
- (e) Any correspondence relating to indebtedness, traffic violations, civil law violations and charges, and similar incidents or actions regardless of action taken. Such collection of documents should indicate the result of each action if available.

- (f) Record of individual counseling given the IMS.
  - (g) Record of DOD IP activities that IMSs either participated in or were given the opportunity to participate in.
  - (h) Any other documents that would furnish data beneficial to IMSOs at subsequent training locations.
- (6) *Transmit IMS records.*

(a) IMSOs will transmit IMS personnel and training records to the gaining installation as soon as possible after IMSs complete training. The last training installation will forward these records to the SAO immediately, if possible, but not later than 60 days following graduation.

(b) Classified notebooks, workbooks, and similar documents developed by IMSs will be forwarded to their home service, through the SAO, using appropriate disclosure release procedures. (See para 10-44b.)

(c) Individual flight and unclassified medical records may be hand-carried between training installations by IMSs or mailed to the gaining installation. The last installation will forward these records to the SAO after IMSs complete training.

(7) *Check IMS's installation clearance and checkout procedures.* IMSOs will ensure that proper installation clearance and checkout processing procedures are followed.

c. *Liaison visits and training.* IMSOs will take full advantage of techniques that provide effective installation DOD IP activities and solutions to problems that may be common to several installations.

(1) IMSOs are encouraged to visit other installations to exchange ideas and information. The cost of travel and per diem for these visits is normally chargeable to installation funds.

(2) Visits of IMSOs necessary to arrange tours or other activities also are properly chargeable to Informational Program funds.

(3) IMSOs will attend the DISAM SAM-TO course using quotas allocated by the respective MILDEP. DISAM controls and issues the fund-cite for travel and per diem while attending this course.

d. *Controversial matters.* IMSOs will immediately initiate action through MILDEP chain of command where unique or controversial situations exist related to grooming standards, religious principles, indebtedness, or any situation detrimental to the IMS's successful completion of training. The unified command and SAO will be kept informed.

## **10-8. Country Liaison Officer (CLO)**

MILDEPs may request that a CLO be certified to a command in the United States to assist with administrative details for IMSs from the CLO's country. When a CLO is not assigned for a particular country, the country's senior IMS located at the training installation may be used in this capacity.

a. The controlling command will designate the location within the command where the CLO will perform his or her duties. Assignment at oversea installations will be at the discretion of the appropriate commander.

b. Installation commanders requiring the assistance of a CLO may contact the appropriate command that has a CLO

assigned and coordinate visits of CLOs to other installations with the commanders concerned. The commander of the installation to be visited will be informed of the following—

- (1) Purpose of the CLO's visit.
- (2) Mode of transportation.
- (3) Arrival time.
- (4) Names of individuals to be contacted.

c. CLOs may be authorized to travel by POV between training facilities.

d. CLOs, programmed in the IMETP and assigned to administer IMET IMSs, are eligible to receive travel and living allowances as authorized by the ITO.

e. CLOs will not be assigned duties that will interfere with their responsibilities to the SATP. Specifically, CLOs will—

- (1) Be the contact between the IMSO and the IMSs they represent.
- (2) Ensure that IMSs adhere to appropriate regulations.
- (3) Assist in correcting problems associated with dress, personal appearance, grooming standards, and IMS indebtedness.
- (4) Be responsible for whatever action is necessary in connection with breaches of discipline involving IMSs.
- (5) Assist in routine inspections of IMSs and quarters.
- (6) Act as nonvoting members of a faculty or administrative board as required. Commanders will advise CLOs of the time and place of meetings. CLOs will inform the commander whether they plan to attend. Requests for CLO participation as nonvoting members of boards will be forwarded to the controlling command.
- (7) Assist in administrative details regarding the disposition of graduates and IMSs.
- (8) Advise the IMSO of any customs and traditions that should be recognized.
- (9) Make routine administrative reports as required by their government.
- (10) Pay IMSs any allowances received from the home country if so directed by their government.
- (11) Assist in the orientation of IMSs.

f. CLOs will not be entered into formal training without prior MILDEP approval.

g. CLOs will be handled in the same manner as IMSs for medical and dental care. (See sec V.)

h. CLOs are subject to the same security restrictions and regulations as those governing IMSs.

### **Section III**

#### **Administrative Procedures**

##### **10–9. Academic reports (AR)**

a. The academic report is the major source of information available to the SAO and the foreign government to assess the overall IMS selection program and the individual IMS's academic accomplishment. A sample of a completed International Student Academic Report (DD Form 2496) is provided in figure 10-3. In addition, countries often use it for promotion and assignment considerations. DD Form 2496 must be prepared for each IMS. Repetitive comments from one report to another are not permitted. Reports that do not meet the above criteria may be returned by the SAO to the preparing installation for revision as appropriate with info to appropriate MILDEP.

b. The IMS's numerical grades or class standing will not be released by training installations except as listed below. Other exceptions must be authorized by the appropriate MILDEP.

- (1) An individual IMS may be provided his or her grade and class standing.
- (2) Training installations may release class standing of IMSs who are first in class standing.

c. For special classes of IMSs from a single country, and at the discretion of the training installation concerned, an academic report may be given on the class as a whole rather than on each IMS. A separate report will be submitted on IMSs who do not complete the course.

d. Distribution of academic reports will be according to specific MILDEP requirements. Interim reports normally are not provided.

e. SAOs should not request IMS academic reports. Academic reports are included in the IMS's personnel and training records; MILDEPs do not retain copies.

f. Requests for IMS academic records and reports or information relating to them, from an activity or organization outside the SA framework, will be referred to the appropriate MILDEP.

##### **10–10. Alien registration**

IMSs in CONUS on valid ITOs are not required to register as alien residents of the United States. These IMSs are exempt from the provisions pertaining to registration, fingerprinting, and reporting of address as outlined in section 1302, title 8, United States Code. The above statement does not apply if a student's status changes, and the student is

no longer pursuing the training prescribed in the ITO. Dependents of IMSs will register according to immigration determination.

#### **10–11. Casualty report, death, and disposition of remains**

*a.* If an IMS under SATP sponsorship dies, the activity at which death occurs will immediately notify the appropriate MILDEP.

*b.* The MILDEP will notify the foreign attaché, public affairs office, and others as appropriate.

*c.* The activity will furnish a casualty report according to MILDEP regulations. The following additional information will be included in the remarks section of the casualty report:

- (1) IMS's ITO number and date, WCN, and country.
- (2) Request for instructions for disposition of remains.
- (3) Request for permission to perform autopsy if required.
- (4) Identification and location of next of kin if available.

*d.* Funeral or memorial services will not be conducted for IMSs until instructions concerning the disposition of the remains have been received from the appropriate MILDEP. The MILDEP will obtain special instructions on the disposition of remains from the IMSs' government.

*e.* The training installation will coordinate the preparation and transportation of the remains of IMSs according to authorized disposition instructions. If an escort is desired, the official representative of the country concerned may designate a staff member or an IMS to accompany the remains. U.S. personnel are not authorized for escort assignment.

(1) Per diem and travel costs of the escort accompanying the remains of an IMET IMS within the United States are chargeable to IMET funds.

(2) Travel and transportation expenses for escorts accompanying the remains of an FMS IMS will be borne by the foreign government concerned.

*f.* The IMET fund-cite in the IMS's ITO will be used to defray preparation expenses and costs for transportation of the remains to the home country. Oversea return transportation costs will be paid from IMET funds only for deceased IMSs from countries for which travel costs are defrayed from IMET funds. For transportation to a country which defrays all or part of the IMS's travel costs, the country concerned must arrange and pay for that portion, either through the CLO or the official foreign government representative.

*g.* Expenses involved in the death of FMS IMSs are the responsibility of the foreign government; however, the activity concerned will offer all assistance possible. If the assistance of the installation mortuary officer is desired by the foreign government, that officer will, without charge and as a matter of courtesy, negotiate with a civilian mortuary on behalf of the foreign government for the preparation of the remains for burial or shipment. All related charges are the responsibility of the foreign government. Arrangements for other U.S. agency-sponsored IMSs will be handled by the sponsoring agency.

*h.* Expenses involved in the death of dependents of IMSs are the responsibility of the IMS or the foreign government and will be handled in the same manner as stated in paragraph *g* above.

*i.* The activity concerned will appoint an individual to officially handle the deceased IMS's affairs; for example, obtaining final IMET allowances due, settling valid debts, disposing of an automobile, and inventorying personal effects. Unless otherwise directed, personal effects of deceased IMSs will be forwarded with the inventory list to the appropriate SAO for release to the next of kin.

*j.* An investigative report of death as a result of accident or homicide will be forwarded to the MILDEP. The report can be in letter format. It should—

(1) Address all circumstances surrounding the IMS's death.

(2) Contain copies of all necessary supporting documents; for example, accident report, medical reports, and death certificate.

#### **10–12. Channels of communication and correspondence**

*a.* Direct communication between training installations and SAOs is authorized only on routine administrative matters concerning IMSs such as ITOs, biographical data, security clearances, and travel arrangements.

*b.* All matters originating at the training installation that involve policy determinations or programs changes will be directed to the implementing MILDEP through the chain of command. No prior commitment will be made to IMSs in contravention of policies and procedures contained in this regulation. For all cross-service and joint training programs, the MILDEP providing the training will communicate through and coordinate with the sponsoring MILDEP prior to taking any action to change the training program or to remove the IMS from training. An exception is where safety is an issue. In this case, the IMS will be eliminated from training and the sponsoring MILDEP notified.

*c.* The subject line in message traffic or correspondence should be comprehensive so action officers throughout the

MILDEPs can readily identify the subject and resolve the problem as quickly and smoothly as possible. When communicating about an IMS, the subject line will contain, as a minimum, the IMS's name, country, WCN, and FY.

d. The unified command and SAO will be provided information copies of communication between the MILDEP and training installation regarding controversial IMS matters.

### **10-13. Clothing, uniforms, and equipment**

SAOs should familiarize themselves with courses requiring special clothing and equipment.

a. *Organizational clothing and equipment.* Organizational clothing and equipment required by IMSs for a prescribed training course are authorized for issue. Maintenance costs of equipment, replacement costs of clothing, and issue expenses are normally included in course costs. Issue to IMSs will be as authorized for officers and enlisted personnel of the MILDEP. Lost, damaged, or destroyed property will be accounted for, to include cash collection from IMSs, if determined appropriate.

b. *Individual clothing and equipment.* Individual clothing and equipment required for prescribed training courses will be made available to IMSs as required. Issue expenses are normally included in the course costs. Issued individual clothing and equipment will be collected from IMSs on completion of their training at each installation. Items that cannot be returned for hygienic or aesthetic reasons may be retained by the IMSs. However, retention of other items by IMSs will vary with MILDEP policy.

c. *Uniform requirements.* Military IMSs will report to U.S. installations in uniform. They will be encouraged to wear the prescribed uniform when traveling to and from CONUS, unless the wearing of civilian clothing is required by their home country or the USG.

d. *Clothing purchases.* Installation commanders may extend to IMSs the privilege of purchasing nondistinctive clothing for cash from MILDEP clothing stores. Nondistinctive clothing will be sold in reasonable amounts to comply with the requirements of the individual concerned. Distinctive items of the MILDEP uniform will not be sold.

e. *Wearing of U.S. uniforms.* If the country concerned does not provide a uniform suitable for climatic conditions in the United States, there will be no objection to the wearing of the basic U.S. uniform. U.S. buttons, insignia, and distinguishing marks must be removed and replaced by the distinguishing marks of the country concerned. Authorized uniforms may be purchased by the country or by individual IMSs. IMET or FMS funds will not be used to provide such uniforms.

### **10-14. Commissary and exchange privileges**

a. Commissary, exchange, and other privileges ordinarily available to U.S. military personnel in CONUS will be extended to IMSs of equivalent rank and their authorized accompanying dependents.

b. Privileges extended to IMSs in oversea areas will be according to applicable international agreements. When there is no agreement between the USG and host government authorizing the USG to grant these privileges, they may nonetheless be granted to IMSs unless the host country objects.

### **10-15. Dependents**

a. IMSs will not be encouraged to bring their dependents to the United States during their training periods. The presence of their dependents will not in any manner alter their (IMSs) status and, in many instances, imposes an unnecessary administrative burden on the training installation. An exception to this policy is made for IMSs attending PME programs identified in table 9-1, Note 4, provided the IMS is able to defray the cost of housing, food and medical care for dependents in the United States. If IMSs insist on bringing dependents at their own expense, they should be encouraged to acquire suitable housing before the family arrives. Housing on and around most military installations is expensive, scarce, or unavailable.

b. Travel and living allowance of dependents cannot be supported by the IMETP. Also, no other USG funds are available for this purpose. Scheduled reporting dates will not be altered merely to accommodate IMS travel with dependents. In keeping with the purposes of the DOD IP, however, the use of USG-owned vehicles in the reception and departure of bona fide dependents of IMSs is authorized, subject to local vehicle availability.

c. Living allowance rates for IMET IMSs will not be increased because their dependents have accompanied or joined them except for IMSs attending certain specified MILDEP courses. (See table 9-1, note 4.) In these instances, the IMS is authorized the same increased living allowance for any preceding or follow-on courses.

d. Exchange, commissary, and medical privileges for dependents are limited to those IMSs' dependents as authorized in the ITO. Responsibility for payment of medical care expenses will be clearly indicated on the ITO by selecting the appropriate block in figure 7-1, item 12b(2). When dependents accompany or join IMSs without authorization on the ITO, the dependents are not authorized commissary or exchange privileges nor medical care at DOD medical facilities. These privileges cannot be extended without authorization of the foreign government to amend the ITO.

### **10-16. Disciplinary action**

a. Within prescribed limitations concerning access to and security of classified or protected USG information, IMSs will be treated in the same manner as DOD personnel. In this regard, IMSs will be subject to pertinent laws of the

United States concerning the safeguarding of military and other Government information affecting the national defense. IMSs will also be expected to comply with U.S. MILDEP administrative regulations governing access to and security of such information.

*b.* IMSs involved in serious breaches of military discipline or incident within civilian jurisdiction may be temporarily suspended from training by local military authorities pending resolution. As more details become available following the initial report, they will be reported through the chain of command, along with recommendations. Incidents such as those below may not appear serious at first, but may develop into situations with international implications.

- (1) Confrontations between IMSs and local authorities.
- (2) IMSs involved in civil disturbances.
- (3) Hostile acts between IMSs of different nationalities.

*c.* The principles in (1) through (5) below will be observed by U.S. personnel exercising control over IMSs. These instructions will not conflict with action that Federal, State, or local authorities may elect to take with respect to acts committed in violation of civil law or authority.

(1) When an IMS is involved in a situation requiring immediate action to prevent bodily injury or any breach of the peace on or off a military installation, the military authorities will take steps within their legal competence to restore order. Where the offense committed by an IMS does not involve the necessity of restoring order, the military authorities may, depending on the seriousness of the offense, detain the IMS for the protection and safety of the installation. When confinement is appropriate, the IMS will be promptly delivered to civilian authorities unless military confinement is authorized by competent military authority. When a breach of the peace involving civil law occurs off a military installation, appropriate action will be taken to inform civilian authorities.

(2) The punishment of IMSs in connection with military offenses committed by them will be the responsibility of the foreign military service of which the IMSs are members.

(3) In disciplinary cases, U.S. installation commanders may conduct an investigation and forward it through channels to determine whether the conduct of the IMS warrants a recommendation that he or she be returned to the home country. This action should be coordinated with the appropriate CLO if assigned. Concurrence of the CLO is desirable but not mandatory and should be addressed in the implementing correspondence or message traffic. The MILDEP will be advised of the recommended action, together with a recommendation for substitute training or disposition. The SAO, unified command, and foreign representative will be included as information addressees as appropriate.

(4) Military authorities will follow the same procedures with respect to breaches of the peace or other incidents involving IMS dependents as they would in the case of dependents of U.S. military personnel. However, installation commanders will investigate serious incidents involving IMS dependents to determine whether circumstances warrant a recommendation, through channels, that the IMS sponsor and dependents be returned to their home country. In all cases where dependents are involved in breaches of the peace or other incidents involving either civil or military authorities, the cognizant installation commander will have the IMSs informed that—

- (*a*) They are administratively accountable for the conduct of all dependents.
- (*b*) Misconduct may be cause for a recommendation that the IMS and his or her dependents be returned to the home country.

(5) Breaches of discipline in oversea areas will be reported as directed by the oversea commander.

## **10–17. Graduation, diplomas, certificates of attendance, and awards**

*a.* Upon successful completion of a formal course of instruction, each IMS will be issued a certificate or diploma. Diplomas issued IMSs will be identical to diplomas issued to U.S. students. The notation “Foreign Course of Instruction” will not appear.

*b.* Diplomas for graduation from U.S. formal courses of instruction will be given IMSs only when they have met the established training standards. It is not the intent of this policy that only numerical grades be used in determining whether the IMS has achieved the standards set for U.S. military personnel. The determining factor is whether IMSs can accomplish satisfactorily the objectives for which they were trained. This determination will be influenced by aptitude, application, practical effort, and demonstrated understanding, as well as by numerical grades. Classified hours of instruction not available to IMSs will not be considered in this determination.

*c.* In most cases, certificates of attendance in U.S. formal courses of instruction will be given IMSs when they do not meet the established training standard but have been diligent and sincere in their training efforts. The reasons for issuance of a certificate of attendance should be fully explained in the IMS’s academic report.

*d.* For pay purposes, some foreign governments require their embassies to report the actual training period of IMSs sent to the United States for training. When this occurs—

- (1) The requirement will be included in item 13 of the IMS’s ITO.
- (2) The MILDEP training installations will furnish the IMS a certificate that contains this information.

*e.* Special awards, such as school plaques, may be awarded to outstanding IMSs as determined appropriate by the installation commander. Commanders have the authority to establish and authenticate these awards and are encouraged



to do so. The military attaché of the country may be invited to the award or graduation ceremony. Other acts of recognition might include special commendation letters, signed appropriately by the installation commander or assistant commander, and special remarks on the IMS's academic report. Annual cost of special awards is properly chargeable to the DOD IP.

*f.* Copies of letters of appreciation, recognition of exceptional performance, and similar documents will be included in the IMS's personnel and training record.

#### **10-18. Grooming standards**

*a.* The determination of appearance and grooming standards is a U.S. MILDEP prerogative. IMSs are expected to comply with MILDEP regulations. It is a mandatory responsibility of the SAO to brief each IMS prior to departure for U.S. training.

*b.* To ensure operational efficiency and safety, IMSs undergoing U.S. military training must comply with the host U.S. MILDEP regulations pertaining to that training.

*c.* Noncompliance with MILDEP regulations may subject the IMS to disciplinary action. Situations that cannot be resolved at training installation level will be referred to the MILDEP.

#### **10-19. Identification cards**

*a.* Identification (ID) cards will be furnished to IMSs and authorized, accompanying dependents by the first training installation according to MILDEP regulations. DD Form 2765 (Uniformed Services Identification and Privilege Card) will be issued to IMSs. (See DODI 1000.13, AR 600-8-14, BUPERSINST 1750.10.)

*b.* An endorsement to the individual's ITO will indicate that an ID card has been issued and will include the number of the IMS's card. The IMS's identification number will be indicated on the card. The ID card expiration date will be the date out processing is expected to be completed at the last training site. ID cards will include the following statement: Valid in CONUS only.

*c.* ID cards will be issued to lawful spouse and dependents authorized to accompany the IMS. ID cards will be surrendered by IMSs and their dependents during out-processing at the last training installation. Cards will be disposed of according to DOD instructions. An endorsement will be made on the sponsor's ITO that the cards have been returned. IMSs may use their ITOs if identification is required while on leave en route to the POE.

*d.* ID cards will not be issued to international civilian students. These students can utilize most installation facilities by presenting their ITO and a letter from the installation commander or representative, authorizing the use of facilities.

*e.* Foreign active duty or retired personnel and their dependents that meet the situations below are not eligible for medical or dental care, commissary, theater, or exchange privileges.

- (1) Those living in the United States at their own convenience or the convenience of their government.
- (2) Those present in the United States in connection with the purchase of U.S. defense articles or services or for collecting information relating to FMS programs.

#### **10-20. Indebtedness**

*a.* The following procedures are to be implemented by the IMSO to avoid SATP IMS indebtedness to the USG or a nonappropriated fund, such as billeting fees or medical charges:

(1) Make arrangements with the installation billeting office, and other facilities as deemed appropriate, to ensure the IMSO is immediately notified of delinquent IMS accounts.

(2) Discuss procedures for payment of billeting fees or laundry during IMS in-processing to ensure the IMS is aware of how and when payments are to be made.

(3) Include a check with the billeting office, as part of the IMS's out-processing, to ensure his or her account has been paid.

(4) When an IMS is responsible for payment of medical charges for himself/herself or authorized dependents, discuss procedures for payment during IMS in-processing to ensure the IMS is aware of how and when these payments are required. If the training is for more than 90 days, recommend the IMS obtain medical insurance that will cover the IMS and dependents needs.

*b.* Upon notification of IMS indebtedness, meet with the IMS, CLO, or senior representative at the training activity to determine the reason for the indebtedness.

(1) If the reason for indebtedness is beyond the IMS's control (for example, no financial support provided by his or her country (or the United States under IMET)), notify the appropriate MILDEP immediately.

(2) When it appears that a medical condition for the IMS or authorized dependents will result in extensive medical charges, counsel the IMS regarding responsibility for payment. If it appears the IMS will not be able to make the

required payment, notify the appropriate MILDEP for disposition instructions. Include the diagnosis, prognosis and estimated cost of medical care. Rates are prescribed in MILDEP regulations.

(3) If the indebtedness is determined to be within the IMS's control, take the following actions:

(a) Counsel the IMS. Taking into consideration the amount of debt and the financial support received by the IMS, set up a payment plan to ensure past and future payment requirements are satisfied.

(b) If the IMS does not agree to the arrangement or does not adhere to a payment plan, refer the matter of indebtedness to the training installation commander.

(c) Notify the appropriate MILDEP through the chain of command if the problem is not resolved after counseling by the training installation commander.

(d) Diploma will not be issued until IMS has paid all outstanding bills.

(e) If the IMS departs the training activity before resolving the indebtedness problem, notify the IMSO at the gaining activity. Notify the sponsoring MILDEP through the chain of command if the IMS is to return to his or her home country. In the latter event, the MILDEP will notify the IMS's embassy or the SAO.

### **10-21. Laundry**

Laundry service is available to IMSs on a cash basis. Collections will be made by the local laundry officer at the rates charged U.S. military personnel. This service, however, may be provided at IMET expense for IMSs attending the NAVSCIATTS.

### **10-22. Leave and holidays**

a. Leave at an IMS's request between the last training installation and the POD is not authorized at IMET expense. No IMET living allowance will be paid for such leave.

b. The foreign country may authorize leave in the United States between the last training installation and the POD for IMSs upon completion of training before returning to home country. Leave should be approved before the IMS departs from his or her home country and authority included in the IMS's ITO. Requests for leave, or leave extension upon completion of scheduled training, will not be granted unless the SAO has amended the ITO by written communication with school(s)/training installations not later than 15 days prior to the completion of scheduled training. A living allowance is not payable while in post-training leave status. Students who do not adhere to the scheduled return flights will not be the responsibility of the U.S. Government.

c. 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). The IMS's request for leave may be jointly approved by the commander and CLO, or by the MILDEP with the concurrence of the country representative by telephone. Continuation of IMET living allowances is authorized during these periods.

d. Leave outside CONUS is governed as follows—

(1) Homeward travel for IMET IMSs leaving the United States will be the most direct route using U.S. flag carriers. When an IMS is permitted by his or her government to deviate from the most direct route to visit other countries, IMET sponsorship will be suspended during such deviation. Further, if an IMS elects to remain at a point en route to his or her country beyond the time normally required to make travel connections, IMET funding of allowances during that excess time is not authorized. The ITO will be endorsed by the training installation to indicate the foregoing provisos as appropriate.

(2) Leave for IMET IMSs outside the United States for which a living allowance is authorized is limited to 72 hours. IMSs will be responsible for fulfilling all immigration requirements.

(3) IMSs wishing to travel outside the United States in excess of 72 hours must obtain prior approval from appropriate country representatives in Washington, DC. IMSs will comply with all immigration regulations. IMET living allowances in excess of 72 hours are not authorized.

(4) U.S. officials are not authorized to approve leave in any country other than the United States. IMSs must make their own arrangements when traveling outside the United States. This includes visa, travel, and accommodations. IMSs must also meet any other requirements that may be imposed on travel to the country desired.

e. Leave between consecutive courses, training installations, and the last training installation and POE is governed as follows—

(1) Between consecutive courses, the commander of a training installation may authorize leave not to exceed 7 days.

It is not the intent of this provision that leave be given or used indiscriminately to occupy the IMSs during the period between courses of instruction.

(2) Upon termination of training in CONUS, a maximum of 7 days leave may be authorized between the last training installation and the POD if the—

(a) IMS's port call is delayed through no fault of his or her own.

(b) IMS has not been granted leave according to this paragraph.

f. Travel on a space-available basis in U.S. military aircraft by an IMS on leave is not authorized.

g. Except for emergency leave, leave granted IMSs will not interfere with, nor prolong, the period of training.

h. Requests for emergency leave will be submitted directly to the SAO concerned by priority message, with an information copy to the appropriate MILDEP, cognizant unified command, and others as appropriate. Requests will reflect the IMS's present course of instruction, graduation date, and scheduled additional training and information necessary to substantiate the request.

i. For holidays, the following applies:

(1) Installation commanders are authorized to grant non-chargeable leave, and IMET IMSs are authorized living allowance during—

(a) Authorized holidays observed by the U.S. MILDEP.

(b) Major national and religious holidays of the IMS's country not to exceed 1 academic day for each holiday authorized. IMSs are authorized not more than 2 of their country's religious or national holidays in one calendar year. Academic progress will be the deciding factor in each case. The MILDEPs will advise training installations of the holidays to be observed.

(c) The Christmas holiday period when activities at training installations have been curtailed.

(2) If additional training is scheduled at another installation immediately following the Christmas holiday period, the losing installation will be responsible for IMSs during the holiday period.

## 10-23. Legal status and claims

### a. *Jurisdiction.*

(1) Military and civilian IMSs and their dependents, while in the United States, are subject to the jurisdiction of the U.S. courts, both State and Federal. This is true unless they are exempted by treaty, or other specific authority, or have diplomatic immunity.

(2) Questions on the jurisdictional status of IMSs or their dependents should be referred to the servicing judge advocate.

b. *Diplomatic status.* IMSs usually do not have diplomatic immunity; however, those who believe themselves entitled to diplomatic immunity or other special status should have their claimed status verified. The IMSO should contact the MILDEP for determination of IMS status. As a general rule, a sponsor's diplomatic immunity extends to his or her dependents as well.

c. *Control of IMSs.* IMSs are not subject to the Uniform Code of Military Justice (UCMJ). Generally, no authority exists under which U.S. military authorities may place IMSs in military confinement. Under the Federal statutes, however, Australian military authorities in the United States may request the assistance of U.S. military authorities to apprehend and confine members of Australian forces in the United States. U.S. civil authorities, State or Federal, may also apprehend and confine IMSs for breaches of State or Federal law. Except for authorization by treaty or agreement (such as NATO SOFA), or by statute, Executive Order, or Presidential Proclamation (such as in the case of Australia), foreign military attaches or commanders stationed in this country have no authority to arrest, detain, or confine members of their forces within the United States; nor can they empower U.S. military authorities to arrest, detain, or confine members of their forces. When warranted by urgent circumstances, the installation commander may authorize temporary restraint to prevent bodily harm to the IMS or to other persons, pending arrival of civilian authorities. Such IMSs may not be returned to their home country without written approval of the appropriate MILDEP.

d. *Claims against IMSs.* For information concerning claims arising in the United States from the activities of IMSs from countries that have ratified the NATO SOFA, see MILDEP regulations and the provisions of NATO agreements. For information concerning claims that arise incident to the activities of IMSs in overseas areas, see pertinent command claims directives. If an inquiry is made concerning a claim involving non-NATO personnel, the claimant should be advised to seek redress from the IMS or his or her government.

e. *Claims filed by IMSs.* IMSs training in the United States have no special status to equate them to members of the U.S. Armed Forces or make them proper party claimants under the Military Personnel and Civilian Employees Claims Act of 1964 (as amended), 10 U.S.C. 2731-38. If otherwise a proper party claimant under U.S. law, an IMS may, subject to the commander's discretion, present an appropriate claim for relief.

f. *Living allowance claims involving deceased IMET IMSs.* An appointed U.S. officer will determine the amount of living allowance or other payments due to the deceased member. To get this information, the U.S. officer will check with the last finance and accounting office serving the deceased member. The officer should ascertain from the SAO

the name of the deceased's next of kin to whom check payment is to be made. Checks will be forwarded to the SAO for disposition.

*g. Reports.* IMSOs will refer legal questions concerning IMSs to the local military legal office. An incident involving IMSs that might lead to or has led to the exercise of criminal jurisdiction by State or Federal authorities should be reported immediately according to appropriate MILDEP regulations.

#### **10-24. Mail**

- a.* IMSOs are authorized to send correspondence in support of the SATP by registered or certified mail.
- b.* CONUS training installations will not address mail directly to an IMS in country through APO facilities. Material should be addressed to the SAO with instructions for delivery to the IMS.
- c.* IMSs may use military postal facilities for the purchase of stamps and the receipt and dispatch of mail.

#### **10-25. Marriage**

An IMS desiring to marry while undergoing training will comply with local U.S. laws and will be encouraged to comply with the instructions of his or her government. The IMSO will furnish pertinent information directly to the MILDEP concerned, with information copies to the SAO, on each IMS who plans marriage or who is married while in training.

#### **10-26. Name tags**

The wearing of a nametag by the IMS while in training is of significant assistance to all personnel connected with the training. Nametags provide easy identification and ensure proper treatment of IMSs. Nametags should indicate the equivalent U.S. grade or rank, name, and country of the individual.

#### **10-27. Off-duty employment**

IMSs or their alien family members are not permitted to seek or accept employment during their stay in the United States.

#### **10-28. Officer and enlisted courses**

- a.* Officer and warrant officer IMSs are permitted to attend enlisted courses. These IMSs will be thoroughly briefed before departing that they are to attend enlisted courses. They will be informed that their officer status does not entitle them to special treatment or academic privileges while attending these courses. These IMSs will be given officer privileges when not participating in training.
- b.* Enlisted IMSs are not authorized to attend officer courses.

#### **10-29. Passports and visas**

*a.* The foreign government is responsible for issuing necessary passports and for obtaining visas for entry into the United States. The foreign government should ensure that the passports and visas of IMSs and their dependents are valid for the entire duration of the IMS's training period.

*b.* The U.S. visa is the authority to enter the United States during the valid period; it has no relation to the period of stay in the United States. The Immigration and Naturalization Service (INS) official stamp, which is received when entering the United States, is the documentation that governs the IMS's status in the United States. If the INS stamp does not allow the IMS enough time to complete his or her training, action should be taken by the IMS to have the INS stamp date extended.

(1) Visas for the United States are obtained through procedures prescribed by the Department of State. Dependents of NATO Armed Forces personnel are entitled to "NATO-2" visas. Civilian IMSs from NATO countries and their dependents are entitled to "NATO-6" visas. IMSs from other than NATO countries and their dependents are authorized and will be issued "A-2" visas. "B" visas are not appropriate for IMSs or their dependents.

(2) Visas should contain multiple entry provisions if such entries are contemplated.

(3) Group visas for IMSs traveling together should not be obtained. This practice causes complications when the group is divided or when IMSs return independently.

(4) IMSs training in CONUS are responsible for finding out from their embassies whether they need in-transit visas while en route to their home country. When visas are required, IMSs should forward their passports and documentation to their embassies early enough to be processed and returned before graduating from the last phase of training.

#### **10-30. Physical training**

*a.* IMSs will participate in physical training as part of the course program of instruction when successful course completion depends on physical condition (for example, ranger and airborne training).

*b.* Except for the mandatory requirements in a above, all other IMSs will be encouraged to participate in MILDEP physical training programs and tests. However, IMS participation in physical training programs or passing such tests will not be considered a requirement for graduation.

### **10-31. Political asylum**

Requests by IMSs for political asylum in the United States, or for temporary refuge, must be treated with urgent and careful attention to the procedures established by DOD Directive 2000.11 and implementing instructions of the MILDEPs. (See AR 550-1, SECNAVINST 5710.22, and AFI 51-704.) The IMSO should advise the IMS that Security Assistance sponsorship terminates once the IMS applies for political asylum.

### **10-32. Public affairs**

*a.* Public affairs activities will be conducted under the appropriate MILDEP provisions.

*b.* All requests received from the civilian media for the interviews or for photographs of IMSs undergoing training will be referred through channels to the Office of the Assistant Secretary of Defense (Public Affairs) (OASD (PA)), 1400 Defense Pentagon, WASH DC 20301-1400, for evaluation before making any commitment.

(1) If OASD (PA) grants approval, all IMSs involved will be given an opportunity to contact their embassy or a senior advisor from their country before they participate. OASD (PA) specifies that IMSs are not required to contact their embassy or seek counsel unless they choose. In many cases, IMS will feel there is no need to avail themselves of that opportunity.

(2) IMSs should be aware that representatives of news organizations, including film crews, have access to areas normally open to the public, and that IMSs could be photographed or be in contact with the media in those areas without prior knowledge.

*c.* The release of hometown-type stories and pictures of IMSs and visitors are governed by separate MILDEP instructions. Installation commanders will dispatch hometown-type releases directly to the SAO. Releases require coordination by the SAO with ambassadors or public affairs officers of the U.S. International Communication Agency. Hometown-type news releases and photographs of IMSs undergoing training should stress the following—

(1) Stories of graduations and honor graduates.

(2) Highlighted training activities and individual achievements of IMSs.

(3) Action photographs showing IMSs training with equipment that they are likely to use when they return to their home countries. Off-duty photographs should emphasize activities that support the DOD IP for IMSs. Examples of such activities are visits to State legislative offices, public works, educational institutions, industrial plants, and historical sites.

*d.* Data on the number of IMSs, by nationality, who are training at any given time, may be released. A general description of the training being conducted may also be released. No cumulative figures will be released except through the MILDEP Public Affairs Office.

*e.* No news releases will be made when in violation of applicable agreements between the USG and the foreign government.

*f.* No press coverage will be initiated for orientation tour participants without their prior consent.

### **10-33. Purchase and possession of firearms**

IMSs who desire to bring personal firearms or ammunition into the U.S. or to purchase such items must comply with federal, state, and local laws and regulations, including training installation regulations, governing the possession, use, and transportation of firearms. IMSOs should check with the installation Staff Judge Advocate to determine current laws and regulations governing firearms prior to briefing IMS.

### **10-34. Purchase and use of power-driven vehicles**

*a.* IMSs who want to purchase a power-driven vehicle will be advised to consult the IMSO before signing any purchase contract.

*b.* Purchase of power-driven vehicles by orientation tour participants will be deferred until completion of the tour.

*c.* IMSs must comply with training installation and State regulations for the registration and operation of such vehicles. IMSs will be required to purchase and maintain public liability and property damage insurance. This insurance will be in the amount required by law in the State in which the vehicle is registered, or in the amount required by the military installation on which the vehicle is registered, whichever is higher. IMSs are encouraged to consult U.S. authorities.

*d.* The IMSO must maintain close coordination with training installation authorities to ensure that vehicle registration is issued only to IMSs who meet all requirements for owning and operating a power-driven vehicle.

*e.* IMSs from countries that are parties to NATO SOFA, article IV, or to other international agreements may be entitled to use the civilian or military driver's license issued by their own countries.

### **10-35. Purchase of duty-free and tax-exempt articles and liquor**

*a.* In general, members of the armed forces of any foreign country on duty in the United States are authorized to have certain articles entered duty-free and tax-free. This is true if the articles are for the member's personal use or the

use of any member of his or her immediate family. (See 19 U.S.C. 1202 and section 8, part 2, items 820.40 and 822.20, Revised Tariff Schedule.)

*b.* Unless prohibited by State or local laws, alcoholic beverages may be introduced under the authority in a above. Amounts cannot exceed one case per month for persons entitled to this privilege. The servicing judge advocate will be consulted on State and local laws on the introduction, possession, and use of alcoholic beverages.

*c.* All IMSs will be given a complete orientation on the foregoing personal exemptions. It will be explained that this privilege is extended solely for the convenience of IMSs. It will also be explained that abuse of the privilege by the sale, gift, or trade of duty-free and tax-free articles to U.S. personnel is unlawful and can result in withdrawal of the privilege, administrative penalties, and disciplinary action against all concerned.

### **10-36. Reporting of IMS problems**

*a.* Timely reports on academic deficiencies should be addressed to the appropriate MILDEP with an information copy to the unified command and SAO concerned. Often these deficiencies can be corrected by the foreign representative or by programming other training. The objective is to train the IMS at the least expense to the United States or country concerned.

*b.* IMSs who fail to meet the training standards set for U.S. personnel may be terminated and returned to their home country. When it is apparent that an IMS should be withdrawn from training, the appropriate MILDEP will be advised immediately of the full particulars of the case. This will include recommendations on suitability for other training or disposition of the IMS. The IMS will not be relieved for cause without authority from the responsible MILDEP. Pending receipt of this authority, suspension is authorized at the discretion of the installation commander. The MILDEP will advise the SAO, unified command concerned, and the appropriate foreign representative in Washington, DC, when authority has been given to terminate an IMS.

*c.* The following incidents involving IMSs will be reported initially to the MILDEP by phone. Before making recommendations on disposition of IMS, priority message summarizing the incident will be sent to the MILDEP, unified command, and SAO.

(1) Hospitalization. Include date of hospitalization, diagnosis, prognosis, and probable date of release. Reports on dependents are not required unless illness, injury, or condition affects IMS's training or has political implications or will result in extensive medical charges, which are beyond the IMS's ability to pay.

(2) Requirement to reschedule training due to academic deficiency.

(3) Accident reports involving IMSs or their dependents.

(4) Emergency leave or other significant items affecting IMS welfare.

(5) Absent without leave (AWOL).

(6) Any event involving an IMS that may have international implications. This will include any complaint by an IMS, or behavioral attitude indicated or reported, revealing the IMS's dissatisfaction with his or her environment or social acceptance.

*d.* Following initial notification, the MILDEP will be kept informed. Written reports will be provided when appropriate.

*e.* When IMSs attending training at OCONUS installations fail to meet standards, they will be released and returned to their home country upon authority of the oversea commander. The SAO will be fully advised of all details in the case.

### **10-37. Temporary duty (TDY)**

Orders authorizing TDY may be published for IMSs participating—

*a.* As team members in an organized MILDEP sports activity away from the IMS's training installation. Permissive orders at no expense to the USG may be issued.

*b.* In programmed trips that are a scheduled part of the formal course curriculum. All identifiable costs, including TDY required by the course curriculum, are included in the tuition cost. Trips as part of a regular curriculum will not affect the IMS's IMET living allowance.

### **10-38. Unauthorized absence**

*a.* When an IMS is absent from scheduled activities for more than 24 hours without proper authorization, the IMS will be considered an unauthorized absentee. IMSOs will carefully check before making a determination of unauthorized absence to ensure that the IMS is not absent because of misunderstanding the schedule, sick in quarters, or for other plausible reasons.

*b.* When it has been determined that an IMS is AWOL, the ISMO will—

(1) Advise the MILDEP immediately, with an information copy to the SAO, appropriate unified command, and others as appropriate. The notification will include, but not be limited to, the IMS's name; grade, rank, and rate; service

number; WCN; country; FY of training program; effective date and time of absence; and any information about events that may have led up to or contributed to the IMS's absence.

(2) Notify the local finance officer who will post AWOL information to the IMS's DD Form 1588 to preclude unauthorized payments.

(3) Notify the food services officer and appropriate post facilities to ensure no unauthorized services are provided.

c. After an IMS has been AWOL for 5 calendar days, the IMS will be considered no longer under DOD sponsorship. SATP sponsorship will be terminated as of 2400 the day the IMS was determined to be an unauthorized absentee. This will be done by endorsement on the ITO or by publication of administrative orders by the training installation. A detailed written report will be sent to the nearest U.S. immigration authority, with an information copy to the appropriate MILDEP. Until the IMS voluntarily returns to U.S. military control, the training installation has no further responsibility for locating or apprehending the absentee.

d. If an unauthorized absentee voluntarily returns to U.S. military control, the MILDEP concerned will be notified immediately and asked for disposition instructions. The IMS may be reentered into training if he or she can rejoin the class and maintain standing. The immigration authorities will also be informed of the IMS's return.

e. If an IMET unauthorized absentee is apprehended by immigration authorities and return travel has not already been purchased, the training installation may issue a travel request to the immigration authorities for return transportation. Neither IMET nor U.S. MILDEP funds will be used to support an IMS while he or she is AWOL. If an IMET IMS who is AWOL voluntarily returns to U.S. military control, the fund cite in the ITO may be used for required transportation to his or her proper station and for living allowances until appropriate disposition is obtained.

f. Personal effects of the IMS will be held for 30 days. Personal effects will then be forwarded to the nearest foreign country representative or disposed of in the same manner as prescribed for deceased IMSs (para 10-11h).

### **10-39. Urinalysis, blood screening, and drug testing**

a. *Mandatory testing.* IMSs are excluded from any mandatory MILDEP urinalysis and blood screening programs other than for selected training that involves exceptional physical activity or safety and for which the associated physical examination is a prerequisite of the course. Any indication or evidence of alcohol or drug abuse or a debilitating or communicable disease should be reported to the MILDEPS. In addition, students with a potentially debilitating illness will be referred to a medical treatment facility for evaluation of the status of the disease and recommendation concerning whether the IMS will continue training.

b. *Human Immunodeficiency Virus (HIV).* The IMS's country authority will be notified immediately through established U.S. MILDEP channels of IMSs who are diagnosed as antibody positive following the physical examination noted in paragraph a above or as a result of the IMS's hospitalization or visit to sick call.

(1) An IMS who manifests evidence of progressive clinical illness or immunological deficiency (as defined in paragraph (2) below) will be immediately severed from training and returned to home country.

(2) An IMS who is antibody positive but manifests no evidence of progressive clinical illness or immunological deficiency (physical and laboratory assessment, demonstration of ability to respond to immunizations, and ability to mount a protective immune response to immunizations or exposure to naturally occurring pathogens) will be retained in training subject to the approval of the IMS's military authority and to the following conditions, which will be included as part of the notification to the IMS's country referred to in paragraph b above:

(a) Each IMS will accept counseling on the risks of disease transmission as well as the methods of prevention and will agree to not donate blood.

(b) The IMS will receive a comprehensive clinical and immunological evaluation at least annually.

(c) For IMET students, the charge for the evaluation will be assumed by the IMET funds programmed by the U.S. MILDEPs for medical services for the IMS's country.

(d) For FMS students, the cost of such evaluations will be assumed by their governments.

(e) Noncompliance with the above will be cause for the termination of training and return of the IMS to his or her home country.

(f) The cost of return travel of IMET students will be at the expense of the IMS's country program. The country program will be charged a proportionate share of the training completed by the IMS but not less than 50 percent of the course cost.

(g) The cost of return travel of FMS students will be at the expense of their government. The country will be charged a proportionate share of the training completed by the IMS but not less than 50 percent of the course cost.

(3) While it may not be necessary to limit the activities of IMSs who do not have evidence of progressive disease (see para (2) above), the school's administration may wish to consult with the appropriate base, post, or station medical authority to determine if the training and related activities should be limited to protect their own health and safety as well as others. If such limitations will result in failure to meet the requisites for successful completion of training, the IMS will be terminated from training and returned home at the expense of the IMETP or FMS program. The country will also be charged a proportionate share of the training completed by the IMS as outlined in paragraphs (2)(f) and (g).

#### **10-40. Warrant officers, midshipmen, and cadets**

U.S. equivalent warrant officers, midshipmen, and cadets will be considered officers unless otherwise indicated on the IMS's ITO. IMET IMSs are entitled to living allowance rates applicable to officers. They are also eligible to be accommodated in officers' quarters while in training at DOD installations.

### **Section IV Security**

#### **10-41. Security and political screening**

U.S. security and political screening of IMSs must be performed before the ITO is issued and before the IMS departs from his or her home country. The level of security clearance will be shown in item 11 of the ITO by selecting one of these statements:

- a.* "U.S. security screening has been accomplished. All training will be conducted on an unclassified basis."
- b.* "U.S. security requirements have been complied with. The government of (home country) has granted the IMS a security clearance equivalent to U.S. (classification level). This of itself does not permit the disclosure of classified U.S. information. Such disclosure must be specifically authorized by an official delegated authority according to U.S. foreign disclosure regulations or directives."

#### **10-42. Disclosure of classified information**

Personnel involved with SATP must be familiar with MILDEP policies concerning the release of classified information to IMSs.

- a.* Classified information will only be disclosed or released to IMSs according to MILDEP regulations and only on a need-to-know basis.
- b.* Defense information will be limited to that necessary to accomplish the purpose of the training mission.
- c.* The MASL identifies those formal courses that require a security clearance for attendance; however, this designation does not mean that all IMSs can attend the course. Only those countries that have been specifically authorized can be programmed for these courses; individual IMS attendance depends on specific MILDEP authorization.
- d.* Training that involves the release of classified information must be reviewed and authorized in advance by the U.S. military disclosure authority. The release of classified information to a country that is not currently authorized access will generally be denied.
- e.* Instruction on a weapon system or equipment the country does not have or has not shown a firm intent to acquire is not authorized.
- f.* Courses may cover more than one weapon system. If so, IMSs will be retained in class for classified instruction only on those weapon systems that their country has or has shown a firm intent to acquire.
- g.* Disclosure of communication security (COMSEC) information will be according to MILDEP regulations.
- h.* Access to NATO classified information may be provided to IMSs from NATO nations upon receipt of access certifications by the respective training installations as prescribed by treaty regulations and properly cleared by Headquarters, NATO. Each certification should show the highest level of NATO access granted to the IMS. Granting of this access will allow NATO IMSs to receive NATO classified information and briefings available during the course.

#### **10-43. Restricted courses**

Many courses conducted by the MILDEPS are not available to IMSs due to security limitations or due to the orientation of course content to U.S. standards. MILDEPS maintain the MASL as a current listing of courses that may be available to IMSs. The availability of any known course not included in the MASL can be requested from the MILDEP on a case-by-case basis.

#### **10-44. Release of instructional related material**

Release of instructional related material to IMSs is authorized as outlined below. Other than as stated in a or b below, training installations are not authorized to release U.S. military documents directly to foreign requesters.

- a.* Unclassified material. Commanders of training installations may authorize the release of unclassified student notes and locally prepared training materials to IMS's at the conclusion of training.
- b.* Classified material within the parameters of the MILDEP disclosure authorization. IMSs participating in classified training may be issued classified publications used as texts and schematics during the training. All notes, including those written in the student's language, and other classified publications will be collected at the end of the training and shipped to the appropriate SAO with appropriate release procedures.



## **Section V**

### **Medical and Dental Care**

#### **10-45. Medical requirements**

IMSs who have been selected by their country for training are presumed to be in good physical and mental health, as well as being free from communicable diseases. If it is discovered that an IMS cannot qualify for training by reason of physical or mental condition, and in the opinion of medical authorities, will require treatment before entering training, the IMS will be returned to the home country immediately, or as soon thereafter as his or her condition will permit travel.

#### **10-46. Medical and dental certification**

*a.* Before issuing an ITO, the SAO will require a signed statement from a competent medical and dental authority stating that the IMS has received a thorough physical examination within the three preceding months. The exam should include a chest X-ray and a screening for serologic evidence of Human Immunodeficiency Virus (HIV), and that the student is free of communicable diseases. IMS training candidates with serologic evidence of HIV infection will not be issued an ITO and will be ineligible for training. The medical and dental authority will also indicate that the IMS is free of communicable diseases or other medical or dental defects that might require treatment or hospitalization during training. If an IMS is certified capable of successfully undergoing instruction even though medical or dental defects exist (diabetes, cardiac condition, metabolic disorder, prosthetics), item 15 of the ITO will state that those medical defects may have an impact on training if not properly controlled or monitored.

*b.* The certification from competent medical and dental authority referred to in a above will also show that each IMS has received the complete immunization prescribed by the U.S. Public Health Service, as approved by the World Health Organization (WHO). Medical certification is also required for authorized dependents that accompany or join the IMS.

*c.* If foreign facilities are not equipped or available to process the medical and dental examination referred to in paragraph a above, the SAO will make every effort to have the medical and dental screening for IMSs and dependents conducted by the closest U.S. medical or dental facilities. If the IMS is required to have a medical examination at a U.S. facility, the cost of the transportation will be borne by the foreign government.

*d.* Under no circumstances will the SATP be utilized for the sole purpose of obtaining medical care for IMSs or authorized dependents.

*e.* When IMSs report to U.S. medical facilities for treatment, they must have in their possession, as a minimum, their ITO and other documentation that will assist the medical activity. The medical treatment facility concerned requires the IMS's—

- (1) WCN.
- (2) Case designator if the IMS is FMS.
- (3) Country.
- (4) Full name for appropriate record keeping and billing.

#### **10-47. Medical eligibility, charges, and collection**

The following health care benefits and financial considerations cover most IMS medical and dental contingencies but are not all-inclusive. Questions about benefits and charges and collections are referred to the service medical benefits and billing instructions. Item 12b of the 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 below. When such an agreement exists, check 12b(3) in the ITO and add the following statement in item 15: "Medical care is provided under (reference the agreement, date, etc.). Reimbursement for services provided is not required."

*a.* NATO PFP IMS:

(1) NATO IMSs from countries listed in paragraph 10-23a(3) and PFP countries with a ratified SOFA and deposit with the U.S. State Department receive the same medical and dental care as U.S. military personnel.

*(a)* NATO/and eligible PFP IMSs are not charged for medical and dental outpatient care, medical examinations, or immunizations.

*(b)* For NATO/and eligible PFP IMSs under FMS, inpatient care in the United States will be provided on a full reimbursable basis (FRB). Charges will be collected either from the FMS case if a medical service line has been included, the IMS, or the foreign government. (See table 10-1)

*(c)* For NATO/and eligible PFP IMSs under IMET, inpatient care in the United States will be provided on a

reimbursable basis chargeable to IMETP. IMET rates and billing procedures are as prescribed in MILDEP regulations. (See table 10-1)

(d) For NATO civilians under FMS/IMET see table 10-2.

(e) NATO/and eligible PFP IMSs are not authorized medical care under CHAMPUS.

(f) Dependents of NATO/and eligible PFP IMS authorized same care (except CHAMPUS inpatient care) as U.S. Military dependents.

(1) Authorized accompanying dependents are not charged for outpatient care, medical examinations, or immunizations. (See table 10-3)

(2) Inpatient care in the United States will be provided on a full reimbursable basis. Charges will be collected either from the IMS or the foreign government.

b. Non-NATO IMET IMSs and civilians may be provided medical care on a space-available basis when facilities and staffing permit. (See table 10-4)

(1) Outpatient and inpatient care, immunizations, and medical examinations will be provided on a reimbursable basis chargeable to the IMETP. Rates and billing procedures are as prescribed in MILDEP regulations.

(2) Dental care will be provided only on an emergency, reimbursable basis.

(3) Authorized accompanying dependents may be provided medical care on a space-available basis when facilities and staffing permit.

(a) Outpatient and inpatient care, immunizations, and medical examinations will be provided on full reimbursable basis.

(b) Charges will be collected either from the IMS or the foreign government.

c. Non-NATO FMS IMSs and civilians may be provided medical care on a space-available basis when facilities and staffing permit. (See table 10-5)

(1) Outpatient and inpatient care, immunizations, and medical examinations will be provided on a full reimbursable basis. Charges will be collected either from the FMS case if a medical service line has been included, the IMS, or the foreign government.

(2) Dental care will be provided only on an emergency, reimbursable basis.

(3) Authorized accompanying dependents may be provided medical care on a space-available basis when facilities and staffing permit. (See table 10-6)

(a) Outpatient and inpatient care, immunizations, and medical examinations will be provided on full reimbursable basis.

(b) Charges will be collected either from the IMS or the foreign government.

d. IMSs are not authorized medical care under CHAMPUS.

e. A dental emergency is a situation where dental treatment is needed for relief of painful or acute conditions. Installation dental surgeons are authorized to include in the concept of a dental emergency care that is required to keep IMSs progressing in their studies.

f. Authorized accompanying dependents are not authorized medical care under CHAMPUS with one exception. Authorized accompanying dependents of NATO IMSs are authorized CHAMPUS care on an outpatient basis only.

g. Authorized accompanying dependents may be provided dental care only on an emergency basis.

## **10-48. Hospitalization**

a. When an IMS requires hospitalization as a result of illness or injury, the training installation or the hospital will immediately send a priority message to the MILDEP with information copies to the SAO, unified command, and other agencies in the chain of command as appropriate. The notification will include all pertinent information concerning the IMS's condition as well as a prognosis.

(1) When, in the opinion of U.S. medical authorities, the hospitalization or disability will prevent continuation of the training for more than 30 days, the IMS will be returned to the home county as soon as practicable. The installation commander will notify the MILDEP by message and request disposition instructions.

(2) When the IMS is scheduled for consecutive training beginning before the expected date of release from the hospital, the next training installation will also be made an information addressee.

b. When an IMS's authorized dependents are hospitalized due to illness, injury, a condition which affects IMS's training, has political implications, or will result in excessive medical charges, the training installation commander will send a message to the MILDEP and appropriate agencies in the chain of command. 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 his or her training.

c. MILDEP medical facilities will retain IMS in-patient records, as required, and will insure a copy is included in the IMS medical records returned to the country.

#### **10-49. Emergency civilian medical care**

*a.* If emergency treatment or medical services are required from civilian sources for IMSs, the following procedures apply:

(1) For IMET IMSs, the IMSO will—

(a) Notify the nearest DOD medical activity.

(b) 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."

(c) Annotate the bill or attach a statement giving the name of the DOD medical activity notified of the need for emergency civilian medical care.

(d) Forward the bill, civilian medical statement, and three copies of the IMS's ITO to the appropriate MILDEP for payment.

(2) For FMS IMSs, payment for emergency treatment is chargeable either to the FMS case, the IMS, or the foreign government. Item 12b of the ITO will indicate the method of payment. If the foreign government is to pay, the civilian medical facility should forward an itemized bill directly to the foreign representative in Washington. If payment is to be charged to the FMS case, the bill should be forwarded to the appropriate MILDEP activity.

(3) For IMSs covered under a reciprocal Health Care agreement that includes supplemental care between the U.S. and the IMS's country the cost is absorbed by the medical activity providing the care.

*b.* Dependents of all IMSs must pay for civilian medical treatment. Reimbursement will be made by the IMS or the foreign government.

*c.* Civilian medical care is expensive and in many cases will not be undertaken by civilian agencies without some guarantee of payment. For those IMSs and dependents in a(2) and b above, the country should provide the IMS with written instructions to cover required civilian medical services.

#### **10-50. Subsistence**

*a.* All dependents, officer, civilian, and FMS enlisted IMSs are charged for hospital rations. Collections are made as follows—

(1) IMET officer and civilian IMSs pay locally.

(2) FMS officer, civilian, and FMS enlisted IMSs pay locally or costs are charged to the FMS case or the foreign government.

(3) Dependents pay locally.

*b.* No collections are made from IMET enlisted IMSs. Food costs are included in the medical care rate chargeable to the IMETP.

#### **10-51. Constraints**

*a.* Elective and definitive surgery. Elective medical, surgical, or dental care is that type of care desired or requested by the individual or recommended by the physician or dentist which, in the opinion of professional authority, can be performed at another time or place without jeopardizing the health or well-being of the patient. The overall policy regarding elective and definitive surgery is that moderation should prevail, except for bona fide emergency situations. SAO personnel will not imply to an IMS that U.S. DOD medical activities will be available for cosmetic or remedial surgery.

*b.* Prosthetic devices. Prosthetic devices such as hearing aids or orthopedic footwear are not authorized for issue to non-NATO IMSs. Eyeglasses may be furnished to non-NATO IMS when necessary for the IMS to perform his or her assigned duties but only when eyeglasses are not available through civilian sources. Thus, it is unlikely that eyeglasses will be provided from USG resources to non-NATO IMSs in CONUS since eyeglasses are usually available from local sources such as an exchange or a civilian optometrist.

#### **10-52. Immunization before return to homeland**

The IMSO of the last training installation will ensure that the immunization requirements of the WHO are met before the IMS's arrival at the POE for return to the home country. This information can normally be provided by local installation dispensary personnel.

### **Section VI**

#### **In-country Pre-departure Briefings and Training Installation Briefings for International Military Students**

#### **10-53. In-country pre-departure briefing-general**

*a.* Proper preparation of IMSs for U.S. training can create a favorable attitude toward achieving the objectives for

which they are being trained. Therefore, a thorough pre-departure briefing is essential for each IMS selected for U.S. training.

b. Each SAO will ensure that IMSs selected for training at DOD installations receive a thorough oral pre-departure briefing. In addition, whenever possible, a written outline of the briefing with specific notes or examples in the IMS's native language will be given to the IMS for retention and future reference. In those exceptional cases when it may be impossible to brief the IMS orally, the SAO may provide a written pre-departure briefing package for delivery to the IMS. Pre-departure briefings will be updated and modified as required, based on the comments of returning IMSs about their experiences in the United States.

#### **10-54. In-country pre-departure briefing content**

The SAO will ensure that all areas of concern to the IMS are covered in the pre-departure briefing. Also, each IMS and orientation tour participant will be given an explanation of the IP and its objectives before departing for the United States. (See chap 11 for information on the IP and its objectives.) The briefing will include the following—

a. *MILDEP training organization overview.* Give IMSs a brief description of the organizational structure of the MILDEP to which they will be assigned for training. Emphasize the commands, schools, and geographic locations where IMSs will receive training.

b. *Passports and visas.* Inform IMSs of their personal responsibility to obtain any required in-transit visas and other passport documentation from their embassies before leaving the last U.S. training installation.

c. *Travel.* Advise IMSs that transportation, when provided at USG expense, is by the mode and routing most advantageous to the USG and that special routing will not be made for individual benefit. The SAO will explain travel arrangements in detail. IMET IMSs must obtain statements verifying any delays at transportation terminals.

(1) Make IMSs aware of the different means of transportation that may be required to travel to their training assignments. For example, when traveling by train or air, some interservice transportation may be required, such as taxis or limousines. IMSs must use the most direct route and should ask for the cost before departing. Receipts for such services must be retained by the IMS to present to the finance officer making any living allowance or transportation payments.

(2) Explain to IMSs that they should wear their uniforms while on official travel, unless wearing civilian clothing is required by the IMS's country or the USG. Wearing the military uniform will help U.S. citizens and military personnel recognize IMSs as visitors so they may receive special attention.

(3) IMSs entering the United States must present their passports or ITOs to the immigration authorities to receive an entry permit. Passports and ITOs must be kept on the person at all times while traveling.

(4) Health, immigration, and customs officials are located at the POE. For a health inspection, the individual must show the International Certificate of Immunization. Immigration officials will stamp the passport or ITO and issue an entry permit; the customs inspector will require a customs declaration. In this regard, each individual will bring items for personal use only. Merchandise for resale or for gifts is subject to a duty tax.

(5) IMSs arriving at McGuire AFB, NJ; Charleston AFB, SC; and Travis AFB, CA, will be met and assisted by a U.S. military representative. IMSs arriving at the John F. Kennedy International Airport, NY, and San Francisco International Airport, CA, are normally met by a U.S. military representative if advance notification has been furnished by the SAO. However, if IMSs are not met, they should be instructed to contact Fort Hamilton, NY, or Travis AFB, CA, for assistance.

d. *Baggage.* Thoroughly explain the baggage policy to each IMS. (See chap 8.) No exception to this policy will be made.

(1) IMET baggage allowance is a total of 140, 210, or 280 pounds as applicable. Excess baggage is the weight over that permitted by the carrier and should not exceed the total authorized.

(2) IMSs may bring into the United States, duty-free, only items required for personal use by themselves or their families. On their return home, no duties are imposed on necessary personal belongings taken out of the United States. These items, however, may be subject to home-country duties.

(3) Discourage IMSs from bringing firearms with them to CONUS. However, when IMSs choose to bring ammunition, handguns, shotguns, or rifles for sporting purposes, they will be advised that they are subject to Federal, State and local law regulations. Compliance is without exception; failure to comply can result in confiscation of firearms by authorities or possible administrative or judicial action.

(4) Advise IMSs to mark each item of baggage with the address of their first training installation. Additionally, one copy of the IMS's ITO should be placed in each piece of baggage to help locate the owner if the baggage is lost, misrouted, or misplaced.

e. *Reporting to the training installation.* Advise IMSs of the following—

(1) IMSs will comply with the report date as shown in item 8 on the ITO. Reporting earlier or later than the report date causes administrative and academic problems at the training installation. This could result in IMSs being denied admission to training.

(2) IMSs training at a military installation will usually be met by a representative of the installation at the local

airport, rail, or bus station when advance notice of the arrival has been received. If the IMSs are not met, they should call the training installation IMSO or duty officer for assistance.

(3) Since IMSs reporting to a civilian installation may sometimes not be met, they should be briefed on what action to take.

*f. IMSO.* Tell the IMS that the IMSO will assist him or her. If problems or complaints arise, the IMS should bring them to the IMSO's attention.

*g. CLO.* Explain the role of the CLO, a foreign officer in the U.S., who will supervise and administer the IMSs from his or her country. Some of the CLO's responsibilities are as follows:

- (1) Monitor the IMS's adherence to regulations.
- (2) Advise the training installation commander of national customs and habits.
- (3) Help IMSs become acquainted with the installation and the training program.
- (4) To take disciplinary action and make disposition of IMSs as authorized by his or her country.

*h. Clothing.* Advise IMSs of the general climatic conditions within the geographic areas where they will be receiving training. Actual clothing requirements will vary depending on the assigned training area; changes in training locations may change the clothing needs of the individual. Advise IMSs that they may use DOD clothing sales stores at U.S. military installations. All U.S. insignia must be removed before wearing U.S. military clothing.

(1) The recommended minimum for military clothing is as follows:

- (a) Two complete winter uniforms and four complete summer uniforms.
- (b) One raincoat.
- (c) One winter topcoat or jacket (if appropriate).
- (d) Two work uniforms (if appropriate).
- (e) One pair of work shoes (if appropriate).
- (f) Other necessary items such as dress shoes, socks, underwear, caps, and military insignia.

(2) The requirement for special clothing and equipment for IMSs is significant for some courses. This is especially true regarding flying training. The SAO must determine these requirements well in advance and advise the prospective IMS.

(3) Explain the custom in the United States of military personnel wearing uniforms only during duty hours, although uniforms may be worn at any time. Unless the wearing of civilian clothing is required by the IMS's country or the USG, emphasize the requirement for wearing the appropriate military uniform of the IMS's country when traveling from the home country to training locations and from training locations to the home country.

*i. Money.* Explain the American monetary system to IMSs. This may require considerable explanation depending on the country and the IMS's familiarity with the American monetary system. Make a comparison between expected prices on general commodities and the cost relationship between those items in the IMS's country and the same items in the United States. Also, discuss the following points with the IMSs:

(1) IMSs should have in their possession upon entry into the United States sufficient funds to cover expenses for a minimum of 30 days. Point out that banking facilities and travelers' checks may be conveniently used during the stay in the United States. Explain the travelers' check and personal checking account custom followed by most U.S. personnel. Large amounts of cash should not be carried by the IMS.

(2) All IMSs will be concerned with payment procedures-how they will be paid, when they will be paid, how much will be paid them, and whether per diem will be authorized. Most countries pay their IMSs an allowance in addition to their regular pay; some pay less than the normal allowance. Most IMET IMSs will receive a USG living allowance. Based on country-to-country agreements, some IMET IMSs will either receive a partial allowance or nothing at all paid by the USG; therefore, explain payment procedures in detail.

(3) IMSs will obtain certificates of non-availability of Government quarters and messing facilities from the training installation when required. They will keep a complete record of all travel, including dates of arrival and departure at various locations and modes of transportation used. This information is the basis for travel and living allowance payments.

(4) IMET IMSs should always retain copies of vouchers that must be provided to U.S. finance offices making payments against their orders. This is especially true for tour participants for whom no intermediate orders are published to indicate the date they were last paid living allowances. Unless the participants can furnish the last paid voucher to the next finance officer, they will have difficulty in receiving their living allowances. IMSs whose governments require a record of payments received must maintain vouchers for that record since training installations cannot furnish the information at a later date.

*j. Power-driven vehicles.* When IMSs buy power-driven vehicles in the United States, make them aware of ownership responsibilities. As a condition to registration, IMSs must purchase public liability and property damage insurance in the amount required by the IMS's country or the amount required by United States, State, or local law, or the training installation, whichever is higher. There are varying requirements among the States. Insurance costs vary, depending upon area and company; however, the IMS should be prepared to pay a substantial amount per year for insurance. IMSs may be required to obtain a U.S. driver's license under State laws. An international driver's license

will generally facilitate obtaining insurance and installation decals. An outline of traffic laws is usually available at the installation security and law enforcement office.

*k. Standards of conduct.* Advise IMSs that they will be required to conduct themselves in a manner that will bring credit to themselves and their country. Standards prescribed for counterpart DOD personnel with regard to duty hours, off-limit establishments, travel distance limitations, military courtesy, financial responsibility, and military bearing also apply to IMSs while in training. Stress the requirements of military appearance, especially hair grooming. IMSs will maintain these standards; failure to do so or the committing of an act that would bring discredit to themselves or to their country could result in withdrawal from training and immediate return to the home country.

*l. Dependents.* Except for expressly designated courses or training, encourage IMSs not to have their dependents accompany or join them during their training period outside their country.

(1) Except for those courses specifically identified by the MILDEP, the administration of IMSs is geared to IMSs without dependents. IMSs with dependents are invariably confronted with problems that interfere with their training and their timely movement between the station and the port. Training programs, movement schedules, and reporting dates will not be altered to meet the special requirements of IMSs with dependents.

(2) USG housing is normally not available and is not guaranteed to IMSs with dependents as there is a critical shortage of this housing. Civilian housing is generally distant, expensive, and difficult to obtain. The increased IMET living allowance for authorized accompanying dependents is only authorized for the specific categories of IMET IMSs outlined in table 9-1, note 4.

*m. Military status.* Advise IMSs that they will be treated in the same manner as their U.S. MILDEP counterparts of equivalent grade. No training program will be arranged to treat the many IMSs in exactly the manner to which they are accustomed. IMSs are accorded the same privileges and, therefore, assume the same responsibilities as U.S. personnel. Although IMSs are not subject to U.S. military law, they do remain under the criminal and civil jurisdiction of U.S. Federal and State laws. They also remain under the jurisdiction of the military authorities from their own countries.

*n. Military, social, and athletic privileges.* Ensure that IMSs understand that clubs for officers, noncommissioned officers, and enlisted personnel on most training installations are supported by the members and not by DOD funding. On some training installations, IMSs are authorized membership without charge, while at others a small monthly payment is required. Clubs generally provide dining rooms, bars, cocktail lounges, game rooms, reading and television lounges, snack bars, and swimming pools. Most training facilities also have areas where IMSs can play golf, basketball, football, soccer, volleyball, and softball. Roller skating rinks, gymnasiums, tennis courts, and libraries are generally available. Movies are normally shown nightly for a nominal price at theaters located on the training installation.

*o. Medical care in the U.S. is expensive.* Make the IMS aware of the provisions of chapter 10, section V, particularly in regard to medical care charges, charges, and collections for IMSs and their authorized dependents. When the IMS's training will exceed 90 days, recommend the IMS purchase health insurance to cover potential medical charges.

*p. Military courtesy.* Explain to IMSs that they are required to observe universally recognized military courtesies.

*q. Student and instructor relationship.* Advise IMSs that an instructor in a DOD facility is responsible for maintaining control of a training situation at all times, even if an enlisted instructor is teaching senior personnel or officers. The rules of conduct apply equally to all IMSs; any breach of etiquette or protocol will be brought to the attention of the appropriate IMSO.

*r. Cultural differences.* Make the IMS aware of customs and beliefs that are markedly different from those of the United States to avoid embarrassing situations. Also, mention the behavior pattern of Americans, their spirit of independence, and their freedom of action in matters such as religion and politics.

*s. Quarters.* Advise enlisted IMSs that they must help keep their quarters clean. Such housekeeping duties are normal and must be carried out. Officers normally live in unaccompanied officer quarters that are divided into single or double rooms, with custodial service provided at a nominal cost. Most quarters contain washing machines and a lounge where the IMS may read or watch television. All quarters are adequate and are centrally heated.

*t. Military meals.* Advise IMSs that military dining halls usually are not equipped to accommodate special requests for national dishes. However, attempts are made to accommodate religious dietary habits at installations with large numbers of IMSs. There will be no increase in living allowances if IMSs refuse, for any reason, to eat food served in military dining halls.

*u. ITOs.* Explain in detail the use of the ITO for identification, itinerary, payment, medical services, baggage limitations, and authorization of dependents. This is necessary since many IMSs have little or no knowledge of the importance and use of their ITOs. Also, stress the need to retain the original ITO and sufficient copies explaining that

the ITO is the controlling document for the training and administration of the IMS. The IMS will be authorized only the training and privileges as stated in the ITO or any amendments.

v. *Leave policy and delay en route.* Ensure that IMSs understand the policies and regulations concerning leave and delay en route. Cover the following points:

- (1) IMET living allowances are not authorized during a delay en route.
- (2) Authority for a delay en route must be included in the ITO.
- (3) For tour participants, a delay en route may be authorized only from the last point in their itinerary to the CONUS POD.
- (4) Policies concerning stopover in other countries en route to the home country should be carefully explained.
- (5) Delay en route will automatically be terminated upon arrival at the POE. (IMSs with approved delay en route sometimes report early to the POE wanting to receive accrued living allowances, store their baggage, and continue their delay en route. POEs are not staffed to administer such services.)

w. *Military records.* Advise IMSs that when they move between training installations that their military records are kept by various offices. For that reason, they will be asked to execute in- and out-processing forms when they report to or depart from training installations. All records will be transferred by the training installation except for medical records, which the IMS hand-carries. Training installations are authorized to transfer medical records with other documents if deemed advisable for processing or administrative purposes.

x. *Requests for changes to training.* Inform IMSs of what training they are scheduled to receive. Also advise them that they are not to contact representatives of the training installation to arrange unprogrammed training. Any requests for changes to training, as contained in item 8 of the ITO, must be processed through SATP channels.

y. *Postal facilities.* Advise the IMS to contact the nearest post office on postal rates or other postal problems. IMSs should inform their families and friends that certain articles (for example, meat and food products) are prohibited import into the United States and that any package containing such items must be returned at the sender's expense. A list of prohibited or restricted items will be prepared both in English and in the local language.

z. *Tax-free merchandise.* Emphasize that purchases of tax-free merchandise will not be abused, especially as they pertain to alcoholic beverages that may be purchased only for personal use.

aa. *Off-duty employment.* Indicate that IMSs and their alien family members are not permitted to engage in employment.

ab. *Religious services.* Explain to IMSs that religious services for most faiths are available at training installations or in the local community.

ac. *CONUS course entry ECL testing.* All direct-entry IMSs (except from countries exempt from all ECL testing requirements) will be administered the CONUS course entry ECL test within 3 to 5 calendar days after the IMS's arrival at the first training location. This also includes IMSs from those countries granted a waiver from in-country screening ECL testing.

ad. *Instructional material.* Advise IMSs that personal items and household goods will not be packed or shipped as instructional material.

## **10-55. Training installation briefing**

As a complement to the in-country pre-departure briefing, the IMSO will also brief IMSs as soon as possible after IMS arrival at the training installation. The IMSO will ensure that all elements of concern to the IMS are covered in the briefing with special attention to chapters 10 and 11 of this regulation. The briefing will include the following—

- a. IMSO-duties and functions.
- b. Policy and regulations-Privileges; restrictions; conduct, appearance, and grooming; medical and dental care; identification cards.
- c. Legal status-Applicability of Federal and State laws; indebtedness; shoplifting; purchase of duty-free, tax-exempt liquor and the penalties for abuse; passports and visas.
- d. Training program-ITO governing document; unprogrammed training; officers in enlisted courses; elimination

from training for cause; meeting schedules and appointments; English language testing; clothing and equipment; release and shipment of instructional material.

- e.* IP-Program objectives and activities.
- f.* Conduct and personal appearance-Grooming standards; cleanliness; morale problems; military discipline and courtesies.
- g.* Student and instructor relationship-Male; female; officer; enlisted; civilian; minority instructors.
- h.* Travel-arrangements; accommodations; baggage allowance; delays en route; travel schedules.
- i.* Power-driven vehicles-Purchase; registration; insurance; operation; travel; laws.
- j.* Living allowances-Authorized amount; payment schedule, if proper.
- k.* Dependents-Authorization; housing; cost of living; medical care benefits, charges, payment procedures and health insurance.
- l.* Currency-Monetary exchange; banking.
- m.* Mail-Postal facilities; official and personal mail.
- n.* USG quarters-Occupancy; duration, housekeeping; custodial fees.
- o.* Firearms-Purchase; possession; transportation.
- p.* Employment-Restriction against IMS and alien family members being employed during their stay in the United States.

## **Section VII**

### **Department of the Army**

#### **10-56. Biographical data**

Submission of biographical data for enlisted personnel is optional except for those selected to attend the Sergeants Major Academy.

#### **10-57. Arrival and departure arrangements**

- a.* The following actions are taken by IMSOs:—
  - (1) IMSOs should use the Training Activity Program Roster (TAPR) for planning purposes in advance of student arrival. This document is produced and sent to installations each month by SATFA. Those activities having access to WANG ADP will generate this document via tie-in to SATFA. The TAPR includes courses presented at each installation with a listing of training the student will attend along with reporting dates.
  - (2) As soon as projected IMS arrival has been determined by information provided by the TAPR, the IMSO will send advance information packets to the SAO of each country for issue to the designated IMSs. These packets should be sent as early as possible, but not later than 60 days before student's projected arrival. These packets should contain information that is interesting and useful to a student traveling to the U.S. for the first time. Items that should be included are: general information about the installation; maps of the local area; estimates of living costs; types of clothing required; housing facilities and availability; information concerning family members; amount of American currency required for the initial period; a general address for forwarding mail to the U.S.; and reporting instructions. Be sure to include instructions to the SAO on procedures to be followed in early notification of the IMS travel itinerary, and also instructions to IMS on reporting in the event he/she is not met at the arrival point. In addition, a special text containing the terminology peculiar to the course should be included to help the IMS prepare for the training. This information packets provide most IMSs their first insight into U.S. military training and are indispensable in their orientation.
  - (3) Initiation of Student File. The IMSO will receive an arrival notice, ITO, and biographical information prepared by the SAO for officer IMS 7 to 10 day prior to the student arrival date. This information should be placed in a student file and put into a "pending" category. The TAPR should be routinely screened weekly to determine reporting data available for each IMS. If arrival information is not available 15 days before a student's report date the IMSO should communicate by message directly with the appropriate SAO. The IMS office should notify SATFA if a particular country is habitually late with student arrival information. If the IMS does not arrive as scheduled, the IMSO should call the appropriate desk officer at SATFA.
  - (4) Student Arrival at Installation. The IMSO or designee should take the IMS(s) to the Visiting Officer Quarters (VOQ) or other quarters, give them welcome packets, and tell them when they will be picked up to begin in-processing. If possible, IMSs should be given time to rest and provide basic subsistence for the first few hours on the installation. IMS office staff should have information available on items of local interest, such as special events, bus schedules, taxi rates, hotels, and local community organizations established to assist IMSs. IF IMSs have religious or national dietary requirements, the person meeting them should provide them with a list of local restaurants that meet these requirements. If the sponsor is available, he or she can be of great assistance during this time.
  - (5) Billeting arrangements. IMSs should be housed in the same quarters as U.S. students, rather than in separate quarters or language groups. If IMSs from several countries are at the same training location and U.S. personnel cannot be billeted with them, the students should be quartered in heterogeneous groupings. If possible, IMSs should occupy



unaccompanied personnel housing equivalent to that for U.S. personnel of the same rank. If students are to stay at VOQs, the IMS office should notify the VOQ prior to the students' arrival.

(6) The IMS office should provide sponsors with student arrival dates, country notes/culture-grams, and background information on the student. If possible, the IMSO should arrange for the sponsor to meet with the IMS during in processing, particularly if the student is accompanied by family members.

(7) Departure. Advise the IMS to report to the IMSO in sufficient time before departure to ensure that arrangements for transportation to the airport, final pay, tickets and baggage are complete. Make sure the driver/escort personnel are aware of all requirements and that vehicle requests have been made.

(8) Port calls. See AR 55-46, for requesting port calls for IMSs returning to their home countries.

(9) Shipment of Instructional Materials. The IMSO assists students in packing, labeling, and shipping material, and ensures that no personal effects are packaged with the instructional materials. Students who wish to send instructional materials over their authorized weight allowance must do so at their own expense.

(a) Refer to student's ITO to make sure that the correct address is included on the mail label. Failure to refer to the ITO is the main cause of misrouted RIM.

(b) Each RIM container will be clearly marked in the lower left-hand corner of the label showing the student's ITO number, WCN, and FMS case, if applicable.

(c) To comply with postal regulations that prohibit the mailing of items through APO/FPO/EPO channels to foreign nationals/governments, do not include the student's name on the outer label.

(d) Place a copy of the student's ITO inside of each package of RIM.

(e) Include in your IMS departure message to the SAO the date the RIM will be shipped.

(10) Other requirements. The IMSO ensure that the IMS has returned any equipment issued, and that the IMS ID card and meal card, if any, have been turned in. The ID card should be turned in at the last training site.

b. The following information applies to guest instructors at USARSA:

(1) Each guest instructor will be assigned a U.S. sponsor from USARSA assets. The sponsor will assist the instructor during inprocessing and throughout his or her tour with the school. A thorough orientation of the local area and services available will be provided.

(2) USARSA will provide transportation from the local point of arrival to the instructor's temporary or permanent quarters. Transportation may be provided for a reasonable period of time, normally 1 week, while the instructor in-processes and purchases a POV.

c. When the SAO notifies USARSA of the guest instructor's travel itinerary, USARSA will arrange temporary housing to accommodate the instructor and his or her family. If the ITO precedes the instructor, USARSA is authorized to apply for Government housing in his or her name. BOQ reservations may be made for unaccompanied instructors based on the above notification.

## **10-58. IMSO responsibilities**

a. The name, office, and telephone number of CONUS IMSOs will be reported to Director, SATFA, ATTN: ATFA-R, Building 139, 173 Bernard Road, Fort Monroe, VA 23651-1003.

b. At USARSA, the duties and responsibilities of the IMSO and CLO will be accomplished by the commander of the school battalion.

c. IMSO responsibilities fall into three categories, which are not mutually exclusive:

(1) *IMSO administrative and support functions.* These are clearly delineated throughout chapter 10 of this regulation. The orientation program is critical for IMS.

(a) Presentation on HIV/AIDS.

(b) Role of women in the U.S.

(c) Prevention of sexual harassment.

(2) *IMSO training functions.* These include—

(a) Briefing IMSs on general U.S. Army training procedures, to include the U.S. Army honor code, small group instruction, practical exercises, field training exercises, dealing with NCO, female and civilian instructors, use of training schedules, and other topics which will assist IMSs in fitting into their courses.

(b) Monitoring academic progress of IMS throughout their stay at the installation. This requires constant coordination with instructional departments and getting help early for IMSs that may experience academic difficulties.

(c) Ensuring that U.S. students in courses with IMSs are briefed on the SA program.

(d) Ensuring that instructors are briefed on the SA Program and on working with IMS.

(e) Implementing an academic or in-class sponsor program, including briefing both IMSs and academic or in-class sponsors on their responsibilities.

(3) *IMSO Informational Program functions.* These are detailed in chapter 11 of this regulation.

d. Training and orientation opportunities for IMSOs and their staffs include (1) through (5) below. Except for the

SAM-TO Course, the costs of these orientations, visits, and conferences should be charged to TDY funds captured in the course tuition costs. If such funds are not available, costs for these activities may be charge to IP funds.

(1) A 1-week course, the SAM-TO (Training Officer) Course conducted at the Defense Institute for Security Assistance Management (DISAM) at Wright-Patterson AFB, Ohio. DISAM provides a fund cite for each attendee.

(2) An orientation visit to SATFA will be scheduled shortly after assignment as an IMSO.

(3) Conferences and regional reviews conducted as needed by SATFA for persons involved in the training, administration, and orientation of IMSs.

(4) Liaison visits to other installations to exchange ideas and information.

(5) The 1-week cross-cultural course, conducted at Hurlbert Field, Florida.

#### **10–59. Academic reports**

*a.* Academic reports should accurately reflect IMS achievement and performance. DD Form 2496 (International Student Academic Report) will be prepared for IMSs upon completion of each course of instruction (except preparatory courses). If the installation commander determines that the same academic and grading standard can be applied to follow-on courses at that school, one academic report will be prepared for that series of training. (See fig 10-4 for preparation instructions and figure 10-3 for a sample of the completed form.) If an IMS has follow-on training at another installation, a copy of the academic report for the previous training will be forwarded to the next installation for information and guidance.

(1) Academic reports on IMSs will be forwarded within 60 days after graduation and distribution as follows—

*(a)* The SAO will receive the original and two copies. The SAO will release academic reports to foreign governments as proper. The SAO will consider the possible political or military implications of the academic report.

*(b)* As an exception to *(a)* above, the foreign government may choose to have academic reports (one copy) for FMS IMSs delivered to the CLO or to the country's embassy in Washington, DC. In such cases, the foreign government must forward an official request through the SAO to SATFA.

*(c)* Commander, USARPAC, ATTN; APOP-IM, Fort Shafter, HI 96858-5100 (for IMSs from PACOM area only), will receive one copy.

*(d)* The follow-on training installation will receive one copy.

(2) The distribution list will not be shown on DD Form 2496.

*b.* A USARSA academic report will be prepared for all IMSs attending USARSA courses 8 weeks or longer in duration and copies distributed to the MILGP/SAO.

*c.* Annual evaluation reports will be prepared by department directors for all guest instructors assigned to USARSA. Suspenses will be maintained by the Personnel Administration Center. Reports will be endorsed by the Commandant in all cases. A copy of the report will be forwarded to the host country, through the SAO, within 30 days of the termination date.

#### **10–60. Casualty report, death, and disposition of remains**

*a.* If an IMS under DA sponsorship dies, the U.S. Army activity at which the death occurs will immediately notify by telephone HQDA (SAUS-IA-DSA), HQDA (SAUS-IA-FL), and SATFA (TRADOC staff duty officer, AV 680-2256, commercial 804-727-2256). SATFA will notify the appropriate foreign attaché; HQDA (SAUS-IA-DSA) will notify the Army Public Affairs Office.

*b.* The activity will furnish a casualty report according to AR 600-8-1; SATFA (ATFA-R) will be included as an action addressee. HQDA (SAUS-IA-DSA), the major training command, the unified command, and the SAO will be included as information addressees to the casualty report.

*c.* An investigative report of an accidental death or homicide will be forwarded to the Director, SATFA, Building 139, 173 Bernard Road; Fort Monroe, VA 23651-1003.

#### **10–61. Channels of communication and correspondence**

*a.* At the discretion of the Director, SATFA, direct communication between Army service schools and SAOs is authorized on administrative matters concerning IMSs. Information copies will be sent to the Director, SATFA, ATTN: ATFA-R, and other training commands as appropriate. Initial reports of a disciplinary nature should not include SAO as information addressee.

*b.* Foreign attaches and liaison offices in the Washington, DC, area are authorized to communicate with HQDA and SATFA. Access to other CONUS commands or schools must be specifically authorized by HQDA (SAUS-FL). Unauthorized telephone or written communication will be referred to the Commander, TRADOC, ATTN: ATCS-D, Fort Monroe, VA 23651-1003, and the Director; SATFA TRADOC; ATTN: ATFA; 173 Bernard Road, Fort Monroe,

VA 23651-1003. HQ TRADOC will report unauthorized communications from non-accredited sources to HQDA (SAUS-IA-FL).

c. As an exception to b above, the following are authorized to communicate with CONUS commands and schools—

- (1) Australian Army.
- (2) British Army.
- (3) Canadian Defense Liaison.
- (4) New Zealand Defense.

d. SAOs of Latin American IMSs and all Latin American military attaches in Washington are authorized to communicate directly with USARSA.

#### **10-62. Clothing, uniforms, and equipment**

a. *Organizational clothing and equipment.* Lost, damaged, or destroyed property will be accounted for according to AR 735-11.

b. *Individual flying equipment.* Personal flying equipment issued to an IMS at the initial aviation training facility may be retained throughout the IMS's CONUS pilot training. This equipment will be turned in at the last aviation facility for reissue processing.

c. *Clothing purchases.* The sale of distinctive uniforms or items of uniforms listed in AR 670-1 is prohibited.

(1) Installation commanders may extend to IMS the privilege of purchasing non-distinctive clothing for cash from the clothing sales store. IMSO should tell IMSs about the policy at their installation. Distinctive uniforms or uniform items listed in AR 670-1 cannot be sold to IMSs. When an IMS reports for training, the IMSO should check personal items of equipment and clothing to ensure they are adequate for the prescribed training course. Before commencement of training, the IMSO is required to conduct an inventory of these items, noting any shortages and immediately make provisions for purchase from an on-base source if available. All SAOs have been advised the following minimum clothing allowance must be considered before the IMS is sent to CONUS for training:

- (a) Two complete winter uniforms and four complete summer uniforms.
- (b) One raincoat.
- (c) One winter topcoat or jacket (if appropriate).
- (d) Two work uniforms (BDU) (if appropriate).
- (e) One pair of work shoes (combat boots)(if appropriate)
- (f) Other necessary items such as dress shoes, socks, gloves, underwear, caps, and military insignia.

(2) The use of tuition cost to fund the purchase of personal items of clothing for IMS is not authorized. Exceptions to this policy must be approved by TRADOC. IMSs without sufficient clothing/uniforms, or funds sufficient to purchase these items to meet climatic conditions at the training site are subject to return to country.

(3) Unresolved problems should be brought to the attention of the appropriate SATFA desk officer at the earliest possible time.

d. *Organizational clothing and equipment at USARSA.* For training at USARSA, selected items of personal and organizational clothing and equipment (as prescribed by the school) will be provided by the country concerned. If the country does not have suitable items, they can be purchased by the IMS through normal sales facilities or by funds programmed through SATFA.

e. *Guest instructors.* Guest instructors at USARSA will wear their respective country uniforms for instructional and gala occasions. USARSA will furnish fatigue uniforms, boots, and CTA 50-900 equipment to guest instructors on the same basis that they are provided to U.S. Army instructors.

#### **10-63. Commissary and exchange privileges**

a. Commissary store and post exchange privileges will be extended to IMSs and their authorized accompanying dependents according to AR 30-19 and AR 60-20.

b. Latin American guest instructors and their dependents are authorized commissary and exchange privileges on the same basis as U.S. Army personnel and their dependents. Revocation of privileges follows the same guidelines as for U.S. Army personnel and their dependents.

#### **10-64. Dependents**

a. Should the commander of the training installation determine that the length and nature of the course and the availability of housing and other amenities support the presence of dependents, he or she may forward a request for approval for a specific course through channels to HQDA (SAUS-IA-DSA), 102 Army Pentagon, WASH DC 20310-

0102, for consideration. If the request is approved, exceptions will apply to all IMSs for the approved course; the increased living allowance will be authorized for those IMET IMSs accompanied by dependents.

(1) Dependents are authorized to accompany IMSs attending the USAWC IFP, NDU IFP, and USACGSC (Course 1-250-C2 and USARSA) and SMA under a above.

(2) Dependent participation is an integral part of the USAWC IFP and the attainment of its objectives as stated in paragraph 4-21. Countries participating in the USAWC IFP are encouraged to send dependents with the IMSs.

b. SAOs will notify training installations 1 month before the arrival of IMSs accompanied by dependents. Names and ages of authorized dependents should be added to the special instructions in the ITO to facilitate administrative/logistical coordination. Failure to give adequate notice may cause embarrassing situations as to initial reception and the availability of quarters and sponsors.

c. Guest instructors at USARSA are authorized to bring their dependents for the duration of their tour. The respective SAO will ensure that authorized dependents are included in item 15 of the ITO. Dependents' status is as defined by AR 600-8-14.

#### **10-65. Graduation, diplomas, certificates of attendance, and awards**

a. If an IMS is eligible for early graduation, the school or installation will notify the Director, SATFA (ATFA-R).

b. End-of-tour awards for guest instructors at USARSA will be processed according to AR 672-5-1 as supplemented by Commandant, USARSA.

c. CG TRADOC has instituted a program to recognize exceptional academic performance of IMS. The program consists of the following—

(1) IMSs who rank in top 20 percent of all students in their class shall be presented with special certificates at the graduation ceremony, and the academic reports shall reflect this achievement.

(2) The IMSO at each school will administer the program, to include preparation of certificates.

(3) SATFA will furnish certificates upon request. Local commanders are authorized and encouraged to sign the SATFA certificates for deserving IMS.

(4) The program also applies to international civilian students.

(5) Recognition applies to graded courses. The program is not mandatory for pass/fail, OJT/OBT, or "gentleman's" courses, but can be used if desired.

(6) Any school wishing to grant additional special IMS recognition is encouraged to do so. It is important to remember that IMSs attending military schools face academic challenges far greater than U.S. students, for they must overcome barriers such as language and cultural difference while maintaining academic competitiveness. There is a special accomplishment, as we should recognize it as such.

d. In general IMSs should complete the same requirements and meet the same standards as U.S. students to be awarded a diploma in a U.S. Army course. There are obvious exceptions: Classified instruction is not available to IMSs in most cases, and participation in physical training is not required for IMSs in most courses. IMSs will complete all other course requirements, including field training exercises and blocks of instruction that appear to pertain only to U.S. students. Schools may, with the concurrence of Director, SATFA, substitute appropriate training for Army communicative skills, or other blocks of instruction judged to be of doubtful value to IMSs. Schools should consider exempting IMSs for whom English is a second language from lengthy written assignments. However, an alternative assignment will be provided. Standards are not compromised by allowing IMSs additional time to complete written exams, nor by allowing them to have dictionaries. Flexibility and common sense should prevail when considering course requirements and standards.

#### **10-66. Grooming standards**

Installation commanders may be lenient in enforcing personal appearance (that is, haircuts and beards) according to the custom of the country Service. However, if appearance, cleanliness, or conduct causes morale problems, or is not conducive to overall good military discipline, the installation commander or IMSO will bring the problem to the attention of the country senior representative. The IMS should be counseled by a senior faculty member. As a last resort, the problem will be reported through channels to the Director, SATFA; the Director, SATFA, will discuss the problem with the country military attaché or correspond with the SAO.

#### **10-67. USARSA guest instructor identification cards**

a. DD Form 2765 will be issued to the instructor and eligible dependents after the school verifies eligibility on the ITO. Section III of the DD Form 1172 (Application For Uniformed Services Identification Card DEERS Enrollment) will be signed by a responsible official in USARSA.

b. At the end of the tour of duty all ID cards issued will be returned to USARSA for disposition according to AR 600-8-14.

#### **10-68. USARSA guest instructor indebtedness**

Failure to pay just debts is reason for returning guest instructors at USARSA and dependents to their host countries.

The decision will be made by the Commandant, USARSA. A complete, written report with all the available circumstances will be provided to the host country through the SAO. Request for payment will accompany this report.

### **10-69. Laundry**

The provisions of AR 210-130 apply.

### **10-70. USARSA guest instructor leave and holidays**

*a.* Guest instructors are authorized 15 days of leave annually. Instructors serving 18 months will be authorized 23 days; those serving 24 months will be authorized 30 days.

*b.* Leave may be taken any time during the tour provided it is approved by USARSA. A DA Form 31 (Request Authority for Leave) will be used to request, approve, and monitor leaves.

*c.* USARSA will maintain a leave control log for its guest instructors.

*d.* Instructors must use their leave before the end date of their tour with USARSA as reflected in the ITO.

*e.* Additional leave after completing the USARSA tour is coordinated by guest instructors with their embassies, military attaches, or home countries. Upon departure from USARSA and after the day of travel, guest instructors fall under the jurisdiction of their embassies.

### **10-71. Legal status and claims**

*a.* See AR 27-51 for information about the apprehension and confinement of members of the Australian forces in the United States.

*b.* The servicing judge advocate will contact HQDA (DAJA-IO), WASH DC, 20310-2214, for information about the diplomatic or other status of the IMS concerned.

*c.* See AR 27-20 for information about claims arising in the United States due to the activities of IMSs from countries that have ratified the NATO SOFA.

*d.* See AR 27-20, chapter 11, for the status of IMSs in training. Also see AR 27-20, chapters 3 and 4, for proper party claimant status. See AR 27-20, chapter 3, for baggage claims.

*e.* Any incident that may lead to the exercise of some form of jurisdiction by local authorities should be reported immediately, with information copies to HQDA (DAJA-IO), WASH DC 20310-2214, and Director, SATFA, Building 139, 173 Bernard Road, Fort Monroe VA 23651-1003.

*f.* The following information applies to guest instructors at USARSA and their dependents:

(1) While in the United States, guest instructors and their dependents are subject to the jurisdiction of the U.S. courts, both State and Federal, unless they are exempted by treaty or other specific authority, or have diplomatic immunity. Questions on the jurisdictional status of guest instructors and their dependents will be referred to the office of the judge advocate.

(2) Guest instructors usually do not have diplomatic immunity; however, those who believe themselves entitled to diplomatic immunity or other special status should have their claimed status verified. The Commandant, USARSA, will contact HQDA for determination of guest instructor status. As a general rule, a sponsor's diplomatic immunity extends to dependents as well.

(3) Guest instructors are not subject to the Uniform Code of Military Justice (UCMJ). Generally no authority exists under which U.S. military authorities may place guest instructors in military confinement. U.S. civil authorities, State or Federal, may apprehend and confine guest instructors and their dependents for breaches of State or Federal law. Except for authorization by treaty, agreement statute, Executive Order, or Presidential Proclamation, Foreign Military Attaches or commanders stationed in this country have no authority to arrest, detain, or confine members of their forces within the United States; nor can they empower U.S. military authorities to arrest, detail, or confine members of their forces. When warranted by urgent circumstances, the Commandant, USARSA, may authorize temporary restraint to prevent bodily harm to guest instructors, their dependents, or other persons, pending arrival of civilian authorities. Such guest instructors and their dependents will be returned to their home country with the written approval of the Commandant, USARSA. UCMJ violations are valid reasons for the Commandant, USARSA, returning a guest instructor to home country. The same holds true for violations of State or Federal laws by guest instructors and their dependents.

(4) Information concerning claims arising in the United States from activities of guest instructors and their dependents will be referred to the local judge advocate office. Guest instructors and their dependents have the same status as any proper party claimant under provision of AR 27-20. Establishing U.S. negligence is a prerequisite to the payment of a claim.

(5) The Commandant, USARSA, will refer any legal questions concerning guest instructors and their dependents to the local judge advocate. An incident involving guest instructors or their dependents that may lead to or have led to the exercise of criminal jurisdiction by State or Federal authorities will be reported immediately according to HQDA and local directives' provisions for serious incident reporting.

### **10-72. Name tags**

To help identify IMSs' equivalent U.S. rank, IMSs are authorized to wear the equivalent U.S. rank insignia directly below their name tags. This authority is granted as long as the U.S. insignia is not worn for the purpose of representing or impersonating a U.S. officer. The cost of IMSs' U.S. rank insignia is properly chargeable to the IP.

### **10-73. Passports and visas**

Guest instructors at USARSA obtain passports and visas for themselves and their dependents through the SAO.

### **10-74. Public affairs**

- a.* Public affairs activities will be conducted under the provisions of AR 360-5.
- b.* Hometown-type release of stories and pictures of IMSs and visitors are governed by a separate message issued annually by The Adjutant General (TAG).

### **10-75. Reporting of IMS problems**

The Commandant, USARSA, may relieve IMSs for academic deficiencies and for other reasons related to discipline. The Commandant, USARSA, will advise the—

- a.* Respective military attaché of the country concerned.
- b.* SAO.
- c.* Appropriate Service chief of staff of the particular country.
- d.* Commander, SATFA.

### **10-76. School emblems**

IMSs will be presented with a special emblem with an accompanying authorization certificate. The emblem will consist of the distinctive insignia for each school superimposed on a background identical for all schools. The gold-colored metal background consists of a star with rays surmounted by a wreath of leaves encircled by a wavy continuous scroll with the words: UNITED STATES ARMY SCHOOLS. The time of issue for the emblem will be determined by the school commandant. Exceptions to the standard school emblem are authorized for the U.S. Army Command and General Staff College, the U.S. Army War College, and the National War College. In addition, USARSA is authorized to award distinctive USARSA emblems as determined by the Commandant, USARSA.

### **10-77. USARSA considerations**

- a.* USARSA will maintain contact with selected graduates and guest instructors by providing copies of the "Adelante" magazine, a USARSA published professional publication in Spanish.
- b.* The Commandant, USARSA, is authorized to provide survival English language training facilities for guest instructors and their dependents at USARSA.
- c.* Guest instructors at USARSA performing temporary duties serving as escorts for tours, attending seminars and symposiums, serving as guests with units performing training exercises outside the installation, or attending professional development courses will be compensated at the same rates as their U.S. counterparts. Guest instructors are not authorized travel advances.

### **10-78. USARSA cadets**

Latin American cadets at USARSA are considered enlisted personnel and are entitled to the enlisted personnel living allowance.

### **10-79. Disclosure of classified information**

- a.* Classified military information will only be released to IMSs according to AR 380-10(C).
- b.* Disclosure of COMSEC information to IMSs will be addressed on a case-by-case basis according to AR 380-10(C), appendix C. An ODCSINT/ODCSOPS clearance will be obtained for each request for COMSEC training, unless a prior blanket clearance has been granted. All appropriate clearances will be obtained before offering the training to the requesting country.

### **10-80. Release of maps**

Release of maps and related material will be according to AR 115-11.

### **10-81. Medical and dental care**

- a.* IMSs training under IMET and FMS are eligible for care in Army medical facilities under AR 40-3.
- b.* When IMSs require hospitalization, the training installation commander will notify SATFA by message, with

information copies to HQDA, the unified commander, and the SAO. Authority for disposition of the IMS will be furnished by SATFA.

*c.* Accounting and reimbursement for medical costs, for IMET or when included in the FMS case, will be processed to the U.S. Army Medical Command as a sub line manager for these expenses by SATFA.

*d.* When emergency civilian medical care is required by IMS, IMSO will forward all billing materials for IMET and FMS (if cost is to be charged to FMS case), to: Commander, U.S. Army Health Services Command, ATTN: MCRM-F, 2050 Worth Road, Suite 9, Fort Sam Houston, TX 78254-6000.

## **Section VIII**

### **Department of the Navy**

#### **10-82. Commencement of training**

*a.* Reporting dates.

(1) The reporting date for the first U.S. Navy course in a training series is the Wednesday prior to course convening date unless otherwise specified.

(2) The reporting date for the first U.S. Marine Corps course in a training series is normally the Friday before course convening date unless otherwise specified. The reporting date for Command and Staff College and Amphibious Warfare School is the date specified in scheduling correspondence (message traffic or STL).

(3) The reporting date for the Naval Command College and the Naval Staff College at NAVWARCOL, Newport, RI, is the date specified in the invitation. These courses have no "cushion" included in class time for administrative processing. It is therefore mandatory that transportation be arranged to allow students to report on the date specified.

*b.* IMSs reporting for training earlier than as listed in (1) through (3) above will not be accepted officially by the training installation, authorized to occupy USG quarters, issued an identification card, and will not be allowed normal military privileges, unless specifically authorized by competent authority. In cases where an IMS is not in compliance with reporting instructions, the training installation concerned will provide competent authority with the circumstances by message and await disposition instructions. If IMSs arrive in the United States early for purposes of tourism, personal business, or for other reasons not related to SA training, they will be considered as being under the cognizance of their Washington-based attaché or other appropriate U.S.-based foreign national representative. A statement to this effect should be placed in their ITOs. During this pre-reporting period, IMSs will not be under DON sponsorship. In cases where the SAO is aware of such circumstances, competent authority should be apprised as early as possible before the IMSs arrival in the United States.

*c.* Coast Guard policies for international military student administration are to follow standard DOD/DON guidance; however, differences do exist (that is, wearing of uniforms, dependents, IMSO guidance, disenrollment). The Coast Guard IMSOs will coordinate with Commandant (G-CI) for all SATP matters.

#### **10-83. Biographical data**

Biographical data are required for officers taking training in CONUS as indicated in table 10-7.

#### **10-84. Visas**

IMSs reporting to the Naval Postgraduate School, Monterey, CA; Naval War College, Newport, RI; and Marine Corps Command and Staff College, Amphibious Warfare School, and School of Advanced Warfighting, Quantico, VA, will be advised that dependents should obtain A-2 or A-3 visas instead of B-2 or B-3 visas as the latter require renewals and fees.

#### **10-85. Security and political screening**

*a.* Security and political screening of IMSs will be accomplished by the appropriate activity before issuing any ITO authorizing DON SA training. ITOs issued to an IMS will specify the level of clearance granted by the IMS's government, if any, and, will fulfill the requirements for security assurances as defined in SECNAVINST 5510.54.

*b.* If there is some concern that an IMS might be a security risk, full particulars will be forwarded to Navy IPO or MCCDDC as appropriate.

## **10-86. Dependents**

*a.* Although IMSs are generally discouraged from bringing their dependents to CONUS while attending courses, they are encouraged to bring their dependents while attending the following—

- (1) Naval Command College.
- (2) Naval Staff College for International Officers.
- (3) Marine Corps Command and Staff College.
- (4) Marine Corps Amphibious Warfare School.
- (5) School of Advanced Warfighting.
- (6) Long-term resident postgraduate courses at NAVPGSCOL (excludes those in the aviation safety curriculum and at DRMI).

*b.* The living allowance rates for IMET IMSs accompanied by dependents will not be increased on the basis of having their dependents with them except for IMET IMSs bringing their dependents to the courses in (1) through (6) above.

*c.* IMET IMSs who are accompanied by dependents while attending the Marine Corps Amphibious Warfare School at MCCDC, Quantico, CA, and all courses conducted under the auspices of the Naval Postgraduate School, Monterey, CA, with the exception of the Aviation Safety curricula, will receive the higher “dependents authorized” rate as outlined in table 9-1. This rate is applicable regardless of availability of quarters and is payable whether the IMS lives on or off base.

*d.* IMET IMSs who are accompanied by their dependents while attending senior professional military education courses at the Naval Command College and the Naval Staff College for International Officers at NAVWARCOL, Newport, RI, the Marine Corps Command and Staff College or School of Advanced Warfighting at MCCDC, Quantico, VA, are authorized a special increase in living allowances to cover the additional costs incurred by students attending these senior courses. This allowance is payable as outlined in table 9-1, is applicable regardless of availability of quarters, and is payable whether the IMS lives on or off base.

*e.* SAOs will notify training installations 1 month before the arrival of IMSs accompanied by dependents. Failure to give such notification may cause embarrassing situations during initial reception and in the availability of quarters and sponsors.

## **10-87. Clothing and uniforms**

Clothing and uniform requirements for DON SA training are outlined in the DON SATP Programming Guide. The expense of these items must be borne by the IMSs or their government except for NAVSCIATTS. All NAVSCIATTS students attending courses that require special clothing such as safety shoes, fire retardant clothing, deck shoes, etc., will be issued these items on their arrival in Panama. The cost for this equipment is included in course costs charged to their government.

## **10-88. Grooming standards**

Training activity commanding officers will expect IMSs to maintain acceptable standards of appearance, conduct, health, and hygiene so as not to affect the discipline or morale of U.S. personnel. The DON SATP Programming Guide provides DON grooming standards. The SAO must make sure that each IMS is briefed on these standards. Foreign personnel enrolled in flying training, or in other training where operational or safety requirements require strict adherence to standards, must maintain those standards or face disenrollment as no waiver will be granted.

## **10-89. Correspondence procedures**

*a.* SAOs should consult cognizant unified command directives for specific details on their correspondence routing requirements.

(1) For Navy or predominantly Navy-sponsored training, SAOs should address correspondence to NETSAFA with information copies to Navy IPO, the unified commander, and other addressees as appropriate.

(2) For Marine Corps or predominantly Marine Corps-sponsored training, SAOs should address correspondence to MCCDC with information copies to Navy IPO, the unified commander, NETSAFA, and other addressees as appropriate.

(3) For Coast Guard or predominantly Coast Guard-sponsored training, SAOs should address correspondence to COGARD and NETSAFA with information copies to Navy IPO, the unified commander, and other addressees as appropriate.

*b.* Training activities should address correspondence to NETSAFA for Navy or predominantly Navy-sponsored training, to MCCDC for Marine Corps or predominantly Marine Corps sponsored training, and to COGARD (with an information copy to NETSAFA) for Coast Guard sponsored training. In each instance, information copies should be sent to Navy IPO, the SAO, and other addressees as appropriate.

*c.* Direct correspondence for routine matters relating to IMS administration is authorized between SAOs and training



activities and between training activities. Training activities may also forward command generated information packages to SAOs for forwarding to prospective students.

d. The "Subject" line of all correspondence relating to DON SA training should contain as a minimum five critical elements - fiscal year of training discussed, type of program (IMET or FMS), country concerned, WCN, and (for FMS training) FMS case designator. Additionally, a short narrative description of the contents and the MASL number (if applicable) may also be included. Examples are as follows—

- (1) "FY00 IMET PROGRAM FOR KOREA, WCN 7501."
- (2) "FY00 FMS TRAINING FOR SAUDI ARABIA, FMS CASE SR-P-TAU, WCN S8701."
- (3) "FY00 IMET PROGRAM FOR SOMALIA, WCNS 201, 202, AND 203."
- (4) "FY00 TRAINING FOR UNITED KINGDOM, FMS CASE UK-P-TDX, WCN S13, USMC COMMAND AND STAFF COLLEGE (P171801)."
- (5) "FY00 IMET PROGRAM FOR COLOMBIA, WCN 21, U.S. NAVY MTT SURVEY (P309001)."
- (6) "FY00 IMET PROGRAM FOR GREECE, WCN 180D, NAVAL GUNFIRE LIAISON OFFICER COURSE (P124265)."

e. When the subject line of record correspondence is not suited to the system outlined in d above, care should be taken to ensure that the subject is clearly identified.

### **10-90. International Military Student Officer (IMSO)**

The commanding officer of each DON command or activity engaged in SA training will appoint an IMSO. The IMSO may be either military or civilian. The IMSO will monitor and coordinate activities for the IMSs' training including implementation of the IP. The IMSO appointed 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. The IMSO is the command's representative to the IMS and the IMSs' representative to the command. As such, the IMSO is the keystone to the IMSs' successful completion of the training program.

a. IMSOs will be appointed for a minimum of 2 years, when possible, and will receive the necessary training to perform this important function. Training of Navy command IMSOs will be coordinated by NETSAFA and training of Marine Corps IMSOs will be coordinated by CG MCCDC CSW.

b. The IMSO's name, office, and telephone number (both commercial and DSN), must be reported to NETSAFA for Navy CG MCCDC CSW for Marine Corps training activities.

c. IMSOs will be responsible for the administration of IMSs while assigned to the training activity.

- (1) IMSOs will maintain biographical records on IMSs (for those courses indicated in table 10-7).
- (2) IMSOs will brief IMSs upon arrival at the training activity. This briefing will be conducted as soon as possible after the IMS arrives. Section VII provides guidelines for the conduct of this briefing.
- (3) IMSOs will maintain IMS records. The IMSO at the first training activity will initiate a training record on each IMS. This record will contain as a minimum the following—

- (a) Copy of ITO, amendments, and endorsements.
  - (b) Application for ID cards for IMSs and their authorized accompanying dependents.
  - (c) Instructor comments on the IMS's performance.
  - (d) A record of courses attended.
  - (e) Academic evaluation reports.
  - (f) Correspondence relating to indebtedness, traffic violations, civil law violations and charges, and other disciplinary incidents.
  - (g) A record of individual counseling given the IMS.
  - (h) A record of DOD IP activities that IMSs either participated in or were given the opportunity to participate in.
  - (i) Other documents as required.
- (4) IMSOs will transmit IMS personal and training records to the gaining training installation.
    - (a) IMSOs will transmit the IMS training record to the gaining installation not later than the IMS's graduation date.
    - (b) The IMSO at the last training installation will forward the IMS training record to the SAO. Prior to forwarding the training record, the IMSO will personally review its contents to determine that the record is complete and does not contain sensitive information. After review, the IMSO will forward the records not later than 10 days after completion or termination of all training authorized.

(c) The IMSO at the last training installation will also forward privileged medical records and classified training records to the appropriate SAO for review and disposition. Classified notebooks, workbooks, and similar documents developed by IMSs' attending formal training in the United States will be transmitted to the home service of the IMS through the SAO.

d. IMSOs must report infractions, incidents of a serious nature, or serious medical conditions or emergencies involving either IMSs or their dependents. The initial report will be by telephone followed immediately by a priority message. For Navy-sponsored IMSs, reports will be made to NAVY IPO via the chain of command and NETSAFA. For Marine Corps-sponsored IMSs, reports will be made to CG MCCDC via the chain of command, with information

copies to Navy IPO and NETSAFA. For Coast Guard- sponsored IMSs, reports will be made to COGARD via the chain of command, with information copies to Navy IPO and NETSAFA.

*e.* IMSOs will be the commanding officer's principal advisor for the IP.

### **10-91. Identification (ID) cards**

Identification cards will be issued to each international military and civilian student undergoing DON SA training, and to each authorized accompanying dependent, by the first CONUS training installation according to the BUPERSINST 1750.10, MCO P5512.11, and other appropriate directives.

### **10-92. Commissary and exchange service**

Commissary, exchange, recreational, and other privileges ordinarily available to U.S. military personnel and their dependents will be extended to international military students undergoing DON SA training in CONUS, and their authorized accompanying dependents, to the extent authorized by the BUPERSINST 1750.10, MCO P5512.11 or other appropriate directives. Privileges extended to civilian IMSs within CONUS are limited to those authorized for DOD civilian employees on TAD to military installations overseas. A guide for entitlement to benefits and privileges is provided as an enclosure to the NAVMILPERSCOMINST 1750.1A and offers specific guidance as to available medical, commissary, exchange, and theater privileges.

### **10-93. Medical**

*a. Medical and dental care.*

(1) Eligibility for medical and dental care will be determined according to the NAVMEDCOMINST 6320.31.

(2) Details on medical and dental care eligibility, medical and dental certification, physical and psychological training requirements, hospitalization, restrictions to medical care, return of IMS, reimbursement, and immunization prior to return to homeland, are provided in the DON SATP Programming Guide.

(3) When an IMS requires hospitalization as a result of illness or injury, the training installation (or the hospital, if the IMS has been admitted) will send a message report providing details. For Navy students this report will be sent to NETSAFA with information copies to Navy IPO, BUMED, the unified command, the SAO, and others as appropriate. For Marine Corps students this report will be sent to CG MCCDC CSW, with information copies to Navy IPO, BUMED, NETSAFA, the unified command, and others as appropriate. Special reporting requirements for IMS affected with Human Immunodeficiency Virus (HIV) are shown below.

*b. Human Immunodeficiency Virus (HIV).*

(1) DSCA provides policy for IMSs affected with HIV, sets requirements for HIV testing prior to reporting to the United States for training, delineates under what conditions students may be tested after arriving in the United States, and provides guidelines on the disposition of students who are diagnosed as HIV positive. Once a DON SATP-sponsored IMS is diagnosed as HIV positive, CONFIDENTIAL notification of those (see para b(3) below) who must take action should take place immediately to ensure proper staffing and coordination.

(2) IMSs who voluntarily request HIV screening will be tested, provided that the student's government approves and agrees to assume the cost of such testing. The IMS must also agree to accept the possible consequences of such screening, which may include—

*(a)* Counseling on the risks of disease transmission, methods of prevention, and IMS agreement not to donate blood.

*(b)* A comprehensive clinical immunological evaluation at least annually (at the country's expense for FMS students).

*(c)* Possible return to the home country.

(3) Due to the sensitivity of this issue and the requirement to closely coordinate all action with the State Department, Defense Department, and the Embassy of the country involved, all HIV related incidents involving IMS shall be immediately reported by CONFIDENTIAL message to Navy IPO (02), CG MCCDC (CSW), as appropriate, information CNO (N52), NETSAFA, BUMED, and the activity's chain of command. To protect the confidentiality of the individual, only the country code, student control number (SCN), and the worksheet control number (WCN) will be used. Report shall be made when first diagnosed and when confirmed by the Western Blot Test. The CONFIDENTIAL confirmation message should also contain the results of the medical evaluation for fitness for continued training.

(4) Upon obtaining all required information, and after coordination, Navy IPO, will provide disenrollment and/or final disposition instructions according to one of the following categories:

*(a)* Students in a progressive stage will have their training terminated immediately and be sent home.

*(b)* Students who only display serologic evidence of HIV infection will be processed on a case-by-case basis,

depending upon the medical evaluation and the type of training scheduled. Generally speaking, those involved in hazardous training will be terminated, while others may be allowed to complete some phases of their training pipeline.

(5) The above HIV policy does not apply to IMS dependents or to personnel under non-security-assistance sponsored programs. Requests for information on HIV screening policy for international students under non-security-assistance programs should be forwarded to the organization having responsibility for the program.

c. Medical coverage certification required for IMS and authorized dependents attending Naval Postgraduate School (NAVPGSCOL)—

(1) IMS scheduled for attendance at the NAVPGSCOL must certify that medical coverage not provided by the U.S. Government via reciprocity agreements or by the IMET program will be provided for the IMS and accompanying dependents. This certification will be provided to the servicing SAO as a prerequisite for enrollment.

(2) IMS attending NAVPGSCOL are unique in that their length of stay is considerably longer than other U.S. Professional Military Education (PME) courses of study (18 months to 4 years, depending on student's curriculum). Excessive medical costs cause undue hardship on IMS not covered by reciprocity agreements, IMET or the student's government. This medical coverage certification is therefore required to prevent financial calamity for the IMS and to assure prompt payment of medical providers.

(3) The certification must assure coverage for—

(a) Inpatient care, outpatient care, medical examinations and immunizations.

1. Non-NATO IMS and/or accompanying dependents sponsored by the Foreign Military Sales (FMS) Program.

2. Accompanying dependents of a non-NATO IMS sponsored by the IMET program.

(b) Inpatient care provided to—

1. NATO/and eligible PFP IMS and/or accompanying dependents sponsored by the FMS program.

2. Accompanying dependents of a NATO/and eligible PFP IMS sponsored by the IMET program.

3. The certification to the SAO must either—

a. Authorize a medical line in the FMS case sponsoring the IMS and accompanying dependents; and

b. Authorize the establishment of an FMS case for paying medical bills incurred by the IMS or accompanying dependents; and

c. Authorize its embassy in the U.S. to pay medical bills incurred by the IMS or accompanying dependents; or

d. Demonstrate proof of adequate medical insurance coverage for the IMS and/or accompanying dependents.

#### **10-94. Public affairs and information**

Current policy regarding public affairs and information is contained in the U.S. Navy Public Affairs Manual and the U.S. Marine Corps Public Affairs Manual.

#### **10-95. Incident reporting**

a. Infractions or incident of a serious nature involving either IMSs or their dependents will be reported immediately. The initial report will be by telephone followed immediately by a priority message. For Navy-sponsored IMSs, reports will be made to Navy IPO via the chain of command and NETSAFA info CNO (N52). For Marine Corps-sponsored IMSs, reports will be made to CG MCCDC via the chain of command, with information copies to Navy IPO and NETSAFA. The report will include appropriate recommendations.

b. Due to the sensitive nature of such reports, distribution will be limited to those organizations or activities indicated in a above.

c. The following will be immediately reported as outlined in a above—

(1) Serious breaches of discipline.

(2) Matters involving civil authorities.

(3) Incidents considered to have politico-military implications.

(4) Situations considered outside the purview of local commands or installations.

#### **10-96. Unauthorized absence**

When an IMS is on unauthorized absence in excess of 5 calendar days, the training installation will report the absence to local U.S. immigration authorities. NETSAFA (for Navy training) or CG MCCDC (for Marine Corps training) and appropriate elements of the activity's chain of command will be advised of this action. If an IMS fails to return to homeland as scheduled after the completion of training, the IMS will be considered in an unauthorized absence status and reports will be made as outlined above.

#### **10-97. Deaths**

If an IMS under DON sponsorship dies while undergoing training with U.S. forces or while traveling in relation to the training, the remains will generally become the responsibility of the DON until return to the home country's custody can be made. Basic guidance is contained in NAVMEDCOMINST 5360.1. Detailed instructions on actions to be taken with respect to the remains will be provided by BUMED after coordination with Navy IPO (for U.S. Navy sponsored

IMS's) or CG MCCDC (for Marine Corps sponsored trainees). Bills for services in connection with the disposition of a deceased IMS under the IMET program will be submitted to BUMED for certifying. Bills will then be forwarded to NETSAFA for addition of the appropriate accounting data before submitting for payment. Bills for services in connection with the disposition of remains of IMSs in IMS training status will be submitted to BUMED for certification and forwarded to the appropriate embassy for payment.

#### **10-98. Disenrollment.**

*a.* In the absence of standard agreements with countries involved in SA training, IMSs cannot be disciplined according to the Uniform Code of Military Justice. Disenrollment is the only disciplinary 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. Disenrollment is also the only option available in the case of an IMS who cannot succeed academically.

*b.* Authority to disenroll IMSs will be executed by the Deputy Director, Navy IPO for Navy sponsored IMSs. Authority to disenroll IMSs will be executed by CG MCCDC for Marine Corps sponsored IMSs.

*c.* Disenrollment of an IMS indicates that the mission of training contracted for under an IMET or FMS training program has not been accomplished. Therefore, disenrollment must be viewed as the last resort. Experience has shown that contact with IMSs by officials of their 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's attitude in pursuing the course of instruction. To effect this contact, disciplinary and academic problems must be brought to the attention of SA training points of contact within the chain of command and either NETSAFA or CG MCCDC as appropriate, should be contacted as early as possible.

*d.* To facilitate the proper documentation, reporting, and resolution of academic and disciplinary problems, the following system will be implemented by all DON activities providing SA training to IMSs:

*(1) Warning.*

*(a)* When an IMS indicates nonconformity to established standards of behavior or has failed to achieve required academic progress, the IMSO will formally counsel the IMS concerning these shortcomings. The IMS will be advised of the exact nature of the behavior or performance that has failed to meet established or required standards. The IMS will be advised that an official warning is being provided and that change is required to avoid the IMS's placement on probation (the last stage before disenrollment). The IMS will be advised of the exact nature of the change required, and of the time period the IMS is being given to make the required change.

*(b)* The IMSO will make an official record of the counseling session and enter it into the IMS's 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's training record upon the IMS's successful completion of the current course of instruction.

*(2) Probation.*

*(a)* 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 nonconformity to established standards of behavior, the IMS will officially be placed on probation.

*(b)* If an IMS is placed on probation, the commanding officer will formally counsel the IMS. The IMS will be advised of the exact nature of the behavior or performance that has failed to meet established or required standards, that the IMS is officially being placed on probation, that the IMS must change to avoid recommendation for disenrollment, of the exact nature of the change required, of the time period in which the change must occur, and that the IMS's Washington, DC, based attaché or other government official will be notified of this action. These details will be recorded in an official letter to the IMS from the Commanding Officer that will be provided to the IMS during the official counseling session. A copy of this letter will be placed in the IMS's training record and will remain in that record until the IMS successfully completes all CONUS based training. If the IMS's conduct or 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 SAO.

*(c)* Navy IPO or CG MCCDC, as appropriate, will notify the Washington, DC, based representative of the IMS's government.

*(3) Disenrollment.*

*(a)* 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 Navy IPO (info CNO (N52)) for Navy sponsored IMSs and to CG MCCDC for Marine Corps sponsored IMSs. Information copies of any correspondence relating to disenrollment will be provided NETSAFA. 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's training record and will be forwarded to the SAO after the IMS's return to homeland.

(b) Navy IPO or CG MCCDC, as appropriate, will notify the Washington, DC, based representative of the IMS's government.

(c) NETSAFA or CG MCCDC, as appropriate, will provide disposition instructions to the training activity involved. Copies will be provided to Navy IPO, CNO (N52), the unified command, the SAO, and the Washington, DC, based representative of the IMS's government.

### **10-99. Political asylum**

a. Procedures are implemented within the DON by SECNAVINST 5710.22. The U.S. Navy point of contact for implementation of these policies is the Ocean Policy Officer (N514G), Strategy and Policy Division (N51), Office of the Chief of Naval Operations. The U.S. Marine Corps point of contact for implementation of these policies is the Operational Law Branch (JAO), Marine Corps Judge Advocate General Division, Headquarters, U.S. Marine Corps.

b. Distribution of messages concerning this subject should be strictly limited to protect the confidentiality of the IMS. In no case shall a training activity include in-country addresses. Message should be addressed as follows:

- (1) Navy activities should address reports to CNO (N514G), info Navy IPO, NETSAFA and the chain of command.
- (2) Marine Corps activities should address reports to CG MCCDC and CMC (JAO), info Navy IPO, NETSAFA and the chain of command.
- (3) Further dissemination of information will be determined at the SECNAV, CNO or CMC levels.

### **10-100. Visits**

Procedures for the approval of visits by representatives of foreign governments or international organizations to DON commands, activities, or facilities, are outlined in SECNAVINST 5510.54. IMSs desiring to visit a DON command, activity, or facility for a purpose not related to their SA training must submit to Navy IPO a request for such a visit through normal country visit request channels.

### **10-101. Student control number (SCN) assignment procedures**

For accounting purposes, each IMS undergoing training in the United States under DON sponsorship is identified by an SCN. The SCN is a unique number that identifies the IMS for any subsequent training, including training received in later FYs. The SCN enables all training provided to any IMS to be identified and linked regardless of the year that it was provided. Details on obtaining and utilizing SCNs are provided in the DON SATP Programming Guide.

### **10-102. Classified training**

IMSs are permitted to participate in classified training if disclosure has been authorized by Navy IPO, by CG MCCDC, or by a commander delegated authority in the SECNAVINST 5510.34. Under no circumstances will classified training be provided without a disclosure authorization.

a. Proposals for enrollment of IMSs in formal classified courses conducted by the U.S. Navy must be submitted to NETSAFA for coordination. Proposals for enrollment of IMSs in formal classified courses conducted by the U.S. Marine Corps must be submitted to CG MCCDC for coordination. NETSAFA or CG MCCDC will coordinate with Navy IPO as required. Disclosure authorization will be provided to the appropriate commands upon notification that the training is definitely scheduled. Proposals for unclassified training involving U. S. submarine-related information will also be forwarded to Navy IPO for approval.

b. When the annual SATP requirements (both IMET and FMS) are submitted, the information listed below should be forwarded to NETSAFA (for U.S. Navy training) or CG MCCDC (for U.S. Marine Corps training) for advance planning coordination. NETSAFA and CG MCCDC will coordinate with Navy IPO as required.

- (1) Training commands at which classified training is desired.
- (2) MASL identification number, course identification number, and course title.
- (3) Countries scheduled to attend.
- (4) Classification of course.
- (5) Class convening data.

c. Approval for programming classified training will not constitute a disclosure authorization. A minimum of 45 working days is required for disclosure processing. Upon completion of the processing, the appropriate commands will be given the necessary disclosure authorization. CG MCCDC or other commands delegated this authority will advise Navy IPO by record correspondence of all disclosure authorizations granted.

d. Training installations are required by SECNAVINST 5510.34 to submit an up-to-date list of classified information and materials used both in regular DON courses in which IMSs can be enrolled and in courses specifically designed for IMSs. These listings of classified information and materials are submitted to NETSAFA (for Navy courses) or CG MCCDC (for Marine Corps courses). NETSAFA or CG MCCDC will coordinate with Navy IPO as required. When course content changes from the previous submission, training installations will submit to Navy IPO (info NETSAFA for Navy courses or CG MCCDC for Marine Corps courses) a revised listing of classified information

and materials proposed for use in the course. NETSAFA and CG MCCDC will coordinate with Navy IPO as required. In this submission, an asterisk should be used to identify new information or materials. A listing of classified information and materials to be used in classified courses subsequently proposed for the training of IMSs, will be provided to Navy IPO (info NETSAFA for Navy courses or CG MCCDC for Marine Corps courses) at least 45 working days before the start date of the proposed training. Again, NETSAFA and CG MCCDC will coordinate with Navy IPO as required. All listings of classified information and materials used in classified courses will be in the format outlined in the SECNAVINST 5510.34 by 15 March annually. Advise NETSAFA or CG MCCDC as to the latest listings of classified information and materials used in classified courses remain valid. If they are not, a new listing of classified information and materials must be submitted for each course where there is a change. NETSAFA and CG MCCDC will coordinate with Navy IPO as required.

*e.* In the case of classified OJT, disclosure authorization by Navy IPO (or by CG MCCDC or another command acting under a disclosure delegation set forth in SECNAVINST 5510.34) cannot be granted until Navy IPO (or the appropriate command) has been informed of the classified content of the training by the activity conducting the training. This applies whether OJT was arranged through the annual training program or by other means. A minimum of 45 working days must be allowed for processing the disclosure authorization.

### **10-103. Shipyard training**

Before any commitment is made to perform training in United States shipyards or repair facilities, permission must be obtained from the Commander, Naval Sea Systems Command (NAVSEASYS COM). Facilities involved in naval nuclear propulsion will provide training only after approval has been given and then only rarely. When it is imperative that an IMS receive training in a shipyard engaged in work on nuclear-powered vessels, the following applies—

*a.* The requester must provide complete justification for the proposal to train in such a facility. This justification will address the following items:

- (1) Specific need for such training.
- (2) Reasons why the training cannot be provided elsewhere.

*b.* Procedures for obtaining approval are outlined in the SECNAVINST 5510.34.

*c.* A full-time escort will be required if training is permitted. The requester must address provisions for reimbursement of appropriate charges incurred.

### **10-104. Release of course catalogs**

All such requests should be relayed to NETSAFA for Navy courses or CG MCCDC for Marine Corps courses. Training installations are not authorized to issue course catalogs direct to foreign requesters unless approved by Navy IPO or CG MCCDC as appropriate.

### **10-105. Release of IMS training notes**

*a.* Only student notes and locally prepared course materials can be provided by DON training activities to the pertinent SAO with appropriate release forms, other classified publications used during instruction of the classified course such as texts and schematics must be requested by the foreign government through normal channels.

*b.* Before shipping classified student notes and locally prepared course materials, the training activity will ensure these materials are reviewed and bear the appropriate U.S. security classification markings. Student notes and course materials that cannot be reviewed because they are written in a foreign language should be marked with the highest classification of information disclosed during the course. All classified materials will be conspicuously marked by stamp or other means, to indicate- highest classification of included material, date of review, name and rank of reviewing official, name of cognizant activity and course of training involved. The “Third Country” marking required by SECNAVINST 5510.34 will also be applied to the cover of each classified document. After the appropriate markings are applied, the material will be forwarded to the SAO for transmittal to the foreign government. (If the authorized address in the Standard Navy Distribution List is other than the SAO’s, passing instructions should be included.) In the case of ship’s crew training, classified student notes and locally prepared material may be delivered directly to the ship if it is accessible.

*c.* Classified material that contains communications security (COMSEC) information must be forwarded via COM-NAVSECGRU to the SAO for transmittal.

### **10-106. Termination of training and SATP records disposition**

*a.* The DON SATP Programming Guide provides guidance on actions required by the IMSO when CONUS training is terminated by graduation/completion, at the request of the IMS’s government, as a result of illness, as a result of disenrollment, or for any other reason.

*b.* NETSAFA, as FMS Training Case and IMET Program Administrator, is responsible for the disposition of all Security Assistance Training Program records dealing with individual IMSs and individual country training programs; CG MCCDC has similar responsibilities for Marine Corps SATP records. This includes, but is not limited to, ITOs, Status Reports, correspondence, messages, NAVGRAMS ETC. If NETSAFA is an info addressee on any such correspondence, activities may destroy their copy when no longer needed. If NETSAFA is not in receipt, the report

should be forwarded to NETSAFA for determination and further disposition on a case by case basis. Reports dealing with the IMS academic evaluation should be included in the individual IMS training jacket that is eventually forwarded to the SAO, who in turn keeps a permanent copy. Training activities may destroy their copy of evaluation records as directed in Section SSIC 4950, SECNAVINST 5212.5C. For all other SATP-related correspondence or reports apply pertinent subject matter instructions from SECNAVINST 5212.5C.

#### **10-107. Academic evaluation reports**

*a.* Academic evaluation reports will be prepared for each IMS undergoing training under the DON SATP. These reports provide the major source of information available to the SAO and the foreign government to assess the IMSs academic achievement. They are required for IMSs in all types of DON conducted or sponsored training including classroom training, on-the-job training, observership training, and contractor training.

*b.* The DD Form 2496 will be utilized for the preparation of these reports for most DON-conducted or-sponsored training. The DON SATP Programming Guide identifies those courses for which an alternate academic evaluation report is authorized or for which no report is required. Course title, CIN and MASL should be shown in Block 10. Do not, repeat, do not describe Informational Program activities on this form.

*c.* Details on the preparation and forwarding of these reports are provided in the DON SATP Programming Guide.

#### **10-108. Foreign trainee status reports**

*a.* Foreign trainee status reports provide details of IMS attendance at all types of DON conducted or sponsored training. These reports are required on IMSs in all types of DON conducted or sponsored training including classroom training, on-the-job training, observership training, and contractor training. They are required in addition to required ITO endorsements or academic evaluation reports. These reports are used for tracking and billing purposes. (See Fig. 10-3.)

*b.* All DON commands or activities conducting or sponsoring SA training for IMSs are required to submit these reports. Details on the completion and submission of these reports are provided in the DON SATP Programming Guide.

*c.* Report symbol OPNAV 4950-13 is assigned to this reporting requirement and is approved for 3 years from the date of this regulation.

### **Section IX**

#### **Department of the Air Force**

#### **10-109. International Military Student Administration**

A report of IMSs failing to arrive as scheduled will be submitted by the gaining IMSO to the last training installation with information copies to AFSAT, 2021 1st Drive West, Randolph AFB, TX 78150-4300, SAF/IA, 1080 Air Force Pentagon, Washington, DC 20330-1080, and the appropriate SAO within 48 hours after scheduled arrival.

#### **10-110. U.S. Air Force standards**

The SAO must make sure that each IMS is briefed on U.S. Air Force grooming standards in AFI 36-2903.

*a.* IMSs will normally be required to comply with the provisions of AFI 36-2903. Training installation commanders will expect IMSs to maintain acceptable standards of appearance, conduct, health, and hygiene so as not to affect the discipline or morale of U.S. personnel.

*b.* International students enrolled in flying training courses, or in other training where operational or ground safety requirements require strict adherence to AFI 36-2903 standards, must maintain those standards or face disenrollment as no waiver will be granted.

*c.* When religious precepts or national laws preclude compliance, a substantiated request for waiver to AFI 36-2903 standards will be forwarded by the SAO to AFSAT and will include a copy of the country's proposed grooming standards. These requests will be evaluated on a case-by-case basis; approved exemptions will be recorded and maintained by AFSAT. AFSAT will be responsible for updating and advising CONUS IMSOs of approved exemptions. Waivers do not apply to flying training courses or to courses where operational or ground safety is a consideration.

*d.* The physical standards prescribed by Air Force regulations should be enforced only when deviation from the standard would present an operational or safety hazard or would prevent successful completion of the course.

## **10-111. Responsibilities of Country Liaison Officers (CLOs)**

*a.* Air Force training units requiring a CLO to assist the USAF with IMS administration must forward a request to AFSAT for review, approval, and further staffing with SAF/IADV. The request will contain the following information.

- (1) Proposed position description of the CLO to include the USAF supervisor.
- (2) Justification for the position.
- (3) USAF installation and location of the Extended Visit Authorization (only one location may be specified.)
- (4) Other USAF or contractor facilities to be included in the position for recurring visits and justification.
- (5) Disclosure considerations, to include—
  - (a) Highest level of security classification required for the position.
  - (b) Methods of information disclosure.
  - (c) Categories of disclosure IAW AFI 16-201.
  - (d) Security arrangements (that is, badging, escort requirements, etc).

*b.* After SAF/IADV approval of the CLO position description, AFSAT will forward the proposal to country. Upon country approval and identification of the officer to be assigned as CLO, AFSAT will process a request for an Extended Visit Authorization to SAF/IADV. Once approved, the training unit will—

- (1) Maintain a current copy of the Extended Visit Authorization.
- (2) Insure that specific restrictions included in the Extended Visit Authorization are complied with.
- (3) Insure that the local FDO, MAJCOM/FDO, and SAF/IADV are informed of the CLO's supervisor, physical location, or other proposed changes to the Extended Visit Authorization.
- (4) Revalidate the CLO position NLT 60 days prior to the expiration date of the Extended Visit Authorization.

*c.* MAJCOM/FDOs and local FDOs which have CLOs under their control will—

- (1) Insure that the USAF supervisor is adequately briefed on his/her responsibilities.
- (2) Insure that the CLO's work environment is separated to the extent necessary to preclude uncontrolled access to files, materials, and discussions not authorized for release.
- (3) Complete the Extended Visit Authorization paperwork required for the CLO position.

*d.* While assigned to USAF installations, CLOs will comply with all USAF, MAJCOM, and local installation rules and regulations.

*e.* The use of unclassified information systems (DSN, USAF mail/distribution system, FAX machines, etc.) will be at the discretion of the USAF supervisor in coordination with the local FDO. When using USG information systems, the CLO will—

- (1) Identify themselves in conversation or writing as CLOs.
- (2) Use country specific stationery (use of official USAF letterhead stationary is not authorized).

*f.* Other policy issues and CLO duties are delineated in paragraph 10-8.

## **10-112. Designation and duties of IMSOs**

*a.* The installation commander will designate an individual as IMSO to serve as the primary focal point for IMS matters and will forward the name, grade, organization, and telephone number to AFSAT, Randolph AFB, TX 78150-4302. If projected IMS loads do not justify a dedicated position for the IMSO function, it may be combined with other functions. However, IMSO duties will receive top priority in event of conflict. 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 and training for IMSOs are crucial. Contact AFSAT to schedule orientation and DISAM training. In addition, installations should program funds for Cross-Cultural Communications training at the USAF Special Operations Schools (USAFSOS). Contact USAFSOS/EDRC, Alison Building, 357 Tully Street, Hurlburt Field, FL, 32544-5800 for quotas.

*b.* IMSOs will initiate action through AFSAT to resolve problems related to grooming standards and religious principles that deviate from AFI 36-2903.

*c.* IMSOs will maintain the IMS's personnel and training record, using the four- part AF Form 10 (Unit Personal Record Group). A complete personnel and training record file will be maintained on each IMS except for those



participating in orientation tours. Specific record maintenance, transmittal, and disposition instructions are contained in other U.S. Air Force sections. IMS records will be organized as follows—

(1) *Section 1.*

- (a) DD Form 2339 (International Military Student Information).
- (b) DD Form 1172 (Application for Uniformed Services Identification Card DEERS Enrollment).
- (c) ITO (two copies).

(2) *Section 2.*

- (a) Student training records.
- (b) Qualification/observation/familiarization training request.
- (c) AF Form 797.
- (d) IMS academic report.
- (e) Certificates or awards.
- (f) Notification of faculty board actions.
- (g) Holdover actions, advancements, withdrawals.

(3) *Section 3.*

- (a) Incident reports with final results.
  - (b) Complete history of individual counseling.
  - (c) Miscellaneous correspondence (for example, hospitalization, arrival, in/out processing checklists).
- (4) *Section 4.* AF Form 1217 (Informational Program (IP) Data Card).

d. Specific Air Force records will be maintained by IMSOs; that is, flight and personnel records for technical school IMSs.

e. The SAO is responsible for the initial preparation of biographic data. In cases where the biographic data records are not received from the SAO, base IMSOs are authorized direct communication with the SAO to obtain the data required to complete this record. An information copy will be sent to AFSAT.

f. The IMS's academic report (DD Form 2496) will be used to record instructor comments on the IMS's strengths, weaknesses, idiosyncrasies, and attitude. Comments should be made during the course of instruction as well as after completion. Instructions for completion of DD Form 2496 are contained in figure 10-4.

g. IMSOs will transmit IMS training records to the gaining base or activity not later than the IMS's graduation date. Failure to fulfill this requirement will be explained through channels to AFSAT, 2021 1st Drive West, Randolph AFB, TX 78150-4302.

(1) The IMSO will collect all appropriate documents and forward the complete personnel and training record file to the gaining installation. Every effort will be made to ensure that the file contains the final grade sheet for the course. However, the file will not be held pending receipt of the final grades. An appropriate notation that the IMS did complete the course and that the final grade sheet is forthcoming will suffice.

(2) The final CONUS training installation IMSO will personally review the contents of this file. After review, the IMSO will forward the records not later than 10 days after the IMS's graduation to the appropriate SAO. Release of information in the training record to foreign country personnel will be at the discretion of the SAO. However, records should be screened carefully to ensure that information of a sensitive nature is removed.

(3) Personnel and training record files maintained on IMSs training outside CONUS will be transmitted as directed by the component command.

(4) Privileged medical records and classified training records will be forwarded to the appropriate SAO for review and disposition.

h. Classified notebooks, workbooks, and similar documents developed by IMSs attending formal training in the United States will be transmitted to the home Service of the IMS through the SAO; AF Form 349 (Receipt for Document Released to Accredited Representatives of Foreign Nations) will be obtained for this purpose.

i. AFSAT is authorized to issue the appropriate SATP fund citations when justified for the purposes listed in paragraph 10-7c(1) and (2). This includes attendance at the special IMSO course conducted by DISAM, when invitations have been extended through appropriate command channels.

j. The IMSO will use AF Form 623 (On-the-Job Training Record) or an outline of the familiarization or qualification training provided to an IMS (to include the type of equipment used) when applicable. The IMSO will—

- (1) Brief the project officer or NCO on the use of appropriate training and evaluation records.
- (2) Be familiar with all familiarization and qualification training being conducted on the installation as well as the classification of that training.
- (3) Brief each IMS undergoing familiarization or qualification training and his or her supervisor to ensure that all understand the method of training. The IMS must realize that he or she will receive only the training described on the

training detail sheet (see fig 4-2). Therefore, careful preparation of the detail sheet by the SAO is critical to avoid any misunderstanding.

(4) Ensure that the training detail sheet and associated documents are included in the IMS's personnel and training record file upon completion of training. This file will be forwarded to the next training location or to the SAO.

*k.* For familiarization or qualification training, the training activity will—

(1) Prepare necessary training records or documents.

(2) Brief IMSs on organizational policies, procedures, and responsibilities related to their environment.

(3) Perform an initial evaluation of IMSs and brief them on the training objectives within the first full duty day after in processing.

(4) Evaluate and monitor the effectiveness of the training program and ensure the IMS meets the training objectives listed on the forms. Ensure that all training is properly documented and the classification is stated and clearance obtained prior to providing training.

(5) Ensure that the installation IMSO is informed on the IMS's progress.

(6) Notify the installation IMSO of any interruption of or deviation from the scheduled training.

(7) Coordinate training problems with the appropriate agency.

(8) Forward all training records to the installation IMSO upon completion of training.

(9) Ensure IMSs receive AF Form 1256 (Certificate of Training).

*l.* When it has been determined that an IMS is absent without leave, the installation IMSO will advise AFSAT within 48 hours by message, with an information copy to SAF/IAX, the SAO, and the unified command. Notification will include the IMS's name, project line or WCN number, effective date and time of absence, and any information regarding events that may have led up to or contributed to the absence. When an IMS is AWOL in excess of 5 calendar days, the installation IMSO will report the absence to the local U.S. immigration authorities and advise SAF/IAX and AFSAT of the action.

*m.* When the IMSO determines that a request for political asylum has been made, the IMSO will immediately comply with AFI 51-704.

*n.* The IMSO should be advised of intended CONUS faculty board action at least 10 days in advance of board proceedings. The IMSO should advise AFSAT/CC by telephone of intended board action as soon as the requirement for faculty board action is known; AFSAT will then inform the country air attaché or embassy and invite those representatives to attend the faculty board if they wish to attend. In the notification to AFSAT, faculty board action for flying students should contain the type of aircraft flown and the number of hours flown. Board proceedings will be processed as expeditiously as possible. Immediately upon receipt of the approved proceedings, the IMSO will forward the original to AFSAT for appropriate action. After processing at AFSAT, the faculty board proceedings will be forwarded to the SAO.

(1) If the IMS is eliminated, the specific cause must be cited. English language, per se, must not be cited as the specific cause of elimination; however, if it was a contributing factor, this must be noted in board proceedings. The eliminated IMS will not receive further training without approval from the SAO or the country concerned.

(2) If the faculty board determines that a flying-training student displays a lack of aptitude or dangerous tendencies that cannot be safely corrected, the IMS must be eliminated regardless of the number of hours flown.

### **10-113. Clothing and equipment**

*a.* SAOs must determine special clothing and equipment requirements, which are generally listed in AFCAT 36-2223.

*b.* AFCAT 36-2223 describes the special clothing and equipment provided for undergraduate pilot training (UPT) and undergraduate navigator training (UNT). AFCAT 36-2223 also contains a detailed listing of the items IMSs will receive, all of which are for retention whether the IMS completes the course or not.

*c.* Lost, damaged, or destroyed special clothing or individual equipment will be accounted for as stated in AFMAN 23-100.

*d.* Every attempt will be made to have the IMS use personal funds to purchase clothing or equipment not included in the tuition rate. When the IMSO verifies that the IMS does not have funds and the items are required to accomplish the training, the IMSO will immediately notify AFSAT and obtain a signed statement from the student that the individual does not have funds to defray the cost of the items. This statement will be submitted to AFSAT, along with the SF 1080 billing, student's ITO, and a receipt indicating charges.

(1) For FMS IMSs, a "Services" WCN, MASL D365005 (clothing and equipment), will be established in the applicable FMS case (if one does not already exist), and the billing will be processed. The purchasing government will be advised of the charges and items of clothing or equipment, when charges are known. These charges will be charged to the applicable FMS case.

(2) For IMET IMSs, AFSAT will process the billing against available IMET funds, taking action to increase the IMET funding by adjusting the IMET tuition rate for the specific WCN.

*e.* IMSs whose service uniforms are not suitable for CONUS climates are permitted to purchase U.S. Air Force

uniforms and clothing (without distinctive buttons or insignia) on a cash-only basis from Air Force clothing sales stores. Items authorized for purchase are listed in AFMAN 23-100.

*f.* When uniforms are to be purchased in the United States, SAOs will ensure that IMSs have sufficient funds in their possession for such purchases.

#### **10-114. Deceased IMSs**

Funeral services will not be conducted until appropriate instructions concerning the disposition of the remains have been received from HQ USAF (AFI 34-501).

*a.* As stated in AFI 34-501 and other applicable mortuary affairs publications, services and supplies will be acquired from a funeral home holding a contract for care of remains, if a contract is in effect in the area in which the death occurs. If a contract is not in effect, necessary services and supplies will be acquired through negotiation. Funeral director invoices for services and supplies will be submitted to AFSAT/RM, Randolph AFB, TX 78150-4302.

*b.* Requirements for foreign flags suitable for covering a casket should be established under the instructions in AFMAN 23-100. Flags should be procured through supply channels.

*c.* Accounts for deceased SATP IMSs will be submitted to the local accounting and finance officer for processing according to AFR 177-103 as follows—

(1) The original plus four copies of the appropriate series of DD Form 1351 computed to show the amounts due the deceased and certified by the personnel officer.

(2) Three copies of the current ITO, attached to the applicable DD Form 1351 series.

(3) AF Form 1122 (Personal Property Inventory) to accompany the effects as listed in AFI 34-501. Articles that cannot be shipped (for example, automobiles) will be disposed of as directed in writing by the appropriate country representative.

#### **10-115. Dependents**

Students will not be encouraged to bring their dependents with them or to have their dependents join them later.

*a.* Exceptions to this policy are approved for CLOs and for IMSs attending the Air War College, Air Command and Staff College, the Squadron Officers School, and the AFIT graduate programs, provided the IMS is financially able to defray the cost of housing, food, and medical care for dependents in the U.S. This exception is valid for any programmed prerequisite and follow-on training for these IMSs. Authorized dependents must be reflected in the IMS's ITO.

*b.* On-base housing for IMSs with dependents is not guaranteed and normally not available.

#### **10-116. Disciplinary actions**

*a.* USAF training activities will report IMS misconduct to AFSAT. AFSAT will determine follow-on actions and will inform the country CLO. For continued misconduct, AFSAT may direct termination of the training and the immediate return of the IMS to his or her country. Cases that may possibly have serious international implications will be forwarded to SAF/IA for a final decision.

*b.* In addition to notifying AFSAT IAW paragraph 10-36c, all serious CONUS breaches of military discipline or occurrences within civilian jurisdiction will be immediately reported according to JCS Pub 6, vol V, to HQ USAF, WASH DC //JAI// and HQ USAF WASH DC //XOOOC//. These elements will relay the reports to SAF/IA and AFSAT through command channels. All OPREP-3 reports to HQ USAF/XOOOC will include the statement: "Pass to SAF/IA." If SAF/IA determines the need for a teletype record report, notification will be provided via USAF/XOOOC.

*c.* Reports should be prepared with the assistance of the office of the servicing staff judge advocate. Reports of serious incidents are necessary when one or more of the following circumstances exist:

(1) International military personnel are placed in U.S. pretrial confinement by U.S. authorities.

(2) International military personnel are allegedly or actually mistreated by U.S. authorities.

(3) Domestic or foreign public interest is likely to be roused.

(4) A jurisdictional question has arisen.

(5) International military personnel have been killed or seriously injured by their dependents.

(6) Post-trial confinement (imprisonment) is likely to be imposed.

*d.* IMSs will be subject to AFI 31-401 and pertinent laws concerning the safeguarding of military information affecting national defense.

#### **10-117. Disposition of IMSs**

*a.* AFSAT will be advised of pending faculty boards by message or AF Form 1761 (International Student Status Report).

*b.* If an IMS is considered permanently disqualified for flying duty, a report of medical examination will be

prepared as indicated in AFI 48-123, and forwarded through the Command Surgeon for review by HQ USAF/SGPA, 170 Luke Avenue, Bolling AFB, WASH DC 20332-5113, to determine final disposition.

c. For IMSs, attending familiarization or qualification training the training installation will request disposition instructions from AFSAT by message.

#### **10-118. Flying in U.S. Air Force aircraft**

a. Item 12c(3) of the original ITOs issued by the SAO will indicate when IMSs' government certifies that they are physically, professionally, and administratively qualified to fly in aircraft from their home country air force as pilots or other applicable crew members. If flying hours for flying are not available, IMSs should be advised to obtain a waiver of proficiency flying requirements from their home country air force covering the duration of their training.

b. When IMSs who are authorized to participate as aircrew members report for duty or training at AF installations, they must have a transcript of their flying records or certification outlining qualifications, aeronautical rating, and flying time (conventional or jet). In addition, IMSs must complete all U.S. Air Force requirements such as physical and written examinations and flight proficiency checks before assuming flying duties.

c. Space-available travel in military aircraft during leave is not authorized.

d. Consistent with the provisions of DOD 4515.13R, Government use of administrative support airlift may be authorized for IMSs as indicated in (1) and (2) below. IMSs may fly as passengers on U.S. Air Force passenger-carrying aircraft when space is available. However, aircraft used for this purpose must be flying in support of assigned command mission requirements.

(1) From the port to the first training installation, between training installations, and from final training installations to port of embarkation.

(2) When an IMS is in official TDY status as part of a scheduled training course or is performing duties as a CLO, including organized IP activities.

e. IMSs may be authorized to participate as crew members as prescribed by AFI 11-401.

f. DOD Instruction 7230.8 is the governing publication for demonstration flights requiring an FMS case.

#### **10-119. Graduation**

Upon successful completion of a formal course of instruction, each IMS will be issued a suitably embellished certificate or diploma (AF Form 1256 (Certificate of Training) or similar document), provided all outstanding debts to USG activities are paid. IMSs to be graduated with distinction will be reported to the appropriate SAO by message with the information given in a through e below. An information copy will be sent to AFSAT, and the unified command.

a. Name, grade, and country.

b. Course of instruction.

c. Date of graduation.

d. Type of award.

e. Brief citation that indicates the size and composition of the class and the IMS's accomplishment.

#### **10-120. Laundry service**

Laundry service is authorized for IMSs at rates charged U.S. Air Force officers and airmen as stated in AFR 34-901.

#### **10-121. Name tags and rank insignia**

Name tags will be issued by the first training installation as indicated in HAF-IAX(Q)7103 submission. Due to the variance in international military uniforms, white nametags will be issued to officers and blue to enlisted personnel. This will assist U.S. military personnel in affording the appropriate military protocol to IMSs. USAF rank insignia may also be issued to IMSs.

#### **10-122. Quarters**

a. Generally, IMSs are considered to be in a TDY status if the length of training is less than 20 weeks; however, all IMSs assigned to DLIELC, Lackland AFB, TX, are considered to be in a TDY status regardless of course length. IMSs in TDY status are provided separate accommodations from those in PCS status. The provisions of AFI 34-601 apply to unaccompanied students occupying unaccompanied personnel housing.

b. All SATP IMSs who occupy U.S. Air Force VOQ or VAQ facilities must personally pay the applicable service charge with the exception of those enlisted personnel authorized a living allowance under IMET. IMSs in PCS status also may be required to pay service fees. Rates vary by location, depending on the services provided. Reimbursement for quarters assigned to enlisted personnel authorized a living allowance under IMET will be according to paragraph 5-19a. Questions regarding these procedures should be forwarded through channels to HQ USAF/SV, 1770 Air Force Pentagon, Washington, DC 20330-1770.

(1) *Family housing.* Officers in the United States as SA CLOs or IMSs attending stipulated Air University courses,

including approved follow-on training, who are accompanied or joined by their authorized dependents may be assigned family housing when available according to DOD 4165.63-M.

(2) *Other IMSs.* Other than those listed in paragraph 10-112b(1) above, IMSs accompanied by their dependents may, at the discretion of the installation commander, be assigned family housing when it is excess to the needs of assigned base personnel.

(3) *Airmen.* Quarters will be assigned to SATP airmen IMSs while in training in CONUS in the same manner as for counterparts in the MILDEP who are not authorized family-type quarters. When bachelor airmen housing is not available, other appropriate SATP allowances will be provided by the base commander under existing directives.

### **10-123. Temporary duty (TDY)**

*a. TDY authorization.* Orders that authorize TDY may be published for taking part in the following—

(1) As a team member in an organized Air Force sports activity. Permissive orders (at no expense to IMET, FMS, or the Air Force) may be issued.

(2) In programmed trips within CONUS that are a scheduled part of the formal course curriculum. Students taking these trips are considered to be in TDY status. CLOs may be placed on TDY in an official capacity using the fund citation in their original ITOs.

*b. TDY approval for international students.*

(1) The base IMSO may approve TDY as outlined in a above.

(2) AFSAT approves and monitors all the CLO TDYs and special requests for TDY within CONUS that are not included in paragraph 10a.

*c. Reimbursement for TDY to FMS IMSs.* FMS IMSs on a cross-country training flight or TDY in connection with a required course of training are reimbursed only for payment of quarters and actual cost of transportation if applicable; for example, mileage if POC is authorized. IMSs are considered to be in a training status while TDY and are not eligible for per diem according to the JTR.

### **10-124. Unauthorized absence**

When an IMS is AWOL in excess of 5 calendar days, the absence will be reported to local U.S. immigration authorities; SAF/IA and AFSAT will be advised.

### **10-125. Disclosure considerations**

*a.* Disclosure of U.S. Air Force classified and unclassified information to a foreign government, organization, or representatives must be made under the guidelines of the U.S. National Disclosure Policy (NDP). AFI 16-201, which implements this policy in the U.S. Air Force, is a controlled confidential document, not available to all bases. Paragraph 10-133 addresses AFI 16-201 as it pertains to the SATP. Each MAJCOM has a Foreign Disclosure Office (FDO) which is responsible for assuring compliance with AFI 16-201. ICs will work with their MAJCOM/FDO in disclosure considerations.

*b.* U.S. security screening of SATP IMSs must be accomplished before they depart from their home country according to AFI 16-201 and AFR 205-43.

*c.* Installation IMSO will assure compliance with AFI 31-401 and AFI 16-201.

*d.* Unless specifically authorized in writing, foreign country programs are not releasable to third-country parties.

*e.* Classified notebooks, workbooks, and similar documents developed by IMSs while attending training in the United States will be transmitted to the home service of the IMS through the SAO; AF Form 449 (Receipt for Document Release to Accredited Representative of Foreign Nations) will be obtained for this purpose.

### **10-126. Medical and dental care**

*a.* Eligibility for health care in medical treatment facilities is outlined in AFI 41-115. While the basic entitlement for medical care is the same for SATP active duty as for U.S. active duty, there are differences that are detailed in AFI 41-115.

*b.* There is a charge for in-patient care for SATP IMSs unless they are included under a reciprocal health care agreement between the U.S. and the individual's country. AFI 41-115 details the charges.

*c.* Under all cases, AFI 41-115 takes precedence if there is a conflict between that regulation and this publication. Conflicting guidance should be identified to SAF/IAX.

*d.* USAF facilities will be fully reimbursed for all medical services provided to students sponsored by another US Government agency. These students are normally provided a sickness and accident insurance policy by the sponsoring U.S. agency to defray all medical expenses. When the student is not covered by insurance, reimbursement will be made locally by the student or bills will be forwarded to AFSAT for reimbursement from the sponsoring agency.

*e.* In the rare instance when elective medical care is considered necessary, the complete facts of the case will be

transmitted by message to HQ USAF WASH DC //SGPC// for approval. The message will include the following information—

- (1) Name, grade, and country of origin.
- (2) Diagnosis.
- (3) Type of elective medical care.
- (4) Prognosis.

*f.* Reimbursement procedures are as follows:

(1) Procedures for IMSs who receive outpatient or inpatient medical services at U.S. Air Force facilities will be billed as directed in the IMS's ITO. Services to be billed under IMET or an FMS case will be made by the servicing medical facility to AFSAT on DD Form 7 (Report of Treatment Furnished Pay Patients Hospitalization Furnished (Part A)) or DD Form 7A (Report of Treatment Furnished Pay Patients Outpatient Treatment Furnished (Part B)). AFSAT will make appropriate disbursement.

(2) Officers will reimburse U.S. Air Force medical facilities for subsistence furnished. Subsistence charged for airmen is authorized as a direct payment to the hospital and may be included in the invoice for medical care.

(3) Expenses for IMET medical care in other than U.S. Air Force hospitals are charged directly to IMET funds.

#### **10-127. Hospitalization or casualties**

*a.* When a CONUS IMS is hospitalized, the details will be reported immediately by message to AFSAT/CC and the SAO concerned. Progress reports will be made in a timely manner and include a final report indicating the date the IMS returned to duty.

*b.* Casualty messages concerning IMSs who die, who are seriously injured, or who are missing will be administered and transmitted by the base personal affairs office (DPMAP) according to AFI 36-3002. Casualty messages will be addressed to HQ USAF WASH DC//CVAI//, with information copies to OSAF WASH DC//IAX//; AFSAT RANDOLPH AFB, TX//CC//; HQ AFMPC RANDOLPH AFB, PMCC//; the SAO that published the original ITO; and other commands as required.

*c.* The "circumstance letter" for deceased or missing IMSs will be mailed to HQ USAF/CVAI, 1670 Air Force Pentagon, WASH DC 20330-1670, in lieu of the addressees indicated in AFI 36-3002.

*d.* AFI 36-3002 will be used as a guide in reporting casualties occurring in overseas training installations. Action and information addressees will be as directed by the applicable component commander.

#### **10-128. Air evacuation**

*a.* IMSs are authorized aeromedical evacuation when necessary as prescribed in DOD 4515.13R. The full daily hospitalization rate prescribed in AFI 41-305 is charged for each day they are in the aeromedical evacuation system. Additionally, the aeromedical evacuation transportation rate is charged for evacuation to or from the IMS's home country. This rate is three times the non-USG fare, and one additional fare for a non-medical attendance (NMA) accompanying the patient, or three times the commercial first class fare plus one dollar, where no Government rate exists. Ambulatory patients will be charged the non-USG single seat fare, plus one additional fare for any accompanying NMA or the first class commercial fare where appropriate.

*b.* Hospital commanders in the United States with IMET IMSs requiring air evacuation to their home country should request Commander, 375th MAW, 101 Heritage Drive, Suite 208, Scott AFB, IL 62225-5000, to make travel arrangements. Submit requests for travel through AFSAT/CC, 2021 1st Drive West, Randolph AFB, TX 78150-4302 with information copies to SAF/IAX, 1080 Air Force Pentagon, Wash, DC 20330-1080 and HQ USAF/SGMR, 170 Luke Avenue, Bolling AFB, DC 20332-5113. Requests will identify the IMS by name, the training project under which the IMS was being trained, and will include the following additional data:

- (1) Diagnosis.
- (2) Prognosis.
- (3) Class of patient.
- (4) Date patient will be available for travel.
- (5) Funding information.

*c.* Air evacuation from overseas training installations for IMET IMSs will be accomplished as indicated in instructions by the respective component commanders.

#### **10-129. Holidays**

In addition to the holidays observed by the U.S. Air Force, IMSs may be authorized 2 days per year to observe their national or religious holidays. AFSAT will advise which 2 days each country wishes its students to be excused from training.

#### **10-130. IMSO handbook**

SAF/IAX will publish expanded guidance for IMSOs in the Air Force IMSO Handbook. IMSOs will comply with the

provisions of this handbook. Contact SAF/IAX, 1080 Air Force Pentagon, WASH DC 20330-1080 for clarification if the information in the handbook differs from that contained in this publication.

### **10–131. International Military Student Roster Report (RCS SAF/IAX(AR) 7111)**

This report provides the current status of SATP IMSs (IMET, FMS, and other agency sponsored). It also serves as a current locator file, provides administrative control and statistical accounting, and facilitates reimbursement to the U.S. Air Force and other MILDEPs for cross-service training from appropriate funds. This report is designated emergency status code C-2. Continue reporting during emergency conditions; normal.

#### *a. Responsibilities.*

(1) *AFSAT.* As the central agency for providing AF SATP data and reports, AFSAT will provide SAF/IAX a report of IMSs who are in training, who have graduated, who have been eliminated, or who are in a hold status.

(2) *Air component commands.* All air component commands conducting SATP training will provide and update information on training conducted within their areas of responsibility to AFSAT by updating the STL. Information in the STL will be used to prepare RCS SAF/IAX(AR) 7111 reports for training overseas.

#### *b. Procedures.* The report will be prepared as follows:

(1) *Frequency.* See table 10-8.

(a) Monthly, as of the last day of each month, to include all IMSs currently in training and those IMSs who graduated, were eliminated, or were in a hold status during the monthly period being reported.

(b) Quarterly, for all IMSs who graduated or were eliminated during the quarter.

(c) Annually, for a recapitulation of all IMSs who graduated or were eliminated during the FY.

(2) *Format.* The report will be a machine listing prepared in two formats (A and B) as indicated in (3) below.

(3) *Content.* The report will contain a record of all IMS who are training or who have trained under SATP or other agency sponsorship. The report will be sequenced in the following two ways:

(a) In alphabetical sequence by name of IMS within country, with totals of each status code (1, 2, 3, 4) for each country. The detail will be double-spaced, and each country will begin on a new page (Format A, Part I).

(b) In country sequence within the MASL number sequence with totals of each status code (1, 2, 3, 4) for each MASL number. Detail will be double spaced (Format B, Part II).

(4) *Copies.* The original copy of this report will be forwarded to SAF/IAXM.

(5) *Instructions.* Instructions for completing AF Form 1530 (Punch Card Transcript) are as follows:

(a) Column 1. Enter "1."

(b) Columns 2-20. Enter name of IMS from ITO issued by the SAO.

(c) Columns 21-23. Enter rank of IMS, indicating only equivalent U.S. Air Force rank; for example, 2d Lt, SMS, Lt Col.

(d) Columns 24-26. Enter project number from country STL beginning in column 24 and leaving unused columns blank. Enter the FMS case designation if IMS is training under FMS.

(e) Column 27. Enter project suffix from country STL, G for IMET, F for FMS, or Z for other US Government agency sponsored IMS.

(f) Columns 28-29. Enter project line number.

(g) Columns 30-32. Enter the first two digits in the training project number shown on the STL, representing the geopolitical code. These are the geopolitical codes authorized in the SAMM.

(h) Columns 33-44. Enter the course description given on the STL.

(i) Columns 45-46. Enter the year listed in the training project number (the first two numbers following the geopolitical code) (AFM 300-4, Vol I, ADE YE-010).

(j) Columns 47-53. Enter the location.

(k) Columns 54-60. Enter the MASL number.

(l) Columns 61-64. Enter the WCN without the suffix listed on the STL. If the number is less than four digits, enter leading zeros to fill the field; that is, WCN 28 will be entered as 0028.

(m) Column 65. Enter the WCN suffix, if any, or leave blank.

(n) Column 66. Enter training status of IMS; 1 for IMSs entering training; 2 for IMSs who have graduated; 3 when an IMS is eliminated or lost through attrition; or 4 for an IMS in "hold status," not being included in status 1, 2, or 3.

(o) Column 67. Use this column only as delete for erroneous or obsolete data for recapitulation reporting.

(p) Columns 68-73. Enter the year, month, and day (that is, 850428 to denote 28 April 1985) that IMSs entered course.

(q) Columns 74-79. Enter the year, month, and day for IMSs graduated or eliminated (AFM 300-4, Vol I, ADE YE-011). If the IMS has not graduated or been eliminated, enter anticipated graduation date.

(r) Column 80. Enter "X" if cross-training to another course as indicated by the WCN on the STL. Leave blank if no further training is scheduled or programmed.

(6) *Processing.* The monthly report is processed using the current active file; upon completion of the report, all

graduated or eliminated IMSs are removed and held in a separate group for processing the quarterly and annual recaps (Parts III and VI) as required by paragraph 10-121b(1)(b) and (c). At the beginning of each monthly period, the active file will contain only IMSs currently in training.

(a) To delete an entry for an item in the file which is being retained for recapitulation in the quarterly or annual report, a duplicate of the card to be replaced will be made with the addition of a "D" in card column 67.

(b) The replacement card with the current data will be resubmitted with the next monthly report.

### **10-132. International military student status report**

AF Form 1761 (International Military Student Status Report) from CONUS IMSOs provides AFSAT the necessary information from U.S. Air Force training installations for the consolidation and preparation of the IMS roster report and for correction of the training listing.

a. *Procedures.* Commanders of installations providing training will establish procedures to ensure that SA training matters and training data are referred to the IMSO.

(1) Each agency supported by the installation will designate a central office for providing current and timely information on IMSs to the IMSO.

(2) The IMSO will compile information received from local agencies and prepare a report to AFSAT to reflect actions through 2400 hours the day preceding the mailing date.

(a) Each Thursday, list all new IMSs reporting for and entering into training and all changes in the IMS status that have occurred during the previous week.

(b) Send reports not later than 1700 hours each Thursday. If Thursday is a holiday, mail the report the preceding Wednesday.

(3) The recommended procedures for use should include the information below for consolidation in the status report. AF Form 1761 will be used.

(a) IMSs will be separated by country.

(b) Individual IMSs will be identified by name, rank, and project (country code and project number and suffix, line number, and WCN).

(c) Report date that the IMS arrived on base will be identified.

(d) Report date that the IMS was initially entered into a course will be identified.

(e) The IMS entry date should not change after the IMS has entered training. However, the anticipated graduation date should be confirmed when the IMS actually graduates; otherwise, the "remarks" should be updated to explain fully when an IMS does not meet the anticipated graduation date (for example, eliminated from training due to faculty board decision or in hold status pending faculty board action).

(f) After the IMS's initial entry into a course has been reported, additional information is not required unless there is a change in the IMS's information or status.

(g) If erroneous information appears on the training listing, installations will correct with an entry in the "remarks" column of AF Form 1761 (incorrect graduation date, training number, rank).

(4) One copy of AF Form 1761 will be sent to AFSAT. AFSAT may request additional copies of the report for other agencies for specific periods on an as required basis.

(5) Electrical messages will not be used unless the action being initiated will occur within 7 days. AF Form 1761 will be used for all routine matters but will not become effective before AFSAT receives the form. Emergencies, casualties, deaths, and major breaches of discipline will be reported immediately. (See paras 10-112 and 10-127.) However, subsequent AF Forms 1761 will reflect such incidents under "remarks."

(6) AF Form 1761 will be certified by the signature of the IMSO or the IMS's designated representative and will include office designation and telephone number.

b. *IMS status change codes.* Status change codes in table 10-9 will be used to indicate the types of changes being reported on AF Form 1761. If none of the following codes in table 10-9 specifically describes the change in status, use code 9.

c. *Explanation codes.* Explanation codes may be used to describe the reasons for changes in IMS status. No comments in the "remarks" section are necessary if the explanation code appropriately describes the action or information related to IMS status changes. Most of the typical reasons for changes in IMS status have been assigned in the explanation codes in table 10-10 and should be used as much as possible to simplify reporting.

### **10-133. SATP disclosure guidance**

a. *SAO guidance.*

(1) Classified and unclassified training courses for international use listed in the MASL must be staffed by the implementing command for releasability and availability through its Foreign Disclosure Office (FDO); releasability or availability must not be assumed by the SAO. Releasability is initially staffed within the guidelines of the National



Disclosure Policy (NDP) and AFI 16-201. If training is not releasable within these guidelines or if it requires an NDP exception, the training cannot be provided to IMSs without further justification.

(2) If the SAO believes the training is justified, the SAO will forward a request to AFSAT. This request must include, as a minimum, the information in (a) through (c) below. Exceptions to the NDP require approximately 120 days for processing after receipt of the request.

(a) Course title, number, classification level, and MASL (if assigned).

(b) Demonstration of the country's needs for training and how the requested course will satisfy these needs.

(c) Benefits to the United States if training is provided.

(3) SAOs will ensure that a security screening is accomplished on IMSs selected for unclassified training. SAOs will verify that IMSs selected for classified courses have security clearances equivalent to the U.S. level required for the course. SAOs will check the MASL for the required security clearance and will ensure that the appropriate statement and security level for classified training is checked on the IMS's ITO.

*b. Implementing command (IC) guidance.*

(1) The IC will ensure (through the MAJCOM FDO) that the training to be provided to IMSs has been determined to be releasable by the appropriate disclosure authority. Classified training will not be programmed nor will dates be provided before determination of releasability.

(2) The IC FDO may determine releasability if delegated by SAF/IADV. To reflect current policy, unclassified courses should be staffed at the MAJCOM level. If not within the MAJCOM's delegated authority, releasability will be staffed with and determined by SAF/IADV. When staffing releasability with SAF/IADV, the request for determination of releasability will have a suspense date of not later than 70 days before the course start date and will allow an additional 60 days for SAF/IADV processing. It will also include the following—

(a) Course title, number, and MASL if applicable.

(b) Country or countries for which a determination of releasability is required.

(c) Course syllabus, outline, and other documents that outline subject areas, classification levels in each area, training aids and equipment used during the instruction, and locations at which training will be conducted or visited as part of the instruction. Additional information will be requested if required by SAF/IADV.

(3) The IC will advise AFSAT if training is not releasable.

(4) The IC will ensure that courses developed for international students are developed according to the guidance below. (Courses, for this purpose, include qualification and observer training and training provided by security assistance training teams.)

(a) Courses will include only the instruction required to meet the objective of the training. Instruction, student handouts, and visits to other U.S. Air Force installations that are valuable in broadening the students' knowledge but not necessary to meet the course objective will not be provided.

(b) Retainable instructional materials authorized to be shipped to the students will be kept to a minimum and, as much as possible, will be devoid of references to other U.S. Air Force publications.

(c) Equipment used in the course will be of a common nature and not part of a sophisticated weapon system, unless the course is specifically weapon-system related. The course curriculum developers will advise the IC if, during the course update, modification, or development, the guidelines in paragraph (4) above cannot be adhered to.

(5) The IC will advise AFSAT and IMSO of the required U.S. equivalent security clearance. AFSAT will advise the SAO of the required U.S. equivalent security clearance when authority to publish the ITO is provided.

(6) The IC will ensure that retainable instructional materials (RIM) are cleared as part of the course releasability determination.

*c. IMSO or IMS guidance.*

(1) The IMSO will review the IMS's ITO to ensure that the ITO reflects the security clearance required for classified courses.

(2) The IMSO will ensure that the guidance in paragraph b(4) above is provided to instructors of IMSs. Further, the IMSO will inform the instructors that additional training will not be recommended directly to the IMS but, rather, to the IMSO, who will then forward the recommendation to the IC.

**Table 10-1  
NATO/AND ELIGIBLE PFP MILITARY UNDER FMS/IMET**

Benefit	Eligibility	Collect Charges IAW ITO
Outpatient, direct care	Yes	NA
Inpatient, direct care	Yes	See Note 1
CHAMPUS	No	NA
Supplemental care	Diagnostic test only	NA
Cooperative care	No	NA
Aeromedical evacuation	Yes	See Note 2
Dental care	Yes	NA
USTF system	Yes	NA
Outpatient, emergency	Yes	NA
Inpatient, emergency	Yes	See Note 1
Immunizations	Yes	NA
Prosthetic devices	Yes	NA

Notes:

<sup>1</sup> For FMS IMS, charge the full reimbursable rate (FRR) for inpatient care. For IMET IMS, charge the IMET rate for inpatient care.

<sup>2</sup> See paragraph 10-128.

**Table 10-2  
NATO/AND ELIGIBLE PFP CIVILIANS UNDER FMS/IMET**

Benefit	Eligibility	Collect Charges IAW ITO
Outpatient, direct care	Yes	NA
Inpatient, direct care	Yes	See Note 1
CHAMPUS	No	NA
Supplemental care	Yes	NA
Cooperative care	No	NA
Aeromedical evacuation	Yes	See Note 2
Dental care	Emergency basis	NA
USTF system	No	NA
Outpatient, emergency	Yes	NA
Inpatient, emergency	Yes	See Note 1
Immunizations	Yes	NA
Prosthetic devices	No	NA

Notes:

<sup>1</sup> For FMS IMS, charge the full reimbursable rate (FRR) for inpatient care. For IMET IMS, charge the IMET rate for inpatient care.

<sup>2</sup> See paragraph 10-128.

**Table 10-3  
DEPENDENTS OF NATO MILITARY/CIVILIAN UNDER FMS/IMET**

Benefit	Eligibility	Collect Charges IAW ITO
Outpatient, direct care	Yes	NA
Inpatient, direct care	Yes	FRR
CHAMPUS	Outpatient only	NA
Supplemental care	No	NA
Cooperative care	Diagnostic tests only	NA
Aeromedical evacuation	Yes	See Note 1
Dental care	Emergency basis	NA
USTF system	No	NA
Outpatient, emergency	Yes	NA
Inpatient, emergency	Yes	FRR
Immunizations	Yes	NA
Prosthetic devices	No	NA

Notes:

See paragraph 10-128

**Table 10-4  
NON-NATO/AND ELIGIBLE PFP MILITARY/CIVILIAN UNDER IMET**

Benefit	Eligibility	Collect Charges IAW ITO
Outpatient, direct care	Yes	IMET rate
Inpatient, direct care	Yes	IMET rate
CHAMPUS	No	NA
Supplemental care	Yes	IMET rate
Cooperative care	No	NA
Aeromedical evacuation	Yes	See Note 1
Dental care	Emergency basis	IMET rate
USTF system	No	NA
Outpatient, emergency	Yes	IMET rate
Inpatient, emergency	Yes	IMET rate
Immunizations	Yes	IMET rate
Prosthetic devices	No	NA

Notes:

See paragraph 10-128

**Table 10-5  
NON-NATO MILITARY/CIVILIAN UNDER FMS**

Benefit	Eligibility	Collect Charges IAW ITO
Outpatient, direct care	Yes	FRR
Inpatient, direct care	Yes	FRR
CHAMPUS	No	NA
Supplemental care	Yes	FRR
Cooperative care	No	NA
Aeromedical evacuation	Yes	See Note 1
Dental care	Emergency basis	FRR
USTF system	No	NA
Outpatient, emergency	Yes	FRR
Inpatient, emergency	Yes	FRR
Immunizations	Yes	FRR
Prosthetic devices	No	NA

Notes:

See paragraph 10-128.

**Table 10-6  
DEPENDENTS OF NON-NATO MILITARY/CIVILIAN UNDER FMS/IMET**

Benefit	Eligibility	Collect Charges IAW ITO
Outpatient, direct care	Yes	FRR
Inpatient, direct care	Yes	FRR
CHAMPUS	No	NA
Supplemental care	Yes	FRR
Cooperative care	No	NA
Aeromedical evacuation	Yes	See Note 1
Dental care	Emergency basis	FRR
USTF system	No	NA
Outpatient, emergency	Yes	FRR
Inpatient, emergency	Yes	FRR
Immunizations	Yes	FRR
Prosthetic devices	No	NA

Notes:

See paragraph 10-128.

**Table 10-7**  
**Department of the Navy training for which biographical data are required**

Course	To be received by training activity
Orientation tours (OTs)	Not later than 45 days prior to visit
Postgraduate training	Attached to transcripts
Senior Foreign Officer	Courses Not later than 30 days prior to convening date
Naval Command College	Not later than 30 days prior to reporting date
Marine Corps Command and Staff College	Not later than 30 days prior to reporting date
Marine Corps Amphibious Warfare School	Not later than 30 days prior to reporting date
Marine Corps Command and Control Systems Course	Not later than 30 days prior to reporting date

**Table 10-8**  
**When to Submit International Military Student Roster Report**

Part	Frequency	Coverage
IA	Monthly	All IMSs currently in training, graduated, eliminated, or in a hold status during the monthly period
IIB	Monthly	
IIIA	Quarterly	All IMSs who graduated or were eliminated during the quarter
IVB	Quarterly	
VA	Annually	All IMSs who graduated or were eliminated during the fiscal year

**Table 10-9**  
**Status Change Codes--Air Force International Military Student Status Report**

Code	Title or explanation
1	Entered into training
2	Graduated
3	Eliminated
4	Not in training status
5	Washed back in training*
6	Withdrawn from training
7	Advanced in training
8	Departed
9	Other
10	Arrived on base

Notes:

\* For flying training include additional flying hours involved.

**Table 10-10**  
**Explanation codes-Air Force International Military Student Status Report**

Code	Title or explanation
A	As shown in the SATP Standardized Training Listing (STL)
B	Differs from STL because (explain in remarks)
C	Course duration/start date adjusted (explain in remarks)
D	Deficiency
D1	Academic
D2	Language
D3	Medical
D4	Other (explain in remarks)
D5	Flying
E	En route to homeland
F	Faculty board actions
F1	Awaiting board action
F2	Board action completed
F3	Status change due to board action
F4	Other (explain in remarks)
G	Graduation date changed to (indicate in remarks)
H	Honor IMS or distinguished graduate
J	Familiarization training
K	Local commander advised

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**Table 10-10**  
**Explanation codes-Air Force International Military Student Status Report—Continued**

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Code	Title or explanation
L	Liaison officer advised
M	SAO advised
N	No further training or visits scheduled
O	Other additional training or visits scheduled
P	Duty not involving flying (DNIF)

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INTERNATIONAL MILITARY STUDENT INFORMATION				Form Approved OMB No. 0702-0064 Expires Dec 31, 2002	
The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0702-0064), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.					
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.					
1. NAME OF NATIVE COUNTRY UNITED KINGDOM		2. DATE PREPARED (YYYYMMDD) 2000/09/10		3. SCHEDULED DATE OF ARRIVAL IN U.S. (YYYYMMDD) 2000/11/01	
4. NAME OF STUDENT					
a. FULL NAME (In Roman letters in order normally used, with surname in capital letters. Provide accent for last name, or phonetic pronunciation, as appropriate.) Francis Marion CLAYTON					
b. NAME(S) BY WHICH INDIVIDUAL PREFERS TO BE ADDRESSED					
(1) IN OFFICIAL CORRESPONDENCE Colonel Francis CLAYTON			(2) ORALLY AT OFFICIAL GATHERINGS Colonel Clayton		
(3) FULL NAME IN NATIVE ALPHABET (Including Standard Telegraphic Code or other transcription code) Francis Marion CLAYTON			(4) VARIANTS, ALIASES OR NICKNAMES Frank		
5. RANK (Full official terms)				6. DATE OF RANK (YYYYMMDD) 1990/04/03	
a. ENGLISH LANGUAGE COLONEL		b. NATIVE LANGUAGE COLONEL			
7. POSITION/BILLET					
a. PRESENT POSITION (Position prior to U.S. training tour) BATTALION COMMANDER			b. MILITARY ADDRESS 104TH ARTILLERY LONDON, ENGLAND		
c. ANTICIPATED POSITION UPON RETURN TO NATIVE COUNTRY VICE CHIEF OF ARMY			d. SCHEDULED DATE OF DEPARTURE FROM U.S. (YYYYMMDD) 2001/06/06		
e. SCHEDULED U.S. SERVICE SCHOOL(S)			f. SCHEDULED COURSE(S)		
(1) ARMY WAR COLLEGE			(1) INTERNATIONAL FELLOWS PROGRAM		
(2)			(2)		
(3)			(3)		
(4)			(4)		
8. BRANCH OF MILITARY SERVICE (X one)			9. SPECIALTY/OTHER ORGANIZATIONS (Ministry of Defense, space programs, etc.) NA		
<input checked="" type="checkbox"/> ARMY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> NAVY <input type="checkbox"/> SPECIAL BRANCH (Specify)					
10. DATE OF BIRTH (YYYYMMDD) 1957/05/06		11. PLACE OF BIRTH (Town, State, Province, Country) LONDON ENGLAND		12. SEX (X one) <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
13. HOME ADDRESS 102 Bristol Road New Castle, England		14. TELEPHONE NUMBER (Include area code if applicable)		15. MARITAL STATUS (X one)	
		a. HOME 001-004-44450	b. WORK 001-004-46550	<input checked="" type="checkbox"/> MARRIED <input type="checkbox"/> SINGLE	
16. CITIZENSHIP (Indicate country(ies)) UNITED KINGDOM		17. NATIONALITY ENGLISH		18. RELIGIOUS AFFILIATION (if any) CATHOLIC	
19. TITLES, HONORIFICS (Prince, Doctor, Pandit, etc.) NA			20. HIGH ORDER DECORATIONS (Native, U.S., other; explain) LEGION OF MERIT - UK DESERT CAMPAIGN - UK		
21. PHYSICAL DESCRIPTION					
a. HEIGHT (Inches) 74	b. WEIGHT (Pounds) 190	c. COLOR OF HAIR BROWN	d. COLOR OF EYES BLUE	e. FACIAL HAIR (X if applicable) <input type="checkbox"/> BEARD <input type="checkbox"/> MUSTACHE	

DD FORM 2339, DEC 1999

PREVIOUS EDITION IS OBSOLETE.

Figure 10-1. Sample of Completed DD Form 2239

<b>22. MEMBERSHIP IN ORGANIZATIONS</b> <i>(Professional, social, military, other. Enter inclusive dates of membership (YYYYMMDD).)</i> ROYAL KNIGHTS 1980/05/01 DRAW BRIDGE SOCIETY 1978/01/01			
<b>23. PREFERENCES</b> <i>(Food, drink, tobacco, entertainment, sports, hobbies, other special interests.)</i> BEEF POT PIE WINE MOVIES TENNIS GENEALOGY			
<b>24. PUBLISHED WORKS BY OR ABOUT INDIVIDUAL</b> <i>(Title of article or book; if article, name of publication in which appearing, date published (YYYYMMDD).)</i> DEFENSE OF THE DRAW BRIDGES 1980/04/09			
<b>25. CIVILIAN EDUCATION</b> <i>(University, college or highest level schools, locations, major courses, degrees, honors; inclusive dates (YYYYMMDD).)</i> CAMBRIDGE, ENGINEERING, MASTERS, 1978/07/07			
<b>26. LANGUAGES</b> <i>(Proficiency, dialects, degree of fluency, ability to act as translator/interpreter.)</i> GERMAN FAIR FAIR, FRENCH, FLUENT FLUENT			
<b>27. INTERNATIONAL TRAINING/TRAVEL</b> <i>(Countries, dates (YYYYMMDD), purpose.)</i> U.S., 1983/06/01, FORT LEONARDWOOD, MISSOURI, ENGINEER OFFICER ADVANCED COURSE AUSTRALIA 1996 - VACATION			
<b>28. PHOTO SUBMITTED</b> <i>(X)</i> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<b>29. DATE OF PHOTO, IF SUBMITTED</b> <i>(YYYYMMDD)</i> 2000/01/01	
<b>30. MILITARY SERVICE</b> <i>(Chronologically, inclusive dates (YYYYMMDD) and location(s). Military schools, in-country and foreign; promotions (specify rank and dates - YYYYMMDD); foreign service; units served/positions held; retired/reserve status; involvement with programs/activities/key people. Use additional pages, if necessary.)</i> 1981/01/06 COMPANY COMMANDER 1985/06/06 AIDE-DE-CAMP CSA 1986/07/01 S-1, 3D ENGINEER GROUP 1988/08/10 XO, 3D ENGINEER BATTALION 1999/09/02 BATTALION COMMANDER, 104 ENGINEER			
<b>31. DEPENDENCY DATA</b> <i>(If accompanied)</i>			
<b>a. FULL NAME OF SPOUSE</b> MARY LOU "FLOWERS" CLAYTON		<b>b. DATE OF BIRTH OF SPOUSE</b> <i>(YYYYMMDD)</i> 1957/04/22	
<b>c. PLACE OF BIRTH OF SPOUSE</b> <i>(Town, State, Province, Country)</i> LONDON, ENGLAND		<b>d. CITIZENSHIP OF SPOUSE</b> <i>(Indicate country(ies))</i> UNITED KINGDOM	<b>e. NATIONALITY OF SPOUSE</b> ENGLISH
<b>f. CHILDREN</b> <i>(If accompanied)</i>			
		(1) NAME	(2) SEX
		(3) DATE OF BIRTH (YYYYMMDD)	
NONE			

DD FORM 2339 (BACK), DEC 1999

Figure 10-1. Sample of Completed DD Form 2339-Continued

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General Instructions:

- a. Print or type all entries.
- b. Complete this form for all training courses, except for language, flight, observer, or programs where a different academic form is appropriate.

ITEM 1. Refer to the student's Invitational Travel Order (ITO) to determine the follow-on training installation or the proper address for the country SAO. Enter the proper address.

ITEM 2. Enter the training organization address.

ITEMS 3-9. Refer to the student's ITO for this information.

ITEM 10.

- a. FROM: Enter the date the student reported for class.
- b. TO: Enter the date the student graduates or disenrolled from class. If the student completed training earlier or later than programmed, explain the circumstances in Item 15.

ITEM 11. Self-explanatory.

ITEM 12. Self-explanatory.

ITEM 13. This item to be completed by first CONUS training installation only. Refer to student's ITO for information on student ECL test score in country. Mark N/A (not applicable) if ITO does not identify an in-country ECL score. Enter the CONUS ECL test score obtained as a result of CONUS training. If the ELC test is administered more than one time, enter the latest test score.

ITEM 14.A. Rating Scale Explanation. Use the following scale to rate the elements of the student performance in items 14.B. and 14.C.

a. EXCEPTIONAL. Student is one of the best; honor student; very proficient in skills and knowledge for which trained; highly motivated; high potential for more advanced training and assignments to positions of increased responsibility; English fluency of natives; takes part fully in class activities.

b. EXCELLENT. Student completed course with considerable ease; full proficiency in skills and knowledge for which trained; considerable potential for advanced training and selected assignments of increased responsibility; considerable English fluency; responds when called upon; volunteers frequently.

c. VERY SATISFACTORY. Student may have experienced occasional difficulty in course completion; considered proficient in skills and knowledge for which trained; can be expected to achieve full proficiency with more experience or training; motivated enough to exceed course requirements; exhibits potential for selected advanced training; assignment to positions of greater responsibility depends on local appraisal based on increased proficiency attained with experience; English fluency just enough to meet course requirements; responds when called upon; volunteers occasionally.

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Figure 10-2. Preparation instructions for DD Form 2239

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d. SATISFACTORY. Student performance is adequate, meeting only minimum course standards; experienced difficulty in completing course; minimal proficiency; requires job experience under close supervision to achieve desired proficiency; potential for more training and assignment to positions of greater responsibility depends on increased proficiency attained with experience; English fluency weak and a contributing factor to academic understanding; responds only when called upon.

e. UNSATISFACTORY. Student performs below desired standards; unable to meet minimum course standards; not recommended for more advanced training; very limited class participation; insufficient language proficiency.

f. NOT OBSERVED OR NOT APPLICABLE.

ITEM 14.B. Enter the student's English language proficiency using the rating scale provided in Item 14.A. Enter N/A if training was provided in a foreign language.

ITEM 14.C. Enter student's performance in class using the rating scale provided in Item 14.A.

ITEM 15. Remarks on Academic Performance, Awards, and Other Information. Use this block to provide explanation, when required, for Items 10, 11, 12, and 14. Also use to state student's overall performance, special abilities, and identify awards. Do not use letter or numerical grades. Awards should be explained, e.g., "Distinguished Graduate Award" for graduating at the top of a class for international students or for graduating in the top percent of a combined US/international class. List additional training the student may have completed at the installation learning center or in the civilian community.

ITEM 16. Participation in Extra-curricular and Community Affairs. Provide a general statement of the student's involvement in Information Program (IP) and other extra-curricular activities. Do not simply list IP trips or activities.

ITEM 17. Evaluator. The senior instructor, or course director, should evaluate the student and sign the academic report. The evaluator should be equal or higher grade to the IMS, if possible.

ITEM 18. International Military Student Officer. All academic reports for officer IMS should have at least one signature by a US officer of equal or higher grade to the IMS. If the senior instructor or course director does not meet this rank criteria, the IMSO (or other officer in the IMSO chain of command) of equal or higher rank should sign the report.

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Figure 10-2. Preparation instructions for DD Form 2239—Continued

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INTERNATIONAL STUDENT ACADEMIC REPORT <i>(For International Military Students attending CONUS schools.) (See AR 12-15, AFJ 16-105, and SECNAVINST 4950.4 for forms completion instructions.)</i>			
1. FORWARDING ADDRESS <i>(Subsequent training, if applicable, or country SAO)</i> American Embassy, Bandara A TTN: Security Assistance Officer State Department Pouch Room Washington, DC 20521-4520		2. FROM <i>(Training installation preparing form)</i> Commander, USAJFKSWCS ATTN: AOJK-IMSO Fort Bragg, North Carolina 28307-5000	
3. STUDENT NAME <i>(Last, First, Middle Initial)</i> FLOWERS, William	4. GRADE/RANK SFC	5. COUNTRY Bandara	6. FMS CASE OR IMET FY AND WCN IMET FY99 WSCN 1009
7. COURSE TITLE Special Forces Weapons	8. COURSE ID NO. 011-18B30	9. COURSE MASL B126629	10. DURATION OF COURSE a. FROM (YYMMDD) 990808 b. TO (YYMMDD) 000306
11. DID STUDENT COMPLETE COURSE? <i>(X one)</i> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <i>(Explain in Item 15)</i>	12. STUDENT WAS AWARDED: <i>(X one)</i> <input checked="" type="checkbox"/> a. DIPLOMA/CERTIFICATE OF COMPLETION <input type="checkbox"/> b. CERTIFICATE OF ATTENDANCE <input type="checkbox"/> c. OTHER <i>(Explain in Item 15)</i>		13. ENGLISH COMPREHENSION LEVEL <i>(Enter test score)</i> a. IN-COUNTRY TEST 74 b. CONUS TEST 70
14. STUDENT'S ACADEMIC EVALUATION			
a. RATINGS SCALE <i>(Enter in Items 14.b. and 14.c.)</i> 1 EXCEPTIONAL 2 EXCELLENT 3 VERY SATISFACTORY 4 SATISFACTORY 5 UNSATISFACTORY <i>(Explain in Item 15)</i> 6 NOT OBSERVED <i>(Explain in Item 15)</i>	b. LANGUAGE PROFICIENCY (1) COMPREHENSION 2 (2) SPEAKING 1 (3) READING 1 (4) WRITING 2	c. PERFORMANCE IN CLASS ITEM RATING (1) ATTITUDE AND MOTIVATION 1 (2) ATTENDANCE AND PUNCTUALITY 1 (3) ABILITY TO GRASP INSTRUCTION 2 (4) PERFORMANCE IN PRACTICAL EXERCISES 1 (5) PARTICIPATION IN CLASS ACTIVITIES 1 (6) POTENTIAL AS INSTRUCTOR 2 <i>(If applicable)</i>	
15. REMARKS ON ACADEMIC PERFORMANCE, AWARDS, AND OTHER INFORMATION <i>(Use back if more space is required)</i> Sergeant First Class Flowers participated and placed well during the Ironman Competition, a tough event run by Company D, Small Unit Tactics STX, displaying great expertise and abilities; live fire ranges; excellent Marksmanship was proven during the M-4/M-9 Qualification Ranges where he scored with both weapons systems. He was exceptionally willing and successful as a team worker with high professional standards.  Sergeant First Class Flowers demonstrated a determination to perform to his full potential. He displayed a mental and physical strength that made positive impressions and projected a very positive image of himself. He is uniquely qualified, and became highly skilled in all phases of the training. His maximum drive in fulfilling the course standards and his performance under stressful situations was outstanding. With further training he could become an excellent instructor.  During this 24-week period, Sergeant First Class Flowers received class instruction, participated in training exercises, and was tested (both physically and mentally) on the following subjects: Airborne Operations, Special Operations Command (Cont.)			
16. REMARKS ON STUDENT'S PARTICIPATION IN EXTRACURRICULAR AND COMMUNITY AFFAIRS <i>(On and off training installation)</i> <i>(Use back if more space is required)</i> Sergeant First Class Flowers actively participated in all Informational Program (IP) Tours with the greatest of enthusiasm and interest. He attend an IP tour of Washington, DC, and Wilmington, North Carolina where he visited Fort Fisher, the North Carolina Aquarium, and the USS Carolina Battleship. He also participated in other IP events which displayed human rights and civilian control of our military system and well as our judicial process.  Sergeant First Class Flowers assisted his civilian host in sponsoring a "rally" cookout before the field exercise for all the students in his class.  He was also a member of the international student basketball club.			
17. EVALUATOR			
a. NAME <i>(Last, First, Middle Initial)</i> OAKDEN, Enos A.	b. GRADE Major	c. SIGNATURE <i>Enos A. Oakden</i>	
18. INTERNATIONAL MILITARY STUDENT OFFICER			
a. NAME <i>(Last, First, Middle Initial)</i> ROSS, Sarah A.	b. GRADE GS-11	c. SIGNATURE <i>Sarah A. Ross</i>	

DD FORM 2496, FEB 96

PREVIOUS EDITION IS OBSOLETE.

Figure 10-3. Sample of Completed DD Form 2496

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General Instructions:

- a. Print or type all entries.
- b. Complete this form for all training courses, except for language, flight, observer, or programs where a different academic form is appropriate.

ITEM 1. Refer to the student's Invitational Travel Order (ITO) to determine the follow-on training installation or the proper address for the country SAO. Enter the proper address.

ITEM 2. Enter the training organization address.

ITEMS 3-9. Refer to the student's ITO for this information.

ITEM 10.

- a. FROM: Enter the date the student reported for class.
- b. TO: Enter the date the student graduates or disenrolled from class. If the student completed training earlier or later than programmed, explain the circumstances in Item 15.

ITEM 11. Self-explanatory.

ITEM 12. Self-explanatory.

ITEM 13. This item to be completed by first CONUS training installation only. Refer to student's ITO for information on student ECL test score in country. Mark N/A (not applicable) if ITO does not identify an in-country ECL score. Enter the CONUS ECL test score obtained as a result of CONUS training. If the ELC test is administered more than one time, enter the latest test score.

ITEM 14.A. Rating Scale Explanation. Use the following scale to rate the elements of the student performance in items 14.B. and 14.C.

- a. EXCEPTIONAL. Student is one of the best; honor student; very proficient in skills and knowledge for which trained; highly motivated; high potential for more advanced training and assignments to positions of increased responsibility; English fluency of natives; takes part fully in class activities.

- b. EXCELLENT. Student completed course with considerable ease; full proficiency in skills and knowledge for which trained; considerable potential for advanced training and selected assignments of increased responsibility; considerable English fluency; responds when called upon; volunteers frequently.

- c. VERY SATISFACTORY. Student may have experienced occasional difficulty in course completion; considered proficient in skills and knowledge for which trained; can be expected to achieve full proficiency with more experience or training; motivated enough to exceed course requirements; exhibits potential for selected advanced training; assignment to positions of greater responsibility depends on local appraisal based on increased proficiency attained with experience; English fluency just enough to meet course requirements; responds when called upon; volunteers occasionally.

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Figure 10-4. Instructions for preparing DD Form 2496, International Student Academic Report

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d. SATISFACTORY. Student performance is adequate, meeting only minimum course standards; experienced difficulty in completing course; minimal proficiency; requires job experience under close supervision to achieve desired proficiency; potential for more training and assignment to positions of greater responsibility depends on increased proficiency attained with experience; English fluency weak and a contributing factor to academic understanding; responds only when called upon.

e. UNSATISFACTORY. Student performs below desired standards; unable to meet minimum course standards; not recommended for more advanced training; very limited class participation; insufficient language proficiency.

f. NOT OBSERVED OR NOT APPLICABLE.

ITEM 14.B. Enter the student's English language proficiency using the rating scale provided in Item 14.A. Enter N/A if training was provided in a foreign language.

ITEM 14.C. Enter student's performance in class using the rating scale provided in Item 14.A.

ITEM 15. Remarks on Academic Performance, Awards, and Other Information. Use this block to provide explanation, when required, for Items 10, 11, 12, and 14. Also use to state student's overall performance, special abilities, and identify awards. Do not use letter or numerical grades. Awards should be explained, e.g., "Distinguished Graduate Award" for graduating at the top of a class for international students or for graduating in the top percent of a combined US/international class. List additional training the student may have completed at the installation learning center or in the civilian community.

ITEM 16. Participation in Extra-curricular and Community Affairs. Provide a general statement of the student's involvement in Information Program (IP) and other extra-curricular activities. Do not simply list IP trips or activities.

ITEM 17. Evaluator. The senior instructor, or course director, should evaluate the student and sign the academic report. The evaluator should be equal or higher grade to the IMS, if possible.

ITEM 18. International Military Student Officer. All academic reports for officer IMS should have at least one signature by a US officer of equal or higher grade to the IMS. If the senior instructor or course director does not meet this rank criteria, the IMSO (or other officer in the IMSO chain of command) of equal or higher rank should sign the report.

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Figure 10-4. Instructions for preparing DD Form 2496, International Student Academic Report-Continued

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From: (Reporting activity)

To: NETSAFA/CGMCCDC/COGARD as appropriate  
Functional Commander  
(Follow-on training activity if appropriate)

Subj: Foreign Training Status Report, OPNAV 4950-13

1. Type.
2. Course ID Data.
  - (a) Title.
  - (b) MASL.
  - (c) CIN.
  - (d) CDP.
  - (e) Reporting date.
  - (f) Convening date.
  - (g) Completion/termination date.
3. Trainee ID data.
  - (a) Country.
  - (b) SCN.
  - (c) WCN.
  - (d) Name.
  - (e) ITO number/date.
  - (f) Rate/Rank.
  - (g) Program type and FY.
  - (h) Authorized calendar days of leave while enrolled in course (annual, sick, holiday, other).
4. For flight training only (hours flown, by FY, in aircraft/simulator type).
5. Travel data.
6. Living Allowance data.
7. Remarks.
8. Follow-on training information.

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Figure 10-5. Navy format for foreign trainee status report message

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# Chapter 11

## Department of Defense Informational Program and Representational Activities

### Section 1

#### General

#### 11-1. DOD Informational Program policy

*a.* Each IMS attending military training in the United States, or participating in an orientation tour arranged under SATP sponsorship, will be given the opportunity to participate in the DOD IP according to DODD 5410.17. Participation in IP activities, other than those that are an integral part of the course program of instruction, is voluntary but will be encouraged.

*b.* The goal of the Informational Program is to ensure that international students return to their homeland with an understanding of the responsibilities of governments, militaries, and citizens to protect, preserve, and respect the rights of every individual. The IP will be developed and implemented with the specific objective of providing students with an awareness and functional understanding of internationally recognized human rights and the American democratic way of life. Installation Commanders are responsible for ensuring IPs are developed to meet these objectives.

*c.* The IP will support the following four areas of emphasis:

(1) Internationally recognized human rights as outlined in the Universal Declaration of Human Rights.

(2) The democratic ideals of an elected government and effective civil-military relations that reinforce that elected government.

(3) The roles and interrelationships of a culturally, ethnically, economically, and socially diverse population in a democratic society.

(4) The U.S. free enterprise system and its role in a democratic society.

*d.* To meet the overall IP goal and areas of emphasis stated above, IPs will include events and activities related to the following topic areas that must support the above stated areas of emphasis:

(1) Constitution and Bill of Rights

(2) Local, State, and Federal Government institutions.

(3) Civilian and military judicial systems.

(4) Political processes.

(5) Media.

(6) American family and community life.

(7) Ethnic and other minorities.

(8) Industry/Environmental protection/Agriculture.

(9) Economy.

(10) Labor and labor-management relations.

(11) Education.

(12) Public and social welfare.

*e.* When planning any IP event every effort should be made to identify corresponding human rights aspects of the event for the IMS prior to the tour/event. While the words "human rights" do not have to be used with the IMS, the "right" itself, such as the right to freedom of peaceful assembly and association, will be identified prior to observing an opposition political rally.

*f.* In arranging IP activities, maximum use will be made of local civic groups, organizations, agencies, facilities, and historical attractions. Of particular interest is the development of an IMS sponsorship program to include both U.S. military and civilian participants. A warm reception in the United States and home hospitality for IMSs are essential elements of a successful IP. Emphasis should also be placed on activities in the local civilian community as a means of providing the best possible exposure to the civilian aspects of the program.

*g.* Trips, with the exception of the Washington, DC, tour, will be limited to 500 miles round trip. Exceptions beyond the 500 mile limit will be planned on a very limited basis only after all local IP possibilities have been exhausted.

*h.* Each IMS will be encouraged to participate in the IP. While IMS participation in the IP will be in addition to training or orientation in the United States, it is considered an integral part of the total training program and of importance second only to the military objectives for which the IMS is in training.

*i.* The provisions of this chapter apply to all IMSs undergoing training in the United States or participating in orientation tours in the United States programmed as part of the SATP.

*j.* The provisions of this chapter also apply to IMSs undergoing training at U.S. training installations overseas as appropriate to the surrounding environment.

*k.* The provisions of this chapter do not apply to foreign personnel visiting at the personal invitation of the Chief of

Staff, U.S. Army; Chief of Naval Operations; Chief of Staff, U.S. Air Force; Commandant of the Marine Corps; self-invited visits; or other non-Security Assistance Programs.

## **11-2. Program Development**

*a.* The IP begins with the in-country departure briefing of IMSs by SAOs and continues throughout the training period.

*b.* Each command will ensure that its program is interesting and attractive to earn the full and active support of an IMSs.

*c.* The entertainment and social aspects of activities will not be a predominant element of the IP. Social functions in connection with program activities will be arranged in good taste. Activities that could be interpreted as being lavish are to be avoided.

*d.* The following guidance will assist in presenting IP topics:

(1) Lectures, round table discussions, and film showings will be based on the topics outlined in 11d(1) through (12) above and on guidance from the Military Services.

(2) Visits must clearly support the areas of emphasis in paragraph 11-1c.

*e.* The success of the program depends largely on the imagination used and the diversity of activities planned to interest the IMS in the IP objective. The Joint Service IP Handbook should provide sufficient information to successfully implement the program. The IP will be devised to carry out the provisions of this chapter, considering activities previously conducted to avoid repetition. Special attention will be given to the following actions:

(1) Revising the content of formal military courses, when appropriate, to incorporate material described in the IP objective.

(2) Providing materials to IMSs for individual reading and study that further the IP objective.

(3) Developing a community participation program for the IMSs with local civic organizations.

(4) Developing a military and a civilian sponsorship program for individual IMSs.

(5) Providing special lectures by visiting speakers prominent in their fields.

(6) Taking trips to community points of interest, regional centers, and, for those courses of instruction approved by the Military Services, tours to Washington, DC.

*f.* The following considerations, while not specifically within the objective of the IP, are necessary to its success:

(1) Prompt attention to the personal needs of the IMS (for example, clothing, billeting, and pay).

(2) Courteous reception and appropriate administrative briefing to welcome the IMS to the installation and the United States, to include an explanation of the IP objective, areas of emphasis, and planned IP activities.

*g.* Optimum use should be made of time that becomes available when the IMS is excused from classified portions of the courses. When possible, those portions of a course from which the IMS will be excused should be consolidated to permit time for special IP activities.

## **11-3. Tour to Washington, DC**

Subject to the availability of time and funds, officer IMSs training in selected senior, career, post graduate, and other significant courses as designated by the Military Service will be invited to tour Washington, DC, during their stay in the United States. A maximum of 4 days for this tour is authorized, plus travel time.

*a.* The purpose of this tour is to give IMSs a deeper understanding and appreciation of the United States and to acquaint them with some of the functions of our National Government to which they have been exposed through IP topics. It is important that, before arrival in Washington, DC, IMSs be adequately briefed concerning the USG system and the salient aspects of governmental activities that exist in Washington, DC. A previous trip to a State capital may be beneficial in this respect.

*b.* The Washington, DC, tour is for IMSs who have not previously toured the nation's capital during the current sequence of training under the official sponsorship of the SATP. For exceptions to this policy, MILDEP approval is required.

*c.* Training installations are responsible for arranging roundtrip transportation to comply with the tour schedule.

*d.* U.S. personnel designated as escorts will familiarize themselves with the objective of the IP. They will be prepared to make maximum use of the Washington, DC, tour to attain those objectives. Knowledge of the Washington, DC, area as the seat of National Government is a must. Escorts will brief IMSs on each day's itinerary describing the significance of the places to be visited. It will be emphasized that the full planned itinerary must be followed and exceptions will be made only in the cases of illness or inclement weather.

## **Section II**

### **IP Execution**

#### **11-4. General**

For better understanding of the United States and its people, IMSs should be acquainted directly or indirectly with the

specific topics or themes in paragraph 11-5. Each topic bears on a significant facet of life in the United States and contributes to an understanding of the IP areas of emphasis.

*a.* In developing the IP at installation level, each commander responsible for IMSs is expected to supplement or modify the topics when necessary to fit the character and background of the IMSs involved and the training time and local resources available for such purposes.

*b.* Exposure of the IMS to the non-military aspects of life in the United States is important to the SATP, second only to the strictly military training of that program.

*c.* In a program of this nature, it is necessary to present pertinent facts and historical information. IP topics are not ends in themselves but are vehicles for achieving the policy goal and objective stated in DOD Directive 5410.17 and paragraph 11-1b of this publication.

*d.* In general, the “learning by seeing and experiencing” process should be followed in presenting the concepts of this program. In this regard, local trips or events at which acknowledged military and civilian experts receive IMSs and make presentations in their particular area are means by which these topics can be effectively covered.

(1) For full response, training installations must—

*(a)* Plan IP events carefully.

*(b)* Require that the IMSO or escort brief IMSs on the learning objective of the IP activity before engaging in the IP function. At the conclusion of the event, the IMSO or escort will summarize the event with the IMS.

*(c)* Select knowledgeable and well informed escorts for IP trips.

*(d)* Ensure that persons who address IMSs are made aware of the overall program objective, the specific purpose of the visit, and the English language comprehension level of the IMSs.

(2) The program is to be viewed as an exposure to U.S. institutions, ideals, and society to create understanding. The briefing material should be carefully studied by IMSOs in preparing for IP activities, keeping in mind that this material may not always be suitable for direct use by the IMS.

(3) Installations whose training programs are primarily academic in nature may find it appropriate to include lectures and seminars of IP topics in their course of study. This method is endorsed provided it does not convey the impression of forced feeding or indoctrination. In all instances where seminars, lectures, or film showings are scheduled, the atmosphere should be informal. Questions and open discussion periods should be encouraged.

*e.* Following each topic in paragraph 11-5 are typical activities that may appropriately be scheduled to acquaint IMSs further with the various aspects of life in the United States. Local commanders are not limited to the activities listed below, but will use this list as a guide, programming actual events after taking into account their own staff capabilities, local conditions, and other assets available to meet the program objective.

## **11-5. Program topics**

*a. Constitution and the Bill of Rights.* There are many opportunities to incorporate human rights training in conjunction with this area. Guest speakers and local tours focusing on specific articles of the bill of rights can be used in concert with nationally designated holidays for emphasis. For example, during Martin Luther King day or the Fourth of July the appropriate articles can be stressed. Briefing and trips to jails, courthouses, police stations, newspapers and political action groups should include clear association to the rights of the individual as stated in the Bill of Rights of the Constitution.

*b. Local, State, and Federal Government institutions.* Topics should include governmental systems at the local, State, and Federal level and the relationships among them. Also included should be the principle of checks and balances and the effect upon executive initiative.

(1) *Local Government.* Commanders should bring IMSs in contact with agencies and principal personnel of the local government at the city, township, or county level at the earliest opportunity. This may best be accomplished when IMSs are formally presented to local officials. One purpose of an introduction is to point out that local government officials are locally elected and responsible to local people rather than to the central authorities.

(2) *State government.* At some time during their stay in the United States, as many IMS as possible should be taken to the State capitol to be presented to the Governor, or other high State officials, and to have an opportunity to observe selected operations of the State government. One purpose of this visit, like those outlined in (1) above, is to stress the autonomy of State governments and the independence of Governors and State legislatures. When possible, the State Supreme Court should also be included in such visits.

(3) *Federal Government.* Generally available to only those schools in the vicinity of Washington, DC or for authorized school tours to Washington, DC.

*c. Civilian and military judicial systems.* Topics should include the Federal and State judicial systems and the doctrine of judicial review and the constitutional and legal status of the U.S. Armed Forces with emphasis on their nonpolitical character. Judicial systems and governmental institutions are interrelated and can generally be combined on the same trips. Arrangements may be made for visits to jails, correctional facilities, detention centers, and municipal,



State, and Federal courts. Meetings may be arranged with officials of these facilities who can describe the functions and responsibilities of these institutions and the rights of prisoners and defendants under the jurisprudence system.

*d. Political processes.* This area includes an understanding of American political parties and electoral procedures, and the roles of opposition parties.

(1) *Political party system.* An understanding of the “grass roots” character of American party organization is best gained by bringing IMS in touch with representatives of the political parties to give them an idea of the —

- (a) Political party organizations.
- (b) Means by which candidates are chosen.
- (c) Use of publicity and other means to gain support.
- (d) Relationships between local, State, and national party organizations.

(2) *The opposition.* Arrangements should also be made for IMSs to meet and talk with leaders of opposition parties, preferably office holders rather than party workers. Such a visit should be designed to show IMSs the nature of the U.S. “loyal opposition,” that its leaders perform official duties and have official status, and that the parties in power and opposition are, in fact, more united than divided on most of the basic problems facing American society.

*e. Media.* Emphasis should be placed on the role of the free press and other communications media. Since a free press is one of the American institutions some foreign visitors find most difficult to grasp, visits to media offices should be arranged. The objective of such visits is to underline how the media works and the way in which editors and publishers define their responsibility to the public. Although tours of radio and TV stations and the printing plants of newspapers are interesting from a technical point of view, they do not make the point of a free media quite as firmly as open discussions with media management and news gathering personnel.

*f. American Family and Community Life.* IMSs should be acquainted with the geographic, racial, ethnic, religious, and social diversity of American life; they should learn the effects of recent technological changes and urbanization processes.

(1) *Sponsorship programs.* Every effort should be made to expose international students to American home and community life through friendship with American families. Sponsor families, both civilian and military, must be volunteers interested in the students and willing to include them in family and community activities. Local international organizations, often part of city governments, can provide aid in the recruitment of civilian sponsors. These relationships often continue the education and cultural awareness process long after the individual returns home.

(2) *Historical sites and national or State parks.* Such trips should include local, State, and national parks and national monuments to underline the care taken to preserve and commemorate American history and our dedication to clean air, clear water, and a natural environment.

(3) *Cultural events.* Art museums, traditional music/dance festivals and performances, theater performances, State fairs American folk ballet, gospel performances or classical concerts at local churches, ethnic festivals, Chinatown, Little Italy, and Indian reservations.

(4) *Religious institutions.* IMSs should be given a balanced picture of religion in America, including the vast array of religious institutions, which exist openly freely and without Government support under our freedom of religion. IMSs should have an opportunity, as appropriate, to visit the houses of worship of the various religious denominations.

*g. Ethnic and other minorities.* The variety of minority groups in the United States should be explained to IMSs. Emphasis should be placed on continuing progress in applying American ideals to all groups and the current steps underway to improve the opportunities of minority groups. IMSs who also show a special interest in the affairs of specific American minority groups should be put in touch with responsible leaders of those minorities to give them a first-hand idea of the goals and programs of those groups.

*h. Industry/Environmental Protection/Agriculture.*

(1) *Industry.* Visits to industrial sites should be designed to give IMSs an idea of the range of different kinds of industrial enterprise in the American economy. This includes USG-operated dams and hydroelectric institutions, local affiliates of large national corporations, and smaller locally owned industries. Among other matters that company officials should be encouraged to discuss are—

- (a) Relations between ownership and management of the company.
- (b) Management-union relationships.
- (c) Decision making procedures in the field of product research and development.
- (d) Production scheduling.
- (e) Marketing; quality and cost controls.
- (f) Character and effect of governmental controls over operations.

(h) *Transportation.* Visits to large transportation centers for rail, air, water, truck, or pipeline will give IMSs an opportunity to discuss the problems of management, maintenance, scheduling, and interconnection with transport officials.

(2) *Environmental Protection.* Visits to recycling centers, guest speakers from environmental protection groups and

tours of local waste water treatment plants may be used to emphasize this area. Other tours to local industries should incorporate voluntary and legally required environmental protection measures.

(3) *Agriculture.* Topics should include the factors underlying agricultural productiveness and the changing life and the role of the farmer today.

(a) *Farms.* Trips arranged to farms should show IMSs the character of American agriculture. On such trips it may be advisable to match the interest and regional background of IMSs with certain specialized types of farming operations in the vicinity. Especially worth emphasizing in such visits are—

1. Marketing procedures.

2. Farmer credit facilities.

3. Kinds of aid farmers receive from Federal, State, and other agricultural services in combating pests and disease, controlling breeding stock, and introducing improved varieties of crops.

(b) *Agricultural experiment stations.* Such trips will permit IMS to view development of new and hybrid plants, animal and fish stock, and experiments in controlling local soil conditions, pests, and disease. The financing of the station and the means it uses to make information available to farmers is worthy of emphasis.

i. *Economy.* IMSs should be introduced to the national economy, with its diversity of industrial and business enterprises. Also of significance are the role of the USG and the role of private and commercial credit. The following kinds of trip are designed to suggest the scope and diversity of American business enterprise:

(1) *Credit.* Visits to banks, credit unions, savings and loan association, Federal Housing Administration offices, and agricultural cooperative credit facilities will underline the range of credit available to the average American.

(2) *Financial investments.* Visits to local brokerage houses and discussions with brokers will emphasize the principles on which American financial investment is based and the procedures through which it is undertaken.

j. *Labor and labor-management relations.* This area should stress the independent roles of labor and management in negotiating pay, working hours and conditions, and other benefits associated with employment. In addition to putting interested IMSs in touch with local union officials, where appropriate, tours to regional and national union headquarters will service to emphasize the scope of such organizations, the objectives of their leadership, and their political and financial independence. Also, IMSs should be introduced to union officials during visits to industrial plants.

k. *Education.* IMSs should be exposed to the purpose and range of American educational institutions and the relationship between education and a responsible citizenry. Visits to nearby schools, colleges, and universities should be undertaken to show IMSs the general range of education, laboratories, and research facilities, extension course programs, agricultural experiment stations, and cultural activities. Area study programs, where they exist, will be of special interest to the IMSs. Visits to high schools also may be useful. These visits should underline the role of schools and universities to—

(1) Teach and learn, not to function as political instruments.

(2) Show the diversity of American educational institutions including privately endowed colleges, State or City College, land grant universities, and church affiliated institutions.

(3) Familiarize IMSs with the role of organizations, such as school boards, parent, teacher, student associations, in the American education system.

l. *Public and social welfare.* Emphasis should be placed on the care of the indigent, sick, and aged; public assistance; unemployment benefits; and the Social Security System.

(1) *Housing.* Visits to model homes, apartments, and publicly supported housing developments designed for low and middle-income groups will be of particular interest to IMSs.

(2) *Public and private agencies.* Visits to public health agencies, clinics, welfare agencies, national and State employment services, local social security offices, the Red Cross, and other charitable organizations will give the IMS an overall picture of the assistance available in this country.

## **Section III**

### **IP Funding**

#### **11-6. Source of funding**

Funds for IP are derived from course tuition costs.

#### **11-7. Funding IP activities**

The following are general guidelines for IP activities:

a. IMSs participating in IP tours are considered to be in a duty status. Therefore, appropriate personnel orders will be published for IP activities that are in excess of 10 hours.

b. IMET IMSs authorized living allowances will continue to receive the same rate for the duration of an IP activity.

c. IP funds generally are used for tours, admission, and other off-installation activities that accomplish one or more

DOD IP topics. However, they can also be used to support certain activities on the training installation which are clearly related to the IP.

*d.* IP overnight trips must be approved by the appropriate military service.

*e.* IP tours, including the tour to Washington, DC, normally will be conducted on an all-expense-paid basis. However, IMS may be required to pay certain admission fees and meal costs depending on the type of IP activity.

(1) An escort may be appointed as a class A agent/cashier to permit advanced withdrawal of IP funds to defray tour costs.

(2) Authorized expenses include transportation, quarters, meals, admission and tour fees, and brochures, pamphlets, and maps used as handouts. Personal expenses of the IMS, such as laundry, phone calls, and room service, will be the responsibility of the IMS.

*f.* Funding of participation by individuals, who are guests at IP functions on military installations such as luncheons, dinners, and receptions, is authorized. However, discretion must be used to maintain a proper ratio between IMSs and U.S. guests. The ratio is flexible, based on the purpose of the IP activity.

*g.* Excess baggage is not authorized on IP trips.

*h.* IMSOs are authorized to arrange for transportation and other support required for the IP through installation support activities. The lowest transportation rates should be utilized. If the installation activity does not quote the lowest rates, IMSOs should contact their funding activity/command for assistance, if needed.

### **11-8. Constraints**

*a.* IP funds will not be obligated or expended to pay for alcoholic beverages.

*b.* IP funds will not be obligated or expended to pay for food outside the military installation unless associated with an IP trip where students do not stay at or have the opportunity to dine upon a military installation.

*c.* IP funds will not be obligated or expended to pay for entertainment expenses for activities that are substantially of a recreational character, including entrance fees at sporting events and amusement parks.

*d.* IP funds will not be used to support purely academic objectives such as field study trips that are an integral part of the training course curriculum. In such cases, expenses will be included as part of the tuition cost rather than being drawn from IP funds.

*e.* IP funds will not be used to defray transportation expenses to and from field study assignments when such assignments are for academic purposes and not specifically intended to further the goals of the IP. IP funds will be used only for the incremental cost related to IP events which on such assignments. The 500 mile round trip limitation will be calculated from the site of the field study assignment in this situation.

### **11-9. Use of IP funds**

Funds are authorized by Military Services for implementation of the IP. Control of expenditures under this category will be the responsibility of the Military Services and is addressed in the MILDEP sections.

*a.* IMSOs may be authorized to be reimbursed for legitimate out-of-pocket expenses incurred as a direct result of IP activities. Reimbursement will be made from IP funds available to the training installation based on itemized expenditures as approved by the installation commander.

(1) Examples of legitimate out-of-pocket expenses are privately owned vehicle (POV) mileage to and from transportation centers to transport IMSs when official vehicles are not available, associated tolls, and parking fees.

(2) IMSOs will itemize out-of-pocket expenses directly related to official IP duties. The itemized list supports the SF 1164 (Claim for Reimbursement for Expenditures on Official Business) and will show the proper fund citation. This document will be submitted through the IMSO's commander to the appropriate finance and accounting office for reimbursement. Reimbursement will be made from IP funds available to the training installation.

*b.* Advance of funds for IP activities may be authorized.

(1) When an advance of funds is required, the training installation authorized to incur obligations for IP purposes will perform the following actions:

(a) Designate and authorize an individual to incur and pay for expenses.

(b) Indicate the number of officer, enlisted, and civilian and international students and the maximum amount to be expended.

(c) Authorize the appropriate finance officer to advance the required amount of funds.

(2) When billing is made directly by an agency, club, or organization in connection with the IP, such bills will be rendered on the supplier's regular letterhead. The appropriate accounting data will be vouchered on SF 1034 and processed by the appropriate finance officer.

*c.* The designated class A agent/cashier will arrange payment of expenses. The class A agent/cashier should brief the IMSs prior to the tour to ensure a clear understanding of the expenses that will be paid, or reimbursed by, the escort. This will not include personal expenditures for such things as souvenirs, phone calls, and laundry. Escorts are

cautioned to remain within authorized fund limitations for the tour. Emergency expenditures must be accounted for with full justification.

*d.* Single room accommodations are authorized only for flag and general officer IMSs. All other IMSs will be assigned double room accommodations. IMSs below flag and general officer rank who want a single-room accommodation will pay the difference in cost.

*e.* IP funds may be used to defray the cost of group activities for such items as tickets to cultural events and admission to historical sites, special luncheons, dinners, receptions on military installations and other activities. These funds will not be given to the IMS but will be used by the escort to meet expenses connected with the IP.

*f.* Alcoholic beverages, if served at IP events, must be at no cost to the Informational Program.

*g.* Escort expenses should be included in the estimated cost of an IP tour. Escorts will be considered as members of the tour group for participation in all activities and all expenses will be paid from IP funds.

#### **11-10. Travel and transportation**

USG transportation will be used to the fullest extent possible in an effort to broaden the program and effect economy.

*a.* Commercial transportation is authorized as required.

*b.* To provide the IMS a close look at the U.S. countryside, installations are encouraged to use surface transportation for short trips.

*c.* IP trips will be limited to 500 miles round trip according to paragraph 11-1g.

#### **11-11. Extraordinary expenses**

*a.* Extraordinary expenses (EEs) are those expenses incident to representational activities for IMSs. Representational activities include, and EE funds help defray the costs of, commanding officer's receptions, civilian-or military-sponsored banquets, faculty-student luncheons, graduations, and other similar activities on a military installation that bridge cultural differences and enhance the relationship between the training installation and the local community.

*b.* Requests for funds for EE activities will be submitted to the MILDEP under established procedures.

*c.* Budget Project N60 funds are included in the IMET non-regional program to help defray the anticipated cost of EEs for IMET IMSs with the exception of alcoholic beverages. The expenditure of N60 funds for IMSs not sponsored under the IMETP is not authorized. However, joint activities are cost-effective and will be conducted with FMS-funded IMSs. In that case, N60 funds and IP funds will be prorated on the basis of the respective number of IMET and FMS IMSs. In determining the amount of N60 funds to be used for representational activities, the following guidelines pertain:

(1) The basic allowance is \$1.00 for each officer and \$.50 for each enlisted IMS per course week.

(2) N60 funds may also be used to finance the cost of certain contingency expenditures when they are within the legislative constraints contained in the FAA. Disbursement of funds under these circumstances is authorized only after approval of DSAA.

(3) N60 requirements will be included in the annual IP funding requirements determined by the MILDEPs. Expenditure of these funds will be authorized by an allotment issued by the MILDEPs.

*d.* EE activities for FMS IMSs are funded from IP funds.

*e.* Foreign ships, aircraft squadrons, and similar units making operational visits to the United States are not under either the FAA or AECA; hence, they do not qualify for EE funds.

### **Section IV**

#### **Other IP Considerations**

#### **11-12. Orientation**

In conjunction with the commencement of training, an orientation program should be arranged for IMSs. This orientation is particularly important for IMSs who have just arrived in the United States.

*a.* Orientation programs may include the following—

(1) Administrative processing.

(2) Tours of the installation and neighboring community.

(3) A preview of course content.

(4) Language training enhancement in technical terminology.

(5) A briefing on the available facilities at the training installation.

*b.* Also, the presentation of specific IP topics should commence during this period.

### **11-13. Escorts**

The recommended ratio of U.S. escorts for visits, trips, and tours is as follows:

- a.* One to 10 participants-one escort.
- b.* Eleven to 20 participants-two escorts.
- c.* Twenty-one to 50 participants-three escorts.
- d.* More than 50 participants-four escorts.

### **11-14. Dependents in the IP**

*a.* When considered appropriate, dependents may accompany their sponsors on local trips on a space-available basis and at no cost to the USG. An exception is for minor costs, when individual collection from dependents for their share is impracticable; for example, parking fees or tolls.

*b.* Dependents are not authorized generally to accompany IMSs on the Washington, DC tour. If dependents do accompany IMSs, it will be at no additional cost to the USG.

### **11-15. IP orientation for U.S. personnel**

*a.* To assure a general understanding of the IP and its relationship to the SATP, training installations should schedule periodic briefings to ensure that U.S. personnel are familiar with program objectives and functions.

*b.* Support of all installation activities is essential to the fulfillment of Military Services responsibilities for the IP. IMSOs are the focal points for IP activities. IMSOs require the cooperation and assistance of finance, transportation, public affairs, and other installation representatives to carry out an effective program.

*c.* Every effort should be made to ensure that IMSs are properly received within the military and civilian communities. A successful method for accomplishing this objective is through the use of sponsors.

(1) Military sponsor. To extend appropriate assistance and hospitality to the IMS, a military sponsor (student or faculty member) of appropriate rank should be provided.

(2) Civilian sponsor. To give the IMS a perspective of American family life within the civilian community environment, a civilian sponsorship program should be established through active liaison with the local community.

### **11-16. Role of the local community**

*a.* Community participation in the IP is essential. Chambers of Commerce and other civic groups make a worthwhile contribution in the introduction for IMSs to civilian communities. Members of these civic groups should be briefed thoroughly on the goal and areas of emphasis of the IP.

*b.* Civilian organizations established for welcoming foreign visitors to the United States exist within a 250-mile radius of most training installations. These organizations should be used as much as possible.

### **11-17. Public affairs**

Public affairs will be conducted according to paragraph 10-32 of this regulation. In addition, the installation public affairs office will be solicited for assistance as required to promote and support the IP by—

*a.* Furnishing advice and counsel concerning the various aspects of community relations, with special emphasis on determining the feasibility of projects and procedures for implementation.

*b.* Becoming familiar with the IP and the responsibilities of the IMSO.

*c.* Devoting command information time to the SATP.

### **11-18. Follow-up on graduates**

Training installation commanders are encouraged to maintain contact with graduates of career and similar top-level courses after the IMSs return to their home country. Programs may include the following—

*a.* Sending letters from the commander, along with the annual school newsletter or similar school publications, encouraging—

(1) IMSs to request enrollment in U.S. military nonresident extension courses.

(2) Informal correspondence between classmates.

*b.* Providing professional publications for IMSs enrolled in CONUS staff and career courses. Each subscription must be appropriate to the course taken by the IMS and will be initiated before the IMS leaves the United States. The subscription will be for a maximum of 1 year and will be funded under the IP.

### **11-19. Mementos, plaques, school emblems, and other commemorative items**

The presentation of mementos, plaques, school emblems and other commemorative items is authorized under the following conditions:

- a.* 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.
- b.* Presentation is limited to one item per IMS at each training installation at a cost not to exceed \$20. Exceptions must be approved by the appropriate military service.

### **11-20. Reporting requirements**

- a.* Training installations will maintain a record of completed IP activities so they can respond readily to requests for information.
- b.* Specific IP reporting requirements are set forth in the MILDEP sections.

## **Section V**

### **Department of the Army**

#### **11-21. Responsibilities for the IP**

- a.* The Director, SATFA—
  - (1) Is responsible for administration of the IP.
  - (2) Will review and approve CONUS installation plans to ensure compliance with the stated objectives of the IP.
- b.* Installation commanders responsible for training IMSs will prepare a standard operating procedure for implementing the IP.

#### **11-22. Conferences and training of U.S. personnel**

- a.* Conferences of U.S. persons charged with the training, administration, and orientation of IMSs will be conducted by SATFA every 18 months or as required.
- b.* Attendance at conferences of U.S. personnel charged with the training, administration, and orientation of IMSs may be charged to the IP funds.

#### **11-24. Liaison visit of IMSOs**

Full advantage should be taken of techniques that provide effective installation-sponsored IP activities and solutions to problems that may be common to several installations. IMSOs are encouraged to occasionally visit SATFA and other training activities, as funds will allow to exchange ideas and information.

#### **11-25. Visits to military installations**

Visits to military installations should not normally be the primary objective of an IP trip or activity. However, such a visit might be a secondary objective. For example, IMSOs in the vicinity of Norfolk, Virginia could properly include the Norfolk Naval Base as part of the IP trip. The provisions of AR 380-10 apply for visits to military installations.

#### **11-26. Responsibilities for tours to Washington, DC**

- a.* HQDA (SAUS-IA-DSA) is responsible for overall policy and guidance for Washington, DC tours.
- b.* HQDA (SAUS-IA-FL) is responsible for—
  - (1) Preparing a detailed schedule for Washington area activities, including DA activities within the Pentagon and coordinating with Director, SATFA.
  - (2) Tasking proponent Army Staff agencies for appropriate briefings and tours within the Pentagon.
  - (3) Arranging for hotel accommodations, travel, meals, and other tour requirements and assisting participants in contacting embassies.
  - (4) Preparing and issuing TDY orders for the designated tour director; briefing the tour director on the conduct of

the tour; and coordinating with HQDA (SAUS-IA-IPR) concerning any requirements to brief the tour director and escort officers on politico-military aspects of the tour.

- (5) Conducting official receptions in Washington, DC.
- (6) Designating the host and preparing a guest list for official receptions in Washington, DC.
- (7) Receiving all bills for expenses incurred in lodging, meals, and transportation within the Washington area and preparing necessary reimbursement vouchers.
- (8) Ensuring that the after-action report by the tour director is prepared and copies furnished to HQDA (SAUS-IA-DSA) and SATFA (ATFA-R).

c. SATFA is responsible for—

- (1) Conducting Washington, DC, tours to support the IP.
- (2) Designating schools and classes to participate in each tour.
- (3) Coordinating with HQDA (SAUS-IA-FL) on the tour schedule.
- (4) Designating school escort officers.
- (5) Tasking MACOMs for a qualified tour director.
- (6) Ensuring that HQDA (SAUS-IA-FL) is provided, on a timely basis, the appropriate tour information (for example, arrival and departure date, participant list, school escort designation, and hotel room assignments).
- (7) Ensuring that appropriate funds (N6A and N7B) are programmed and available in the IMETP for IMET tour members and providing such data on a timely basis to HQDA (SAUS-IA-FL).
- (8) Receiving reimbursement vouchers from HQDA (SAUS-IA-FL) and reimbursing vendors from appropriate funds for tour services rendered in the Washington, DC area.
- (9) Providing a fund-cite, to the installation IMSM for the travel costs of tour participants and escort officers.
- (10) Providing a fund cite to the selected tour director for his or her TDY expenses.
- (11) Providing guidance to installations for individual school activities, including visits with members of Congress.
- (12) Conducting, in coordination with SAUS-IA-DSA and SAUS-IA-FL, an annual review of the Washington, DC Schools Tour.

d. The IMSO at the training installation is responsible for—

- (1) Providing HQDA (SAUS-IA-FL) with biographical data on tour participants.
- (2) Providing travel cost requirements to SATFA for tour participants and escort officers.
- (3) Arranging the schedule for installation students on the day designated by SATFA and SAUS-IA-FL, including a visit to the Office of the member of Congress who represents the area in which the installation is located.

#### **11-27. Funding of tours to Washington, DC**

a. Expenses for IP tours to Washington, DC, include round-trip transportation from the school and local expenses in the Washington area (hotel accommodations, guide service, and official receptions, luncheons, and dinners, as scheduled).

b. Tour participants' and escort officers' travel is charged to IP funds managed by SATFA.

c. The tour director's travel and per diem will be paid from IMET funds (generic code N7B) allocated to SATFA. Orders for tour directors will be prepared by HQDA (SAUS-IA-FL) with the fund cite furnished by SATFA. The tour director will defray his or her expenses using the fund cite in the TDY orders.

d. SATFA and HQDA (SAUS-IA-FL) will determine the appropriate method for payment of tour expenses in the Washington, DC, area using available IMET N60 and IP funds.

e. The amount to be budgeted for that portion of the IP segment of applicable course costs relating to Washington, DC, tours will be updated on a yearly basis by SATFA. Due consideration will be given to inflationary and other factors. SATFA will establish procedures for obtaining funds from TRADOC schools for payment of these expenses. SATFA and major CONUS commands will coordinate methods for obtaining and transferring these funds for SATFA use.

f. Training installations are not authorized to contract for Washington, DC schools tours.

#### **11-28. IMSO out-of-pocket expenses**

The amount of reimbursement will not exceed \$300 per FY and will be subject to the availability of funds.

#### **11-29. Source of funding**

IP funds are generated into the local Operation and Maintenance, Army (OMA) account by reimbursement of course costs to include OJT and OBT. These funds are earned when the IMS enters the course. The local fund-cite should be used for expenditure. At the end of each FY, funds earned and not used should be obligated by use of the miscellaneous obligating document (MOD). These funds can then be used during the next FY for the IP for carryover IMSs.

### **11-30. Constraints**

SATFA will carefully review and weigh plans for school-conducted trips that involve extensive travel and costs against the IP objectives to be achieved. Trips will normally be limited to 500 miles. Requests for exceptions to the 500-mile limit must be submitted to HQDA (SAUS-IA-DSA) with an information copy to SATFA (ATFA-R). Requests must include complete justification, IP objectives to be supported by the proposed tour, evaluation of closer alternate activities, and the impact if an exception is not granted.

### **11-31. Use of IP funds**

IMSOs or escort officers for IP tours and visits will be appointed as class A agents/cashiers according to AR 37-103. The class A agent/cashier will receive an advance of IP funds to cover the estimated cost of the IP activity. Upon completion of the IP activity, the class A agent/cashier will report to the finance and accounting office for settlement. Funds established by the MOD will be used by the class A agent/cashier for the IP in the FY in which the activity is accomplished.

### **11-32. Extraordinary expenses**

*a. General.* EEs may be used for all IMSs: officer, enlisted, and civilian. These IMSs may be in both CONUS and OCONUS training programs.

*b. EEs under IMET.*

(1) Budget project N60 funds are programmed into the IMET non-regional program by SATFA. They cover anticipated costs of EEs for IMET IMSs and other requirements. These requirements are based on an annual solicitation to major Army commands.

(2) Before beginning each FY, SATFA will solicit from each using command its anticipated annual N60 requirements for IMS training. SATFA will determine requirements for orientation tours and Washington, DC, tours. This consolidated amount will be forwarded to DSAA to be included in the non-regional program.

(3) When funded by DSAA, TRADOC will allocate N60 funds to Army agencies in prescribed amounts approved by SATFA.

*c. EEs under FMS.*

(1) EE funds for FMS IMSs are included in the IP part of FMS course costs. Such funds should be used for FMS IMSs in the same proportion as for IMET IMSs.

(2) EE funds for FMS IMSs are generated into the local OMA account in the same way as IP funds (para 11-29). The local fund-cite should be used for expenditure for FMS IMSs.

### **11-33. Dependents in the IP**

Spouses who accompany IMSs on the Washington, DC, tour will not be authorized to take part in official scheduled events on the tour itinerary, with one exception. Spouses may attend the one official evening reception hosted by the U.S. Army at no additional cost to the IMS.

### **11-34. Role of the local community**

*a.* The local community offers a wealth of resources to use in formulating a successful IP. Local government officials, business people, school personnel, media people, and ordinary citizens are interested in meeting and talking with IMS about the way of life in the United States. IMSOs should contact a variety of local people, who can set up tours, act as guest speakers, et cetera.

*b.* Every IMS should be afforded the opportunity to meet ordinary Americans outside their classes on an informal, one-to-one basis. IMSOs should ensure such opportunities by setting up a civilian sponsor program. This involves identifying people who are interested in inviting IMSs into their homes and including them in family and community activities, matching them with IMSs, giving them information and or training on the SATP and working with people from other cultures, and recognizing them for their contributions. A successful sponsor program is the most important component of a good IP.

*c.* Civilian aides, who are appointed by and represent the Secretary of the Army in various States or designated areas, may be of assistance in the IP. IMSOs should brief civilian aides on the IP, invite them to selected events, and enlist their help in sponsoring local events and arranging tours.

### **11-35. USARSA**

Guest instructors at USARSA are encouraged and authorized to participate in the DOD IP, to include tours to Washington and IP-related seminars and symposiums, on the same basis as IMSs. All appropriate expenses will be paid by USARSA.



## **Section VI**

### **Department of the Navy**

#### **11-36. Responsibilities for the IP**

*a.* All Navy and Marine Corps commands directly concerned with IMSs will devise comprehensive and integrated IPs based upon the general guidance set forth in paragraphs 11-1 through 11-21 and this section. Commanding Officers will ensure maximum effectiveness of the IP within their command or activity.

*b.* The Navy IPO, Code IPO-04B will supervise, administer, and authorize the expenditure of IP funds within the DON. U.S. Navy major claimants will implement and manage IPs for their respective commands and activities. CG MCCDC will centrally supervise and manage IP's for Marine Corps command and activities.

*c.* Commandant, Coast Guard (G-CI) will fund, implement and manage IP for IMSs attending Coast Guard training. Specific direction for conduct of the Coast Guard IP is provided by letter.

#### **11-37. Designation of IMSOs**

Each command directly concerned with IMSs will designate at least one officer to serve as IMSO. The IMSO will act as the commanding officer's principal advisor for the IP.

#### **11-38. Source of funding**

IP funds are obtained from a weekly course cost assessment set each year. The DON has selected the course/percentage method as the approach best suited to its purpose. This methodology does not apply to on-the-job training (OJT). Although OJT courses do not generate IP funds, IMSs involved in OJT courses are eligible to use activity IP funds. Activities providing OJT, such as Navy Industrial Fund (NIF) activities, may obtain appropriate funds through the major claimant's annual budget submission. When a major claimant is in doubt about IP funding for specific informal/OJT courses, Navy IPO, Code (IPO-04B) should be consulted.

#### **11-39. Submission of annual requirements**

*a.* During the fourth quarter of each fiscal year, activities must provide Navy IPO (IPO-04B), via the appropriate chain of command, a written budget estimate of their current IP efforts and an estimate of IP/EE funds required during the next fiscal year. Training activities must carefully review and weigh plans for IP trips that involve extensive travel and costs against the IP objectives to be achieved. The IP budget submission will include the following information:

(1) Future plans for implementing the IP. These plans should contain sufficient detail to permit an accurate assessment of activity efforts towards fulfillment of DOD IP goals.

(2) An estimate of the number of IMSs to be trained during the next reporting period. This projection may be based on past attendance data.

(3) An estimate of the total number of IMS weeks of training during the next training cycle.

(4) Quarterly breakout of the next fiscal-year IP/EE funding requirements.

*b.* Marine Corps commands and activities will submit their annual requirements to CG MCCDC for consolidation and forwarding to Navy IPO (IPO-04B). Submissions will include the information outlined in a above.

#### **11-40. Funding IP events**

*a.* Advance of funds for IP activities is authorized by DOD 7000.14-R, Vol 5, paragraph 030402.

(1) Funds authorization for all IP events must be obtained from Navy IPO (IPO-04B). Activities participating in IP will request funds on an as-required basis. Navy IPO will review each request and provide accounting information for each IP event.

(2) Detailed justification for IP trips that exceed the mileage limitations outlined in paragraph 11-1 of this instruction must be submitted with each IP funds request. Waiver requests are to be submitted at least 30 days prior to IP event and must include—

*(a)* Number of IMSs (include country of origin and rank for each IMS) participating in event.

*(b)* Total round trip distance.

*(c)* The specific IP objectives that the trip will accomplish.

*(d)* A statement on why DOD IP objectives cannot be accomplished by local area trips must be included with the waiver request.

*b.* Payments for meals for IMSs while participating in an IP event should not exceed published per diem meal costs as specified by the JTR. In no case, should the cost of meals exceed \$33 per day for each IMS.

*c.* The cost of special awards, plaques, and school emblems may be chargeable to IP funds.

*d.* Marine Corps commands and activities will obtain funding for IP events from the CG MCCDC. Funds available for Marine Corps IP will be based on an allocation from Navy IPO (IPO-04B). Activities participating in IP will request funds on an as-required basis. The CG MCCDC will review each request and provide accounting information for each IP event. Detailed justification for IP trips that exceed the mileage limitations in paragraph 1-11 of this

regulation must be submitted with each IP funds request. Waivers will be requested from Navy IPO (IPO-O4B). Sub-paragraphs b and c above are applicable to Marine Corps Commands.

*e.* IP tours, funds permitting, are normally conducted on an all-expense paid basis. IMSO's, may decide, however, to require participants to pay for some meals if limited funding would otherwise preclude the conduct of the tour.

#### **11-41. Disbursing funds**

Disbursement of funds, authorized by Navy IPO for IP activities, will be made by a designated Class A agent/cashier, according to DOD 7000.14-R. IMSO program managers at local commands may be authorized to draw advance funds by the commanding officer according to DOD 7000.14-R, Vol 5, paragraph 030402.

*a.* The designated individual will submit a claim using SF 1164 to the authorizing officer for approval according to DOD 7000.14-R, Vol 5, paragraph 030402. Each claim will be supported by accounting instructions specified in the Navy IPO letter or message authorizing the expenditure of these funds.

*b.* A copy of the liquidated SF 1164, indicating final cost of IP event must be forwarded to Navy IPO, Washington, DC 20350-5000. Marine Corps Commands and activities will submit liquidation documents to the CG MCCDC.

#### **11-42. Representation funds**

Representation Funds are available to flag-level officers who have command responsibilities to host official events (luncheons, receptions, etc.) for high-level international visitors. These funds can also occasionally be used to host international personnel under the Security Assistance Program, and can be requested through the major claimant.

#### **11-43. Coordination**

*a.* To implement this program effectively within the DON, major claimants are designated coordinators of the program.

*b.* Major claimants will designate an IP officer who will be the principal contact for the IP or EEs at major claimant headquarters for subordinate commands training IMSs.

*c.* Major claimants will review the IPs of the activities under their cognizance before the submission of their annual requirements.

### **Section VII**

#### **Department of the Air Force**

#### **11-44. Management of the IP**

*a.* SAF/IAX is responsible for IP policies and procedures. AFSAT implements and manages the program.

*b.* The MAJCOMs have overall management to ensure maximum effectiveness of the program at bases within the command. Each commander will designate an office of primary responsibility (OPR) to control and manage the IP within the command. Staff visits and communication among bases, OPRs, AFSAT, are encouraged to realize the greatest benefit of the IP.

*c.* CONUS base commanders will implement the IP at each base where IMS are trained. Base commanders overseas will carry out the IP at bases where IMS are trained to the extent that local conditions permit. Commanders are encouraged to make maximum use of one-on-one interchange and associations between IMS and members of the staff, local military, and U.S. citizens to promote dialogues on the IP objectives, especially where organized U.S. sponsored activities are limited.

#### **11-45. Funding IP activities**

Funds for conducting the IP for IMET students are approved by the U.S. Congress and are paid as part of the tuition rate for IMS.

*a.* Requests for IP funds will be submitted to AFSAT/SDI on AF Form 1099 (Entertainment/Informational Program Fund Request). If approved, the form will be returned with the applicable fund citation, which will constitute obligation authority. AFSAT is responsible for processing IP funds requests and serves as administrator for USAF IP funds.

*b.* When requesting funds to support IP activities, the category (FMS or IMET), country, and number of participants (for example, FMS/GY-5, IMET/PI-2) must be provided. This helps in charging the proper funds account.

*c.* Requests for legitimate out-of-pocket expenses, as outlined in paragraph 11-10a, must be submitted quarterly to AFSAT not to exceed \$50 per quarter. Expenses may then be processed against the obligation authority for out-of-pocket expenses.

#### **11-46. IP participation**

*a.* An IP may be conducted for FMS students attending contractor training implemented by AFSAT as line manager provided—

- (1) The training is being conducted within the general area of an USAF base with an IMSO.
  - (2) The IP does not adversely impact the student's training.
  - (3) The current factor for the IP is included in the estimated training cost and reimbursed under the FMS case.
- b.* If the above conditions can be met, the contractor should provide for the release of the students for the IP.

#### **11-47. Implementing Washington, DC, tours**

*a.* IMS attending Professional Military Education, language training, and officers with CONUS course duration's, totaling 20 weeks or more will be afforded the opportunity to participate in the Washington IP tour. At least 90 days' notice is required by Air Force Office of Attaché Affairs (AFOAA) to plan the Washington, DC tour. Bases must coordinate with AFOAA for approval of the proposed tour dates and for an estimate of the cost for the group while in Washington, DC. After arrival in Washington, DC, group itineraries will not be changed without the approval of AFSAT.

*b.* After coordination with AFOAA, an AF Form 1099 (Entertainment/Informational Program Fund Request) describing the tour and the estimated costs for conducting the tour will be forwarded to AFSAT/SDI as stated below.

- (1) Proposed dates of the tour, which have previously been coordinated with AFSAT, and the itinerary.
- (2) Number of IMSs by country.
- (3) Estimated commercial transportation costs and hotel accommodations, meals, and incidentals as provided by AFOAA at the time of approval of the proposed tour.
- (4) Number of USAF escorts.

*c.* AFSAT/SDI will forward fund approval at least 20 days before the tour date, with an information copy to AFOAA, 1080 Air Force Pentagon, Washington, DC 20330-1080.

*d.* Direct contact between the base and AFOAA is authorized after tour approval for planning and programming activities to help achieve the IP objectives and for the logistics support necessary.

*e.* Upon completion of the tour, the escort officer will submit a report of the tour through the installation commander to AFSAT/SDI, 2021 1st Drive West, Randolph AFB, TX 78150-4302, with an information copy to AFOAA, 1080 Air Force Pentagon, Washington, DC 20330-1080 and SAF/IAXM, 1080 Air Force Pentagon, Washington, DC 20330-1080. The report will reflect appraisal of the tour value, IMS reaction, and recommendations for improving future tours.

#### **11-48. Paying agent**

*a.* The senior escort officer will be appointed paying agent as provided in the AFI 65-101 when the itinerary and expense estimates are firm. AF Form 1099 authorizing the expenditure of funds will be provided to the local finance office. The paying agent will draw funds against this amount to cover the cost of the tour.

*b.* IMS meal allowance is \$25 a day. The only exception is \$30 a day for the Washington, DC, trips. These amounts are based on the following estimates (guidelines only):

- (1) Breakfast-\$4 to \$5.
- (2) Lunch-\$6 to \$7.
- (3) Dinner-\$15 to \$18. Total is fixed; allocation to specific meals is dictated by circumstances.

#### **11-49. Accountability**

The IMSO disposes of receipts for expenditure of funds according to Air Force instructions. Copies of SF 1034 approval for expenditures, total expenditure reports, and individual receipts will be filed together with a monthly folder.

*a.* Military and civilian agencies providing services for IP activities must be requested to indicate the appropriate breakout of costs such as room rates, meal charges, and other individual services. However, receipts for individual services are neither required nor desired (when payment is made directly to the IMS in lieu of payment by the escort officer). Escort officers or IMSOs will complete SF 1034 and include copies of all receipts for finance agencies to account for expenses. An administrative certificate or statement on the SF 1034 that the services were performed in connection with the authorized activity will be prepared.

*b.* The IMSO will advise AFSAT/SDI of the total amount of funds expended within 15 workdays after completing the tour.

*c.* Support of all base activities is essential to the fulfillment of U.S. Air Force responsibilities for the IP. Although the base IMSO is the focal point for IP activities, he or she will require the cooperation and assistance of finance, transportation, information, and other base functions to carry out an effective program.

*d.* Base IMSOs are encouraged to contact other IMSOs within the same area so they are aware of other activities of interest to IMSs at their location.

#### **11-50. Data card**

AF Form 1217 (Informational Program (IP) Data Card) will be used to record IMS participation in IP activities. AF Form 1217 may be temporarily stored in a card file to permit easy access by the IMSO while the IMS is in training. However, AF Form 1217 must be transferred to the IMS's training records before they are forwarded to the next training installation or to the country SAO.

#### **11-51. Plaques and mementos**

The cost of special awards, plaques, and mementos in connection with IP activities may be chargeable to IP funds. The exchange of school emblems should not be promoted by U.S. Air Force activities, however, when requested by the IMS, school emblems may be provided at IP expense in conjunction with IP activities.

#### **11-52. AF Form 2642 (Informational Program Activities Plan (RCS SAF/IAX (Q)7103))**

*a.* As a means of coordinating the overall coverage of IP activities being planned for IMSs and using desirable activities from one area for IMSs of other areas, each installation programmed to receive IMSs will prepare an IP activities plan. Plans (original and two copies) will cover a 90-day period and be submitted quarterly through each MAJCOM headquarters to arrive at AFSAT/SDI, 2021 1st Drive West, Randolph AFB, TX 78150-4302, with an information copy to SAF/IAX, 1080 Air Force Pentagon, Washington, DC 20330-1080 and SAF/FMBIS, 1130 Air Force Pentagon, Washington, DC 20330-1130, 60 days before the start of each fiscal quarter. This report is designated emergency status code C-2. Continue reporting during emergency conditions, normal.

*b.* In addition to local activities, the plan should include special activities and extended trips (Washington, DC, tours or visits to large metropolitan areas) that are planned when specific objectives cannot be accomplished in the local area.

#### **11-53. Quarterly Report of Informational Program Activities (RCS SAF/IAX (Q) 7104)**

*a.* The IMSO will have participating IMS evaluate each IP event just prior to completion. Four groups of 25 IMS or less, each IMS will complete an evaluation. For larger groups, a sampling may be taken. The IMSO will also assess each IP event. Use the formats provided in the DOD Informational Program Handbook. A sampling of IMS evaluations and the IMSO assessment for each activity will be forwarded to AFSAT/SDI, 2021 1st Drive West, Randolph AFB, TX, 78150-4302, along with the final AF Form 1099 for the event.

*b.* IMSOs will submit a recap of all IP events, provided at cost or no cost, and N60-funded activities NLT 15 days following the end of the fiscal quarter. The recap will include the following information for each event conducted during the fiscal quarter: DOD topics met; date and description of the event; number of IMS attending; percent of total IMS; countries represented; and actual cost to the IP or N60 funds. This report is designated emergency status code D. Discontinue during emergency conditions.

*c.* IP activities in which the IMS participates will be recorded and filed with the IMS training records.

*d.* IMSs will maintain a current IP resources file, which will serve as a ready reference of available activities and will provide an evaluation and continuity for each activity. AF Form 2643 (Information Program Resources File) provides an easy-to-maintain cross-reference that accumulates valuable data on the IP.

#### **11-54. Use of IP funds**

Requests for the use of IP funds for activities not submitted under the SAF-IAX (Q) 7103, or for items and activities that do not clearly relate to the IP objectives, must be forwarded for a case-by-case decision to SAF/IAXM through AFSAT. The request must contain sufficient details and justification on which to make a decision.

#### **11-55. Semi-Annual Informational Program Funds Report (RCS: SAF-FMB (SA)8801)**

AFSAT will submit a semi-annual report to SAF/FMBIS on the status of IP funds according to figure 11-1. Reports will be submitted not later than 30 Apr and 30 Nov each year. An information copy will be provided to SAF/IAXM.

#### **11-56. IMSO workshop**

AFSAT will budget for and host an IMSO workshop. Air Force IMSO workshops will be conducted approximately every 18 months. Proposed agenda items will be forwarded to SAF/IAXM for review prior to publication.

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Informational Program Fund Report Schedule

1. Funds Flow Actual		
a. 30 April Report		
(1) 1 Oct Beginning Balance (includes obligations)		\$
(2) Revenue for the Period (1 Oct - 31 Mar)		\$
(3) Expenditures for the 6 month period		\$
(4) 31 Mar Ending Balance (includes obligations)		\$
b. 30 November Report		
(1) 1 Apr Beginning Balance (includes obligations)		\$
(2) Revenue for the Period (1 Apr - 30 Sep)		\$
(3) Expenditures for the 6 month period		\$
(4) 30 Sep Ending Balance (includes obligations)		\$
2. Funds Flow Projection		
a. 30 April Report		
(1) Projected Revenue (1 Apr - 30 Sep)		\$
(2) Projected Expenditures (1 Apr - 30 Sep)		\$
b. 30 November Report		
(1) Projected Revenue (1 Oct - 31 Mar)		\$
(2) Projected Expenditures (1 Oct - 31 Mar)		\$

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Figure 11-1. Semi-Annual Informational Program Funds Report

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## **Chapter 12 Orientation Tours**

### **Section I General**

#### **12-1. Objectives**

*a.* Orientation tours are provided under the SATP to selected foreign officers for familiarizing them with U.S. military doctrine, techniques, procedures, facilities, equipment, organization, management practices, and operations. These tours are conducted as short-term orientations as opposed to long-term formal courses.

*b.* In addition to the purely military objectives to be achieved through orientation tours, it is intended that they serve to enhance mutual understanding, cooperation, and friendship between U.S. forces and participating nations.

#### **12-2. Types of orientation tours**

The two types of orientation tours sponsored by DOD under the SATP are as follows:

*a.* Orientation tours for distinguished visitors (DV). DV tours will be conducted only for senior foreign military officers (below the equivalent U.S. position of Chief of Staff, Chief of Naval Operations, or Commandant of the Coast Guard or the Marine Corps) holding positions of major importance or selected for such positions. DVs are normally of flag or general rank. DV tours are conducted for a period not to exceed 14 calendar days plus oversea travel time and are limited to not more than five participants per tour. Courtesies and honors should be afforded DVs according to their rank and position. Such honors and other appropriate activities (such as receptions, dinners, or luncheons) must be modest and in good taste. Personal aides are not authorized to accompany flag or general officers.

*b.* Orientation tours (OTs). OTs are conducted for selected foreign officers who are destined for responsible positions in their country's military establishment. These officers do not presently qualify as DVs. OTs are conducted for a period not to exceed 14 calendar days plus oversea travel time and are limited to not less than three but no more than seven participants per tour. OTs are provided on an austere basis with minimum official entertainment. Protocol and entertainment activities that could be considered lavish will be avoided.

#### **12-3. Other visits**

*a.* Chief of Staff or head of service visits. Visits by the heads of foreign military services, or officers designated to occupy such positions, are arranged through diplomatic channels under the auspices of the head of the U.S. sponsoring MILDEP. These visits are not implemented under SA sponsorship or procedures.

*b.* Self-invited visits. Self-invited visits are requested by the foreign country through diplomatic channels and all expenses are the responsibility of the foreign country. SAOS will coordinate requests for self-invited visits with the appropriate U.S. country team.

#### **12-4. Programming and implementation**

*a.* Orientation tours will be programmed in the FY IMET or FMS programs in the same way as other training at the annual TMPRs hosted by the unified commands. (See fig 12-1 for programming information for orientation tours.)

*b.* All orientation tours under IMET sponsorship must be approved by DSCA before implementation, itinerary, justification, and adequate supporting rationale should be forwarded by the SAO to SECDEF, DSCA, WASH DC 20301-2800 along with the ambassador's statement attesting to the importance of providing such training.

*c.* Intensive coordination is required to set up and schedule orientation tours. Requests for unprogrammed orientation tours will be considered only on an exception, case-by-case basis. Requests will be sent through the unified command to the MILDEP no less than 120 days before the requested tour start date.

*d.* MILDEPs do not have "off-the-shelf" tours. Each is tailored to country requirements and U.S. objectives. One itinerary is provided for each tour, regardless of the number, grade, or assignment of tour participants.

*e.* Orientation Tours involving Coast Guard commands will be programmed by the MILDEP sharing the tour. For OTs hosted solely by Coast Guard, programming will be in the DON STL through NETSAFA. Commandant Coast Guard (G-CI) must be included in all requests for OTs involving Coast Guard commands.

#### **12-5. U.S. escorts**

*a.* MILDEPs will normally furnish U.S. escorts from CONUS resources. If available, escorts fluent in the language

of the tour participants will be furnished. The escort will accompany the tour group from the time of arrival in CONUS, until the group departs for the group's home country, except during authorized leave periods.

*b.* The escort will use billeting accommodations at the same location (hotel, motel, or BOQ) as provided to the tour participants.

*c.* In exceptional cases only, U.S. personnel assigned within the foreign country may act as escorts if recommended by the unified command and approved by DSCA.

*d.* The use of foreign country personnel as escorts is not authorized.

#### **12-6. Biographical data**

Biographical data on each tour participant will be provided on DD Form 2339. Data will be sent to the MILDEPs at least 60 days before the scheduled arrival of the participants in CONUS.

#### **12-7. Invitational Travel Orders (ITOs)**

Orientation tour participants require ITOs. ITOs will be distributed to reach the proper installations 30 days before the tour participants' scheduled arrival date in the United States.

#### **12-8. Pre-departure briefing**

*a.* Foreign officers selected to participate in orientation tours will be thoroughly briefed by SAO personnel before departure for the United States.

*b.* The following items should be given special emphasis during the in-country pre-departure briefing:

(1) Itinerary. No changes will be made to the final itinerary established for the orientation tour and will travel together for the duration of the tour.

(2) Clothing. Military uniforms are required; however, participants should bring some seasonal casual clothes and at least one civilian suit.

(3) Dependents. Dependents are not authorized to accompany orientation tour participants.

(4) Medical services. Only emergency medical services will be provided.

(5) Leave. If authorized, leave can be taken only upon conclusion of the orientation tour. Appropriate leave authorization will be included in the ITO. All courtesies provided during the official tour terminate at the end of the tour.

(6) Power-driven vehicles. Purchase of power-driven vehicles by orientation tour participants will be deferred until completion of the tour.

#### **12-9. Baggage**

*a.* Each IMET orientation tour participant is authorized two pieces of baggage (not to exceed 70 pounds each) for that portion of the travel funded under IMET. Baggage will accompany the individual. This authorization will be included in the ITO. The tour participant will pay the cost for excess baggage or weight. Additional allowance for instruction material is not authorized.

*b.* Because of baggage handling problems, the baggage limitations applicable to IMET participants in a above should be adhered to by FMS participants.

#### **12-10. Informational Program (IP) activities**

IP requirements are discussed in chapter 11.

#### **12-11. Restrictions and limitations**

*a.* Tours will have training as a primary mission.

*b.* Tours will not be programmed or implemented in conjunction with other sequential training.

*c.* Tours will be conducted on an unclassified basis.

*d.* Tour participants should have an ECL of not less than 70.

*e.* Tours to the U.S. Service academies and to joint and other senior Service colleges must be fully justified. These tours will be held to a minimum. Tours to the U.S. Service academies will not be arranged during examination and graduation periods (normally 1 May to 1 June).

*f.* The tour program will not be used to support visits that have materiel acquisition as an objective.

*g.* Tours funded under IMETP will not be used to promote foreign military sales.

*h.* Persons who have taken part in training in the United States will be scheduled for an orientation tour under IMET only when fully justified by the SAO. The unified commander, DSCA, and the MILDEP must also approve such actions.

*i.* The foreign country may program only one OT tour every 2 years subject to the MILDEPs capability to implement the tour.

## **Section II**

### **Programming Orientation Tours Under IMET**

#### **12-12. General**

- a.* Orientation tours are programmed in the country programs under budget projects N1H (tours) and N7B (escort officer) and as A and B suffixes to the assigned WCN.
- b.* The tour line is costed in the travel and living allowance (TLA) column and includes the following:
  - (1) Round trip transportation to the CONUS port (if IMET pays oversea transportation).
  - (2) A costing factor determined by the MILDEPs to cover the costs of CONUS travel, quarters, and IP.
- c.* Transportation, overseas and CONUS, is programmed at category Z rate or at category Y rate if category Z is not available.
- d.* The U.S. escort is programmed for the duration of the tour plus 1 additional week to allow for the MILDEP briefing, travel to the port of tour arrival, and travel from the port of tour departure. The line is costed as TLA in the country program in an amount of \$800 per week to defray CONUS travel and per diem.
- e.* The tour and the U.S. escort must be programmed in the current FY program. The fifth-quarter programming concept cannot be used for IMET orientation tours.
- f.* Installations that host official functions, chargeable to SA funds, should ensure appropriate charges are presented to the escort officer before the tour leaves the installation.
- g.* Tour participants are responsible for personal expenses and must have sufficient funds to defray their costs.

#### **12-13. Funds**

- a.* A meal allowance according to the JTR is normally payable to IMET OT participants for the entire tour at the last military installation having finance disbursing facilities. However, OT participants may be paid an advance payment of meal allowance at the port of entry or the first military installation having a finance disbursing facilities. OT participants may be advanced no more than 80 percent of the total authorized meal allowance. If so, the balance due will be payable to the participants at the last military installation having finance disbursing facilities.
- b.* Installations can request EE funds in the amount of \$9 per participant per installation visited, not to exceed \$18 per day per participant.
- c.* The escort officer may be appointed as class A agent/cashier for disbursing funds to defray the cost of participants' quarters and IP activities.
- d.* When possible, OT participants should be assigned double room accommodations.

#### **12-14. DV tours**

- a.* No meal allowance will be paid to the DVs. The escort officer may be appointed as class A agent/cashier for disbursing funds to defray the cost of the DVs quarters, meals, IP activities, miscellaneous transportation expenses such as metro and taxi, and associated tax and gratuities. The programmed costing factor to cover these costs will be determined by the MILDEPs.
- b.* Installations can request EE funds. The amount of expenditure per installation visited will be as determined by the MILDEP.
- c.* When the use of commercial quarters is required, DVs should be provided with single room accommodations.

## **Section III**

### **Programming Orientation Tours Under FMS**

#### **12-15. General**

FMS orientation tours are costed on the basis that all identifiable costs associated with conducting the tour will be recouped by the USG. FMS orientation tours will be conducted on an all-expense basis, payable by the participants and the purchasing country as appropriate.

#### **12-16. Purchasing country responsibilities**

The purchasing country will provide the following—

- a.* Round-trip transportation from the country to the CONUS port.
- b.* Sufficient funds to each participant to meet the cost of meals, hotels, incidentals, and all personal expenses during the orientation tour.

#### **12-17. LOA**

- a.* To ensure proper pricing of FMS orientation tours and to ensure that costs incurred are borne by the purchasing country, the following cost guidance will be applied in preparing the LOA:
  - (1) *U.S. escort.* The cost estimated for pay and allowances should be computed using the standard composite rate



plus a 20-percent acceleration factor. Per diem should be computed according to the JTR for the duration of the tour plus 1 week. All transportation costs should be included.

(2) *Project officers.* Local project officer and staff charges should be computed for each installation visited to cover an estimated 1 man-week of preparation for and participation in activities connected with the tour.

(3) *CONUS transportation for tour participants.* Costs for all CONUS travel will be based on current commercial, USG-purchased coach fares unless otherwise specifically requested by the country involved.

(4) *IP.* A standard cost per week of \$150 per OT participant and \$250 per DV tour participant may be included to pay for IP activities and official host functions at the installations visited. These funds will not be used for any other purpose.

(5) *Local asset use charge.* A charge for use of installation, transportation, and real property facilities will be computed for each installation visited based on the number of tour participants as follows:

(a) One through four-\$200.

(b) Over four-\$250.

b. FMS orientation tours will be conducted on a cash-in-advance basis; no other terms are authorized. Funds stipulated in the LOA will be deposited with SAAC not less than 90 days in advance. If funds are not available, a U.S. escort cannot be appointed nor can CONUS travel arrangement be made.

c. Each orientation tour will be covered by a separate sales case unless the foreign country desires to fund from an existing FMS training case.

## **12-18. U.S. escort**

The U.S. escort may be appointed as class A agent/cashier for disbursing funds to defray the cost of IP activities. Installations that host official functions, chargeable to the IP, should ensure that appropriate charges are presented to the U.S. escort before the tour leaves the installation.

## **Section IV**

### **Department of the Army**

#### **12-19. Responsibilities for orientation tours**

a. The SAUS-IA-DSA will—

(1) Develop and issue overall policy and guidance for tours and related IPs.

(2) Conduct the annual selection committee for OTs.

(3) Act as primary Army point of contact for interface with OASD (ISA) (ISP)) DSCA.

(4) Ensure that SATFA and HQDA (SAUS-IA-FL) are immediately apprised of any information concerning tours.

(5) Coordinate with HQDA (SAUS-IA-FL) on available tour dates.

(6) Monitor tour itineraries.

b. The SAUS-IA-RM will—

(1) Coordinate with DIR, SATFA, to ensure funds are transferred to support the tour.

(2) Transfer fund-cite to appropriate agencies, i.e., airlines, interpreter support, and contractor in support of the tour.

(3) Prepare Class A Agent Orders for Escort Officer

(4) Close expense account with Escort Officer following completion of the tour.

c. The Director, SATFA, will—

(1) Cost orientation tours under the FMS program and prepare LOAs, as appropriate.

(2) Ensure that proper IMET funds are programmed to conduct tours according to the regulation and the SAMM.

Ensure that appropriate fund cites are forwarded to HQDA (SAUS-IA-RM) in ample time to meet administrative requirements.

d. Major Army commands will—

(1) Assist HQDA (SAUS-IA-RM), SATFA, and unified commands in conducting orientation tours.

(2) Provide HQDA (SAUS-IA-DSA) and SATFA with a detailed itinerary for tour participants at least 30 days before the participants arrive in CONUS.

e. The SAO will—

(1) Ensure general scope and objectives of the visit are submitted to HQDA SAUS-IA-DSA NLT 90 days prior to the visit.

(2) Provide specific areas of interest and suggested installations to visit NLT 90 days prior to the visit.

(3) Provide number and names of participants NLT 45 day prior to the visit and in the proper rank order, annotating the senior participant/head of delegation, including U.S. rank equivalent.

(4) Obtain OCONUS transportation using the ITO fund-cite unless circumstances preclude obtaining tickets locally. In that case, SAO will coordinate with HQDA SAUS-IA-DSA who will make the travel arrangements and have prepaid, round trip tickets issued directly at the originating flight.

## **12-20. Other visits**

*a. Chief of Staff Army (CSA) visits.* AR 37-47 covers visits of foreign personnel who hold positions equal to the CSA.

*b. Self-invited visits.* AR 380-10 covers self-invited visits to CONUS Army installations.

## **12-21. Biographical data**

Biographical data on DD Form 2339 will be submitted in duplicate to HQDA (SAUS-IA-RM), 1000 Army Pentagon, WASH DC 20310-1043 with an information copy to SATFA (ATFA-R), Building 139, 137 Bernard Road; Fort Monroe, VA 23651-1003.

## **12-22. ITOs**

ITOs for orientation tours will be distributed as prescribed in paragraph 7-10.

## **12-23. Travel**

Information on the mode of travel to and from CONUS, including the confirmed flight schedules and ports for arrival in and departure from the United States, will be furnished by SAO message at least 30 days before the arrival date to the following—

*a. Director, SATFA, (ATFA-R), Fort Monroe, VA.*

*b. HQDA (SAUS-IA-RM), WASH DC.*

*c. HQDA (SAUS-IA-DSA), WASH DC.*

*d. CONUS port of embarkation and debarkation, as appropriate, through which the tour participants will travel.*

*e. Each oversea headquarters through which the tour participants are routed.*

*f. Appropriate unified command.*

## **12-24. Tour reports**

Within 10 days after the completion of each tour, a tour report will be prepared by the escort officer and sent to HQDA (SAUS-IA-DSA), 102 Army Pentagon, WASH DC 20310-102, with the information copy to—

*a. The SAO.*

*b. The appropriate unified command and Army component command.*

*c. HQDA (SAUS-IA-DSA), 102 Army Pentagon, WASH DC 20310-0102.*

*d. Director, SATFA, ATTN: ATFA-R, Building 139, Bernard Road, Fort Monroe, VA 23651-5267.*

## **12-25. IMET orientation tour funding**

*a. Funds for tour participants are distributed from the country program ceiling by DSCA to SATFA through IMET funding channels. SATFA will provide the fund cite to HQDA (SAUS-IA-RM), who will forward to SAO for inclusion in ITO.*

*b. The escort officer's travel and per diem funds (generic code N7B) are allocated to SATFA. SATFA will furnish the fund cite to HQDA (SAUS-IA-RM) for the preparation of TDY orders.*

*c. The escort officer will be appointed as class A agent/cashier for disbursing funds.*

## **12-26. FMS orientation tour funding**

The following guidelines in funding and reimbursing programmed tour costs will be used:

*a. SATFA will furnish an OMA fund cite to HQDA (SAUS-IA-RM) for travel and per diem of escort officer, CONUS travel of tour participants, and IP monies. OMA funds will be reimbursed from the FMS case. The escort officer will be appointed class A agent/cashier.*

*b. Upon completion of the tour, SATFA will submit SF 1080 for reimbursement of OMA funds, MPA for escort officer and local project officers, and asset use charge.*

## **Section V**

### **Department of the Navy**

## **12-27. Publicity**

Current policy regarding public affairs and information is contained in the U.S. Navy Public Affairs Manual and the U.S. Marine Corps Public Affairs Manual.

## **12-28. Allowances**

*a. In case of IMET-sponsored visitors, when a DON escort officer is provided, the escort officer will normally draw funds in advance to defray all costs of transportation, accommodations, meals, and incidental expenses. An advance*

supplemental living allowance, not to exceed \$100, may be paid IMET-sponsored visitors upon arrival at the first CONUS activity.

b. The SAO will be advised on the financial procedures to be followed for each visit.

### **12-29. Limitations**

Visits to the U.S. Naval Academy and other military and civilian colleges will not be scheduled during examination or graduation week. Visits to DON installations whose activities are classified must be fully justified and are subject to the provisions of the SECNAVINST 5510.34.

### **12-30. Restrictions**

Heads of foreign services and officers scheduled to occupy those positions in the near future normally will not participate in IMET-sponsored OT visits. Visits of this nature are handled by CNO (N2L) or CMC) and occur only at the personal invitation of the CNO or CMC respectively.

### **12-31. Procedures for requesting orientation tours (OTs)**

a. Requests for OT visits in the United States must be submitted via the unified commander at least 90 days before the desired departure date from the country. Requests for OT visits to predominately Marine Corps activities will be submitted to CG MCCDC. Requests for OT visits to other DON activities will be submitted to NETSAFA. If the request for an OT visit is approved, the SAO will send the following information by message 75 days before commencement of the tour:

- (1) General scope of interest of tour participants.
- (2) Suggested itinerary with specific areas of interest at the activities recommended to visit.
- (3) Recommended IP activities.
- (4) Number of participants and the name and rank of the senior officer.

b. Upon receipt of the information in a above, CG MCCDC or NETSAFA, as appropriate, will take the command concerned. Those Commands scheduled to be visited will advise CG MCCDC or NETSAFA immediately as to the feasibility of hosting the requested OT visit and will submit a detailed itinerary within 10 days. At the same time, SAOs are required to forward the following information so that it will arrive no later than 45 days before commencement of the visit:

- (1) ITOs of participants.
- (2) List of participants in order of precedence, including rank as U.S. rank equivalent) and billet currently held or anticipated.
- (3) Biographical data on plain bond paper for all participants. These must be in English. An original and two copies are required, each with a photograph affixed.
- (4) Roommate assignments when applicable.
- (5) Name and rank of the designated Class A agent/cashier if the SAO is supplying escorts.

c. Based on the information received from the SAO and from the commands to be visited, CG MCCDC or NETSAFA, as appropriate, will prepare a final itinerary approximately 30 days prior to commencement of the scheduled text.

## **Section VI**

### **Department of the Air Force**

#### **12-32. General**

a. All tours and visits under IMET sponsorship must be approved by DSCA before implementation. Proposed itinerary and justification should be forwarded by the SAO to DSCA, WASH DC 20301-2800, with information copies to SAF/IAXM,1080 Air Force Pentagon, WASH DC 20330-1080, and AFSAT, 2021 1st Drive West, Randolph AFB, TX 78150-4302, as soon as the requirement is known.

b. OTs and DVs are available to FMS countries on a fully reimbursable basis to the U.S. Air Force. Itinerary approval is required. SAOs will plan OTs to be funded by an existing blanket order training case at least 120 days in advance to permit adequate CONUS planning. If an LOA must be written for the tour, the request and the proposed itinerary to AFSAT, 2021 1st Drive West, Randolph AFB, TX 78150-4302, not later than 180 days in advance of the proposed start date. During the negotiation phase of an OT, SAOs will specify any unusual tour requirements. Consistent with the OT information provided by the SAO, AFSAT will review the itinerary to ensure that reasonable time is allowed for travel between locations.

c. ITOs for DVs and OTs will be prepared by the SAO when authorization to publish the orders has been provided by AFSAT. Authority to publish ITOs for OTs will be provided by AFSAT.

d. When travel in CONUS is to be via commercial air, ITOs must reach AFSAT at least 30 days before the arrival date of the visitors at the CONUS port of debarkation to ensure sufficient time to make travel reservations. AFSAT

will be informed of the mode of travel and estimated time of arrival of the visitors at least 20 days before the arrival date at the CONUS port of debarkation.

### **12-33. OT implementation**

- a.* AFSAT implements, funds, and monitors OTs.
- b.* AFSAT designates the MAJCOM to sponsor the tour based on tour objectives and the proposed itinerary. When more than one MAJCOM is involved, the command with greatest participation and interest is the sponsor.
- c.* The sponsoring agency reviews the proposed itinerary and recommends changes to assure accomplishment of tour objectives, submits a recommended itinerary to AFSAT for approval, appoints an escort officer, and identifies a point of contact at each location in the approved itinerary.
- d.* The SAO will provide AFSAT with biographic data on OT participants at least 60 days before their arrival in CONUS.

### **12-34. Escort officer functions**

*a.* A U.S. Air Force escort officer will be provided for all tours. The escort officer will be included as part of the tour requirement in the country's IMET or FMS program.

(1) The escort officer will be briefed on the specific duties and responsibilities regarding funding and the IP. (See chap 11, sec II.) In addition, the escort officer's TDY orders will include two additional days after completion of the OT to prepare an after-action report and settle finances.

(2) The escort officer will be responsible for submitting SF 1034 covering the authorized expenditures.

(3) Travel and per diem of the escort officer will be funded from IMET N70 funds or charged to the applicable FMS case.

*b.* The escort officer will be designated as the paying agent.

### **12-35. Completion of OTs**

The SAO will debrief OT participants upon return to their home country. A summary of this debriefing will be submitted to AFSAT, 2021 1st Drive West, Randolph AFB, TX 78150-4302. An information copy will be sent to SAF/IAXM, 1080 Air Force Pentagon, WASH DC 20330-1080, DSCA, WASH DC 20301-2800 and the unified command.

### **12-36. Distinguished visitor (DV) implementation**

AFSAT implements DV tours as follows:

*a.* The proposed itinerary for the DV will be submitted by the SAO to arrive at AFSAT at least 120 days before the projected start date. An information copy will be provided to the unified command and SAF/IAX. The itinerary will list specific items of interest for briefing or discussion at HQ USAF and at each installation to be visited.

*b.* AFSAT will forward the approved schedule to the SAO. In no case will firm commitments be made or orders published before receipt of approval from AFSAT.

*c.* The SAO will inform AFSAT (with information copies to the unified command, SAF/IAXM, and AFSAT) of the country Air Force's acceptance of the proposed dates and schedule or recommended changes as soon as possible. Biographical data on the team member will be provided at least 60 days in advance of the tour start date.

*d.* Activities that host a tour will provide color photographic coverage of the visit. Each unit should provide the escort officer with no fewer than two rolls of 36 exposure (ASA 100) color film prior to departure. Emphasis of photographic coverage should be on the professional aspect of the visit (such as tour demonstrations, equipment, and briefings) and limited coverage of social events. The film will be processed at Randolph AFB, TX; AFSAT will prepare and forward an album to the SAO for presentation to the officer.

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Programming Information  
(Enter type of orientation tour)

- a. Country
- b. FY.
- c. WCN
- d. Type of tour. (State whether an IMET or FMS or OT or DV tour and the area or areas of interest to be covered by the tour; for example, operations, maintenance, engineering, supply, education, training, flying, technical, staff, command, professional, or medical.)
- e. Objectives. (State, in specific terms, the objectives to be achieved as a result of the tour. Be specific to the point that commanders, civilian employees, briefing and training installation personnel, and other) MILDEP personnel not normally associated with SA activities can assist in the achievement of tour objectives.)
- f. Proposed starting date.
- g. Alternate starting date.
- h. Tour itinerary. (Suggest an itinerary in terms of visits to specific DOD units or training installations. Itinerary suggestions should include the recommended number of days at each location, not to exceed 2 working days per location.)
- i. Level. (For each itinerary stop, provide the level at which tour personnel should be oriented in terms of flight, squadron, group, battalion, division, major command, or similar identification.)
- j. Scope. (Indicate how much detail should be given to participants. Information in this portion of the format must correlate with the objectives, length of stay at each location, and level of tour. If it is desired that participants be familiarized with specific DOD procedures and techniques on an observer basis, include the information under this heading.)
- k. Names of participants. (Enter the name of each participant, grade and equivalent DOD grade, and date and place of birth. Underline the surname of each individual.)
- l. Assignment. (Provide a brief synopsis of current or planned assignment of each individual if applicable to the purpose of the tour. Compare it to similar positions in the DOD Military Establishment.)
- m. Individual characteristics. (Enter the customs of dress, language, religion, eating and drinking habits, and general demeanor of each participant).
- n. English capability. (Indicate the ECL for each individual).
- o. IP projects. (Describe particular aspects of the IP to be accomplished, listed in order of preference)
- p. Publicity. (To preclude embarrassment for the USG, the MILDEP, or the country concerned, include a brief statement regarding publicity that could be useful for achieving the tour objective).

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Figure 12-1. Sample format for programming information for orientation tours

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## **Chapter 13**

### **Security Assistance Teams**

#### **Section I**

##### **General**

#### **13-1. Introduction**

Security assistance teams (SATs) provide both training and technical assistance. This assistance is provided to meet specific objectives in connection with development of a country's capability. It will be requested only after full consideration has been given to in country capability and service school training. SATs are provided under authority of either the FAA or AECA and are subject to such procedures and constraints as may be mandated by the authorizing legislation and or established policy. SATs are not intended to perform the normal functions of the SAO or to augment U.S. forces in country. SATs will not be used as an integral part of the armed forces of the country being served. When SATs are requested, military personnel will normally be used, unless SECDEF determines that providing the assistance will adversely affect the MILDEP's combat readiness. In such instances, use of DOD civilian or contractor personnel will be considered. The development sequence is presented in table 13-1.

#### **13-2. Purpose of SATs**

SATs should be based on consideration of all of the advantages and disadvantages inherent in the use of this type of assistance, at a particular time, in a particular country, and not solely for the apparent cost benefits.

*a.* Generally, this type of assistance should be considered only when one or more of the following factors are clearly present:

(1) The assistance must be accomplished as rapidly as possible or in response to a particular threat or adverse condition affecting the security of the country concerned.

(2) The assistance is of relatively short duration, must reach large numbers of trainees, and entails extensive use of interpreters or language-qualified team members. Interpreters will not be used to provide training where safety may be compromised.

(3) The assistance can only be conducted on equipment or in facilities located in the foreign country.

*b.* In principle, IMET will not be used to finance this type of assistance. DSCA may grant exceptions to this policy.

*c.* In-country technical assistance will not be provided under IMET or FMS training cases for the installation, assembly, calibration, or repair of materiel items. These functions are performed under FMS materiel cases.

#### **13-3. Acts of misconduct by foreign personnel**

All members of training assistance teams must understand their responsibilities concerning acts of misconduct by foreign country personnel. Team members will be briefed prior to deployment on what to do if they encounter or observe such acts.

*a.* Common article 3 to the four Geneva conventions of August 12, 1949, provides a list of prohibited acts by parties to the conventions as follows—

(1) Violence to life and person-in particular, murder, mutilation, cruel treatment, and torture.

(2) Taking of hostages.

(3) Outrages upon personal dignity-in particular, humiliating and degrading treatment.

(4) Passing of sentences and carrying out of executions without previous judgment by a regularly constituted court, affording all the judicial guarantees that are recognized as indispensable by civilized people.

*b.* The provisions of a above represent a level of conduct that the United States expects each foreign country to observe.

*c.* If team members encounter prohibited acts, they will disengage from the activity, leave the area if possible, and report the incidents immediately to the proper in-country U.S. authorities. The country team will identify proper U.S. authorities during the team's initial briefing. Team members will not discuss such matters with non-U.S. Government authorities such as journalists or civilian contractors.

#### **Section II**

##### **Types of Teams**

#### **13-4. Mobile training teams (MTTs)**

The basic function of MTTs is to train foreign personnel. An MTT is funded from a country's training program. Survey teams may be deployed before MTTs (see para 13-8(2)).

### **13-5. Field training services**

Specialists charged with providing field instruction on specific items of equipment and or systems will perform FTS. The two types of services used under FTS are extended training service specialists (ETSS) and contract field services (CFS).

*a. Extended Training Service Specialists (ETSS).* Consists of DOD military and civilian personnel technically qualified to provide advice, instruction, and training in the installation, operation, and maintenance of weapons, equipment, and systems.

*b. Contract Field Services (CFS).* This team provides the same services, but the team members are under contract from private industry.

### **13-6. Technical Assistance**

For the purposes of this regulation, services provided by the following teams are not considered training assistance even though OJT training may occur, incidental to their activities.

*a. Technical assistance teams (TATs).* TATs consist of DOD or contractor personnel (military, civilian, or a combination of both) assigned to provide technical assistance, other than training, on a TDY basis, TATs will install and test equipment provided under MAP or purchased under FMS. A TAT is materiel-oriented and is funded from a country's materiel program. Basic guidance on TATs is in the SAMM, part II, chapter C.

*b. Technical assistance field teams (TAFTs).* DOD personnel in a PCS status, assigned to provide technical or maintenance assistance.

## **Section III**

### **Mobile Training Teams**

#### **13-7. General programming guidance**

*a. MTTs* are composed of DOD personnel on temporary duty for training foreign personnel. In addition to the guidance outlined in paragraph 13-2, MTTs are authorized for—

(1) Training associated with equipment transfers where the foreign country may be assuming ownership of U.S.-furnished equipment.

(2) The team will bring, on a loan basis, only those instructional items and films required to support the training. Training aids and equipment must be provided in the foreign country for the team to use.

(3) Training for foreign personnel at U.S. installations and facilities when the equipment used for training is either owned by or allocated for delivery to the foreign country.

*b. MTTs* are implemented by the MILDEP concerned and provided from USG resources in the United States or overseas.

(1) MTTs will be requested only when no other training is available to accommodate a particular training requirement.

(2) The adverse effect on U.S. unit readiness that may be caused by the use of MTT resources necessitates the close scrutiny and concurrence of each MTT request by the MILDEP concerned and by the major command requested to provide the MTT.

*c. MTTs* are authorized on a temporary duty (TDY) basis for a period not to exceed 179 days. Length of services includes all the time MTT members are on TDY away from home stations. Travel, CONUS assembly (if required), in country mission, and return to home station are examples of such time. Under IMETP, identical follow-up teams and repeat teams must be approved by DSCA. Requirements for long-term assistance exceeding 179 days should be met by CONUS training or by programming ETSS.

*d. The country* will be advised when an MTT requires additional funds for deployment, orientation training, or training aids necessary to accompany an MTT. Programming will be as follows—

(1) Cost to cover transportation (including excess personal baggage) and per diem allowance will be programmed as TLA.

(2) Cost for pre-deployment orientation training will be reflected under unit cost rather than TLA on the STL.

(3) Training aids (including packing, crating, and handling) will be added as a separate sequence to MTT requirements. Only those training aids for use by the MTT that cannot be predetermined and ordered in advance of the MTT will be included in this procedure. Training aids will not remain with the foreign country but will be returned with the MTT unless approved by DSCA or purchased by the foreign country.

*e. MTTs* will not be used to assist in the renovation of a system or in the assembly, maintenance, and operation of a system.

*f. Requirements* for training on non-U.S. end items will be considered on a case-by-case basis.

*g. A request* for team members with foreign linguistic ability can rarely be honored. Necessary interpreter support will be the responsibility of the foreign country. MTT requests may indicate that language capability is desired but will

not state a mandatory requirement. Interpreters will not be used for flight training or where safety is an overriding consideration. In such cases, either the student or instructor must have fluency in the other's language.

*h.* Quality-of-life items may be made available to mobile training teams by the parent MILDEP and not from SA funds provided to SAOs or the unified commands.

*i.* The country is responsible for providing in-country support (for example, clerical assistance, supplies, and transportation to and from quarters, duty location, and dining facilities). If government transportation is not available, expenses for commercial transportation will be assumed by the country consistent with mission requirements and appropriate cost.

*j.* MTTs will be processed following the procedures in DOD 4500.54-G, Foreign Clearance Guide. The Foreign Clearance Guide describes approval and notification requirements for travel to specific countries.

*k.* Quality-of-life items will not be purchased for mobile training assistance teams with IMETP funds.

### **13-8. Request for MTTs**

The format in figure 13-1 will be used to request MTTs.

*a.* The SAO will submit the request for the MTT during the annual unified command SA training PMR or as soon thereafter as feasible. Specific training objectives and requirements will be stated in the MTT request. The data provided must be complete and detailed. This will enable furnishing agencies to select and prepare the team properly for the mission. MTTs approved in the country training program are not automatically called up. Specific action must be taken by the SAO to provide a minimum of 180 days' notification to the MILDEP with copies to the unified command and all interested activities and commands. Teams under IMET can be deployed when IMET orders have been issued. A short lead time should be avoided, as it causes many administrative and personnel difficulties in the way of passports, itineraries, issuance of orders, and medical processing.

*b.* When requesting MTTs, the SAO must ensure that the necessary equipment, instruction facilities, and technical publications are available before or with the arrival of the team. This action should be accomplished through requisition of the necessary equipment and publications in advance of team call-up.

(1) Tools and ancillary equipment needed must be on-hand and available for team use. MTTs are not allowed to bring special tool sets for instruction. The value of the training would be nil if the tool were not available for use after the team departs. The SAO will ensure the tools and ancillary equipment are available.

(2) In-country training surveys to determine specific country training needs and to determine capability and quantity requirements that are beyond the country's capability to assess.

*c.* If required, the host country will provide interpreter support.

*d.* SAOs must ensure that foreign personnel to be trained meet the prerequisites necessary to comprehend the technical level of presentation.

*e.* The in-country arrival date must be realistically programmed and based on the availability of trainees, facilities, and equipment.

*f.* Requests for an unprogrammed MTT must be received by the MILDEP no less than 120 days before the requested deployment date. For Army MTTs refer to paragraph 13-43(b).

*g.* Quality-of-life items will not be purchased for mobile training teams with FMS case funds without the express approval of the host country.

### **13-9. Programming MTTs under IMET**

*a.* MTTs are programmed by the SAO under budget generic code N20 in the FY program during which the team will be used. The teams are programmed on a man-week basis.

*b.* MTTs cannot be funded under the fifth-quarter concept since MTT funds cannot be extended from one FY into the next. Therefore, personnel on MTT duty must terminate their TDY and return to home station before 30 September unless action has been taken to reprogram the team in the new FY. Such reprogramming is subject to the 179-day restriction (see para 13-7c) and receipt of CRA or other budget authority in the new FY. Transportation costs for round-trip team travel are chargeable to the FY at the start of the TDY.

*c.* Initial programming of IMET MTTs will be according to the SAMM, part II, chapter 7. Once the formal MTT request is submitted according to MILDEP instructions and the details of mission, concept, composition, duration, and



source agency finalized, the IMETP will be adjusted to reflect the MTT cost estimate developed by the appropriate MILDEP. The following factors will be included:

(1) CONUS travel and team orientation. Program per member to include CONUS airfare, per diem, and baggage (not to exceed four pieces, 70 pounds each piece).

(2) Transocean travel (round trip). Compute using current airfare rates. Baggage is not to exceed 280 pounds or four pieces.

(3) Travel and per diem allowances. Compute according to the JTR.

(4) In country travel. Program \$15 per member per week.

(5) Team members. For civilians, the cost at base salary rate plus acceleration factor as prescribed by current DOD pricing instructions. No salary costs are included for military members.

(6) Fund-cite. U.S. regulations require that a U.S. person performing temporary duty be supported by an appropriated fund-cite; therefore, all travel and per diem for IMET MTT members must be programmed and funded by IMET.

*d.* Costs in (1) through (5) above are to be reflected as TLA in the country program. Civilian salaries will be shown under unit cost.

*e.* Officers, enlisted personnel, and civilian members of the team will be shown in the country program on separate lines under the WCN alpha designator as appropriate.

*f.* MTTs having members from two or more MILDEPs should be in the country service program of the MILDEP furnishing the most team members. If equal numbers are represented, the MTT will be in the program of the MILDEP corresponding to the foreign service requesting the team.

*g.* MTTs cannot be deployed under IMET until funds are available to the MILDEPs; therefore, lead times must be given careful consideration when requesting and programming MTTs.

*h.* For costing purposes, MTTs are subject to IMET incremental pricing policy.

### **13-10. Programming MTTs under FMS**

*a.* MTTs may be furnished under an FMS LOA, either as a separate case or as part of an existing training case. MTTs under FMS may span FYs since these teams are not required to terminate at the end of the U.S. fiscal year.

*b.* MILDEPs will develop cost data for MTTs. The same elements of cost as stated for IMET MTTs are used plus military pay and allowances with current acceleration factors for all military members.

*c.* Requests for FMS MTTs must be time-phased to allow for the following—

(1) Determination of price and availability.

(2) LOA preparation and processing.

(3) Submission to and acceptance by the country.

(4) Receipt of the initial deposit and issuance of obligation or expenditure authority by DFAS.

*d.* Funds for the MTT must be deposited with DFAS in advance of MTT deployment. Teams cannot be deployed until country funds are available nor can team preparations requiring funds (for example, training aids and orientations) be initiated or accomplished.

*e.* MTT's may also be funded by State Department Bureau of International Narcotics Law Enforcement (INL), either through the Washington, DC office or by the country-team Narcotics Assistance Section (NAS). FMS programming procedures will be followed for INL-funded MTTs. The one exception is that Coast Guard maritime law enforcement MTT's funded by INL Washington training funds will not fall under the FMS procedures. These MTT's will be coordinated directly by Commandant Coast Guard (G-CI).

*f.* MTTs may be funded under the Non-proliferation, Antiterrorism, Demining, and Related Matters (NADR) program. FMS programming procedures will be followed for NADR-funded MTTs.

### **13-11. MTT identification**

*a.* MTTs are identified by means of a numbering system. These designations, both IMET and FMS, will be used in

all correspondence relating to MTTs. A designation, once assigned, will not be reassigned to another team, even though the original team was not deployed. This includes teams extending from one FY to another.

*b.* The numbering system used to identify MTTs is assigned by the SAO and is composed of the following elements:

- (1) Type team description.
- (2) Three letters-MTT.
- (3) Two letters-country code.
- (4) WCN-four digits for IMET; one letter and three digits for FMS.
- (5) For FMS only, three digits-case designator (if known).
- (6) Four digits-FY in which MTT deploys.

*c.* The following are examples of MTT identifications:

- (1) For IMET, UH-1 Maint-MTT-TH-0014-2000
- (2) For FMS, drill team-MTT-ID-S935-TBZ-2000

### **13-12. Selection of personnel**

*a.* Commanders of units selected to provide MTT personnel will ensure that individuals selected for assignment to an MTT have the experience, technical ability, maturity, and personality to accomplish their duties in the best interests of the United States. These commanders will ensure that—

- (1) Maximum effort is made to select individuals who meet the desirable as well as the mandatory qualifications.
- (2) Such individuals will be highly qualified in their respective fields. They should be the best available who meet all other qualifications.
- (3) Such individuals will be capable of working with others and will have demonstrated their abilities to supervise effectively and conscientiously.

*b.* Selection of highly qualified technicians for MTT duty may impose a temporary hardship on the parent organization. Commanders will initiate reclama action only when the loss of personnel seriously jeopardizes operational readiness.

*c.* The importance of the accomplishments of personnel assigned to MTTs cannot be overemphasized. It is also expected that these personnel will be goodwill ambassadors of the United States. The impressions that MTT personnel make will be considered to be “typically American” and, whether good or bad, will be lasting. Obviously, it is in the best interests of the United States to ensure that only the best qualified and most personable individuals are selected for this duty.

*d.* The SAO requesting an MTT will identify the expertise and qualifications that the team members should possess. The SAO should also identify geographic or climatic conditions to be considered in selection of team members.

*e.* Team members will be medically fit to perform duty with the MTT in the designated country. Personnel with known physical disorders that may require medical attention or hospitalization will not be selected.

*f.* Personnel selected for MTTs must have enough time remaining in the Service before separation or retirement to complete the required period of TDY.

*g.* The providing command should nominate personnel according to the MILDEP’s request as soon as practicable after receipt of the request, identifying the personnel selected.

*h.* The senior member of the MTT will be designated as the team chief.

### **13-13. Team assembly**

Orientation of team members before departure for an overseas assignment may be necessary. If so, teams will assemble with the team chief at a location designated by the MILDEP to—

- a.* Confirm that the persons selected are capable of performing the mission.
- b.* Familiarize the team with the SATP and MTT mission.
- c.* Permit team members to become acquainted with each other and to form a cohesive training unit.
- d.* Obtain orientation on the history and culture of the country and the organization and capabilities of the forces to be trained.
- e.* Review training on materiel or equipment to be used and set up methods of instruction within the team objective.
- f.* Prepare the POI and lesson plans, and collect and prepare training aids.
- g.* Review terms of reference.

### **13-14. SAO action**

*a.* SAOs will notify the furnishing agency, the unified commander, and the MILDEP by message of the arrival and departure date of the MTT.

*b.* Upon arrival of the MTT in the foreign country, the SAO will ensure that personnel are thoroughly briefed on the following—

- (1) Training objectives.
- (2) Terms of reference.
- (3) Political situation.
- (4) Social customs.
- (5) Guidelines for official and personal associations with foreign personnel.
- (6) Currency control.
- (7) Logistics support.
- (8) Administrative support.
- (9) Legal status in relation to the foreign country.

*c.* MTTs are under the operational and administrative control of the SAO while in the foreign country. The team chief, however, is solely responsible for the training mission. It is the responsibility of the SAO to offer all assistance possible, so the team can accomplish its mission.

*d.* If MTT personnel are relieved for cause, a full report will be prepared by the SAO and forwarded through channels to the appropriate MILDEP. A copy of the report will be sent to the parent command of the individual concerned.

*e.* MTTs will not be used by the foreign country for purposes other than training assistance. The SAO will emphasize to the country requesting an MTT that the purpose of the team is to provide training assistance and instruction only and not to provide administrative support or technical assistance such as installation or repair of equipment. MTT personnel will not be required to provide office services, chauffeuring services, messenger services, or services of a purely personal nature. If the team chief feels that the team's mission has been altered, he or she will prepare an objective assessment of the situation in a letter to the appropriate MILDEP. Information copies of the objective assessment will be sent to the SAO, appropriate unified command, and component command.

### **13-15. Team chief action**

*a.* Before deployment, the team chief may be authorized direct communication with the SAO when additional information is required to prepare for TDY and successful completion of the mission.

*b.* While in the foreign country, the team chief will work closely with the SAO to resolve problems. Problems that cannot be resolved at the local level will be reported to the MILDEP.

*c.* On completion of the team's mission and before departure from the foreign country, the team chief will orally brief the appropriate SAO authorities on the effectiveness of the MTT. The briefing will make the SAO chief aware of any problems subject to constraints imposed by higher authority.

*d.* On completion of the team mission, the team chief will prepare an effectiveness evaluation. (See fig 13-2.)

### **13-16. Team member action**

*a.* As soon as personnel are selected, applications should be made for passports and visas, as required.

*b.* MILDEPs will authorize initial clothing allowances for each enlisted member of an MTT according to DODI 1338.18 and military service travel regulations when the SAO certifies that civilian clothing is required for mission accomplishment. Costs will be charged to the IMETP or to the FMS case. Civilian clothing allowances for officers on TDY as MTT members are not authorized.

*c.* Dependents are not authorized to accompany or join MTT members. Dependents that do so will not be authorized travel, or other allowances under IMET or FMS, nor will they interfere with the performance of the MTT mission.

### **13-17. Disclosure of classified information**

Authorization may be required in the course of training for the team to disclose classified information to foreign country personnel. If so, disclosure must be authorized by the MILDEP before the MTT departs. In such cases, SAOs must ensure that persons to receive classified information are properly cleared according to paragraph 10-42.

### **13-18. Medical services for MTT members**

*a.* If a team member requires routine or emergency health services and does not have ready access to the U.S.

Embassy health unit or the service required is not available at the health unit, the foreign government will be responsible for the—

(1) Cost of the treatment in country.

(2) Cost of transportation to the nearest appropriate U.S. military treatment facility.

*b.* Referral decisions will be made by the U.S. Embassy's regional medical officer. If there is not enough money in the FMS case or the IMETP to cover expenses, the FMS case or the IMETP will be amended to include these costs.

## **Section IV**

### **Field Training Services**

#### **13–19. General**

FTS are funded under IMET by budget project N30 in the foreign country's program and under FMS by an LOA. FTS consist of extended training service specialist (ETSS) and contract field services (CFS). FTS personnel will be responsible for preparing an effectiveness evaluation upon completion of the mission. (See fig 13-2.)

#### **13–20. Use of FTS as ETSS or CFS**

FTS are provided as needed to foreign countries for advising or instructing foreign personnel in the installation, operation, and maintenance of weapons, equipment, and systems.

*a.* ETSS are DOD personnel and will be attached to the SAO other than assigned and carried on the Joint Table of Distribution (JTD). They will not be provided as an augmentation to the SAO for assistance that is normally the responsibility of the SAO.

*b.* ETSS may be provided for periods up to but not exceeding 1 year unless specifically approved by DSCA. English language training detachments (LTDs) are considered ETSS. ETSS provided as English language instructors, supervisors, or advisors on detached status for DLIELC will be attached to the SAO as specified in a above.

#### **13–21. Request for FTS**

The format in figure 13-1 will be used to request FTS.

#### **13–22. FTS identification**

FTS are identified by use of the same numbering system as for MTTs (para 13-11) except that "MTT" will be replaced by "FTS."

#### **13–23. Programming for FTS**

*a.* FTS are normally programmed for a period of 1 year for DOD personnel, on a PCS basis.

*b.* When a training service is required and has been programmed under IMET or FMS, consideration must be given first to the use of ETSS military personnel. If they are not available, the use of ETSS civilian personnel will be considered. If in-house capability does not exist or the use of military personnel or DOD civilians is not practical, CFS may be used.

*c.* CFSs are U.S. contractor personnel furnished under contract with U.S. private industry. The decision on the type of personnel to be used for meeting a specific requirement rests with the MILDEP.

#### **13–24. SAO action**

*a.* Upon notification of the name of the individual selected, the SAO is authorized liaison with the FTS personnel concerned to advise them of duties, travel conditions, clothing, and other requirements. The SAO will ensure that FTS personnel, upon arrival, receive an orientation on the history, culture, and customs of the country and on the organization and capabilities of the forces to be trained.

*b.* When a replacement for an ETSS employee is required, the SAO should submit a request specifying the reasons. The request should be made directly to the MILDEP to which the ETSS is assigned.

*c.* The SAO is responsible for the supervision and jurisdiction of FTS personnel assigned to the area. FTS personnel are subject to all SAO regulations.

*d.* SAO regulations will provide guidance for FTS personnel in receiving, dispatching, storing, and safeguarding military information, including classified information. It is the responsibility of the SAO to acquaint the FTS personnel with these regulations to make certain that security violations do not occur.

*e.* Where practicable, FTS personnel will be quartered in the immediate vicinity of the foreign training activity. During their service overseas, FTS are attached to SAOs for administrative support.

*f.* Requests for cancellation of FTS must reach the MILDEPs at least 120 days before scheduled deployment of the FTS.

#### **13–25. Interpreter support**

Foreign language capability will not be a determining factor in meeting requests for FTS. Foreign countries will be

required to furnish the necessary interpreter support if an otherwise qualified FTS does not have a specified foreign language capability.

### **13–26. Leave and allowances**

*a. Leave.* Leave and other absences accrued to ETSS personnel may be granted according to existing military or civilian personnel regulations.

*b. Baggage allowance.* FTS are authorized a maximum of 280 pounds accompanied baggage allowance.

*c. Travel allowances.* ETSS allowances are governed by the JTR.

### **13–27. Programming for FTS under IMET**

*a.* FTS are programmed as man-months in the IMETP under generic code series N3A-N3J. CFS use a student code of “C” to differentiate from ETS, which use “D.”

*b.* If CFSs are approved under IMET, the entire duration is chargeable to the current FY, regardless of carryover into the succeeding FY.

*c.* ETSS are costed in IMET programs using the same costing factors as for MTTs except that in-country travel is \$40 per month. Since ETSS are on a PCS basis, programming must also include funds to cover such costs as dependent travel, movement of household goods, POV (if authorized), and dependent schooling. ETSS costs are estimated when first programmed. The MILDEP must ensure that necessary program changes are made before the end of the FY for any adjustment to the estimated cost. Costs will be reflected in the approved program in the same manner as for MTTs.

*d.* CFS costs depend on the value of a negotiated contract with the civilian firm involved and include such costs as salary, in-country maintenance, CONUS travel, and overhead. The contract cost will be reflected as unit cost in the country program; other costs are considered as TLA.

### **13–28. FTS under FMS**

*a.* Both ETSS and CFS personnel may be furnished under FMS. All costs involved in furnishing the FTS must be included in the LOA.

*b.* CFS may be negotiated directly between the foreign country and the contractor concerned; if so, security assistance procedures do not apply.

### **13–29. Use and programming of CFS**

*a.* CFS will be used only when needed to accomplish a military mission. However, it must be clearly shown that personnel with the required skill are not available from DOD resources. Also, the MILDEP involved must determine that satisfactory provision of services by DOD personnel is not practicable.

*b.* Under the provision of a non-personal service’s contract, U.S. officers should have no supervisory control over contractor personnel. The U.S. Government places its requirement for services through his or her employees. The SAO is responsible for advising the contractor of regulations and procedures for receipt, dispatch, storing, and safeguarding of military information, including classified defense information.

*c.* Contractors and their employees will not—

(1) Be placed in policy-making positions or in positions of command, supervision, administration, or control over DOD personnel or personnel of other contractors.

(2) Become part of the foreign government organization.

*d.* Subject to the provisions of applicable international agreements, CFS personnel performing under the provisions of this regulation are entitled to privileges and support equivalent to that furnished as GS-12 grade civilian, where available. When agreements between the United States and the foreign government do not expressly authorize the United States to accord these privileges to such personnel, they will be extended only with the consent of the foreign government.

*e.* Security clearance for employees of contractors performing field services will conform with the requirements of DODD 5220.22. Other administrative requirements such as those involving certificates of performance, logistical support, travel, identification, privileges, and reports will conform with the appropriate provisions of the MILDEP regulation, as incorporated within the contract for the services.

*f.* According to the terms of the contract, the contracting officer may require the contractor to remove from the job site any CFS employee who endangers persons or property or whose continued employment under the contract is inconsistent with the interests of the U.S. Government.

*g.* Travel and allowances for CFS personnel will be according to the appropriate provision of the Defense Acquisition Regulation (DAR) as incorporated within the contract for the services.

*h.* CFS personnel are authorized leave for U.S. legal holidays as specified in MILDEP procurement procedures. All other leave and absence will be authorized at the discretion of the contractor.

## Section VI

### Technical Assistance and Mission Sustainment Items

#### 13-30. Technical assistance teams (TATs)

Technical assistance teams (TATs) are programmed and managed according to the same procedures as MTTs. Technical assistance field teams (TAFTs) are programmed and managed according to the same procedures as ETSS.

#### 13-31. Definition

*a.* A quality-of-life item is any article or service that in the judgment of the SAO chief and unified command will have a positive effect on the living and work environment of a deployed SAT. Factors to be considered include—

- (1) Availability of suitable entertainment.
- (2) Climate/geography.
- (3) Security.
- (4) Language problems.
- (5) Recreational facilities.

*b.* Quality-of-life items are procured for team rather than individual use. Quality-of-life items may include such things as the following (if approved/authorized by unified command and MILDEP)—

- (1) Magazines (news and service-related).
- (2) Athletic gear (recreational).
- (3) TVs/tapes/VCRs/stereos (to be used in dayroom type of situation when justified by unusual circumstances).
- (4) Fishing tackle.
- (5) Hunting equipment.
- (6) Boats (canoes, rowboats, sailfish).
- (7) Camping equipment.
- (8) Scuba gear.
- (9) Equipment repair.

*c.* Quality-of-life items are subject to the policy guidance for Morale, Welfare, and Recreation publications. Items which are not considered appropriate for MWR funding will not qualify for FMS funding as QOL items.

#### 13-32. Mission-sustainment items

The following is a partial list of mission sustainment-type items (not quality-of-life items):

- a.* Dependent education.
- b.* Housing.
- c.* Medical support (medevac).
- d.* Furniture.
- e.* Air conditioners (where required).
- f.* Housekeeping equipment.
- g.* Drivers.
- h.* Rations.
- i.* Security guards.
- j.* Electrical equipment (generators, transformers, and voltage regulators).
- k.* Physical conditioning equipment.
- l.* Environmental and morale leave (EML).
- m.* Religious support (Chief of Chaplain/Pentagon)

#### 13-33. Funding

- a.* The SAO chief will use a data sheet (see fig 13-1) to identify the quality-of-life items recommended for funding.
- b.* A decision on funding will include the judgment of training management agencies and unified commands.
- c.* Funding will be identified in the LOA under the team support line with a footnote.

#### 13-34. Funding constraints

*a.* IMET funds are not available for purchasing quality-of-life items. Such items may be provided to IMET-funded teams from stock already available in-country or by the parent MILDEP from its supplies and resources as authorized by DODI 1015.10.

*b.* Quality-of-life items may be purchased using resources from FMF-funded FMS SAT cases with the express approval of the host country.

### **13-35. Fairness and uniform standards**

*a.* The SAO/unified command will determine what is fair and appropriate for SAT members.

(1) The unified command will assure fair and appropriate treatment of all SATs within countries under the cognizance of the unified command. The level of support provided to an SAT member under an FMS case will not exceed that authorized for DOD personnel of equivalent grade in countries funded by U.S. appropriations.

(2) The SAO will assure fair and appropriate treatment of all SATs within a country.

*b.* The unified command will establish standards.

### **13-36. Inventory control**

*a.* The SAO will ensure inventory control is according to the unified command's procedures and guidance.

*b.* The unified command may require periodic physical inventory.

*c.* LOAs will include a statement, as appropriate, that quality-of-life items will ultimately revert to the control of the host nation.

### **13-37. Roles and responsibilities of the SAO, unified command, and team chief**

*a.* The SAO will—

(1) Recommend in-country requirements for quality-of-life items and mission sustainment items.

(2) Determine if a team's requests are reasonable.

(3) Ensure accountability is maintained.

(4) Ensure fairness and equitability between SA components in-country.

*b.* The unified command will—

(1) Establish a unified command policy on fairness and equitability.

(2) Ensure compliance with the unified command policy and also with the Service policy, to the extent possible.

(3) Establish unified command policies and procedures on accountability.

*c.* The team chief will—

(1) Maintain accountability for property and its authorized use under the procedures established by the SAO and unified command.

(2) Maintain accountability for fund cites and report funds usage under Service procedures with coordination through the SAO.

## **Section VII**

### **Department of the Army**

#### **13-38. Programming SATs Under IMET**

*a.* The USASATMO will develop the IMET SAT refined cost estimate.

*b.* The furnishing agency may decide a different team makeup or length would be proper for achieving the team mission. After the approval of all concerned, program change data must be submitted. The furnishing agency and command, SATFA, USASATMO, and the SAO must approve the new team.

*c.* Training expertise, literature, and general information on training aids should be requested from the Commander, U.S. Army Security Assistance Training Management Organization, ATTN: AOJK-SA, Fort Bragg, NC 28310-5000.

#### **13-39. Funding SATs under IMET**

*a.* SATFA allocates funds to USASATMO. In the case of a split team furnished by more than one command, HQDA (SAFM-FAP-S) will allocate funds to the command furnishing the majority of the team. That command will prepare MTT orders for the entire team or will furnish the fund cite to other commands if required.

*b.* The furnishing command will ensure that any civilian salaries are reimbursed properly to the correct account.

*c.* IMET funded SATs are not deployed until USASATMO has received funding authorization from SATFA.

#### **13-40. Programming SATs under FMS**

USASATMO will coordinate the development of cost data.

#### **13-41. Funding SATs under FMS**

USASATMO manages mission funds for FMS-funded SATs. FMS-funded SATs are not deployed until USASATMO has received FMS case funds from SATFA. USASATMO issues fund cites/MIPRs to furnishing commands/agencies as appropriate. Furnishing commands/agencies must provide copies of final settlement vouchers to USASATMO as soon as possible after mission completion. Furnishing commands/agencies will forward all SAT-related financial documents to: Commander, USASATMO, ATTN: AOJK-SA-SASD, Fort Bragg, NC 28310-5000.

### **13–42. SAT Identification IMET and FMS SATs are identified as explained below.**

- a. Include the following components in the SAT number:
- (1) Type team (radio repair, personnel administration, general supply, etc).
  - (2) Designator (MTT, TAT, ETSS, TAFT, OR SVY).
  - (3) Two letter geopolitical (country) code as listed in the SAMM.
  - (4) For IMET, the four digit WCN in-country program code. For FMS, the alphabetical FMS case designator.
  - (5) Four digits designating the FY in which the SAT is scheduled to deploy. (For IMET, an X following the FY indicates a SAT that has been added to the program).
- b. The following are examples of MTT identification:
- (1) For IMET-UH 1 Maint MTT-TH 0014-2000.
  - (2) For FMS-M113A1 Opns MTT-SR-OBQ-2000.

### **13–43. SAT request/call-up**

a. Requests for programmed SATs will be forwarded to Commander, USASATMO, ATTN: AOJK-SA-SATD, Ft Bragg, NC 28310-5000 and to the Director, SATFA ATTN: ATFA-R, Ft. Monroe, VA 23651-6267 with info copy to HQDA (SAUS-IA-DSB, 102 Army Pentagon, Washington, DC 20310-0102).

b. Requests for SATs submitted within 180 days of desired deployment date, will be handled as unprogrammed SATs. Requests for unprogrammed SATs will be endorsed by the regional unified combatant command and forwarded with justification to HQDA (SAUS-IA-DSA) for review and disposition.

c. See figure 13-1 for the SAT request/call-up format.

d. The SAT mission proposed by the SAO in the request (call-up) will be endorsed by the commander of the unified command. The formal mission statement and any changes must be approved by the SAO, the unified commander, the major Army command furnishing the SAT, USASATMO and SATFA (if CONUS services are used). The mission statement will be made a matter of record before the new mission becomes effective. Only those indicated above have the authority to change an SAT mission.

e. OCONUS training and technical assistance may consist of three separate phases culminating in a single training/technical assistance effort: a requirements survey team (RST), a pre-deployment site survey (PDSS), and the primary SAT (MTT, TAT, TAFT, ETSS).

(1) *Requirements survey team*. The purpose of the RST is to assist the SAO and the host country in defining the mission, duration, composition, and equipment/support requirements of the primary SAT and to assess the country's ability to support the SAT.

(2) *Pre-deployment site survey (PDSS)/visit*. The SAT chief and or other designated team member(s) will normally visit the host country approximately 30 days prior to the SAT deployment to ensure that all preparations for the SAT mission are completed prior to the team's arrival in country.

(3) *Security assistance team (SAT)*. The SAT (MTT, TAT, TAFT, ETSS) consists of one or more subject-matter experts who are deployed as a result of a request for assistance by a purchasing country.

f. As a minimum, either a requirement survey or PDSS will be conducted prior to SAT deployment. Normally, the SAT chief will visit the country as a member of the RST or PDSS to ensure all necessary resources will be available for mission accomplishment when the SAT arrives in country. The team chief will possess subject-matter expertise, gained through experience and training, for which there can be no substitute as a cost-saving measure.

### **13–44. Extensions**

Extension of the duration of an MTT constitutes a change to the IMETP or to the FMS case and must be requested by the SAO according to AR 310-10, paragraph 3-5, with justification through the same channels as for an MTT call-up. TDY for selected team members will not be extended without the specific approval of the furnishing agency.

### **13–45. Correspondence**

All significant communications concerning MTTs will include the SAO, unified command, Army component command, SATFA, USASATMO, furnishing agency, USASAC, and HQDA (SAUS-IA-DSC) as information or action addressees, as proper.

### **13–46. Country or area clearances**

Since the MTT request initiates within the country and is approved by the country team, unified commands, HQDA (SAUS-IA-DSB), and OSD, the MTT is exempted from processing for theater or area clearance requirements specified in AR 55-46. However, the provisions of DOD Directive 4500.54 apply and special actions for clearance specified therein will be coordinated by USASATMO.



### **13-47. Passports and visas**

The requirements outlined in AR 600-290 apply to MTT members. When establishing the desired arrival date for an MTT, the SAO must consider the time required to process applications for passports and visas (about 6 weeks).

### **13-48. TDY orders**

MTT orders will be issued by the furnishing commands according to AR 600-8-105. Coordinating instructions to be included in the TDY orders that are peculiar to the specific MTT will be provided to the furnishing command by USASATMO. The appropriate fund-cite must be included in the orders.

### **13-49. Team assembly**

*a.* CONUS teams will assemble, under the team chief, at a location designated by USASATMO. USASATMO will provide the following information, by message, to the SAO:

- (1) Estimated time of departure from CONUS.
- (2) Estimated time of arrival in the foreign country.
- (3) Travel information.

*b.* Overseas assembly and the orientation point for teams furnished from overseas, will be determined by the overseas commander.

*c.* DA personnel deployed OCONUS under the SA program, as part of a SA team, are required to attend the Security Assistance Training Team Orientation Course (SATTOC) conducted at Fort Bragg, NC.

*d.* The Commander, USASATMO, is authorized to grant constructive credit for SA team member attendance at the SATTOC course when both the host country SAO and CDR, USASATMO are in agreement that attendance at SATTOC course is not required. Should CDR, USASATMO and host country team not be in agreement, CDR, USASATMO will forward constructive credit request to HQDA (SAUA-IA-DSB) for final disposition.

### **13-50. Arrival or departure notice**

The SAO will notify, by message, the furnishing agency, the unified commander, and HQDA (SAUS-IA-DSB) of the arrival and departure date of the MTT or members of the team, using the team identification number. If the team is from CONUS, SATFA and SATMO will be furnished an information copy.

### **13-51. Personnel evaluation reports**

*a.* The requirement for SAOs to render personnel evaluations regarding MTT members is established by grade in AR 623-105 for officers and in AR 623-205 for enlisted personnel.

*b.* The TDY rating chain must be made known to all team members upon arrival in the foreign country.

*c.* The following rating chain applies for ratings of teams that deploy as a unit and that are TDY for more than 90 days:

(1) The team chief will be rated by the SAO; the endorser/intermediate rater will be the unified command headquarters; and the reviewer/senior rater will be the team's parent unit.

(2) Team members will be rated by the team chief; the endorser/intermediate rater will be the SAO; and the reviewer/senior rater will be the team's parent unit.

### **13-52. Reports**

*a.* Upon completion of an assignment and before departure, the chief of each team will prepare a report (see fig 13-2) on the effectiveness of the training presented. The SAO, in the forwarding endorsement, will comment on the team's effectiveness and performance. As appropriate, the SAO is encouraged to make progress reports on team performance to SATFA and USASATMO.

*b.* The final report will be submitted to the SAO before the team returns to CONUS.

(1) The original copy of the report will be given to the SAO.

(2) The SAO will endorse the report and address any problems or make recommendations that are within the SAO's purview. In the endorsement, the SAO will also evaluate the team's overall effectiveness and performance.

(3) The SAO will forward a copy of the team's evaluation and the after-action report through the unified command and the service component headquarters to HQDA (SAUS-IA-DSB) with information copies to USASATMO, SATFA, USASAC, and to the chief of staff of each MACOM contributing to the composition of the team.

(4) HQDA (SAUS-IA-DSB) will take action, as required, when the comments of the SAO and unified commands are received.

### **13-53. Flight physicals for Army MTT members**

*a.* Aviators are required to take annual flying duty medical examinations (FDME). The FDME is normally scheduled within a 90-day period before the end of the aviator's birth month. Thirty-day extensions are occasionally granted

at the discretion of the local flight surgeon. The FDME is a screening tool, and it is not the intent of governing regulations to require its completion in remote areas where medical personnel and or equipment are not adequate.

*b.* The following options are available:

(1) Ideally, aviators who will need an FDME during the MTT deployment period should not be assigned to the MTT.

(2) Aviators being deployed on an MTT should utilize the 90-day period preceding the end of their birth month to schedule the FDME if it would otherwise fall within the time during which the MTT is deployed.

(3) Aviators being deployed on an MTT may request a 30-day extension to the FDME, if appropriate.

(4) Aviators may request waiver of the requirement for an FDME according to AR 40-501, paragraph 6-21. The SAO chief will exercise AR 40-501 authority to waive the FDME until such time as the aviator is assigned or attached to a military installation having a medical facility.

*c.* Army aviators deployed on MTTs will not be authorized TDY to take the FDME.

## **Section VII**

### **Department of the Navy**

#### **13-54. MTT and ETSS requests and funding**

*a.* NETSAFA will act as the central reviewing authority for all U.S. Navy MTT requests. CMC (SO-LIC) will act as the central reviewing authority for all Marine Corps MTT requests. Commandant Coast Guard (G-CI) will act as central reviewing authority for all requests for Coast Guard participation in an MTT. Requests will be reviewed to ensure compliance with the spirit and intent of the regulation.

*b.* For Navy MTTs, NETSAFA will provide the necessary funding data or appropriate documentation to commands issuing TAD orders for MTT personnel. CG MCCDC will provide this data for Marine Corps MTTs. NETSAFA will provide CG MCCDC the necessary funding data or documentation, as required, for MTTs provided under FMS or IMET. Commandant Coast Guard (G-CI) will provide accounting data for use on travel orders for Coast Guard personnel.

*c.* ETSS's are processed similar to MTT's. The main exception is the length of time required to deploy an ETSS because of its PCS nature. Billets must first be in place to support the team and the process to establish the billets and identify personnel requires a minimum of 18 to 24 months. Details concerning ETSS's are also contained in the DON SATP Programming Guide.

#### **13-55. U.S. Navy MTTs**

*a.* Upon receipt of the call-up for an MTT, NETSAFA will issue the details necessary for team organization and deployment. This will include, but is not limited to, cost estimates, funding data, country background, general administrative instructions, logistics information, travel and transportation requirements and other information essential to the accomplishment of the team mission.

*b.* NETSAFA will coordinate with Navy commands to find team personnel, designate a furnishing activity (FA), designate the team chief in writing and provide a Letter of Instruction (LOI) for the team. The furnishing activity will normally be designated as the command responsible for team assembly.

*c.* The furnishing activity will prepare team orders according to existing NMPC or BUPERS instructions using accounting data furnished by NETSAFA. Country, area or personnel clearance(s) required by the JTR will be submitted by the furnishing activity.

*d.* NETSAFA will specify required training prior to deployment and will specify where team or the team chief will travel to provide briefing and or debriefings. This could include NETSAFA, Washington, DC commands or the Unified Command.

*e.* The SAO will notify by message, the furnishing activity, unified command and NETSAFA of the arrival and departure of the team or members of the team. The SAO will also prepare a report on team performance and mission accomplishment. This report can be an endorsement on the team chief's report discussed below, or prepared separately. The report should be mailed to NETSAFA, copy to Navy IPO and the furnishing activity. For teams deployed over 90 days the SAO or a MILGP officer senior to the team chief, shall prepare a concurrent personnel evaluation concerning the team chief and forward it to the command officer of the furnishing activity.

*f.* Upon completion of an assignment, the team chief of each team will prepare a letter report on the effectiveness of the training presented. This report should be prepared within 10 working days of mission completion and forwarded to NETSAFA via the furnishing activity, copies to the SAO and Navy IPO. For a team deployed over 90 days, the team chief shall prepare a concurrent personnel evaluation on all team members and forward it to the commanding officer of the members furnishing activity.

*g.* NETSAFA shall prepare a detailed guide for MTT's and ETSS's. This guide will be forwarded to each team chief as an enclosure to the LOI and to the SAO of the country requesting assistance.

### **13-56. U.S. Marine Corps MTTs**

*a.* The call-up for a Marine Corps MTT will be forwarded to CG MCCDC with an information copy provided to CMC (SO-LIC). Requests for unprogrammed MTTs will be sent to the unified command for endorsement prior to sending to CG MCCDC, with information provided to CMC (SO-LIC). CG MCCDC will review the request for scope, resource requirements, and supportability. Upon completion of this initial staffing, the request will be forwarded to CMC (SO-LIC) for approval. CMC (SO-LIC) will task CG MCCDC to deploy approved teams and will task appropriate Marine Corps commands to provide support and resources. Upon receipt of this tasking, CG MCCDC will initiate all actions required to deploy the team.

*b.* Team deployment is a detailed process that normally consists of several phases: planning, pre-deployment, deployment, and post-deployment. CG MCCDC will direct, coordinate, and manage all phases of team deployment.

(1) The planning phase of team deployment normally includes a pre-deployment survey. Based on CMC tasking CG MCCDC deploys a survey team to refine mission requirements. Survey team actions are guided by an LOI published by CG MCCDC, and appropriate standing operating procedures. Initial planning is revised based on survey team results and appropriate tasking are amended as needed.

(2) During the pre-deployment preparation phase, the team assembles under the direction of the team chief and accomplishes all actions required to prepare for the conduct of the required instruction. Normally, teams will assemble at MCCDC QUANTICO VA. If team assembly is at a location other than MCCDC, CG MCCDC will coordinate with the command or activity concerned. This command or activity will be fully responsible for providing all required support to the MTT assembling at that location. During the pre-deployment phase, administrative processing will be accomplished and verified, team equipment will be assembled, training material will be prepared, prescribed pre-deployment training will be accomplished, and appropriate transportation will be arranged. Team actions during this and subsequent phases are guided by an LOI published by CG MCCDC, and appropriate standing operating procedures. After actions are completed, a letter of certification will be prepared indicating that the team is ready for deployment.

(3) During the deployment phase, the team deploys to the host country to conduct the requested training. Upon arrival, the team coordinates with the appropriate country team members and prepares to conduct training. The training site is established, final arrangements are verified, and final preparations are completed. Training is conducted according to the guidance provided by the country team. When training is completed, the training site is disestablished and the team prepares for return deployment. Prior to the team's return, appropriate country team personnel are debriefed on the training accomplished. When this debriefing is completed, the team returns, normally to the location from which it deployed.

(4) During the post-deployment phase, the team turns in any temporary loaned equipment, completes administrative requirements, prepares the required Training Effectiveness Report, and then returns to home stations. CG MCCDC will specify whether all team members or only certain members will be required for post-deployment briefings.

*c.* CG MCCDC will provide administrative and logistical assistance to deployed MTT's as required. Orders will be written by the MTT members' parent command according to instructions and utilizing accounting data provided by CG MCCDC. CG MCCDC will coordinate all transportation arrangements associated with team deployment.

*d.* All message traffic providing exact details of MTT movement (such as flight numbers and arrival dates and times) will be classified at the confidential level as a minimum.

*e.* The SAO will notify CG MCCDC by message of the arrival and departure date of the MTT or members of the team. Information copies will be provided to CMC (SO-LIC) and the unified command.

*f.* The team chief will make periodic situation reports outlining the team's progress. The format and schedule for these reports will be outlined in the team chief's LOI.

*g.* Upon completion of an assignment, the chief of each team will prepare a letter report on the effectiveness of the training presented. The SAO will prepare a similar report on team performance and mission accomplishment. Team chief reports will be forwarded to CG MCCDC via the command or activity providing the team. SAO reports will be forwarded directly to CG MCCDC.

*h.* According to MCO 1610.7C, the parent organization of each MTT member will prepare a TAD (TD) fitness report when the member detaches from the command to deploy on the MTT. The command should provide administrative data to the SAO to be used in the preparation of a TD fitness report when the member detaches from the SAO upon completion of the MTT.

### **13-57. Ship transfer MTTs**

MTTs associated with the transfer of a U.S. Navy ship to a foreign country by either sale, loan, or lease will be governed by the same general rules as listed in this chapter. Due to the differing nature in certain aspects, however, the following additional guidance is provided:

*a.* A ship transfer MTT is normally drawn from members of the crew of the U.S. Navy ship being transferred to take full advantage of the knowledge and expertise of these personnel with regard to the particular ship. The MTT will be under the administrative control of the type commander transferring the ship. This approach will be used in all cases

where practicable. For ships being taken from the inactive fleet or from new construction, NMPC will be tasked with selecting the required personnel. Every effort will be made to avoid depleting fleet personnel resources.

*b.* When an MTT is required to report to a location in a foreign country for embarkation aboard a foreign ship, extreme care will be exercised in the preparation of orders. Specifically, the MTT should be ordered to report to a U.S. activity such as an SAO for onward routing to the ship. Members of the team may be housed in a foreign shipyard or ashore at a foreign naval activity while waiting to board the ship. The SAO will incorporate this in the call-up message so that orders issued to the MTT may be comprehensive in nature.

*c.* In cases where an MTT reports in a foreign country for duty as a shipyard MTT, it is incumbent upon the SAO to ensure that a workable system for the delivery of mail to the team is instituted.

*d.* MTT members should be designated and assembled at a central location for all shipboard MTTs, whether embarkation is to be in the United States, in a foreign country, or at an overseas location. It is recommended that the MTT report to the appropriate fleet commander approximately 2 weeks prior to CONUS departure or boarding.

*e.* MTT members should, where feasible, be volunteers. Experience has shown that non volunteer MTT members required to board a foreign ship, subsist in a foreign mess, live in non-U.S. Navy quarters, and accommodate themselves to foreign ship routine, frequently create problems for themselves, the team, the foreign navy, and the U.S. Navy.

*f.* Enlisted members of ship transfer MTTs should be of a senior rate (chief petty officer or petty officer first class) if feasible.

*g.* The mission of the MTT is to assist the commanding officer in the training of the crew. An MTT should also be prepared to do the following—

- (1) Supervise the maintenance or repair of equipment essential to the training mission.
- (2) Participate in the Supply Overhaul Assistance Program (SOAP).
- (3) Schedule formal instruction.
- (4) Ensure that work done by shore facilities is correct.
- (5) Train the ship's company in the maintenance and operation of their equipment.
- (6) Supervise and conduct team training.
- (7) Act as a liaison between the ship, shore facilities, and other ships and activities as required for successful completion of the mission.

*h.* If a ship is being transferred from an inactive status, the MTT should comprise personnel from the same class of ship, so they will be familiar with the equipment on which they will be providing instruction. For example, ensure that engineering personnel are familiar with the propulsion plant on the ship being transferred (for example, 600-psi plant personnel should not be assigned to train on a ship with a 1200-psi plant).

*i.* If possible, at least two officers will be assigned to a shipboard MTT. One officer will be experienced in operations and one in engineering. Operations experience is necessary, as the ship will come under the control of different commands requiring an officer familiar with operation orders, movement orders, movement reports, and logistic requests. The major materiel problems encountered will usually be in engineering; therefore, an officer with engineering experience will be an extremely valuable asset.

### **13–58. Funding**

U.S. Coast Guard MTTs Requests for U.S. Coast Guard MTTs or Coast Guard personnel assigned to other service MTTs must be submitted to the Commandant (G-CI) by standard MTT call-up procedures. Requests should include full description of the type of training requested, proposed timeframe for team deployment, funding source, and information regarding training audience. Coast Guard's ability to respond to requests for long duration MTTs is very limited. Requests for Coast Guard maritime law enforcement MTTs funded by INM training funds should be included in post's response to the annual State Department (INM) solicitation messages offering DEA, Customs and Coast Guard Anti-narcotics training.

## **Section VIII**

### **Department of the Air Force**

#### **13–59. Air Force SATs MTT**

*a.* Air Force SATs will be deployed under the guidance of AFMAN 16-101, chapter 8 and this section.

*b.* A survey team should be programmed to deploy at least 90 days before the in-place date requested for an MTT unless otherwise justified by the SAO. The purpose of the survey will be to assist the SAO in defining the mission, duration, composition, and equipment or support requirements for the MTT, and to determine the country's ability to support the MTT. The follow-on team will generally, but not always, consist of survey team members. SAOs should consider survey team requirements during programming. Surveys under FMS cases should be determined during the negotiation phase between the purchasing country and the USAF.

*c.* When planning to introduce a weapon system into a country for the first time, survey teams may be provided to determine the overall country requirements. SAF/IA-sponsored teams are designated as systems planning teams.

Responsibilities for this type of team are contained in AFMAN 16-101. The system planning team will normally include training representatives on all surveys.

*d.* The training representatives will determine the parameters for operational and logistics training needs of the country. The following country capabilities will be surveyed:

- (1) Operations, maintenance, and supply concepts.
- (2) Manpower and technical capabilities.
- (3) Interface of specialty system with U.S. Air Force AFSCs.
- (4) Country training capabilities.
- (5) Student English language capabilities. The prerequisite ECL for training conducted by SATs is the same as established for CONUS training. If IMS do not meet the prerequisite ECL, a plan to attain the ECL in country must be developed. Requests for waiver of the minimum ECL levels will require an increase in the SAT duration to accomplish the mission. The use of interpreters is not recommended as it degrades the quality of the training. Interpreters will not be used in conjunction with flying training or other training where safety is a prime concern.
- (6) Requirements for peculiar equipment.
- (7) Number of personnel to be trained in each specialty.
- (8) Depot level training requirements.
- (9) Familiarization and qualification requirements.
- (10) Training milestone charts.

### **13-60. MTT call-up**

*a.* Team call-up must be requested independently from requesting price and availability, LOA acceptance, obtaining DSCA approval for IMET funding, or programming the requirement under the IMETP. The SAO will initiate a request for call-up of an MTT at least 90 days before the desired in-place date, as follows—

(1) Send message to AFSAT RANDOLPH AFB TX// with an information copy to OSAF WASH DC//IAX//, HQ AFMPC RANDOLPH AFB TX//DPMRPP4//, the air component command and the unified command. If teams are from either DISAM or DLIELC, those activities should be information addressees instead of AFMPC.

(2) Team members must be notified as early as possible to allow for preparation and mandatory pre deployment training. Mandatory pre-deployment training includes area orientation and antiterrorism training. The call-up must include an MTT request if not previously provided. (See fig 13-1 for format.)

*b.* The SAO will provide necessary support; for example, transportation, office supplies, and housekeeping items not available from the local economy. Mobile training assistance will not be furnished if the necessary support is not available. Before deployment of personnel, the SAO will notify the implementing command that the necessary support and equipment are available. If the SAO is unable to make this determination, survey assistance should be requested. Under no circumstances should personnel arrive in a foreign country and be unable to perform the mission due to lack of advance support planning.

### **13-61. Field training detachments (FTDs)**

The administration of the field training program is described in AFI 36-2201.

*a.* Call-up of FTDs to perform TDY as an MTT follows the same requirements and procedures for requesting and programming MTTs.

*b.* Personnel provided as a part of an FTD are subject to the guidance outlined for MTTs.

### **13-62. Ferry crews**

USAF ferry crews are not considered to be MTTs and do not provide transition or refresher training. If transition or refresher training is required after delivery of aircraft, the appropriate mobile training assistance must be requested, programmed, and approved.

### **13-63. Extensions**

Any extension of the length of TDY for MTT members constitutes a deviation and must be submitted by the SAO to AFSAT under current deviation procedures for IMET, or an amendment to an FMS case, when applicable. Parent organizations providing MTT personnel will not extend team personnel TDY without the specific approval of AFSAT.

### **13-64. Restrictions**

IMs on duty with USAF organizations will not be used as members of USAF MTTs (for example CAOs, foreign airmen, or personnel). Team members must be U.S. citizens. SAOs will not change nor will team members deviate from the team mission as outlined in the call-up without prior approval by AFSAT.

### **13-65. Substitutions**

Commanders required to furnish MTT personnel are authorized to substitute U.S. Air Force airmen or officers one grade higher or one grade lower than those requested if necessary to meet the other specified qualifications.

### **13-66. Team effectiveness evaluation**

The senior member designated as the team chief of each MTT, CONUS or overseas, is required to submit the team effectiveness evaluation. The evaluation will be prepared as outlined in figure 13-2. Evaluations are conducted as follows—

*a. Initial evaluation.* Initial evaluations may be submitted via message or letter to AFSAT, with information copies to the SAO, SAF/IAX, DSCA, the unified command, air component command, and furnishing command.

*b. Final evaluation.* The team chief will submit final evaluations to the SAO, with information copies to SAF/IAX, AFSAT, DSCA, unified command, air component command, and furnishing command upon completion of the team mission. The SAO will endorse the evaluation and forward it to AFSAT, with copies to the same information addressees. Final evaluation will normally be prepared before team chief departure from country. If this is not possible, the team chief will orally brief the SAO on the team's effectiveness and will prepare the written evaluation within 10 days of departure from country. When the period of TDY is less than 8 weeks, the initial and final evaluations may be combined and submitted upon completion of the mission.

*c. Progress evaluations.* Progress evaluations are submitted immediately when difficulties arise that will have an impact on the successful completion of the mission or schedule. Progress evaluations may be submitted via message to the agencies in paragraph (1) above.

### **13-67. CFS/AFETS/LTDs**

#### *a. CFS.*

(1) All CFS requirements under IMET sponsorship must be justified to and approved by DSCA before programming.

(2) Determination under the FAA, as amended (section 635(h)), permits obligation of current FY IMET funds for CFS that extend into the succeeding FY.

(3) All requests for CFS will include a checklist for contractor training (See fig 4-3 for checklist.)

(4) The SAO will prepare and submit an effectiveness evaluation for CFS upon completion of the mission according to AFI 16-101.

#### *b. AFETS.*

(1) Staffing and administration for AFETS will be as prescribed for ETSS. (See fig 13-3 for format and fig 13-4 for checklist/worksheet for P&A.)

(2) AFETS will be identified under the training MASL in an FMS case. AFETS not provided in conjunction with a system sale, will be assigned "T" case designator.

(3) The team chief will prepare and submit effectiveness evaluations according to para 13.67.

#### *c. LTDs.*

(1) Requests for LTDs will be forwarded from the SAO in the same manner as requests for MTTs. Each request should include the same information as that provided in requests for FTS. (See fig 13-3 and fig 13-4.)

(2) The SAO must request call-up of LTDs at least 90 days ahead of the projected in-place date.

(3) LTDs will prepare evaluation reports according to AFI 16-103.

### **13-68. Team preparation**

Teams will normally be scheduled to attend area orientation and antiterrorism training course at the USAF Special Operations School (USAFSOS) before deployment. Arrangements for training will be made by AFSAT. Teams from DISAM and follow-on teams that can be briefed adequately by the furnishing unit or command will be exempt from attending USAFSOS if deploying to a low-threat country.

### **13-69. Disclosure review**

*a. Unclassified training.* The training content must be reviewed for releasability before the team deploys. The furnishing MAJCOM will ensure that the review is accomplished.

*b. Classified training.* Paragraph 13-18 applies.

**Table 13–1**  
**Mobile training assistance team development sequence**

Timeframe for FMS (See note 1)	Timeframe for IMET (See note 1)	Action
In conjunction with materiel cases or SAO projects team requirements during annual unified command showing mission, composition, SATP workshop, and desired timeframe.		
D minus 12 months	D minus 9 months	MILDEP coordinates with SAO and potential team source agencies to refine the mission statement and finalize team composition and duration. MILDEP develops predeployment plan.
D minus 10 months	D minus 8 months	MILDEP develops and provides team cost estimates. MILDEP coordinates with the source agency to provide the SAO with a list of tools, parts, and facilities required to support team mission. SAO advises the foreign government of support action to be taken.
D minus 9 months		SAO submits a formal callup to MILDEP requesting MTT. MILDEP prepares LOA as required.
D minus 5 months		Foreign government accepts LOA.
	D minus 5 months	SAO submits programming action.
	D minus 4 months	MILDEP receives IMET order.
SAO monitors status of materiel and supporting actions in conjunction with the foreign government and MILDEP.		
D minus 4 months		MILDEP received obligation or expenditure authority. SAO monitors status of materiel and supporting actions in conjunction with the foreign government and MILDEP.
D minus 90 days	D minus 90 days	SAO certifies that materiel is available on site and that specified supporting actions are complete. MILDEP commences preparation of the team for deployment (medical fitness, immunization, passport or visa).
D minus 30 days	D minus 30 days	MILDEP completes final team preparations.
D minus 15 days	D minus 15 days	Travel itinerary is finalized and all concerned advised.
D	D	Team is deployed.
D Plus	D plus	Team reports to SAO and receives briefing. SAO confirms team's arrival by message to all concerned.
D Plus	D plus	Team performs mission, conducts outbrief, and, with SAO, finalizes return itinerary. SAO informs all of the return travel schedule.
Return plus 15 works	Return plus 15 working	Team chief submits effectiveness days evaluation.

Notes:

<sup>1</sup> Timeframe reflect the sequence of significant actions support the effective use of valuable training skills.

<sup>D</sup> Deployment date.

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For the purpose of these instructions, the term 'training' is used; however, requests must specifically state whether training or technical assistance, or both, will be required. If all information is not available, fill in to the extend possible.

- a. SAT identification. (See para 13-11.)
- b. Team composition. (Indicate the quantity, rank, MOS/specialty, and title of each team member.)
- c. Security clearance. (Indicate the type of security clearance required for the mission.)
- d. Duration. (Indicate the duration of a PCS mission in months, and the duration of a TDY mission in weeks or days, as appropriate.)
- e. Team restrictions. (Reflect any required limitations or exclusions on the type of personnel, uniforms, equipment, or methods of instruction.)
- f. Mission. (Provide, in detail, the scope of instruction/assistance the team is to conduct.)
- g. Training goal. (Include a statement of the results the team effort is expected to achieve.)
- h. Personnel to be trained. (Indicate the technical qualifications of prospective foreign military trainees, to include educational level, and number of foreign military trainees by officers, enlisted personnel, and civilians.)
- i. Summary of host country capabilities.
- j. Equipment on which training is to be conducted and availability. (The equipment list must be detailed enough for the furnishing agency to identify it by make, model, or type.)
- k. Availability of tools and ancillary equipment. (List tools and equipment required for the mission, and their availability in country.)
- l. Availability of training aids. (List training aids required for the mission, and their availability in country.)
- m. Interpreter support.
- n. Training locations. (If there is more than one training location, indicate the distance between locations, time requirements for travel to be performed, and modes of anticipated in-country transportation.)
- o. Desired in-country arrival date.
- p. Types of quarters available.
- q. Uniform and clothing. (Describe requirements for both on and off-duty uniforms and civilian clothing.)
- r. In-country transportation. (Indicate the means of in-country transportation to be provided to and from quarters, training locations, and dining facilities. Specify rental car authorization, if any.)
- s. Facilities. (Indicate the availability of medical, dental, shopping, and laundry facilities.)
- t. Confirmation of country team approval.
- u. Additional information.
  - (1) Identify any important data requiring more emphasis or information useful in selecting and preparing the SAT.
  - (2) Include, if applicable, information on sensitive areas, subjects to avoid, taboos, and personalities involved.

**Figure 13-1. Format for Security Assistance Team (SAT) request/call-up.**

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(3) Reflect additional data such as availability of in-country monetary facilities for converting personal funds, cashing checks, using government credit cards, etc.

(4) Make reference to any previous team effectiveness evaluations, which contain data pertinent to the request.

(5) Indicate which type passport, if any, is required and whether a visa is required.

(6) When requesting PCS SATs, include estimated costs for in-country support for the PCS SAT which required case funding (housing, transportation, security, medical/dental care, maintenance, telephones, family member schools, TDY, emergency leave, quality-of-life and mission sustainment, International Cooperative Administrative Support Services agreement (ICASS), etc.)

(7) If any data requires classification or special handling, it may be attached to the request as an annex.

v. SAO Point of Contact (POC). (Indicate the name, grade, service, DSN and commercial phone/fax numbers, message and mailing addresses, and e-mail address for the SAO POC.)

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**Figure 13-1. Format for Security Assistance Team (SAT) request/call-up-Continued**

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The SAT effectiveness evaluation must include each of the following:

- a. Team information. (Team type, designation number, and composition by name, grade, MOS/specialty, and parent unit/location.)
- b. Relevant dates.
  - (1) Date departed home station.
  - (2) Dates and location of team assembly and orientation.
  - (3) Date of arrival in host country.
  - (4) Dates on which training/technical assistance started and ended.
  - (5) Date of departure from host country.
  - (6) Date of return to parent unit/agency.
- c. Mission.
- d. Locations. (Indicate the locations at which training/technical assistance was conducted.)
- e. Number of trainees. (Indicate the number of indigenous personnel trained by type. For example, maintenance, supply, instructor, etc. Indicate whether trainees were officers, enlisted, or civilians. Use actual number of individuals rather than unit designations such as battalion, company, etc.)
- f. Installations. (Indicate schools, courses, or training installations/other facilities that were used or established.)
- g. Adequacy. (Indicate the adequacy of foreign country training installations/other facilities relating to the mission of the team.)
- h. Materiel. (Indicate the type, quantity, condition, and state of maintenance of materiel on which training/technical assistance was provided.)
- i. Interpreter support. (Indicate the adequacy and effectiveness of interpreter support provided.)
- j. Training conditions. (Provide a summary of training conditions as existed on arrival.)
- k. Effectiveness. (Evaluate the effectiveness of training/technical assistance. Provide a summary of the success of the team effort to improve the effectiveness of the training program in the foreign country and qualification of foreign country personnel to carry on.)
- l. Problems. (Discuss problems encountered that affected the mission.)
- m. Preparation. (Indicate preparation for the mission. Answer the following questions:
  - (1) Did notification of the selection of the team provide adequate guidance on mission, type and level of training/assistance desired, training materiel, and training aids required?
  - (2) Were special or unusual problems anticipated?
  - (3) Was the lead-time adequate for proper preparation for the mission?)

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**Figure 13-2. Format for Security Assistance Team (SAT) Effectiveness Evaluation**

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n. Support. (Indicate the adequacy of the country team's support. Indicate any comments considered appropriate concerning accommodations, meals, medical facilities, transportation, and overall treatment.)

o. Conclusions. (Indicate conclusions and recommendations. Provide the following:

(1) Indicate the necessity for the team as requested to accomplish the mission.

(2) Indicate if the mission was accomplished and how the team could have been more useful.

(3) Indicate follow-up actions the SAO might take.

(4) Provide recommendations for the further improvement of the foreign country's military that can be furnished by security assistance programs.

(5) Include essential information that should be passed on the future SATs to make the teams more effective.

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(Signature)

Team chief or senior member

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**Figure 13-2. Format for Security Assistance Team (SAT) Effectiveness Evaluation-Continued**

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## Chapter 14 Exchange Training

### Section I General

#### 14-1. Exchange of professional military education

*a. Authorization.* Professional military education (PME) exchanges are authorized by section 544 (Exchange Training) of the FAA of 1961, chapter 5, part II. Section 544 authorizes the President to provide for the attendance of foreign military personnel at PME institutions in the United States (other than Service academies) without charge, if such attendance is part of an international agreement (fig 14-1), to be negotiated, that provides for the exchange of students on a one-for-one, reciprocal basis each fiscal year between the two military Services participating in the exchange. Definitions applicable to PME exchanges are included in figure 14-1.

*b. PME institutions.* For purposes of PME exchanges, PME institutions will include the following US Service Schools and comparable foreign schools:

- (1) U.S. Army War College.
- (2) U.S. Army Command and General Staff College.
- (3) USAF Air War College.
- (4) USAF Air Command and Staff College.
- (5) U.S. Naval Command College.
- (6) U.S. Naval Staff College.
- (7) U.S. Marine Corps Command and Staff College.
- (8) National Defense University (NDU).
- (a) National Defense University International Fellows Program.
- (b) Armed Forces Staff College.

*c. Quota allocations.* PME exchanges will be made according to existing guidelines for quota allocations in schools listed above.

*d. Time constraints.* PME exchanges must commence within the same U.S. fiscal year.

*e. Cost constraints.*

(1) Tuition costs shall not be charged to the parent country/Service or to PME exchange students. All costs associated with instruction, instructional materials, tutorials, projects, study visits, and field exercises undertaken by the PME Exchange Student as part of the approved course program will be considered as tuition costs. Other costs associated with training, such as student's meals, custodial fees for quarters, medical care, and transportation, are not included in tuition costs.

(2) IMET, MAP, and FMS cash or credit funds will not be used for student support costs (for example, transportation, housing, or living allowances) incurred in PME exchanges nor will any charges be made against FMS cases.

*f. Reciprocity.* All reciprocal agreements will be made in expectation of fulfillment on the part of both sponsoring and parent countries.

*g. Selection criteria.*

(1) The selection of PME exchange students will be on a highly selective basis from among qualified personnel of the Parent Service. The Parent Service will be solely responsible for the selection of its PME exchange students based on the criteria that students should meet the school's prerequisites and have the school-required level of language comprehension.

(2) The Host Service will be authorized to discharge PME exchange students from the PME Exchange Program who do not meet the above criteria. This decision is within the sole discretion of the Host Service.

*h. Leave.* PME exchange students may be granted leave according to their entitlements under the regulations of the Parent Service, provided such is approved by the Parent Service and coordinated with the proper authorities of the Host Service. PME exchange students may observe the holiday schedules of both Parent and Host Services according to Host Service regulations. (See para 10-22.)

*i.* Each Service will notify the other six months prior to the effective school reporting date of their intention to

participate in the PME Exchange Program and will forward the name(s) of the PME Exchange Student(s) who will be participating three months prior to report date.

*j. Financial responsibilities.*

(1) The Parent Party or Service and the PME exchange personnel, as appropriate, are responsible, during the period of the exchange, for the following—

- (a) Basic pay and cash allowances due PME exchange students.
- (b) All permanent change of station costs including per diem and other travel allowances and transportation (including leave travel) and storage costs.
- (c) All temporary duty costs including per diem and other travel allowances and transportation, when such temporary duty is directed by the Parent Party.
- (d) Compensation for loss of, or damage to, the uniform or other personal equipment of PME exchange students.
- (e) Cost of movement of dependents and household effects of PME exchange students as authorized by the Parent Party.
- (f) Cost of housing and mess for PME exchange students and their dependents.
- (g) Cost of preparation and shipment of remains and funeral expenses in event of death of PME exchange students or their dependents.
- (h) Expenditures in connection with any special duty performed on behalf of the Parent Party.
- (i) Expenses incurred in the interest of dependents permitted to accompany or join PME exchange students.
- (j) Medical and dental charges for treatment of PME exchange students or their dependents that require reimbursement under the laws or regulations of the Host Party's country.
- (k) Cost of language training.
- (l) All expenses in connection with the return of PME exchange students who have been discharged from this Exchange Program and their accompanying dependents.

(2) The Host Party is responsible during the exchange period for all temporary duty costs, including per diem and other travel allowances and transportation, when temporary duty is directed by the Host Party.

(3) The Parent Party or Service and PME exchange students, as appropriate, will be liable for all other services and expenses for PME exchange students, including any that are unconnected with the duties of the exchange.

(4) U.S. IMET, FMF, and FMS cash or credit funds cannot be used to meet the financial responsibilities of the Parent Party or Service.

(5) The obligations of each Party under the PME Exchange shall be subject to the authorization and availability of funds. Prior to implementing any exchange, all Parties and Services shall ensure that adequate funds are available.

*k. Security.*

(1) During the selection process, the Host Service shall inform the Parent Service of the level of security clearance required, if any, for participation in the PME Exchange Program. The Parent Service shall provide documentation on the security clearances for PME exchange students to the organization designated by the Host Service.

(2) PME exchange students must comply at all times with security laws, regulations and procedures of the government of the Host Party (see Chap 10, sec IV). Any violation of security procedures by PME exchange students during their assignment shall be reported to the Parent Service for appropriate action. PME exchange students committing willful violations of security procedures during their assignments shall be removed from the Exchange Program with a view toward administrative or disciplinary action by the Parent Party.

(3) The Host Service and the Parent Service will ensure that assigned PME exchange students are fully cognizant of applicable laws and regulations concerning the protection of proprietary information (such as copyrights), classified information and controlled unclassified information to which access might be gained under this Exchange Program, both during and after completion of training.

(4) All classified information made available to PME exchange students shall be considered as classified information furnished to their Parent Party, and will be subject to all provisions and safeguards provided for under the General Security of Military Information Agreement (GSOMIA) in force between the United States of America and the country participating in the PME Exchange.

*l. Administration and control.*

(1) For all purposes except academic matters, PME exchange students will be administered and controlled as prescribed by the Parent Services. The organizations responsible for administrative supervision of specific PME exchange students shall be specified in the applicable appendices.

(2) With respect to academic matters, PME Exchange Students (US and foreign) will be under the administrative supervision of the school commandant or equivalent. For all purposes except academic matters, PME exchange students will be administered and controlled as prescribed by the Parent Service.

*m. Identification.* PME exchange students and their accompanying dependents will be required to possess valid identification cards according to the regulations of the Parent Service. PME exchange students and their accompanying

dependents will also be issued identification cards by the Host Service for the duration of the exchange. (See para 10-19.)

*n. Respect for sponsoring country law.* PME exchange students and their dependents will be required to respect the law of the Host Party and abstain from any activity inconsistent with the spirit of the exchange and from any political activity in the Host Party.

*o. Entry and exit.* PME exchange students and their accompanying dependents shall possess appropriate documentation issued by the Parent Party and required by the country of the Host Party for entry into and exit from that country. (See paras 10-6 and 10-29.)

*p. Weapons.* (See para 10-33.)

(1) PME exchange students will not be permitted to import or carry personal weapons in the country of the Host Party except when authorized by the Host Party authorities and registered according to applicable laws.

(2) Weapons issued to PME exchange students for military purposes by the Parent Service will be introduced into the country of the Host Party only if authorized by the Parent Service and according to the laws of the Host Party.

*q. Discipline.* (See para 10-16.)

(1) PME exchange students will comply with the regulations, orders, instructions, and customs of the Host Service insofar as they are appropriate and applicable under the circumstances and consistent with the laws and regulations of the Parent Party.

(2) PME exchange students who commit an offense against the military laws and regulations of either the Parent or Host Service may be withdrawn from the PME exchange program with a view toward further administrative or disciplinary action by the Parent Service. Disciplinary action will not be taken by the Host Service against PME exchange students. The withdrawal of PME exchange students from the program will not affect the right of civil authorities of the Host Party or its political subdivisions to exercise criminal jurisdiction over such personnel. Authorities of the Host Service will convey, on behalf of the Parent Service, any request for waiver of the right of such authorities to exercise jurisdiction over PME exchange students. Further, authorities of the Host Service will maintain close coordination with civil authorities of the Host Party or its political subdivisions in such matters and will urge, upon request of the Parent Service/Party, that sympathetic consideration be given to waiver requests where the Parent Service/Party indicates the waiver to be of particular importance. The foregoing is without prejudice to the provisions of an applicable status of forces agreement.

(3) Consistent with (1) and (2) above, PME exchange students should extend normal military courtesy to military personnel of the Host Service who are superior in rank to them.

(4) To the extent authorized by its laws and regulations, the Host Service will cooperate in the application of administrative or disciplinary action by the Parent Service against offending PME exchange students.

*r. Use of facilities.*

(1) PME exchange students and their authorized accompanying dependents in the United States are entitled to the same use of administrative, logistical, and commissary facilities that are accorded to other security assistance-sponsored PME students.

(2) U.S. PME exchange students and their dependents shall be entitled to the same use of administrative, logistical, and commissary facilities as other U.S. military personnel and their dependents stationed in the country of the Host Party or attached to the U.S. diplomatic mission.

*s. Uniform.* PME exchange students are required to comply with the dress and grooming (para 10-18) regulations of the Parent Service. The order of dress for any occasion will be that which most nearly conforms to the order for the particular unit of the Host Service to which Exchange Students are attached. Customs of the Host Service will be observed with respect to the wearing of civilian clothes.

*t. Quarters and messing.* The Host Service may provide, if available, quarters and messing for PME exchange students according to its own regulations. PME exchange students or their Parent Service are responsible for paying charges made by the Host Service for quarters and messing, when provided, and for any attendant services provided by

the Host Service. If the Host Service is unable to provide quarters, the PME Exchange Student or the Parent Service will be responsible for arranging and financing private accommodations.

*u. Medical and dental services.*

(1) Any medical and dental care that may be provided to PME exchange students and their authorized accompanying dependents at Host Party medical facilities shall be subject to the laws and regulations of the government of the Host Party, including reimbursement when required by such laws and regulations.

(2) The Parent Service is responsible for ensuring that PME exchange students and their authorized accompanying dependents are in good medical and dental health prior to commencing the exchange program.

*v. Reports and evaluations.*

(1) Reports that PME exchange students may be required to make by their Parent Service or which they wish to make concerning their exchange training will be submitted according to Parent Service regulations.

(2) Individual evaluation reports will be prepared and submitted according to Host Party regulations and procedures. (See para 10-9.)

*w. Privileges and exemptions.* Status of Forces Agreements (SOFAs) with NATO and other countries, which pertain to the rights and privileges of military personnel while in the country of the Host Party shall apply to PME Exchange Students and their dependents. In the event of conflict, SOFAs take precedence over PME Exchange Agreements. For non-NATO countries without SOFAs, the following applies—

(1) To the extent authorized by the laws and regulations of the Host Party, the following privileges will be available to PME exchange students and their authorized accompanying dependents:

(a) Exemption from any tax by the government of the Host Party upon income received from the Parent Party.

(b) Exemption from any customs, import duty, or similar tax upon articles brought into the country of the Host Party in connection with their official, personal, or family use, including their baggage, household effects, and private motor vehicles.

(c) Privileges at military commissaries, exchanges, theaters, and clubs on the same basis as equivalent personnel of the Host Party.

(2) PME exchange students shall be eligible for any other privilege provided by a status of forces agreement or granted by the government of the Host Party under its laws and regulations.

*x. Decorations, awards, or insignia.* Decorations, awards, or insignia bestowed on PME exchange students by the Host Service will be made according to the regulations of the Host Service. The awards will not be accepted by PME exchange students without the prior approval of the Parent Service.

*y. Claims.*

(1) For SOFA countries, the following applies—

(a) Claims against either Party or its personnel shall be dealt with according to the terms of Article VIII of the Status of Forces agreement.

(b) PME Exchange Students and those dependents accompanying them must obtain motor vehicle liability insurance coverage according to applicable laws and regulations of the government of the Host Party, or its political subdivision, where they are located. In case of claims involving the use of private motor vehicles, the first recourse shall be against such insurance.

(2) The following applies to non-SOFA countries.

(a) The Parties waive all their claims, other than contractual claims, against each other, and against the military members and civilian employees of each other's Department or Ministry of Defense, for damage, loss or destruction of property owned or used by its respective Department or Ministry of Defense, if such damage, loss or destruction: (1) was caused by a military member or a civilian employee in the performance of official duties; or (2) arose from the use of any vehicle, vessel or aircraft owned by the other Party and used by its Department or Ministry of Defense, provided that the vehicle, vessel or aircraft causing the damage, loss or destruction was being used for official purposes, or that the damage, loss or destruction was caused to the property being so used.

(b) The Parties shall waive all their claims against each other and against the military members and civilian employees of each other's Department or Ministry of Defense for injury or death suffered by any military member or civilian employee of their Department or Ministry of Defense while such member or employee as engaged in the performance of official duties.

(c) Claims, other than contractual claims, for damage, loss, injury, or death, not covered by the waivers contained in paragraphs 1 and 2 of this Article, arising out of an act or omission by the military member or civilian employees of its Department or Ministry of Defense, or out of an act or omission for which the Parent Party is legally responsible, shall be presented to the Parent Party for consideration under its applicable laws and regulations.

(d) PME exchange students and their accompanying dependents will obtain motor vehicle liability insurance coverage according to applicable laws and regulations of the government of the Host Party, or its political subdivision, where they are located. In case of claims involving the use of private motor vehicles, the first recourse shall be against the insurance.

*z. Requests.* Requests for PME exchanges must be forwarded to the appropriate MILDEP with an information copy

to DSCA and the Department of State. MILDEPs will include the Department of State on correspondence relating to proposed PME Exchanges.

*aa.* The U.S. MILDEP participating in the first PME Exchange with a country will prepare the “umbrella” PME Exchange Memorandum of Agreement (MOA) according to fig 14-1. Deviations to the MOA are not authorized unless approved by DSCA/General Counsel and the Director, International Security Programs, with the concurrence of DSCA and the MILDEPs. Exchanges at specific schools will be identified in an appendix to the PME Exchange MOA. After internal MILDEP and Military Service coordination, the MILDEP will forward the DOD PME Exchange MOA to the appropriate DSCA/country director for DSCA approval and signature. After signature by both countries participating in the exchange, DSCA will forward copies of the PME Exchange MOA to the Department of State, (ATTN: L/T), Washington, DC 20520; DOD/General Counsel, 1600 Defense Pentagon, Washington, DC 20301-1600, MILDEP for PME Exchange MOAs. The MILDEPs will forward a copy to their General Counsel and Judge Advocate General, and other internal organizations. Appendices to the MOA will be signed by the US military service participating in the exchange.

*ab. ITOs.* All PME exchange students attending CONUS schools will do so under the authority of an ITO. PME exchange status will be noted in blocks 5 and 13. (See chap 7.)

## **14-2. Unit exchanges**

*a. Authorization.* Unit exchanges are authorized by the addition to the AECA of chapter 2C and section 30A (Exchange of Training and Related Support). Under section 30A, the President may provide training and related support to military and civilian defense personnel of a friendly foreign country or international organization. Such training and related support will be provided by a Secretary of a MILDEP and may include the provision of transportation, food services, health services, logistics, and the use of facilities and equipment. Unit exchanges may be arranged only as part of an international agreement to be negotiated as defined in DOD Directive 5530.3. (Also see figs 14-2 and 14-3.) Under the agreement, the recipient foreign country will provide, on a reciprocal basis, comparable training and related support. Prior to entering into any agreement, the initiating authority will seek the recommendations of the regional unified commander in whose area of responsibility the foreign nation is located. Generally, the Secretary of a MILDEP or designee is the approving authority for the exchange of units. Exchange programs of significant political and military importance or operationally sensitive exchanges will be approved by the Under Secretary of Defense (Policy). Requests for U.S. Coast Guard unit exchanges should be forwarded to Commandant (G-CI) for determination of feasibility and coordination procedures.

*b. Types of units.* For purposes of this legislation, a unit eligible for exchange is defined as substantially all the individuals from an established unit necessary to accomplish the intent of the exchange. Legislation does not authorize exchanges of individuals or other ad hoc units.

*c. Time constraints.* Reciprocal exchanges must take place within 12 months of each other.

*d. Cost constraints.* If a foreign country or international organization receives training and support and does not initiate comparable training and support to U.S. units within 12 months, the foreign country or international organization must reimburse the U.S. for the full cost of training and support provided by the U.S. IMET, FMF, and FMS cash or credit funds may not be utilized for reimbursement or to meet the expenses of an exchange unit. However, DOD funds or authorities may be used to support these exchanges.

*e. Reporting.* By 1 January each year the MILDEP will provide the Director, Washington Headquarters Services, with a report of unit exchanges conducted during the preceding U.S. fiscal year with an information copy to DSCA. Report Control Symbol DD-DA&M(A)1789 is assigned to this report. The report will include the following information for each exchange, by country:

- (1) The number of exchanges.
- (2) The date by which each reciprocal exchange is required or the date on which it was supplied.
- (3) The subject or purpose.
- (4) The number of persons included.
- (5) The estimated full costs of the training and related support provided by the United States to the country.
- (6) The estimated value of the training and related support provided to the United States to that country.
- (7) Action taken to recover the cost of any exchanges that were not reciprocated during that fiscal year, if applicable. (Costs of those exchanges not completed by the end of the FY will be estimated and actual costs provided as available.)

*f. Reciprocity.* All reciprocal agreements will be made in expectation of fulfillment on the part of both sponsoring and parent countries. Reciprocity, in the context of the statutory authority for this unit exchange program, involves the mutual exchange of comparable rather than exactly similar training and related support. Determination of comparable worth is not required to be accomplished solely by using the dollar equivalent of the training and related support



received. However, the results of valuation must document that the U.S. military department or established joint organization has received value comparable to that provided during the exchange.

*g. Assignment and utilization.*

- (1) The assignment of exchange units will be for facilitating small unit operations.
- (2) Exchange unit personnel may receive short programs of military instruction when such instruction is part of the normal orientation, familiarization, and checkout or safety process for Host Service personnel reporting to a particular duty station. Instruction provided to exchange unit personnel by the Host Service will be strictly limited to short programs designed for the purposes stated above.
- (3) In no case may Exchange Students be assigned to a position that would require exercise of command over personnel of the Host Service.
- (4) Unless otherwise authorized by authorities of the Parent State, Exchange Students will not participate in combat operations. This applies to all hostilities, including civil-military actions within the Sponsoring State in which its armed forces are called upon to assist in restoring law and order. In any case where involvement in hostilities or civil-military actions becomes imminent, military duties of Exchange Students will be terminated until further instructions are received from authorities of the Parent State.
- (5) Exchange units will be assigned duties by the Host Service that are agreeable to the Parent Service. These duties will conform to the range of qualifications held by exchange unit personnel, but the exchange unit must always be prepared to function fully as a member of the unit or activity to which assigned.

*h. Selection criteria and discharge.*

- (1) The selection of exchange units shall be on a highly selective basis from among military units of the Parent Service. The Parent Service shall be solely responsible in the selection of its exchange units based on the following criteria:
  - (a) Unit personnel must be well versed in current practices and doctrine of their Service or branch and be particularly qualified to participate in the unit exchange.
  - (b) Unit personnel must possess the required skill and training qualifications.
  - (c) Unit personnel should hold the grade authorized for the position that they occupy.

- (2) The requirements, qualifications, and experience of the exchange units must meet the standards of the Host Service. The determination and decision on unit performance is within the sole discretion of the Host Service. The Parent State or Service will be responsible for all expenses in connection with the return of exchange unit personnel.

*i. Tour length and number exchanged.*

- (1) The normal tour of duty for exchange units, exclusive of travel time between countries, will be as specified in an appendix to the MOA. Exceptions to and or adjustments of any tour will be based on mutual agreement.
- (2) One unit from the U.S. military department or established joint organization and one unit from the military department or established joint organization will take part in the exchange. Exchange units will be assigned to units or positions as described in an appendix to the MOA. Expansion of the exchange program and cancellation, postponement, or substitution of a specific exchange will be as mutually agreed between the Host Service and the Parent Service.

*j. Administration and control.* Unit exchange students will be administered and controlled as prescribed by the Parent Service.

- (1) The U.S. Military department will designate an individual who will serve as the Chief, U.S. Unit Exchange Program for that military department. U.S. exchange personnel from that military department in units on exchange with the foreign unit will be under the administrative supervision of the Chief, U.S. Exchange Program designated by that military department.

- (2) International exchange units on duty with exchange units in the United States will be under the administrative control of the appropriate military attaché of their country.

*k. Identification.* Unit exchange personnel will be in possession of valid identification cards and identification discs (tags) according to the regulations of the Parent State and the requirements of the laws and regulations of the Host Service and Sponsoring State and, if applicable, those of the third country on whose territory the exchange takes place.

*l. Respect for local law.* Unit exchange personnel will respect the law of the State on whose territory the exchange takes place and abstain from any activity inconsistent with the spirit of the exchange and, in particular, from any political activity in that State.

*m. Entry and exit.* Unit exchange personnel shall be in possession of appropriate documentation issued by the Parent State and required by authorities of the State on whose territory the exchange takes place for entry into and exit from that State.

*n. Weapons.*

- (1) Exchange unit personnel will not carry personal weapons into the State on whose territory the exchange takes place except if authorized by the Parent Service and when authorized by Sponsoring State authorities and registered according to applicable law.
- (2) Military weapons issued to exchange unit personnel by the Parent Service will be introduced into the State on

whose territory the exchange takes place only if authorized by the Parent Service and competent authorities of the State on whose territory the exchange takes place.

*o. Discipline.*

(1) Exchange unit personnel will comply with the lawful regulations, orders, instructions, and customs of the Host Service insofar as they are appropriate and applicable under the circumstances and consistent with laws and regulations of the Parent State.

(2) Exchange unit personnel who commit an offense against the military laws and regulations of either the Parent or Host Service may be separated from the exchange program with a view toward further administrative or disciplinary action by the Parent Service. Disciplinary action will not be taken by the Host Service against exchange unit personnel. The separation of exchange unit personnel from the program will not affect the right of civil authorities of the Sponsoring State or its political subdivisions to exercise criminal jurisdiction over such personnel. Authorities of the Host Service will convey, on behalf of the Parent Service, any request for waiver of the right of such authorities to exercise jurisdiction. Further, authorities of the Host Service will maintain close coordination with civil authorities of the Host State or its political subdivisions in such matters and will urge, upon request of the Parent Service, that sympathetic consideration be given to waiver requests where the Parent Service or State indicates such waiver to be of particular importance. The foregoing will be without prejudice to the provisions of an applicable status of forces agreement.

(3) Exchange unit personnel will not exercise disciplinary powers over military personnel of the Host Service.

(4) Consistent with paragraphs 1 and 2 above, exchange unit personnel are subject to the lawful commands of military personnel of the Host Service who are senior in rank to them.

(5) To the extent authorized by its laws and regulations, the Host Service will cooperate in the application of administrative or disciplinary action by the Parent Service against offending exchange unit personnel.

*p. Security.* Exchange Students must comply at all times with security regulations of the Host Service or State. Assignment, duties, and the handling of classified information will be subject to the security and disclosure policies of the States and Services concerned and applicable international agreements.

*q. Use of facilities.* Use of facilities of the Host Service by Exchange Students for their military specialty proficiency will be granted according to the policies and directives of the Host Service and any agreements or arrangements with the State on whose territory the exchange takes place.

*r. Uniform.* Exchange Students will comply with the dress regulations of the Parent Service. The order of dress for any occasion is to be that which most nearly conforms to the order for the particular unit of the Host Service to which the exchange unit is assigned. Customs of the Host Service will be observed with respect to the wearing of civilian clothes.

*s. Leave and passes.* Exchange Students may be granted leave and passes according to their entitlements under the regulations of the Parent Service, provided such is coordinated with the proper authorities of the Host Service. Exchange Students may observe the holiday schedules of both the parent and Host Service.

*t. Medical and dental services.*

(1) Exchange Students shall be granted access to military medical and dental services of the Sponsoring State to the same extent that the Host Service provides such services to its own military personnel. Reimbursement of the Host Service for medical and dental services provided to Exchange Students may be required unless otherwise specified in the appendix to the MOA pursuant to Article XVIII.

(2) It is the responsibility of the Parent Service to ensure that Exchange Students are medically and dentally fit prior to commencing the exchange program.

*u. Financial responsibilities.* The following financial responsibilities apply to the exchange program:

(1) The Parent State or Service and Exchange Students, as appropriate, are responsible during the period of the exchange for the following costs:

(a) Basic pay and cash allowances due Exchange Students.

(b) Per diem and other travel allowances associated with the movement of exchange units and their personnel to and from the Sponsoring State.

(c) Compensation for loss of or damage to the uniform or other personal equipment of Exchange Students.

(d) The cost of preparation and shipment of remains and funeral expenses in the event of death of Exchange Students.

(e) Expenditures in connection with any special duty performed on behalf of the Parent State.

(f) Expenses incurred in the interest of dependents permitted to accompany or join Exchange Students.

(g) Except for instruction of a brief duration provided according to paragraph g(2) above, the costs of any training, services, or requirements not listed in any appendix to the MOA.

(2) The Sponsoring State or Service is responsible for the cost of providing the training and related services

specifically identified in any appendix to the MOA, subject to the reciprocity and reimbursement provisions of paragraph v below.

*v. Reciprocal provision of training and related support.*

(1) The parties may agree, on the basis of reciprocity, for the provision by the Sponsoring State or Service of training and related support as listed in paragraphs t and u above. An agreement for the reciprocal provision of training and related support, if executed, will be incorporated in the MOA and will appear as an appendix thereto.

(2) Regardless of whether an appendix to provide the training and related support as listed in paragraphs t and u above is agreed to or not, units will be exchanged within 12 months in order that a balance of costs involved in sending and receiving units is maintained or so that reimbursement for the full costs of the training and related support provided can be accomplished.

(3) To the extent that one party (to which training and related support specified in an appendix to the MOA is provided) does not initiate comparable training and related support to the other party within 12 months, the party provided such training and related support shall reimburse the providing party for the full costs of such training and support.

*w. Claims.*

(1) Third party claims arising out of the activities of Exchange Students or exchange units may be submitted to the Parent Service for settlement consistent with its authority under the laws and regulations of the Parent State. Nevertheless, Exchange Students will be required to obtain civil liability insurance for their private motor vehicles according to applicable Sponsoring State's laws and regulations, and first recourse shall be had against any such insurance in the case of claims involving motor vehicles.

(2) Neither Service shall make any claim against the other for loss or damage to its property caused by military personnel of the other Services in the execution of duties during the course of any exchange.

(3) Neither Service shall make any claim against the other for injury or death suffered by any member of its armed Services while engaged in the performance of official duty during the course of any exchange.

(4) Neither the Host Service nor the Sponsoring State shall be responsible for loss of or damage to personal property of Exchange Students.

(5) The foregoing is without prejudice to the provision of an applicable status of forces agreement between the sponsoring and Parent States and, if applicable, to agreements or arrangements with the third country on whose territory the exchange takes place.

*x. Reports and evaluations.* Reports that exchange units may be required to make by their own Service or that they wish to make concerning their exchange duties will be submitted as follows.

(1) U.S. military department exchange units will forward their reports according to appropriate departmental guidance.

(2) International exchange units and Exchange Students will forward their reports according to Parent Service instructions.

*y. Privileges and exemptions.* To the extent authorized by the laws and regulations of the State on whose territory the exchange takes place and by an applicable status of forces agreement, the following privileges will be available to exchange units and Exchange Students:

(1) Exemption from any tax by the Sponsoring State upon income received from the Parent State.

(2) Exemption from customs, import duty, or similar taxes upon articles brought into the Sponsoring State in connection with official or personal use, including baggage and household effects.

(3) To the extent authorized by Sponsoring State laws and regulations, purchasing and patronage privileges at military commissaries, exchanges, theaters, and clubs of the Host Service on the same basis as equivalent personnel of the Host Service.

(4) Any other privilege provided by an applicable status of forces agreement or granted by the State on whose territory the exchange takes place under its laws and regulations.

*z. Decorations, awards, or insignia.* Decorations, awards, or insignia of military qualifications bestowed on exchange units or PME exchange students by the Host Service shall be made according to the regulations of the Host Service. These decorations, awards, or insignia shall not be accepted by the unit or personnel concerned without the prior approval of the Parent Service.

*aa. Requests.* Requests for unit exchanges must be forwarded to the appropriate MILDEP with an information copy to DSCA. The request will contain a justification for the exchange; desired dates; identification of the type and size of unit to be exchanged; a statement of the availability of funds required to support the exchange; a summary of the training to be conducted; an estimate of cost, to include (as a minimum) transportation, housing, mess, logistics, medical, and dental costs; identification of the country with which the exchange is proposed; if the exchange is proposed with a unit stationed outside the territory of its Parent State, details concerning the coordination accomplished with the State(s) in whose territory the exchange will take place; and details concerning the legal status of personnel under a status of forces agreement or other arrangement, or a statement that no such arrangement currently exists.

*ab. Rights and liabilities.* The standard Memorandum of Agreement (MOA) for use when the proposed exchange

will take place on the respective territories of the two signatories is found at figure 14-2. It contains a definitive statement of rights and responsibilities since the exchange involves only the two countries that are signatories of the MOA. However, if the proposed exchange is to take place with a unit stationed outside the territory of its Parent State, the standard MOA to be used is found at figure 14-3. Of necessity, rights and responsibilities are qualified since they are subject to the decisions of the government of the State in whose territory part or all of the exchange will take place. It is imperative that U.S. personnel recognize the peculiarities created by such an exchange, particularly with regard to claims and discipline.

### 14-3. Exchange of Flight Training

*a. Authorization.* Flight training exchanges (FTE) are authorized by section 544 (Exchange Training) of the FAA of 1961, chapter 5, part II. Section 544 authorized the President to provide for the attendance of foreign military and civilian defense personnel at flight training schools and programs (including test pilot schools) in the United States, without charge, if such attendance is pursuant to an agreement providing for the exchange of students on a one-for-one basis each fiscal year between those United States flight training schools and programs and comparable flight training schools and programs of foreign countries. The flight training to be exchanged must be of comparable type and scope.

*b. International Agreement.* The approved international agreement for flight training exchanges is provided at figure 14-4. Deviations are not authorized unless approved by DSCA/General Counsel and the Director, International Security Programs, with the concurrence of DSCA and the MILDEPs. The MOA will be staffed according to procedures established for PME Exchange MOA in para 1-1.ab.

*c. Training Performance Objectives and Standards.* Training will be conducted using the performance objectives and standards of the Host Service. Exceptions to successful completion of Host Service standards may be considered on a case-by-case basis.

*d. Tuition Costs.* All costs associated with instruction, instructional materials, special clothing or equipment, tutorials, projects, study visits, and field exercises undertaken by the FTE Student as part of the approved course syllabi are considered as tuition costs. Other costs associated with training, such as Student's meals, custodial fees for quarters, medical care, and transportation, are not included in tuition costs.

*e. Student Selection/Discharge Criteria.*

(1) The selection of FTE students will be on a highly selective basis from among qualified personnel of the Parent Service. The Parent Service will be solely responsible for the selection of its FTE students based on the criteria that students should—

- (a) Be well versed in the practices and doctrines of their own service;
- (b) Meet the basic criteria, including aviation physiology, established by the Host Service for the applicable training through a combination of training, experience, and ability;
- (c) Meet the language prerequisites established by the Host Service for the applicable training;
- (d) Possess a security clearance to the level required for the applicable training.

(2) Each Service shall notify the other 12 months prior to the effective reporting date of their intention to participate in the FTE Exchange and will forward the name(s) and other requested information on FTE Student(s) who will be participating as required by the Host Service.

(3) The Host Service/Party will be authorized to discharge FTE Students from the Exchange Program who do not meet the above criteria, fail to meet the established training standards, or cannot safely complete the program. This decision is within the sole discretion of the Host Service/Party. FTE students who do not meet the Host Service/Party performance standards will be treated the same as Host Service/Party students. Such FTE students will be entitled to any hearing or board afforded to host service students. The Host Service will notify the Parent Service of the names of FTE students who are not meeting the Host Service performance standards. A Parent Service representative may attend, as an observer, any hearings or boards held with respect to exchange personnel eliminated from training by the Host Service.

*f. Leave.* FTE Students may be granted leave according to their entitlements under the regulations of the Parent Service, provided such is approved by the Parent Service and the proper authorities of the Host Service. FTE Students may observe the holiday schedules of both Parent and Host Services according to Host Service regulations.

*g. Special Clothing/Equipment.* The Host Service may issue special clothing or equipment required for the flight training on the same basis conditions as to its own students. Any rank or other insignia worn will, to the extent possible, conform to Parent Service Standards.

*h. Casualty Reports.* In the event of injuries to, or death of, FTE students, the Host Service will submit casualty reports through the appropriate channels to the Parent Service. Any reports and investigations conducted by the Host Service concerning a casualty will be made available to the Parent Service. The Parent Service may conduct a separate investigation/inquiry.

*i. Aircraft Accident Investigation Procedures.* In the absence of a standardization agreement between the participating countries for aircraft accident investigation procedures, Host Service aircraft accident investigation procedures will be followed.

*j. FTE Requests.* Requests for flight training exchanges must be forwarded to the appropriate MILDEP with an

information copy to DSCA. The request will contain a justification for the exchange; desired timeframe or dates; identification of the type of training and the number of students to be exchanged; security classification of training; an estimate of cost per student of training to be exchanged; frequency of proposed exchange (for example, on a one-time basis or for a five-year period); student pre-requisites; and other relevant information. MILDEPs will include the Department of State on correspondence relating to proposed flight training exchanges.

*k. Discharge/Elimination of FTE Students.* Once an FTE Student commences training, the obligation of the Host Party/Service are met regardless of whether the FTE Student successfully completes the program or is discharged under the provisions of Article IV, paragraph 2, Article VI, paragraph 2, or Article XII, paragraph 2 of the FTE MOA.

*l. Other Provisions.* The provisions of paragraph 14-1.j. through 14-1.ac. for PME Exchanges also apply to flight training exchanges.

## **Section II**

### **Department of the Army**

#### **14-4. PME exchanges**

*a. Quotas.* All PME exchanges will be arranged within existing quotas or invitations at CGSC and AWC. No additional quotas will be created to accommodate a PME exchange.

*b. Programming.* The Director, SATFA, (ATFA-R) will carry PME exchange students on the STL. A pseudo case identifier will be assigned as follows- Country three position case identifier beginning with letter "R," and line number 001 (for example, AT-RAA-001). Use of the unique category code for reciprocal training will prevent the cost from being identified on the STL.

*c. ITOs.* The SAO will issue ITOs for PME exchange students after authorization by SAUS-IA-DSA. The SAO will note PME exchange status in blocks 5 and 13 of the ITO.

*d. Reports.* The Director, SATFA will prepare a yearly report to be submitted through SAUS-IA-DSA to DSCA not later than 1 January of each year.

*e. Requests.*

(1) The SAO will submit country request for a PME exchange following country acceptance of a seat at CGSC or AWC to SAUS-IA-DSA and DAMO-SSF by message. The corresponding country invitation will accompany the request for PME exchange.

(2) DAMO-SSF will coordinate the participation of U.S. Army exchange students at foreign PME institutions.

(3) Upon DA approval of the PME exchange, SAUS-IA-DSA will negotiate a MOA with country embassy personnel in Washington, DC, using the format provided at figure 14-1.

(4) After the MOA is signed, SAUS-IA-DSA will notify the Commander, SATFA, and the SAO of final authority to implement PME exchange. SAUS-IA-DSA will then authorize the SAO to issue an ITO for the PME exchange.

#### **14-5. Unit exchanges**

*a. Objectives.* The objectives of unit exchange training are as follows:

(1) Provide opportunities for interesting and challenging formal or informal training, orientation, observation, or familiarization.

(2) Provide training incentives for units and individuals.

(3) Assist in improving relations and mutual understanding between the United States and the country with which the exchange is conducted.

(4) Provide a sharing of expertise between the participating units.

(5) Validate, test, exercise, and or complement interoperability capabilities.

(6) Provide recruitment and retention incentives.

(7) Foreign participants in unit training exchanges are to be permitted access only to UNCLASSIFIED information, except as may be specifically authorized according to AR 380-10 or approved by ODCSINT on a case-by-case basis.

(8) Personnel who will depart CONUS must be qualified according to AR 612-2.

*b. Policy.*

(1) Authority to approve proposed exchanges with allied and friendly military Services is reserved at HQDA. Once approved, MACOMs are authorized to formally negotiate with the allied or friendly military Service involved.

(2) The exchange of units, when conducted in the context of mission training, is encouraged. Such exchanges provide for interesting and challenging formal or informal training, orientation, observation, or familiarization and can serve as an incentive for units and individuals to broaden their professionalism as part of their normal training programs. Further, the fostering and developing of professional relationships between units of the U.S. Army and allied or friendly armies is critical to the success of combined operations.

(3) The exchange of units will be conducted as an adjunct to mission training and will be approved only after the U.S. units involved have demonstrated training proficiency to the degree necessary to accomplish stated mission

objectives. The proficiency of a unit can be determined from the result of a recently completed ARTEP evaluation or by the commander who administered the evaluation.

(4) Aggregate units will not be eligible for exchange training.

(5) As far as possible, the clothing and equipment furnished to accompany the guest unit will be limited to the minimum personal needs of the individuals.

(6) Personnel participating in exchange programs will be briefed on the provisions of AR 381-12.

(7) Personnel will be briefed concerning customs inspections according to DOD 5030.49-R.

(8) Foreign participants in unit training exchanges are to be permitted access only to UNCLASSIFIED information, except as may be specifically authorized according to AR 380-10 or approved by ODCSINT on a case-by-case basis.

(9) Personnel who will depart CONUS must be qualified according to AR 612-2.

*c. Responsibilities.*

(1) Deputy Chief of Staff for Operations and Plans (DCSOPS), Headquarters, Department of Army (HQDA), will serve as the HQDA proponent for unit exchange training. DAMO-TRO will receive, review, coordinate, and process proposed unit exchanges. Exchanges of significant political and military importance or operationally sensitive unit exchanges will be received, reviewed, coordinated, and processed by DAMO-ODSO.

(2) MACOMs will manage unit exchanges according to the provisions of this regulation.

*d. Approving authority.*

(1) Generally, the Chief of Staff, U.S. Army, is the approving authority for the exchange of units. Exchange programs of significant political and military importance will be approved by the Assistant Secretary of Defense for International Security Affairs.

(2) Requests for recurring exchange programs will require one-time approval rather than approval for each exchange. However, periodic reviews (at least once a year) of unit exchange programs will be made jointly by HQDA and MACOMs to ensure compliance with current procedures and directives.

*e. Procedures.*

(1) Proposals for exchanges will be submitted through the appropriate MACOM to HQDA (DAMO-TRF), WASH DC 20310-0450, for Chief of Staff approval. Information copies will be provided to DSCA (LPP), 1111 Jefferson Davis Highway, CGN, Arlington, Virginia 22202-4306 and HQDA (DAMI-CHS), WASH DC 20310-1040. Consolidated requests reflecting a proposed annual program are welcome. The request will contain—

(a) Identification of the country with which the exchange is proposed.

(b) Identification of the type and size of unit to be exchanged.

(c) Desired dates.

(d) Justification for the exchange.

(e) A summary of the training to be conducted.

(f) An estimate of cost, to include (as a minimum) transportation, housing, mess, logistics, medical, and dental costs.

(g) A statement of the availability of funds required to support the exchange.

(h) Details concerning the coordination accomplished with the State(s) in whose territory the exchange takes place, if the exchange is proposed with a unit stationed outside the territory of its Parent State.

(i) Details concerning legal status of personnel under a status of forces agreement or other arrangement, if any exists.

(2) Prior to submitting to Chief of Staff, U.S. Army, for approval, the MACOM sponsoring the exchange will solicit the comments of the country team (ambassador), through the Army attaché or senior U.S. military representative on each specific exchange proposal.

(3) After Chief of Staff approval, HQDA (DAMO-TRF) will authorize the MACOM to negotiate directly with the allied military Service to coordinate and resolve details of the exchange. The DCSOPS, if necessary, after coordination with the Office of Foreign Military Rights Affairs, Office of the Assistant Secretary of Defense for International Security Affairs, will provide guidance to the major Army commander concerning arrangements at the diplomatic level for the status of personnel involved.

(4) When a request is approved, the MACOM is responsible for execution of the exchange memorandum of agreement, using the format provided at either figure 14-2 or figure 14-3, for accomplishing the reporting requirements set forth in AR 550-51 and for submitting the request for the movement directive for the U.S. Army unit (AR 220-10).

(5) Units will submit after-action reports to appropriate MACOMs within 120 days after completion of an exchange.

(6) By 15 November each year, MACOMs will submit a report to HQDA (DAMO-TRF) on the specific unit exchange activities conducted during the preceding FY. The report will include the following—

(a) Estimated full costs of the training and related support provided to allied and friendly military Services.

(b) Estimated value of the training provided to the United States by that country.

(c) Action taken during FY to recover the cost of any exchanges that were not reciprocated, if applicable.

*f. Funding responsibilities.*

(1) The Parent State or Service will be responsible for pay and allowances for unit members. All other costs related

to the reciprocal provision of training and related support will be borne by the participating State or Service that incurs them. If an allied or friendly nation is unable to provide training or related support of comparable worth within 1 year, MACOMs will initiate administrative action to collect cash reimbursement. IMET, MAP, and FMS cash or credit funds may not be used for reimbursement or to meet the expenses of an exchange unit. For exchanges with Latin American military forces, funding may be available from Latin American Cooperation Funds.

(2) Exchanges involving Active Army units will be funded from OMA Program 2, General Purpose Forces Funds, within the context of normal mission training. Movement of TOE equipment will be funded from Program 7, Second Destination Transportation Funds, according to appropriate fiscal regulations. Exchanges will not be funded separately. Exchanges sponsored by MACOMs will be funded by that command, whereas those exchanges directed by HQDA will be funded by HQDA.

(3) RC units participating under this regulation will be funded by the Chief, National Guard Bureau or Chief, Army Reserve, from their respective appropriations.

### **Section III**

#### **Department of the Navy**

#### **14-6. U.S. Navy**

##### *a. Professional Military Education (PME) Exchanges.*

(1) *General.* Professional Military Education Exchanges (PME) will be used as an additional method to enable foreign naval officers and U.S. Navy officers to participate in mutually beneficial professional naval education. PME exchanges offer countries with comparable PME institutions another means, other than IMET or FMS, to send a student to the Naval War College (Naval Command College (NCC)/Naval Staff College (NSC)).

(2) *Responsibilities.* PME exchanges require close coordination and participation among CNO, Navy IPO, Naval War College (NWC), Navy International JAG (NJAG), NETSAFA, and the SAO in country to implement an effective program.

(a) CNO (N3/N5), in coordination with the NWC, will develop, coordinate, and issue under CNO's signature, invitations for foreign nominations to the NCC/NSC. N3/N5 and NWC will also determine priorities for countries on the visiting list for invitations to these programs.

(b) When a country accepts an invitation and also desires it to be a PME exchange, the following applies. The SAO will submit the country's request for a PME exchange to CNO, Navy IPO, and NETSAFA. The message will also include the approximate time frame in which the foreign war college invitation will be tendered to the U.S. Navy. If a U.S. Navy officer has never attended the country's PME institution, or has not attended within the last 5 years, the SAO will provide curriculum content information to Bureau of Naval Personnel (Pers-60), with an information copy to Navy IPO, so professional institutional comparability can be ascertained. Upon confirmation of comparability, Navy IPO, in coordination with CNO (N3/N5) and NJAG, will direct NETSAFA to prepare a Memorandum of Agreement (MOA) using the format provided at figure 14-1. CNO (N3/N5) will negotiate the MOA with the country embassy personnel in Washington, DC, and is authorized to sign the MOA for CNO by direction, Navy IPO will inform NETSAFA and the SAO of the signed MOA. Upon that notification, NETSAFA will change STATIS/STL to reflect PME exchange status with a zero financial obligation. NETSAFA will also authorize the SAO to issue an ITO indicating the exchange status in blocks 5 and 13 of the ITO form.

(c) Bureau of Naval Personnel (Pers-60) will coordinate and direct the participation of the U.S. Navy exchange students at foreign PME institutions.

(d) NETSAFA will submit an annual report of the U.S. Navy PME exchanges via Navy IPO to DSCA with a copy to CNO (N3/N5) and Bureau of Naval Personnel (Pers-60). This report will be submitted not later than 1 January of each year.

##### *b. Unit exchanges.*

(1) *General.* Unit exchanges are appropriate when they offer a clear advantage to the U.S. Navy. Advantages range from improved relations and mutual understanding between the United States and the foreign country, through the sharing of expertise, to enhancing combined evolutions and interoperability.

(2) *Policy.* The authority to approve unit exchanges with foreign countries is reserved to the CNO. The procedures to be followed and the coordination required will be determined for each proposed unit exchange based on its own merits.

(3) *Requests.* Unit exchanges will be requested from CNO (N3/N5) with a copy to Navy IPO and NETSAFA via the chain of command. As a minimum, the request will identify and describe the participating units in the proposed exchange, outline the objectives of the exchange, describe the benefits of the exchange to the U.S. Navy, and specify disclosure of classified information issues involved in the exchange.

#### **14-7. U.S. Marine Corps professional military education exchanges**

*a.* Any country desiring a PME exchange with the U.S. Marine Corps will submit a request in writing or by message

to CG MCCDC after country acceptance of an invitation to nominate one officer to attend the Marine Corps Command and Staff College.

*b.* CG MCCDC will review the request and, if the request is approved, will negotiate an international agreement with the appropriate embassy personnel in Washington, DC. The standard memorandum (fig 14-1) will serve as the basis for these negotiations.

*c.* Proposed changes to the standard memorandum will receive legal review prior to signature.

*d.* The U.S. Marine Corps signature will take place at Headquarters, Marine Corps. Either the Commandant of the Marine Corps or the Assistant Commandant of the Marine Corps will sign the negotiated memorandum for the Marine Corps on behalf of the Secretary of the Navy.

*e.* The office of record for these agreements will be CG MCCDC.

*f.* After an agreement has been negotiated and signed, CG MCCDC will send a message authorizing the appropriate SAO to issue an ITO to the IMS nominated to attend Command and Staff College. The SAO will note PME exchange status in blocks 5 and 13 of the ITO.

*g.* The PME exchange will be given its own price code equal to zero. CG MCCDC will enter the PME exchange student into the DON SATP database with this price, thus allowing PME exchange students to be tracked.

*h.* For reporting purposes, a pseudo case designator will be used for each country, which will keep exchange students separate and also show execution agency. CD MCCDC will prepare a yearly report and submit it to DSCA not later than 1 January of each year. The report will include, by country, the number of exchanges, the subject or purpose of each, the number of individuals included, and the incremental tuition cost or comparable value.

*i.* PME exchanges will be made within existing quotas at U.S. Marine Corps Command and Staff College. No additional quotas will be created to accommodate PME exchanges. No PME exchange is possible if a USMC student is not available for exchange or if a comparable foreign PME institution does not exist. Final determination of comparability will be the responsibility of CG MCCDC and not the country concerned.

#### **14-8. U.S. Marine Corps unit exchanges**

*a.* Proposals for the exchange of units involving the U.S. Marine Corps will be submitted in writing or by message to CG MCCDC. Consolidated requests reflecting a proposed annual program are encouraged. Each request should contain (as a minimum)—

(1) Justification for the exchange.

(2) Desired dates.

(3) Identification of the type and size of unit to be exchanged.

(4) For proposals from USMC units only, a statement of the availability of funds required to support the exchange.

(5) A summary of the type of training to be conducted.

(6) For proposals from USMC units only, an estimate of cost, to include (as a minimum) transportation, housing, messing, logistics, medical, and dental costs.

*b.* CG MCCDC will review the request and, if approved, will negotiate an international agreement with the appropriate embassy personnel in Washington, DC. The standard memorandum (figs 14-2 and 14-3) will serve as the basis for these negotiations. One agreement may be negotiated with a foreign country to cover a series of exchanges. Each separate exchange will require a specific appendix.

*c.* Proposed changes to the standard memorandum will receive legal review prior to signature.

*d.* U.S. Marine Corps signature will take place at Headquarters, Marine Corps. Either the Commandant of the Marine Corps or the Assistant Commandant of the Marine Corps will sign the negotiated memorandum for the Marine Corps on behalf of the Secretary of the Navy.

*e.* The office of record for these agreements will be CG MCCDC.

*f.* After an agreement is finalized and signed, CG MCCDC will designate the command(s) responsible for the execution of the exchange.

*g.* Each agreement will be reviewed annually and updated as required.

*h.* Only one unit from the U.S. Marine Corps and one unit from the foreign country will take part in a given exchange.

*i.* By 15 November of each year, Marine Corps commands will provide CG MCCDC a report of unit exchanges conducted during the preceding U.S. fiscal year. Reports will include—

(1) The number of exchanges.

(2) The date by which each reciprocal exchange is required or the dates on which it was accomplished.

(3) The purpose.

(4) The number of personnel involved.

(5) The estimated full costs of the training and related support provided by the United States to the foreign country.

(6) The estimated value of training and related support provided to the United States by the foreign country.

(7) Action taken to recover the costs of any exchanges that were not reciprocated during the reporting period, if



applicable. (Costs of exchanges not completed by the end of the reporting period will be estimated and actual costs provided as available.)

*j.* Marine Corps units will submit after-action reports to CG MCCDC within 120 days after the completion of an exchange.

#### **14-9. Requests for a U.S. coast Guard unit exchange**

Requests for a U.S. coast Guard unit exchange should be forwarded to Commandant (G-CI) for determination of feasibility and coordination procedures.

#### **14-10. Reporting requirements for international agreements**

Under the provisions of 1 USC 112b, all Federal Government agencies entering into international agreements on behalf of the United States must transmit to the Department of State a copy of that agreement no later than 20 days after it is signed. Within DON, the SECNAVINST 5710.25A requires that five certified copies of any DON negotiated and concluded international agreement be forwarded directly to the office of the Judge Advocate General within 10 days after an agreement is concluded. The Judge Advocate General then takes action to comply with the reporting requirements. For all international agreements negotiated and concluded by the U.S. Navy, five certified copies will be forwarded to the Office of the Judge Advocate General as outlined above. For all international agreements negotiated and concluded by the U.S. Marine Corps, five certified copies (along with background file information) will be forwarded to the Marine Corps Judge Advocate Division (Operational Law Branch), Headquarters, Marine Corps, for forwarding to the Navy Judge Advocate General as required above.

### **Section IV**

#### **Department of the Air Force**

#### **14-11. PME exchanges**

*a. General.* Quotas for the Air Command and Staff College and Air War College will be allocated within the number available for foreign students under the SATP. Air Force policy and guidance for this program is the same for students under FMS and IMET sponsorship unless otherwise stated in the international agreement and this chapter. The signature on a PME exchange agreement does not imply the availability of a quota or a commitment to provide a quota. AWC quotas are by invitation only. However, once a quota in the ACSC or AWC has been allocated, a country or international organization may wish to explore the student's sponsorship under the PME exchange program.

*b. Scope.* For foreign officers, International Officer School (IOS) is an integral part of both the USAF AWC and ACSC. Unless waived on a case-by-case basis, all foreign officers participating in the PME exchange program must attend.

*c. Processing a request for a PME exchange.*

(1) If a country desires to pursue a PME exchange program, the SAO should forward a request to the appropriate SAF/IA regional division, 1080 Air Force Pentagon, Washington, DC 20330-1080, with an information copy to SAF/IAXM, AF/DPPE, 1040 Air Force Pentagon, Washington, DC 20330-1040, DSCA, Washington, DC 20301-2800, the air component command, and the Department of State. The request should address country unique factors, such as USAF PME personnel security, support costs associated with the proposed exchange, estimated report and training dates for the foreign PME program, and student prerequisites. The SAO will obtain and forward to AU/XP, 55 LeMay Plaza South, Maxwell AFB, AL 36112-6335, a copy (in English) of the foreign PME program syllabus, course outline, or related information which identifies subject matter covered, form of presentation, number of contact hours per subject area, description of papers and briefings required, and a list of reading assignments. Upon receipt, AU/XP will evaluate the material to determine its equivalency to the USAF PME program and advise AF/DPPE and the SAF/IA country director.

(2) If the foreign PME program is comparable to the desired USAF program, the SAF/IA country director will confirm the availability of a quota in the comparable USAF PME program through SAF/IAXM, manpower authorization through AF/DPPE, and availability of qualified USAF personnel through AFMPC. If an exchange is feasible, the country director will prepare an "umbrella" PME Exchange MOA (figure 14-1), if necessary, or an appendix identifying the specific service schools involved. The proposal for the PME Exchange will be approved by AF/CC; SAF/IA will sign appendices for exchanges involving USAF PME schools. See Section I, paragraph 1ab for additional details on staffing the PME Exchange MOA. After signature by country, the SAO will forward the original copy of the MOA to DSCA. The original copy of the service appendix will be forwarded to the country director.

(3) The SAF/IA country director will forward the original copy of the Appendix to DOD/General Counsel, 1600 Defense Pentagon, Washington, DC 20301-1600. Additional copies will be provided to SAF/IAXM; SAF/GCI, 1740 Air Force Pentagon, Washington, DC 20330-1740; OSD (ISA-FRMA), Washington, DC 20301-2400; and the U.S. Department of State (ATTN: L/T), Washington, DC 20520. The country director will also forward an International

Program Directive with a copy of the international agreement and applicable service appendices to AFSAT, 2021 1st West Drive, Randolph AFB, TX 78150-4302.

*d. Lead-time required.*

(1) For foreign countries conducting PME programs in the English language, a minimum lead time of 1 year is required to program USAF manpower requirements, identify a USAF officer to attend the foreign PME school, and reserve a USAF PME quota for the foreign officer.

(2) For foreign countries conducting PME programs in a foreign language, requests should be forwarded as soon as identified. Due to limited numbers of qualified USAF officers with foreign language proficiency and the lead time required to train an officer to the required level of fluency, as much as 2 years' lead time may be required. However, a PME exchange agreement may be effected if the intent to participate in a specified year is confirmed.

*e. Commitment.* The SAO will make no commitment as to participation by the USAF in a PME exchange program. Lack of qualified U.S. candidates with foreign language proficiency and limited USAF requirements for foreign PME schools may preclude USAF participation in an exchange program. Conclusion of a PME exchange agreement is not a commitment to provide USAF quotas on an annual basis.

*f. Identification number.* Exchange agreements will be assigned a six-position pseudo-case identifier, which will be reflected in the upper-right-hand corner of each page of the agreement. The first two positions will reflect the country code, as contained in Appendix D, DOD 5105.38M. The third position will reflect a "D" to identify the Air Force as the U.S. implementing agency. The last three positions will reflect an alphabetical identifier starting with the letter "I" (for example, XX-D-IAA, XX-D-IAB). This identification number will be used in all requests for quotas and correspondence concerning the PME exchange program.

*g. Field trips.* The USAF will be responsible for the basic cost of transportation and per diem when temporary duty is required under the PME program curriculum. AU will budget for these costs in connection with field trips for PME exchange students.

*h. IP.* PME exchange students are eligible to participate in the IP activities available to foreign students under the SATP. The base IMSO will include and separately identify PME exchange students' requirements in the quarterly IP plan. AU will budget and utilize O&M funds for PME exchange students IP activities.

*i. Administration.* The PME exchange program will be administered according to the same policy and procedures as IMET and FMS training programs.

*j. ITOs.* AFSAT will provide the SAO authority to issue an ITO for the PME exchange students upon receipt of a copy of the agreement signed by both parties from the SAF/IA country director. The international agreement number will be reflected in item 5e of the ITO in lieu of the FMS case. Check blocks 2 or 3 for items 12b(1)(c) or (d), and 12b(2)(a) or (b) to address payment for medical services provided exchange program personnel. Check block 1, items 12f, 12g, and 12i to address living allowances, travel, and baggage. Item 15 should contain the following note: "The individual identified in item 6 of this order is under the sponsorship of the PME Exchange Program. All references in this document to FMS and IMS shall be construed to be references to the PME Exchange Program and or PME Exchange Personnel." Complete all other items of the ITO in the same manner as for FMS students.

*k. USAF PME exchange officer administration.* The unified command air component is responsible for the administration and support of the USAF PME exchange officer. Some of these responsibilities may be delegated to the US Defense Attaché Office or Security Assistance Organization in country if necessary to insure PME officer support is adequate. Administrative responsibilities include, but are not limited to the following—

- (1) Assign a sponsor for the USAF officer selected for a foreign PME school.
- (2) Liaison with the foreign school, AFMPC, SAF/IA, 11 Support Wing, and other organizations involved in the PME Exchange Program.
- (3) Providing budgetary information to AF/DPPE and 11 Support Wing on an annual basis for support of the USAF officer assigned to a foreign PME school, including tuition and temporary duty costs, if appropriate. AF/DPPE will include these expenses in the PME budget.
- (4) Forward a request for fund cite to 11 Support Wing/FMB and use this fund cite when preparing payment vouchers to reimburse tuition costs to the PME institution, and fund travel and per diem to the USAF PME exchange offer, where appropriate. When requesting the fund cite, the responsible organization will identify the purpose and the estimate for the anticipated payments.
- (5) Maintaining the geographically separated personnel and medical records for the USAF officer assigned to a foreign PME school.
- (6) Prepare and transmit the training report for the USAF officer upon completion of the foreign PME school.

## 14-12. Unit exchanges

- a. Exchanges under this legislation will apply only to units identified in USAF Unit Manning Documents (UMDs).
- b. The purpose of the unit exchange program is to—
  - (1) Improve interoperability between the USAF and the military forces with which the exchange is conducted.
  - (2) Validate, test, exercise, and or complement interoperability capabilities.
  - (3) Provide opportunities for informal mission training, orientation, observation, or familiarization of USAF and foreign participants.
  - (4) Provide a sharing of experience between the participating units.
  - (5) Assist in improving relations and mutual understanding between the United States and the country or international organization with which the exchange is conducted.
- c. Unit exchanges are authorized on a temporary duty (TDY) basis, which will include travel time.
- d. USAF and foreign PME exchange students must be fully qualified for participation in the exchange. Upgrade training is not authorized under this program.
- e. Unit exchange training will normally be conducted in the English language.
- f. Requests will be submitted as follows—
  - (1) The MAJCOM or organization proposing an exchange will first contact the appropriate SAF/IA regional division to determine the appropriateness of an exchange with the desired country. If SAF/IA considers the exchange appropriate from a politico-military standpoint, a formal proposal will be submitted as outlined below.
  - (2) The MAJCOM or organization sponsoring the exchange will submit the unit exchange proposal to the appropriate SAF/IA regional division, 1080 Air Force Pentagon, Washington, DC 20330-1080, with information copies to SAF/IAXM; HQ USAF/XOXX, 1480 Air Force Pentagon, Washington, DC 20330-1480; DSCA/LPP, Washington, DC 20301-2800; the air component; and the unified command. Air Force Reserve (AFRES) units and Air National Guard (ANG) units will forward their proposed unit exchanges to the SAF/IA regional division through HQ USAF/RE, 1150 Air Force Pentagon, Washington, DC 20330-1150, or ANG/CS, 2500 Army Pentagon, Washington, DC 20310-2500. Consolidated requests reflecting a proposed annual program are welcome. The request will contain—
    - (a) Identification of the country with which the exchange is proposed.
    - (b) Desired dates and time frame.
    - (c) Identification of the type and size of unit to be exchanged.
    - (d) A statement of the availability of the funds required to support the exchange.
    - (e) A summary of the training to be conducted.
    - (f) An estimate of the cost of training and related support, such as housing, mess, logistics, medical, or dental costs, to be covered under the exchange.
    - (g) Justification for the exchange, including security considerations and classification of any possible information exchange.
  - (3) Before submitting the formal proposal for approval, the MAJCOM sponsoring the exchange will solicit comments or concurrence of the country team through the SAO and the appropriate unified command, on each specific exchange proposal.
  - (4) Requests originating from a foreign country will be forwarded to the appropriate SAF/IA regional division through the SAO and will address the items identified in paragraphs 14-10f(2)(b), (c), (e), and (g).
  - (5) Requests for programs of recurring exchanges will require one-time approval rather than approval for each exchange, unless the classification changes. However, periodic reviews (at least once a year) of unit exchange programs will be made jointly by SAF/IA regional divisions and the MAJCOMs to insure compliance with current procedures and directives.
- g. The SAF/IA country director will coordinate a HQ USAF response to the request with the offices in paragraph 14-11f(2), the Air Staff functional office for the type of exchange requested, SAF/IA, SAF/GCI, DSCA/LPP, and HQ USAF/RE or NGB/CS, as appropriate. If approved, the SAF/IA country director will assign an identification number according to para 14-9g and forward the approved request to the appropriate MAJCOM for further action. Once assigned, the agreement identification number should be used in all correspondence regarding the exchange.
- h. After SAF/IA approval, the MAJCOM is authorized direct coordination with the allied military service to propose and resolve details of the exchange. The MAJCOM is then responsible for execution of the exchange using the format provided at either figure 14-2 or figure 14-3. No deviation in wording or change to the Memorandum of Agreement is authorized without prior approval of the SAF/IA country director, SAF/IAXM, SAF/GCI, and DSCA/LPP. After signature by both parties, the MAJCOM will forward a copy of the signed agreement to the SAF/IA regional division, 1080 Air Force Pentagon, Washington, DC 20330-1080, and other organizations as specified in para 14-9c(3).
- i. Units will submit an evaluation of the exchange to their MAJCOM within 60 days after return from country. Information copies will be forwarded to the SAF/IA regional division, SAF/IAXM, HQ USAF/XOXX, the air component command, and unified command. The evaluation will be prepared by the unit chief or senior member.
- j. Not later than 1 November of each year, the SAF/IA regional divisions, HQ USAF/RE, and HQ ANG will provide SAF/IAXM a report of unit exchanges conducted during the preceding U.S. fiscal year according to para 14-2e for

units under their area of responsibility. SAF/IAXM will consolidate inputs and provide a report to the Director, Washington Headquarters Services, and SAF/MI.

*k.* Exchanges involving active Air Force units will be funded from the applicable MAJCOM Major Force Program (MFP) according to AFI 65-601V1. MAJCOMs sponsoring unit exchanges are responsible for programming and budgeting the costs of supporting foreign exchange unit training in the United States. Exchanges involving AFRES or ANG units will be funded from their respective appropriations.

*l.* If the USAF does not receive reciprocal training and support within 12 months, the MAJCOM/Comptroller will bill the foreign air force for the training and related support provided by the USAF ACCORDING TO DOD D 2020.11. If the USAF does not provide reciprocal training and support within 12 months after receiving it, the MAJCOM/Controller will reimburse the foreign air force for the training and services received. MAJCOMs will ensure procedures for the review, reporting and, if required, billing or reimbursements are implemented for unit exchange programs within their areas of responsibility.

*m.* Exchange training for foreign personnel will be accomplished on an unclassified basis, unless classified information is specifically authorized on a case-by-case basis by SAF/IADV.

*n.* Access by foreign PME exchange students to USAF installations will be accomplished under self-invited visit procedures, according to AFI 16-201.

*o.* Personnel participating in unit exchanges will be briefed on the provisions of chapter 14 of this regulation and on customs inspections according to DOD 5030.49R.

*p.* Foreign exchange students may participate in planned IP activities at USAF bases at no additional expense to the IP if the point of contact (POC) in the U.S. sponsoring unit concurs. The POC should contact the CONUS base IMSO to discuss the IP if he or she desires to explore the program for the visiting foreign PME exchange students.

#### **14-13. Flight Training Exchanges (FTE).**

*a.* USAF units proposing an FTE will forward their request to the appropriate SAF/IA geographic division, 1080 Air Force Pentagon, Washington, DC 20330-1080, with an informative copy to SAF/IAXM, the functional air staff organization, The Air Force Security Assistance Training (AFSAT) Squadron, 2021 1st Drive West, Randolph AFB, TX 781504302, DSCA/LPP, Washington, DC 203012800, the Air Component Command, and the Department of State, Washington, DC 20520. International units proposing an FTE will forward their request through command channels to the SAO in country. The SAO will forward the proposal to the appropriate SAF/IA geographic division, with information copies as identified above. The proposal will be forwarded a minimum of 12 months from the desired start date and will provide the information required by para 14-3.j. USAF units will also confirm that funds are available to support the proposed exchange.

*b.* The SAF/IA country director will determine the feasibility and releasability of the FTE and, if feasible, will prepare and staff an MOA according to figure 14-4, and paragraph 14-3.a., 14-3.b., and 14-3.j. Upon completion of staffing within the USAF, the country director will forward to DSCA for staffing within OSD.

*c.* Upon signature by both parties, the SAF/IA country director will forward the original signed copy to DOD / General Counsel, 1600 Defense, Pentagon, Washington, DC 20301-1600. Additional copies will be provided to SAF/GCI, 1740 Air Force Pentagon, Washington, DC 20330-1740, SAF/JAI, 1420 Air Force Pentagon, Washington, DC 203301420, OSD (ISA-FRMA), Washington, DC 20301-2400; and the U.S. Department of State (ATT: L/T, Washington, DC 20520). The country director will also forward an international Program Directive (IPD) with a copy of the MOA and appropriate service appendices to the Air Force Security Assistance Training (AFSAT) Squadron, 2021 1st Drive West, Randolph AFB, TX 78150-4302.

*d.* IP FTE students are eligible to participate in IP activities available for international students under other SA training programs. The base IMSO will include and separately identify FTE student requirements in the quarterly IP plan. The USAF unit hosting the FTE exchange student will reimburse the IP account for costs associated with FTE student's participation.

*e.* ITO. AFSAT will provide the SAO authority to issue an ITO for FTE students upon receipt of a copy of the agreement signed by both parties from the SARF/IA country director. A pseudo FMS case designator will be assigned to the FTEs and FTEs will be included in the International Standardized Training Listing (ISTL) along with other security assistance training.

*f.* USAF FTE exchange officer administration. The unified command air component or air force element is responsible for the administration and support of the USAF FTE exchange officer (see para 14-11.k.). Similar to procedures for USAF PME Exchange Personnel, certain duties may be delegated to the US defense Attaché Office or SAO in country.

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AGREEMENT BETWEEN  
THE DEPARTMENT OF DEFENSE  
OF  
THE UNITED STATES OF AMERICA  
AND  
THE MINISTRY OF DEFENSE  
OF  
(COUNTRY)  
REGARDING THE EXCHANGE  
OF  
PROFESSIONAL MILITARY EDUCATION (PME)  
PREAMBLE

The Department of Defense of the United States of America ("DOD") and the Ministry of Defense of (Country) ("MOD"), hereinafter referred to as "the Parties," have agreed to establish a Professional Military Education (PME) Exchange Program, which is designed to strengthen bonds of friendship and understanding between the countries and their respective Military Service.

ARTICLE I  
DEFINITION OF TERMS

1. Professional Military Education (PME). Training provided by senior Service schools and staff colleges. For the purposes of this Agreement, this involves the following United States senior Service schools and staff colleges: National Defense University (National Defense University International Fellows Program and the Armed Forces Staff College), the U.S. Army War College, U.S. Army Command and General Staff College, U.S. Naval Command College, U.S. Naval Staff College, U.S. Marine Corps Command and Staff College, U.S. Air Force Air War College, and the U.S. Air Force Air Command and Staff College. On the part of the (Country), this involves the following senior Service schools and command and staff colleges: (Service schools).

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**Figure 14-1. Agreement Between the Department of Defense of the United States of America and the Ministry of Defense of (Country Name) regarding the exchange of Professional Military Education**

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2. PME Exchange Students. Any individual on active duty with the Parent Service who is attending school in the host country pursuant to this Exchange Program.
  3. Parent Service. The military Service to which the PME Exchange Students belong.
  4. Host Service. The military Service whose school the PME Exchange Student is attending pursuant to this Exchange Program.
  5. Parent Party. The Defense Department or Ministry of Defense (DOD/MOD) to which the Parent Service belongs.
  6. Host Party. The Defense Department or Ministry of Defense (DOD/MOD) to which the Host Service belongs.
  7. Dependent. A person present in the country of the Host Party with the consent of the Parent Service and Host Service who is the spouse, minor child, or other relative who depends for support upon and is supported by a PME Exchange Student.
  8. Reciprocal PME Exchange. PME of comparable value for the institutions outlined in paragraph 1 above commencing within the same United States fiscal year by means of a reciprocal one-for-one exchange of students between the Parties.
  9. Tuition costs. All costs associated with instruction, instructional materials, tutorials, projects, study visits, and field exercises undertaken by the PME Exchange Student as part of the approved course program. Other costs associated with training, such as Student's meals, custodial fees for quarters, medical care, and transportation, are not included in tuition costs.

ARTICLE II  
PURPOSE AND SCOPE

This Agreement establishes the terms and conditions by which the Parties agree to establish a PME Exchange Program to provide for a reciprocal exchange of PME of comparable value between the two Parties. This Agreement sets forth the general terms and conditions by which the training, experience, professional knowledge, and doctrine of both Parties are shared for maximum mutual benefit to the extent permissible under existing policies, laws, and regulations of the United States of America and (Country). The PME Exchange Program shall be a one-for-one reciprocal exchange of fully qualified students, of equivalent qualifications.

ARTICLE III  
SPECIAL PROVISIONS

1. When an invitation to provide PME of comparable value has been offered and accepted by each of the Services concerned, a reciprocal PME Exchange Program may then be conducted.
2. This Agreement does not constitute a commitment on the part of either Party to provide an annual quota(s) to the schools specified in Article I, paragraph 1, above, or their counterparts. An invitation to attend any school shall be at the discretion of the Host Service in accordance with the established policies of the Host Party. The offer of an invitation shall be conditioned upon a reciprocal invitation in accordance with paragraph 1 of this Article.
3. The details of each reciprocal PME Exchange(s) for a particular Service shall be set forth in an appendix to this Agreement, which shall be considered a part of this Agreement.

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**Figure 14-1. Agreement Between the Department of Defense of the United States of America and the Ministry of Defense of (Country Name) regarding the exchange of Professional Military Education-Continued**

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ARTICLE IV  
SELECTION OF STUDENTS

1. The selection of PME Exchange Students shall be on a highly selective basis from among qualified personnel of the Parent Service. The Parent Service shall be solely responsible for the selection of its PME Exchange Students based on the criteria that students should:

a. Meet the school's prerequisites.

b. Have the level of language comprehension that is required by the school.

2. Consistent with the nomination process, the Host Service/Party shall be authorized to discharge PME Exchange Students from this Exchange Program who do not meet the above criteria. This decision is within the sole discretion of the Host Service/Party.

ARTICLE V  
FINANCIAL ARRANGEMENTS

1. The tuition costs for PME training shall not be charged to the Parent Party/Service or to PME Exchange Students. The Parent Party/Service and PME Exchange Students, as appropriate, shall be responsible, during the period of the exchange, for the costs listed below:

a. Basic pay and cash allowances for the PME Exchange Students.

b. All permanent change of station costs including per diem and other travel allowances and transportation (including leave travel) and storage costs.

c. All temporary duty costs, including per diem and other travel allowances and transportation, when such temporary duty is directed by the Parent Party.

d. Compensation for loss of, or damage to, the uniform or other personal equipment of PME Exchange Students.

e. Cost of movement of dependents and household effects of PME Exchange Students as authorized by the Parent Party.

f. Cost of housing and mess for PME Exchange Students and their dependents.

g. Cost of preparation and shipment of remains and funeral expenses in the event of death of PME Exchange Students or their dependents.

h. Expenditures in connection with any special duty performed on behalf of the Parent Party.

i. Expenses incurred in the interest of dependents permitted to accompany or join PME Exchange Students.

j. Medical and dental charges for treatment of PME Exchange Students or their dependents that require reimbursement under the laws or regulations of the Host Party's country.

k. Cost of language training.

1. All expenses in connection with the return of PME Exchange Students who have been discharged from this Exchange Program and their accompanying dependents.

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**Figure 14-1. Agreement Between the Department of Defense of the United States of America and the Ministry of Defense of (Country Name) regarding the exchange of Professional Military Education-Continued**

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2. The Host Party shall be responsible during the exchange period for all temporary duty costs, including per diem and other travel allowances and transportation, when such temporary duty is directed by the Host Party.

3. The Parent Party/Service or PME Exchange Students, as appropriate, shall be liable for all other services and expenses for PME Exchange Students, including any which are unconnected with the duties of the exchange.

4. U.S. International Military Education and Training (IMET) program funds, Foreign Military Financing (FMF) funds, or Foreign Military Sales (FMS) cash funds shall not be used to meet financial responsibilities of the Parent Party/Service that are part of the PME Exchange.

5. The obligations of each Party under this Agreement shall be subject to the authorization and availability of funds for such purposes. Prior to implementing any exchange, all Parties/Services shall ensure that adequate funds are available.

#### ARTICLE VI SECURITY

1. PME Exchange Students shall at all times be required to comply with the security laws, regulations and procedures of the government of the Host Party. Any violation of security procedures by PME Exchange Students during their assignments shall be reported to the Parent Service for appropriate action. PME Exchange Students committing willful violations of security procedures during their assignments shall be removed from the Exchange Program with a view toward administrative or disciplinary action by the Parent Party.

2. The Host Service and the Parent Service shall ensure that assigned PME Exchange Students are fully cognizant of applicable laws and regulations concerning the protection of proprietary information (such as copyrights) and controlled unclassified information to which access might be gained under this Exchange Program, both during and after completion of training.

3. PME Students shall not have access to classified information under this Agreement. In the event such access is required in the future, this Article shall be amended to describe security requirements prior to the granting of access.

#### ARTICLE VII ADMINISTRATION AND CONTROL

1. For all purposes except academic matters, PME Exchange Students shall be administered and controlled as prescribed by the Parent Services. The organizations responsible for administrative supervision of specific PME Exchange Students shall be specified in the applicable appendices.

2. With respect to academic matters, PME Exchange Students shall be under the administrative supervision of the school commandant or equivalent.

#### ARTICLE VIII IDENTIFICATION

PME Exchange Students and their accompanying dependents shall possess valid identification cards issued in accordance with the regulations of the Parent Service. PME Exchange Students and their accompanying dependents shall also be issued identification cards by the Host Service for the duration of the exchange. The Host Service identification cards shall be used only to gain access to facilities for services, such as medical care or commissary use, that are authorized pursuant to this Agreement.

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**Figure 14-1. Agreement Between the Department of Defense of the United States of America and the Ministry of Defense of (Country Name) regarding the exchange of Professional Military Education-Continued**

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ARTICLE IX  
RESPECT FOR HOST PARTY LAW

Subject to the terms of this Agreement, PME Exchange Students and their accompanying dependents shall be required to respect the law of the government of the Host Party and abstain from any activity inconsistent with the spirit of this Agreement and from any political activity in the country of the Host Party.

ARTICLE X  
ENTRY AND EXIT

PME Exchange Students and their accompanying dependents shall possess appropriate documentation issued by the Parent Party and required by the country of the Host Party for entry into and exit from that country.

ARTICLE XI  
WEAPONS

1. PME Exchange Students shall not be permitted to import or carry personal weapons in the country of the Host Party except when authorized by Host Party authorities and the weapons are registered in accordance with applicable laws.
2. Weapons issued to PME Exchange Students for military purposes by the Parent Service shall be introduced into the country of the Host Party only if authorized by the Parent Service and in accordance with the laws of the government of the Host Party.

ARTICLE XII  
DISCIPLINE

1. PME Exchange Students shall be required to comply with the regulations, orders, instructions, and customs of the Host Service insofar as they are appropriate and applicable under the circumstances and consistent with the laws and regulations of the government of the Parent Party.
2. PME Exchange Students who commit an offense against the military laws and regulations of either the Parent or Host Service may be withdrawn from the PME Exchange Program with a view toward further administrative or disciplinary action by the Parent Service. Disciplinary action shall not be taken by the Host Service against the PME Exchange Students. The withdrawal of the PME Exchange Student from the program shall not affect the right of civil authorities of the government of the Host Party or its political subdivisions to exercise criminal jurisdiction over such personnel. Authorities of the Host Service shall convey, on behalf of the Parent Service, any requests for waiver of the right of such civil authorities to exercise jurisdiction over such personnel. Further, authorities of the Host Service shall maintain close coordination with civil authorities of the government of the Host Party or its political subdivisions in such matters and shall urge, upon request of the Parent Service, that sympathetic consideration be given to waiver requests where the Parent Service/Party indicates such waiver to be of particular importance. The foregoing is without prejudice to the provisions of an applicable status of forces agreement or any other applicable international agreements.
3. Consistent with paragraphs 1 and 2 of this article, PME Exchange Students should extend normal military courtesy to military personnel of the Host Service who are superior in rank to them.

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**Figure 14-1. Agreement Between the Department of Defense of the United States of America and the Ministry of Defense of (Country Name) regarding the exchange of Professional Military Education-Continued**

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4. To the extent authorized by its laws and regulations, the Host Service shall cooperate in the application of administrative or disciplinary action by the Parent Service against the offending PME Exchange Student.

ARTICLE XIII  
USE OF FACILITIES

1. (Country) PME Exchange Students and their authorized accompanying dependents in the United States shall be entitled to the same use of administrative, logistical, and commissary facilities as are accorded to other security assistance sponsored PME Students.

2. U.S. PME Exchange Students and their dependents shall be entitled to the same use of administrative, logistical, and commissary facilities as other U.S. military personnel and their dependents stationed in the country of the Host Party or attached to the U.S. diplomatic mission.

ARTICLE XIV  
UNIFORM

PME Exchange Students shall be required to comply with the dress and grooming regulations of the Parent Service. The order of dress for any occasion shall be that which most nearly conforms to the order of the particular unit of the Host Service to which they are attached. Customs of the Host Service shall be observed with respect to wearing of civilian clothes.

ARTICLE XV  
LEAVE

PME Exchange Students may be granted leave according to their entitlements under the regulations of the Parent Service, provided such is leave approved by the Parent Service and coordinated with the proper authorities of the Host Service. PME Exchange Students may observe the holiday schedules of both the Parent and the Host Services in accordance with Host Service regulations.

ARTICLE XVI  
QUARTERS AND MESSING

The Host Service may provide, if available, quarters and messing for PME Exchange Students in accordance with its own regulations. PME Exchange Students or their Parent Service shall be responsible for paying charges made by the Host Service for quarters and messing, when provided, and for any attendant services provided by the Host Service. In the event that the Host Service is unable to provide quarters, the PME Exchange Student or the Parent Service shall be responsible for arranging and financing private accommodations.

ARTICLE XVII  
MEDICAL AND DENTAL SERVICES

1. Any medical and dental care that may be provided to PME Exchange Students and their accompanying dependents at Host Party medical facilities shall be subject to the laws and regulations of the government of the Host Party, including reimbursement when required by such laws and regulations.

2. The Parent Service shall ensure that PME Exchange Students and their accompanying dependents are in good medical and dental health prior to commencing the exchange program.

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**Figure 14-1. Agreement Between the Department of Defense of the United States of America and the Ministry of Defense of (Country Name) regarding the exchange of Professional Military Education-Continued**

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ARTICLE XVIII  
REPORTS AND EVALUATIONS

1. Reports which PME Exchange Students may be required to make by their Parent Service or which they wish to make concerning their exchange training shall be submitted in accordance with Parent Service regulations.
2. Individual evaluation reports shall be prepared and submitted in accordance with Host Party regulations and procedures.

ARTICLE XIX  
PRIVILEGES AND EXEMPTIONS

Alternative A

(NOTE: For agreements with Parties who are NATO members or other countries with which there are SOFAs use this Alternative.)

The U.S.-(Country) Status of Forces Agreement (or NATO SOFA, as applicable), dated (date), pertaining to rights and privileges of military personnel while in the country of the Host Party shall apply to PME Exchange Students and their dependents, and in the event of conflict, shall take precedence over this Agreement.

Alternative B

(NOTE: Use this Alternative for agreements with non-NATO countries without SOFAs.)

1. To the extent authorized by the laws and regulations of the government of the Host Party, the following privileges shall be available to PME Exchange Students and their accompanying dependents:

a. Exemption from any tax of the government of the Host Party on income received from the Parent Party.

b. Exemption from any customs, import duty, or similar tax on articles brought into the country of the Host Party in connection with their official, personal, or family use, including their baggage, household effects, and private motor vehicles.

c. Privileges at military commissaries, exchanges, theaters, and clubs on the same basis as equivalent personnel of the Host Party.

2. PME Exchange Students shall be eligible for any other privilege granted by the government of the Host Party under its laws and regulations or by bilateral agreements between the two governments.

ARTICLE XX  
DECORATIONS, AWARDS, OR INSIGNIA

Decorations, awards, or insignia bestowed on PME Exchange Students by the Host Service shall be made in accordance with the regulations of the Host Service. These awards shall not be accepted by PME Exchange Students without the prior approval of the Parent Service.

ARTICLE XXI  
NOTIFICATION

Pursuant to Service-to-Service appendices to this Agreement, each Service shall notify the other, six months prior to the effective school reporting date, of their intention to participate in this PME Exchange Program and forward the name(s) of the PME Exchange Student(s) who will be participating three months prior to report date.

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**Figure 14-1. Agreement Between the Department of Defense of the United States of America and the Ministry of Defense of (Country Name) regarding the exchange of Professional Military Education-Continued**

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ARTICLE XXII  
CLAIMS

Alternative A

(NOTE: For agreements with Parties who are NATO members or other countries with which there are SOFAs use this Alternative.)

1. Claims against either Party or its personnel shall be dealt with in accordance with the terms of Article VIII of the NATO Status of Forces Agreement (NATO SOFA or other SOFA as applicable) dated 19 June 1951.

2. PME Exchange Students and those dependents accompanying them shall obtain motor vehicle liability insurance coverage in accordance with applicable laws and regulations of the government of the Host Party, or its political subdivision, where they are located. In case of claims involving the use of private motor vehicles, the first recourse shall be against such insurance.

Alternative B

(NOTE: Use this Alternative for agreements with non-NATO countries without SOFAs.)

1. The Parties waive all their claims, other than contractual claims, against each other, and against the military members and civilian employees of each other's Department or Ministry of Defense, for damage, loss or destruction of property owned or used by its respective Department or Ministry of Defense, if such damage, loss or destruction:

a. was caused by a military member or a civilian employee in the performance of official duties, or

b. arose from the use of any vehicle, vessel or aircraft owned by the other Party and used by its Department or Ministry of Defense, provided that the vehicle, vessel or aircraft causing the damage, loss or destruction was being used for official purposes, or that the damage, loss or destruction was caused to the property being so used.

2. The Parties shall waive all their claims against each other and against the military members and civilian employees of each other's Department or Ministry of Defense for injury or death suffered by any military member or civilian employee of their Department or Ministry of Defense while such member or employee was engaged in the performance of official duties.

3. Claims, other than contractual claims, for damage, loss, injury, or death, not covered by the waivers contained in paragraphs 1 and 2 of this Article, arising out of an act or omission by the military members or civilian employees of its Department or Ministry of Defense, or out of an act or omission for which the Parent Party is legally responsible, shall be presented to the Parent Party for consideration under its applicable laws and regulations.

4. PME Exchange Students and those dependents accompanying them shall obtain motor vehicle liability insurance coverage in accordance with applicable laws and regulations of the government of the Host Party, or its political subdivision, where they are located. In case of claims involving the use of private motor vehicles, the first recourse shall be against such insurance.

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**Figure 14-1. Agreement Between the Department of Defense of the United States of America and the Ministry of Defense of (Country Name) regarding the exchange of Professional Military Education-Continued**

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ARTICLE XXIII  
SETTLEMENT OF DISPUTES

Disputes arising under or relating to this Agreement shall be resolved only by consultation between the Parties and shall not be referred to an individual, a national or international tribunal, or to any other forum for settlement.

ARTICLE XXIV  
ENTRY INTO FORCE, AMENDMENT, DURATION, AND TERMINATION

1. All activities of the Parties under this Agreement shall be carried out in accordance with the national laws and regulation of the Parties subject to the terms of this Agreement.
2. In the event of a conflict between an Article of this Agreement and any Appendix to this Agreement, the Article shall control.
3. Except as otherwise provided, this Agreement may be amended by the mutual written consent of the Parties.
4. This agreement may be terminated by mutual written consent of the Parties or by either party upon 180 days' written notification to the other Party of its intention to do so. Such notice shall be the subject of immediate consultation by the Parties to ensure termination on the most economical and equitable terms.
5. The respective rights and responsibilities of the Parties regarding Article XXII (Claims) shall continue notwithstanding termination or expiration of this Agreement.
6. This Agreement, which consists of the Preamble, twenty-four (24) Articles and one (1) or more Appendices, shall enter into force upon signature by both Parties and shall remain in force for ten (10) years. It may be extended by written agreement of the Parties.

IN WITNESS WHEREOF, the undersigned, being duly authorized by their governments, have signed this Agreement.

FOR THE DEPARTMENT OF  
DEFENSE OF THE UNITED STATES  
OF AMERICA

FOR THE MINISTRY OF  
DEFENSE OF (Country)

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

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

\_\_\_\_\_  
(TYPED NAME)

\_\_\_\_\_  
(TYPED NAME)

\_\_\_\_\_  
(RANK/TITLE)

\_\_\_\_\_  
(RANK/TITLE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
DONE AT (PLACE)

\_\_\_\_\_  
DONE AT (PLACE)

**Figure 14-1. Agreement Between the Department of Defense of the United States of America and the Ministry of Defense of (Country Name) regarding the exchange of Professional Military Education-Continued**

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APPENDIX 1  
EXCHANGE OF PROFESSIONAL MILITARY EDUCATION (PME)  
BETWEEN  
THE UNITED STATES (SERVICE)  
AND  
THE (COUNTRY SERVICE)

Pursuant to the terms and conditions of the Agreement of the Exchange of Professional Military Education (PME) between the U.S. DOD and the \_\_\_\_\_ MOD, signed \_\_\_\_\_, the U.S. (Service) and the (Country Service) hereby establish the details of the exchange, which shall upon execution by both parties become a part of the aforementioned Agreement.

SCHOOLS AND NUMBER OF STUDENTS INVOLVED:

1. In the United States:
2. In (Country):
3. Year and/or Frequency:
4. Organization responsible for administrative supervision of PME Exchange Students:
  - a. U.S. (Service) PME Exchange Student in (Country):
  - b. (Country Service) PME Exchange Student in the U.S.:

FOR THE UNITED STATES AIR FORCE

FOR THE (COUNTRY SERVICE)

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

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

\_\_\_\_\_  
(TYPED NAME/RANK)

\_\_\_\_\_  
(TYPED NAME/RANK)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(TITLE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(DONE AT) (PLACE)

\_\_\_\_\_  
(DONE AT) (PLACE)

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**Figure 14-1. Agreement Between the Department of Defense of the United States of America and the Ministry of Defense of (Country Name) regarding the exchange of Professional Military Education-Continued**

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MEMORANDUM OF AGREEMENT  
ON THE EXCHANGE OF UNITS  
BETWEEN THE U.S. (MILITARY DEPARTMENT)  
AND THE (COUNTRY MILITARY DEPARTMENT)

ARTICLE I: GENERAL

The United States (military department) and the (country military department) hereby formally establish a unit exchange program for the purpose of providing a system for an active relationship between the two Services. This memorandum of agreement (MOA) sets forth the general terms and conditions that govern the two Services and by which the experience, professional knowledge, and doctrine of both Services are shared for maximum mutual benefit to the extent permissible under existing policies, laws, and regulations of the United States of America and (country). The exchange program operates under the concept of a reciprocal exchange of fully qualified units, of equivalent composition and qualifications, and is designed to strengthen bonds of friendship and understanding between the two Services.

ARTICLE II: DEFINITIONS

For the purpose of this MOA, the following definitions apply:

1. Exchange personnel. Any individual on active duty with the exchange unit of the parent Service who is present in the territory of the sponsoring State pursuant to this exchange program.
2. Exchange unit. Any unit on active duty with the parent Service which is present in the territory of the sponsoring State pursuant to this exchange program.
3. Parent Service. The military Service to which the exchange unit belongs.
4. Sponsoring Service. The military Service to which the exchange unit is attached pursuant to this exchange program.
5. Parent State. The State to which the sponsoring Service belongs.
6. Sponsoring State. The State to which the sponsoring Service belongs.
7. Unit exchange. The exchange of units rather than individuals.

ARTICLE III: ASSIGNMENT AND UTILIZATION

1. The assignment of exchange units will be for the purpose of facilitating unit operations.
2. Exchange personnel may receive short programs of military instruction when such instruction is part of the normal orientation, familiarization, and checkout or safety process for sponsoring service personnel reporting to a particular duty station. Instruction provided to exchange personnel by the sponsoring Service will be strictly limited to short programs designed for the purposes stated above.
3. In no case may exchange personnel be assigned to a position that would require exercise of command over personnel of the sponsoring Service.

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**Figure 14-2. Memorandum of agreement for the bilateral exchange of units between countries**

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4. Unless otherwise authorized by authorities of the parent State, exchange personnel will not participate in combat operations. This applies to all hostilities, including civil-military actions within the sponsoring State in which its armed forces are called upon to assist in restoring law and order. In any case, where involvement in hostilities or civil-military actions becomes imminent, military duties of exchange personnel will be terminated until further instructions are received from authorities of the parent State.

5. Exchange units will be assigned duties by the sponsoring service which are agreeable to the parent Service. These duties will conform to the range of qualifications held by exchange unit personnel, but the exchange unit must always be prepared to function fully as a member of the unit or activity to which assigned.

#### ARTICLE IV: SELECTION CRITERIA AND DISCHARGE

1. The selection of exchange units shall be on a highly selective basis from among military units of the parent Service. The parent Service shall be solely responsible in the selection of its exchange units based on the following criteria:

a. They must be well-versed in the current practices and doctrine of their service or branch thereof and be particularly qualified through experience to participate in the unit exchange.

b. They must possess required skill and training qualifications.

c. Unit personnel should hold the grade authorized for the positions they occupy.

2. The requirements, qualifications, and experience of the exchange units must meet the standards of the sponsoring Service. The determination and decision on unit performance is within the sole discretion of the sponsoring service. The parent State or Service will be responsible for all expenses in connection with the return of exchange unit personnel under this article.

#### ARTICLE V: TOUR LENGTH AND NUMBER EXCHANGED

1. The normal tour of duty for exchange units, exclusive of travel time between countries, will be as specified in an appendix to the MOA. Exceptions to and/or adjustments of any tour will be based on mutual agreement.

2. One unit from the U.S. (military department) and one unit from the (country military department) will take part in the exchange. Exchange units will be assigned to units or positions as described in an appendix to this MOA. Expansion of the exchange program and cancellation, postponement, or substitution of a specific exchange will be as mutually agreed between the sponsoring Service and the parent Service.

#### ARTICLE VI: ADMINISTRATION AND CONTROL

Exchange personnel will be administered and controlled as prescribed by the parent Service:

1. (Name) will serve as the chief, U.S. (military department) exchange program, (country). U.S. (military department) exchange personnel in units on exchange with the (military department) will be under the administrative supervision of the Chief, U.S. (military department) exchange program (country).

2. (Military department) exchange personnel on duty with exchange units in the United States will be under the administrative control of the (military department) attaché.

**Figure 14-2. Memorandum of agreement for the bilateral exchange of units between countries-Continued**

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ARTICLE VII: IDENTIFICATION

Exchange personnel will be in possession of valid identification cards and identification discs (tags) in accordance with the regulations of the parent State and meeting the requirements of the laws and regulations of the sponsoring Service and sponsoring State.

ARTICLE VIII: RESPECT FOR LOCAL LAW

Exchange personnel will respect the law of the sponsoring State and abstain from any activity inconsistent with the spirit of this MOA and, in particular, from any political activity in the sponsoring State.

ARTICLE IX: ENTRY AND EXIT

Exchange personnel shall be in possession of appropriate documentation issued by the parent State and required by authorities of the sponsoring State for entry into and exit from the sponsoring State.

ARTICLE X: WEAPONS

1. Exchange personnel will not carry personal weapons into the sponsoring State except when authorized by sponsoring State authorities and registered in accordance with applicable law.
2. Military weapons issued to exchange personnel by the parent Service will be introduced into the sponsoring State only if authorized by the parent Service and competent sponsoring State authorities.

ARTICLE XI: DISCIPLINE

1. Exchange personnel will comply with the lawful regulations, orders, instructions, and customs of the sponsoring service insofar as they are appropriate and applicable under the circumstances and consistent with laws and regulations of the parent State.
2. Exchange personnel who commit an offense against the military laws and regulations of either the parent or sponsoring Service may be separated from the exchange program with a view toward further administrative or disciplinary action by the parent Service. Disciplinary action will not be taken by the sponsoring Service against exchange personnel. The separation of exchange personnel from the program will not affect the right of civil authorities of the sponsoring State or its political subdivisions to exercise criminal jurisdiction over such personnel. Authorities of the sponsoring Service will convey, on behalf of the parent Service, any request for waiver of the right of such authorities to exercise jurisdiction. Further, authorities of the sponsoring Service will maintain close coordination with civil authorities of the sponsoring State or its political subdivisions in such matters and will urge, upon request of the parent Service, that sympathetic consideration be given to waiver requests where the parent Service/State indicates such waiver to be of particular importance. The foregoing is without prejudice to the provisions of an applicable status of forces agreement.
3. Exchange personnel will not exercise disciplinary powers over military personnel of the sponsoring Service.
4. Consistent with paragraphs 1 and 2 of this article, exchange personnel are subject to the lawful commands of military personnel of the sponsoring Service who are senior in rank to them.

**Figure 14-2. Memorandum of agreement for the bilateral exchange of units between countries-Continued**

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5. To the extent authorized by its laws and regulations, the sponsoring Service will cooperate in the application of administrative or disciplinary action by the parent Service against offending exchange personnel.

ARTICLE XII: SECURITY

Exchange personnel must comply at all times with security regulations of the sponsoring Service or State. Assignment, duties, and the handling of classified information will be subject to the security and disclosure policies of both States and Services concerned and any applicable international agreements.

ARTICLE XIII: USE OF FACILITIES

Use of facilities of the sponsoring service by exchange personnel for their military specialty proficiency will be granted in accordance with the policies and directives of the sponsoring Service.

ARTICLE XIV: UNIFORM

Exchange personnel will comply with the dress regulations of the parent Service and the order of dress for any occasion is to be that which most nearly conforms to the order for the particular unit of the sponsoring Service to which their exchange unit is assigned. Customs of the sponsoring Service will be observed with respect to wearing of civilian clothes.

ARTICLE XV: LEAVE AND PASSES

Exchange personnel may be granted leave and passes according to their entitlements under the regulations of the parent Service, provided such is coordinated with the proper authorities of the sponsoring Service. Exchange personnel may observe the holiday schedules of both parent and sponsoring Services.

ARTICLE XVI: MEDICAL AND DENTAL SERVICES

1. PME exchange personnel and their accompanying dependents will be granted access to military medical and dental services to the extent authorized by its governing laws and regulations. The provision of such care may be subject to reimbursement. Reimbursement of the sponsoring Service for medical and dental services provided to exchange personnel may be required unless otherwise specified in the appendix to this MOA pursuant to Article XVIII.
2. It is the responsibility of the parent Service to ensure that exchange personnel are medically and dentally fit prior to commencing the exchange program.

ARTICLE XVII: FINANCIAL RESPONSIBILITIES

The following financial responsibilities apply to the exchange program:

1. The parent State or Service and exchange personnel, as appropriate, are responsible during the period of the exchange for the following costs:
  - a. Basic pay and cash allowances due exchange personnel.
  - b. Per diem and other travel allowances associated with the movement of exchange units and their personnel to and from the sponsoring State.
  - c. Compensation for loss of, or damage to, the uniform or other personal equipment of exchange personnel.

**Figure 14-2. Memorandum of agreement for the bilateral exchange of units between countries-Continued**

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d. Cost of preparation and shipment of remains and funeral expenses in the event of death of exchange personnel.

e. Expenditures in connection with any special duty performed on behalf of the parent State.

f. Expenses incurred in the interest of dependents permitted to accompany or join exchange personnel.

g. Except for instruction of a brief duration provided in accordance with the provisions of paragraph 2, Article III, of this MOA, the costs of any training, services, or requirements not listed in the appendix to this MOA pursuant to Article XVIII.

2. The sponsoring State or Service is responsible for the cost of providing the training and related services specifically identified in the appendix, pursuant to Article XVIII, subject to the reciprocity and reimbursement provisions of that article.

#### ARTICLE XVIII:

##### RECIPROCAL PROVISION OF TRAINING AND RELATED SUPPORT

1. The parties may agree, on the basis of reciprocity, for the provision by the sponsoring State or Service of training and related support as listed in Articles XVI and XVII. An agreement for the reciprocal provision of training and related support, if executed, will be incorporated in this MOA and will appear as an appendix hereto.

2. Regardless of whether an appendix to provide the training and related support as listed in Articles XVI and XVII is agreed to or not, units will be exchanged within 12 months in order that a balance of costs involved in sending and receiving units is maintained or so that reimbursement for the full costs of the training and related support provided can be accomplished.

3. To the extent that one party to which training and related support specified in the appendix is provided under this MOA does not initiate comparable training and related support for the other party within 12 months, the party provided such training and related support shall reimburse the providing party for the full costs of such training and support.

4. IMET, MAP, and FMS cash or credit funds may not be utilized for reimbursement or to meet the expenses of an exchange unit.

#### ARTICLE XIX: CLAIMS

1. Third party claims arising out of activities of exchange personnel or exchange units may be submitted to the parent Service for settlement consistent with its authority under the laws and regulations of the parent State. Notwithstanding the foregoing, exchange personnel will be required to obtain civil liability insurance for their private motor vehicles in accordance with applicable host State laws and regulations, and first recourse shall be had against any such insurance in the case of claims involving motor vehicles.

2. Neither State shall make any claim against the other for loss or damage to its property caused by military personnel of the other State in the execution of their duties during the course of any exchange.

3. Neither State shall make any claim against the other for injury or death suffered by any member of its armed services while engaged in the performance of official duty during the course of any exchange.

4. Neither the sponsoring Service nor the sponsoring State shall be responsible for loss or damage of personal property of exchange personnel.

**Figure 14-2. Memorandum of agreement for the bilateral exchange of units between countries-Continued**

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5. The foregoing is without prejudice to the provisions of an applicable status of forces agreement.

ARTICLE XX: REPORTS AND EVALUATIONS

1. Reports which exchange units may be required to make by their own Service or which they wish to make concerning their exchange duties will be submitted as follows:

a. U.S. (military department) exchange units will forward their reports in accordance with appropriate departmental guidance.

b. Foreign exchange units and exchange personnel will forward their reports in accordance with parent Service instructions.

ARTICLE XXI: PRIVILEGES AND EXEMPTIONS

To the extent authorized by the laws and regulations of the sponsoring State, and in any event to the extent provided in an applicable status of forces agreement, the following privileges will be available to exchange units and exchange personnel.

1. Exemption from any tax by the sponsoring State upon income received from the parent State.

2. Exemption from any customs, import duty, or similar tax upon articles brought into the sponsoring State in connection with their official or personal use, including their baggage and household effects.

3. Purchasing and patronage privileges at military commissaries, exchanges, theaters, and clubs on the same basis as equivalent personnel of the sponsoring Service.

4. Any other privilege provided by an applicable status of forces agreement or granted by the sponsoring State under its laws and regulations.

ARTICLE XXII: AWARDS OR INSIGNIA

Awards or insignia of military qualifications bestowed upon exchange units or exchange personnel by the sponsoring Service shall be made in accordance with the regulations of the sponsoring Service. These awards or insignia shall not be accepted by the unit or personnel concerned without the prior approval of the parent Service.

ARTICLE XXIII: APPLICATION OF STATUS OF FORCES AGREEMENTS

The provisions of any agreement of general application between the sponsoring and parent States now or hereinafter in effect regarding the status of parent State military personnel present in the sponsoring State shall apply to exchange personnel and exchange units present in the sponsoring State, provided that in the event of conflict between the provisions of such other agreement and articles XVII, XVIII, or XXIV of this MOA, such articles of this MOA shall prevail.

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Figure 14-2. Memorandum of agreement for the bilateral exchange of units between countries-Continued

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ARTICLE XXIV: DURATION

This agreement shall enter into force upon signature and shall remain in force for ten years. It may be terminated by either signatory upon written notice to the other signatory at least 60 days prior to the effective school reporting date.

For the	
(Country For the United States Military Department)	(Military Department)
(Signature)	(Signature)
(Name)	(Name)
(Title)	(Title)
(Date)	(Date)

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Figure 14-2. Memorandum of agreement for the bilateral exchange of units between countries-Continued

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MEMORANDUM OF AGREEMENT  
ON THE BILATERAL EXCHANGE  
OF UNITS  
BETWEEN THE U.S. (MILITARY DEPARTMENT)  
AND THE (COUNTRY MILITARY DEPARTMENT)

ARTICLE I: GENERAL

The United States (military department) and the (country military department) hereby formally establish a unit exchange program for the purpose of providing a system for an active relationship between the two Services. This memorandum of agreement (MOA) sets forth the general terms and conditions that govern the two Services and by which the experience, professional knowledge, and doctrine of both Services are shared for maximum mutual benefit to the extent permissible under existing policies, laws, and regulations of the United States of America and (country). The exchange program operates under the concept of a reciprocal exchange of fully qualified units, of equivalent composition and qualifications, and is designed to strengthen bonds of friendship and understanding between the two Services. Subject to the approval of the government of (country), exchange units of the (military department) may be assigned to duty with units of the U.S. (military department) in the territory of (third country).

ARTICLE II: DEFINITIONS

For the purpose of this MOA, the following definitions apply:

1. Exchange personnel. Any individual on active duty with the exchange unit of the parent Service who is present in the territory of the sponsoring State pursuant to this exchange program.
2. Exchange unit. Any unit on active duty with the parent Service which is present in the territory of the sponsoring State pursuant to this exchange program.

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**Figure 14-3. Memorandum of agreement for the bilateral exchange of units involving a third country**

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3. Parent Service. The military Service to which the exchange unit belongs.
  4. Sponsoring Service. The military Service to which the exchange unit is attached pursuant to this exchange program.
  5. Parent State. The State to which the sponsoring Service belongs.
  6. Sponsoring State. The State to which the sponsoring Service belongs.
  7. Host State. The State in the territory of which the exchange unit is attached for duty under the provisions of this MOA.
  8. Unit exchange. The exchange of units rather than individuals.

#### ARTICLE III: ASSIGNMENT AND UTILIZATION

1. The assignment of exchange units will be for the purpose of facilitating unit operations.
2. Exchange personnel may receive short programs of military instruction when such instruction is part of the normal orientation, familiarization, and checkout or safety process for sponsoring service personnel reporting to a particular duty station. Instruction provided to exchange personnel by the sponsoring Service will be strictly limited to short programs designed for the purposes stated above.
3. In no case may exchange personnel be assigned to a position that would require exercise of command over personnel of the sponsoring Service.
4. Unless otherwise authorized by authorities of the parent State, exchange personnel will not participate in combat operations. This applies to all hostilities, including civil-military actions within the sponsoring State in which its armed forces are called upon to assist in restoring law and order. In any case, where involvement in hostilities or civil-military actions becomes imminent, military duties of exchange personnel will be terminated until further instructions are received from authorities of the parent State.
5. Exchange units will be assigned duties by the sponsoring service which are agreeable to the parent Service. These duties will conform to the range of qualifications held by exchange unit personnel, but the exchange unit must always be prepared to function fully as a member of the unit or activity to which assigned.

#### ARTICLE IV: SELECTION CRITERIA AND DISCHARGE

1. The selection of exchange units shall be on a highly selective basis from among military units of the parent Service. The parent Service shall be solely responsible in the selection of its exchange units based on the following criteria:
  - a. They must be well-versed in the current practices and doctrine of their service or branch thereof and be particularly qualified through experience to participate in the unit exchange.
  - b. They must possess required skill and training qualifications.
  - c. Unit personnel should hold the grade authorized for the positions they occupy.
2. The requirements, qualifications, and experience of the exchange units must meet the standards of the sponsoring Service. The determination and decision on unit performance is within the sole discretion of the sponsoring service. The parent State or Service will be responsible for all expenses in connection with the return of exchange unit personnel under this article.

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**Figure 14-3. Memorandum of agreement for the bilateral exchange of units involving a third country-Continued**

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ARTICLE V: TOUR LENGTH AND NUMBER EXCHANGED

1. The normal tour of duty for exchange units, exclusive of travel time between countries, will be as specified in an appendix to the MOA. Exceptions to and/or adjustments of any tour will be based on mutual agreement.
2. One unit from the U.S. (military department) and one unit from the (country military department) will take part in the exchange. Exchange units will be assigned to units or positions as described in an appendix to this MOA. Expansion of the exchange program and cancellation, postponement, or substitution of a specific exchange will be as mutually agreed between the sponsoring Service and the parent Service.

ARTICLE VI: ADMINISTRATION AND CONTROL

Exchange personnel will be administered and controlled as prescribed by the parent Service:

1. (Name) will serve as the chief, U.S. (military department) exchange program, (country). U.S. (military department) exchange personnel in units on exchange with the (military department) will be under the administrative supervision of the Chief, U.S. (military department) exchange program (country).
2. (Military department) exchange personnel on duty with exchange units in the United States will be under the administrative control of the (military department) attaché.

ARTICLE VII: IDENTIFICATION

Exchange personnel will be in possession of valid identification cards and identification discs (tags) in accordance with the regulations of the parent State and meeting the requirements of the laws and regulations of the sponsoring Service and sponsoring State.

ARTICLE VIII: RESPECT FOR LOCAL LAW

Exchange personnel will respect the law of the sponsoring State and abstain from any activity inconsistent with the spirit of this MOA and, in particular, from any political activity in the sponsoring State.

ARTICLE IX: ENTRY AND EXIT

Exchange personnel shall be in possession of appropriate documentation issued by the parent State and required by authorities of the sponsoring State for entry into and exit from the sponsoring State.

ARTICLE X: WEAPONS

1. Exchange personnel will not carry personal weapons into the sponsoring State except when authorized by sponsoring State authorities and registered in accordance with applicable law.
2. Military weapons issued to exchange personnel by the parent Service will be introduced into the sponsoring State only if authorized by the parent Service and competent sponsoring State authorities.

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Figure 14-3. Memorandum of agreement for the bilateral exchange of units involving a third country-Continued

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#### ARTICLE XI: DISCIPLINE

1. Exchange personnel will comply with the lawful regulations, orders, instructions, and customs of the sponsoring service insofar as they are appropriate and applicable under the circumstances and consistent with laws and regulations of the parent State.
2. Exchange personnel who commit an offense against the military laws and regulations of either the parent or sponsoring Service may be separated from the exchange program with a view toward further administrative or disciplinary action by the parent Service. Disciplinary action will not be taken by the sponsoring Service against exchange personnel. The separation of exchange personnel from the program will not affect the right of civil authorities of the sponsoring State or its political subdivisions to exercise criminal jurisdiction over such personnel. Authorities of the sponsoring Service will convey, on behalf of the parent Service, any request for waiver of the right of such authorities to exercise jurisdiction. Further, authorities of the sponsoring Service will maintain close coordination with civil authorities of the sponsoring State or its political subdivisions in such matters and will urge, upon request of the parent Service, that sympathetic consideration be given to waiver requests where the parent Service/State indicates such waiver to be of particular importance. The foregoing is without prejudice to the provisions of an applicable status of forces agreement.
3. Exchange personnel will not exercise disciplinary powers over military personnel of the sponsoring Service.
4. Consistent with paragraphs 1 and 2 of this article, exchange personnel are subject to the lawful commands of military personnel of the sponsoring Service who are senior in rank to them.
5. To the extent authorized by its laws and regulations, the sponsoring Service will cooperate in the application of administrative or disciplinary action by the parent Service against offending exchange personnel.

#### ARTICLE XII: SECURITY

Exchange personnel must comply at all times with security regulations of the sponsoring Service or State. Assignment, duties, and the handling of classified information will be subject to the security and disclosure policies of both States and Services concerned and any applicable international agreements.

#### ARTICLE XIII: USE OF FACILITIES

Use of facilities of the sponsoring service by exchange personnel for their military specialty proficiency will be granted in accordance with the policies and directives of the sponsoring Service.

#### ARTICLE XIV: UNIFORM

Exchange personnel will comply with the dress regulations of the parent Service and the order of dress for any occasion is to be that which most nearly conforms to the order for the particular unit of the sponsoring Service to which their exchange unit is assigned. Customs of the sponsoring Service will be observed with respect to wearing of civilian clothes.

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**Figure 14-3. Memorandum of agreement for the bilateral exchange of units involving a third country-Continued**

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ARTICLE XV: LEAVE AND PASSES

Exchange personnel may be granted leave and passes according to their entitlements under the regulations of the parent Service, provided such is coordinated with the proper authorities of the sponsoring Service. Exchange personnel may observe the holiday schedules of both parent and sponsoring Services.

ARTICLE XVI: MEDICAL AND DENTAL SERVICES

1. PME exchange personnel and their accompanying dependents will be granted access to military medical and dental services to the extent authorized by its governing laws and regulations. The provision of such care may be subject to reimbursement. Reimbursement of the sponsoring Service for medical and dental services provided to exchange personnel may be required unless otherwise specified in the appendix to this MOA pursuant to Article XVIII.

2. It is the responsibility of the parent Service to ensure that exchange personnel are medically and dentally fit prior to commencing the exchange program.

ARTICLE XVII: FINANCIAL RESPONSIBILITIES

The following financial responsibilities apply to the exchange program:

1. The parent State or Service and exchange personnel, as appropriate, are responsible during the period of the exchange for the following costs:

a. Basic pay and cash allowances due exchange personnel.

b. Per diem and other travel allowances associated with the movement of exchange units and their personnel to and from the sponsoring State.

c. Compensation for loss of, or damage to, the uniform or other personal equipment of exchange personnel.

d. Cost of preparation and shipment of remains and funeral expenses in the event of death of exchange personnel.

e. Expenditures in connection with any special duty performed on behalf of the parent State.

f. Expenses incurred in the interest of dependents permitted to accompany or join exchange personnel.

g. Except for instruction of a brief duration provided in accordance with the provisions of paragraph 2, Article III, of this MOA, the costs of any training, services, or requirements not listed in the appendix to this MOA pursuant to Article XVIII.

2. The sponsoring State or Service is responsible for the cost of providing the training and related services specifically identified in the appendix, pursuant to Article XVIII, subject to the reciprocity and reimbursement provisions of that article.

ARTICLE XVIII:

RECIPROCAL PROVISION OF TRAINING AND RELATED SUPPORT

1. The parties may agree, on the basis of reciprocity, for the provision by the sponsoring State or Service of training and related support as listed in Articles XVI and XVII. An agreement for the reciprocal provision of training and related support, if executed, will be incorporated in this MOA and will appear as an appendix hereto.

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Figure 14-3. Memorandum of agreement for the bilateral exchange of units involving a third country-Continued

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2. Regardless of whether an appendix to provide the training and related support as listed in Articles XVI and XVII is agreed to or not, units will be exchanged within 12 months in order that a balance of costs involved in sending and receiving units is maintained or so that reimbursement for the full costs of the training and related support provided can be accomplished.

3. To the extent that one party to which training and related support specified in the appendix is provided under this MOA does not initiate comparable training and related support for the other party within 12 months, the party provided such training and related support shall reimburse the providing party for the full costs of such training and support.

4. IMET, MAP, and FMS cash or credit funds may not be utilized for reimbursement or to meet the expenses of an exchange unit.

#### ARTICLE XIX: CLAIMS

1. Third party claims arising out of activities of exchange personnel or exchange units may be submitted to the parent Service for settlement consistent with its authority under the laws and regulations of the parent State. Notwithstanding the foregoing, exchange personnel will be required to obtain civil liability insurance for their private motor vehicles in accordance with applicable host State laws and regulations, and first recourse shall be had against any such insurance in the case of claims involving motor vehicles.

2. Neither State shall make any claim against the other for loss or damage to its property caused by military personnel of the other State in the execution of their duties during the course of any exchange.

3. Neither State shall make any claim against the other for injury or death suffered by any member of its armed services while engaged in the performance of official duty during the course of any exchange.

4. Neither the sponsoring Service nor the sponsoring State shall be responsible for loss or damage of personal property of exchange personnel.

5. The foregoing is without prejudice to the provisions of an applicable status of forces agreement

#### ARTICLE XX: REPORTS AND EVALUATIONS

1. Reports which exchange units may be required to make by their own Service or which they wish to make concerning their exchange duties will be submitted as follows:

a. U.S. (military department) exchange units will forward their reports in accordance with appropriate departmental guidance.

b. Foreign exchange units and exchange personnel will forward their reports in accordance with parent Service instructions.

#### ARTICLE XXI: PRIVILEGES AND EXEMPTIONS

To the extent authorized by the laws and regulations of the sponsoring State, and in any event to the extent provided in an applicable status of forces agreement, the following privileges will be available to exchange units and exchange personnel.

1. Exemption from any tax by the sponsoring State upon income received from the parent State.

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**Figure 14-3. Memorandum of agreement for the bilateral exchange of units involving a third country-Continued**

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2. Exemption from any customs, import duty, or similar tax upon articles brought into the sponsoring State in connection with their official or personal use, including their baggage and household effects.
  3. Purchasing and patronage privileges at military commissaries, exchanges, theaters, and clubs on the same basis as equivalent personnel of the sponsoring Service.
  4. Any other privilege provided by an applicable status of forces agreement or granted by the sponsoring State under its laws and regulations.

ARTICLE XXII: AWARDS OR INSIGNIA

Awards or insignia of military qualifications bestowed upon exchange units or exchange personnel by the sponsoring Service shall be made in accordance with the regulations of the sponsoring Service. These awards or insignia shall not be accepted by the unit or personnel concerned without the prior approval of the parent Service.

ARTICLE XXIII: APPLICATION OF STATUS OF FORCES AGREEMENTS

The provisions of any agreement of general application between the sponsoring and parent States now or hereinafter in effect regarding the status of parent State military personnel present in the sponsoring State shall apply to exchange personnel and exchange units present in the sponsoring State, provided that in the event of conflict between the provisions of such other agreement and articles XVII, XVIII, or XXIV of this MOA, such articles of this MOA shall prevail.

ARTICLE XXIV: DURATION

This MOA is effective when signed by both Services and will be reviewed annually. It may be terminated by either Service upon written notice to the other Service at least 90 days prior to the effective date of such termination.

For the (Country For the United States Military Department)	(Military Department)
(Signature)	(Signature)
(Name)	(Name)
(Title)	(Title)
(Date)	(Date)

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Figure 14-3. Memorandum of agreement for the bilateral exchange of units involving a third country-Continued

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AGREEMENT BETWEEN  
THE DEPARTMENT OF DEFENSE  
OF  
THE UNITED STATES OF AMERICA  
AND  
THE MINISTRY OF DEFENSE  
OF  
(COUNTRY NAME)  
REGARDING THE EXCHANGE  
OF  
FLIGHT TRAINING

PREAMBLE

The Department of Defense of the United States of America (US) and the Ministry of Defense of (Country Name), hereinafter referred to as "the Parties," have agreed to establish a Flight Training Exchange Program, which is designed to strengthen bonds of friendship and understanding between the countries and further interoperability between their respective Military Services.

ARTICLE I  
DEFINITION OF TERMS

1. Flight Training Exchange (FTE). Flight training of comparable type and scope provided in Service schools and other training locations. For the purposes of this Agreement, this involves undergraduate, instructor pilot, advanced, continuation, flight test and other flight training.
2. Flight Training Exchange (FTE) Student. Any individual on active duty with the Parent Service who is attending training in the host country pursuant to this Exchange Program.
3. Parent Service. The military Service to which the FTE Student belongs.
4. Host Service. The military Service whose training program the FTE Student is attending pursuant to this FTE Program.
5. Parent Party. The Defense Department or Ministry of Defense (DOD/MOD) to which the Parent Service belongs.
6. Host Party. The Defense Department or Ministry of Defense (DOD/MOD) to which the Host Service belongs.
7. Dependent. A person present in the country of the Host Party with the consent of the Parent Service and Host Service who is the spouse, minor child, or other relative who depends for support upon and is supported by a FTE Student.
8. Reciprocal FTE. Flight training exchange as defined in paragraph 1 above commencing within the same United States fiscal year by means of a reciprocal one-for-one exchange of students between the Parties.
9. Tuition costs. All costs associated with training, training materials, special clothing or equipment, visits, and field exercises undertaken by the FTE Student as part of the approved course program. Other costs associated with training, such as Student's meals, custodial fees for quarters, medical care, and transportation, are not included in tuition costs.

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**Figure 14-4. Agreement Between the Department of Defense of the United States of America and the Ministry of Defense of (Country Name) regarding the exchange of flight training**

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ARTICLE II  
PURPOSE AND SCOPE

This Agreement establishes the terms and conditions by which the Parties agree to establish a flight training exchange program for maximum mutual benefit to the extent permissible under existing policies, laws, and regulations of the United States of America and (country). The FTE Program shall be a one-for-one reciprocal exchange of students.

ARTICLE III  
SPECIAL PROVISIONS

1. When a proposal to exchange flight training has been offered and accepted by each of the Services concerned, a reciprocal FTE Program may then be conducted.
2. Training will be conducted using the performance objectives and standards of the host service. Exceptions to successful completion of Host Service standards may be considered on a case-by-case basis.
3. This Agreement does not constitute a commitment on the part of either Party to provide an annual quota(s) for the training specified in Article I, paragraph 1, above.
4. The details of each reciprocal FTE for a particular Service shall be set forth in an appendix to this Agreement and shall be considered a part of this Agreement.

ARTICLE IV  
SELECTION OF STUDENTS

1. The selection of FTE Students shall be on a highly selective basis from among qualified personnel of the Parent Service. The Parent Service shall be solely responsible for the selection of its FTE Students based on the criteria that students should:
  - a. Be well versed in the practices and doctrines of their own service.
  - b. Meet the basic criteria, including aviation physiology, established by the Host Service for the applicable training through a combination of training, experience, and ability.
  - c. Meet the language prerequisites established by the Host Service for the applicable training.
  - d. Possess a security clearance to the level required for the applicable training.
2. Consistent with the nomination process, the Host Service/Party shall be authorized to discharge FTE Students from this Exchange Program who do not meet the above criteria or who cannot safely complete the program. This decision shall be within the sole discretion of the Host Service/Party.

ARTICLE V  
FINANCIAL ARRANGEMENTS

1. The tuition costs for FTE shall not be charged to the Parent Party/Service or to FTE Students. The Parent Party/Service and FTE Students, as appropriate, shall be responsible, during the period of the exchange, for the costs listed below:

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**Figure 14-4. Agreement Between the Department of Defense of the United States of America and the Ministry of Defense of (Country Name) regarding the exchange of flight training-Continued**

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- a. Basic pay and cash allowances due FTE Students.
  - b. All permanent change of station costs including per diem and other travel allowances and transportation (including leave travel) and storage costs.
  - c. All temporary duty costs, including per diem and other travel allowances and transportation, when such temporary duty is directed by the Parent Party.
  - d. Compensation for loss of, or damage to, the uniform or other personal equipment of FTE Students.
  - e. Cost of movement of dependents and household effects of FTE Students as authorized by the Parent Party.
  - f. Cost of quarters and mess for FTE Students and their dependents.
  - g. Cost of preparation and shipment of remains and funeral expenses in the event of death of FTE Students or their dependents.
  - h. Expenditures in connection with any special duty performed on behalf of the Parent Party.
  - i. Expenses incurred in the interest of dependents permitted to accompany or join FTE Students.
  - j. Medical and dental charges for treatment of FTE Students or their dependents that require reimbursement under the laws or regulations of the Host Party's country.
  - k. Cost of language training.
1. All expenses in connection with the return of FTE Students who have been discharged from this Exchange Program and their accompanying dependents.
  2. The Host Party shall be responsible during the exchange period for all temporary duty costs, including per diem and other travel allowances and transportation, when such temporary duty is directed by the Host Party.
  3. The Parent Party/Service and FTE Students, as appropriate, shall be liable for all other services and expenses for FTE Students, including any which are unconnected with the requirements of the exchange.
  4. U.S. International Military Education and Training (IMET) program funds, Foreign Military Financing (FMF) funds, or Foreign Military Sales (FMS) cash funds shall not be used to meet financial responsibilities of the Parent Party/Service that are part of the FTE Program.
  5. The obligations of each Party under this Agreement shall be subject to the authorization and availability of funds for such purposes. Prior to implementing any exchange, all Parties/ Services shall ensure that adequate funds are available.

ARTICLE VI  
SECURITY

1. During the selection process, the Host Service shall inform the Parent Service of the level of security clearance required, if any, for participation in the FTE Program. The Parent Service shall provide documentation on the security clearances for FTE Students to the organization designated by the Host Service.

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**Figure 14-4. Agreement Between the Department of Defense of the United States of America and the Ministry of Defense of (Country Name) regarding the exchange of flight training-Continued**

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2. FTE Students shall at all times be required to comply with the security laws, regulations and procedures of the government of the Host Party. Any violation of security procedures by FTE Students during their assignments shall be reported to the Parent Service for appropriate action. FTE Students committing willful violations of security procedures during their assignments shall be removed from the Exchange Program with a view toward administrative or disciplinary action by the Parent Party.

3. The Host Service and the Parent Service shall ensure that assigned FTE Students are fully cognizant of applicable laws and regulations concerning the protection of proprietary information (such as copyrights), classified information and controlled unclassified information to which access might be gained under this Exchange Program, both during and after completion of training.

4. All classified information made available to FTE Students shall be considered as classified information furnished to their Parent Party, and shall be subject to all provisions and safeguards provided for under the General Security of Military Information Agreement (GSOMIA) (may also be referred to as a General Security Agreement (GSA) or General Security of Information Agreement (GSOIA) in force between the United States of America and (Country Name).

#### ARTICLE VII ADMINISTRATION AND CONTROL

1. For all purposes except academic matters, FTE Students shall be administered and controlled as prescribed by the Parent Services. The organizations responsible for administrative supervision of specific FTE Students shall be specified in the applicable appendices.

2. With respect to academic matters, FTE Students shall be under the administrative supervision of the training unit commanding officer.

#### ARTICLE VIII IDENTIFICATION

FTE Students and their accompanying dependents shall be required to possess valid identification cards in accordance with the regulations of the Parent Service. FTE Students and their accompanying dependents shall also be issued identification cards by the Host Service for the duration of the exchange.

#### ARTICLE IX RESPECT FOR HOST PARTY LAW

Subject to the terms of this Agreement, FTE Students and their accompanying dependents shall be required to respect the law of the government of the Host Party and abstain from any activity inconsistent with the spirit of this Agreement and from any political activity in the country of the Host Party.

#### ARTICLE X ENTRY AND EXIT

FTE Students and their accompanying dependents shall possess appropriate documentation issued by the Parent Party and required by the country of the Host Party for entry into and exit from that country.

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**Figure 14-4. Agreement Between the Department of Defense of the United States of America and the Ministry of Defense of (Country Name) regarding the exchange of flight training-Continued**

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ARTICLE XI  
WEAPONS

1. FTE Students shall not be permitted to import or carry personal weapons in the country of the Host Party except when authorized by Host Party authorities and registered in accordance with applicable laws.
2. Weapons issued to FTE Students for military purposes by the Parent Service shall be introduced into the country of the Host Party only if authorized by the Parent Service and in accordance with the laws of the government of the Host Party.

ARTICLE XII  
DISCIPLINE

1. FTE Students shall be required to comply with the regulations, orders, instructions, and customs of the Host Service insofar as they are appropriate and applicable under the circumstances and consistent with the laws and regulations of the government of the Parent Party.
2. FTE Students who commit an offense against the military laws and regulations of either the Parent or Host Service may be withdrawn from the FTE Program with a view toward further administrative or disciplinary action by the Parent Service. Disciplinary action shall not be taken by the Host Service against the FTE Students. The withdrawal of the FTE Student from the program shall not affect the right of civil authorities of the government of the Host Party or its political subdivisions to exercise criminal jurisdiction over such personnel. Authorities of the Host Service shall convey, on behalf of the Parent Service, any requests for waiver of the right of such authorities to exercise jurisdiction over such personnel. Further, authorities of the Host Service shall maintain close coordination with civil authorities of the government of the Host Party or its political subdivisions in such matters and shall urge, upon request of the Parent Service, that sympathetic consideration be given to waiver requests where the Parent Service/Party indicates such waiver to be of particular importance. The foregoing is without prejudice to the provisions of an applicable status of forces agreement.
3. Consistent with paragraphs 1 and 2 of this article, FTE Students should extend normal military courtesy to military personnel of the Host Service who are superior in rank to them.
4. To the extent authorized by its laws and regulations, the Host Service shall cooperate in the application of administrative or disciplinary action by the Parent Service against the offending FTE Student.

ARTICLE XIII  
USE OF FACILITIES

1. (Country) FTE Students and their authorized accompanying dependents in the United States shall be entitled to the same use of administrative, logistical, and commissary facilities as are accorded to other security assistance sponsored students.
2. U.S. FTE Students and their dependents shall be entitled to the same use of administrative, logistical, and commissary facilities as other U.S. military personnel and their dependents stationed in the country of the Host Party or attached to the U.S. diplomatic mission.

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**Figure 14-4. Agreement Between the Department of Defense of the United States of America and the Ministry of Defense of (Country Name) regarding the exchange of flight training-Continued**

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ARTICLE XIV  
UNIFORM

1. FTE Students shall be required to comply with the dress and grooming regulations of the Parent Service. The order of dress for any occasion shall be that which most nearly conforms to the order of the particular unit of the Host Service to which they are attached. Customs of the Host Service shall be observed with respect to wearing of civilian clothes.
2. The Host Service may issue the FTE Student special clothing or equipment required for flight training on the same basis as to its own students. The rank or other insignia worn on such clothing or equipment shall, to the extent possible, conform to Parent Service standards.

ARTICLE XV  
LEAVE

FTE Students may be granted leave according to their entitlements under the regulations of the Parent Service, provided such is approved by the Parent Service and the proper authorities of the Host Service. FTE Students may observe the holiday schedules of both Parent and Host Services in accordance with Host Service regulations.

ARTICLE XVI  
QUARTERS AND MESSING

The Host Service may provide, if available, quarters and messing for FTE Students in accordance with its own regulations. FTE Students or their Parent Service shall be responsible for paying charges made by the Host Service for quarters and messing, when provided, and for any attendant services provided by the Host Service. In the event that the Host Service is unable to provide quarters, the FTE Student or the Parent Service shall be responsible for arranging and financing private accommodations.

ARTICLE XVII  
MEDICAL AND DENTAL SERVICES

1. Any medical and dental care that may be provided to FTE Students and their accompanying dependents at Host Party medical facilities shall be subject to the laws and regulations of the government of the Host Party, including reimbursement when required by such laws and regulations.
2. The Parent Service shall be responsible for ensuring that FTE Students and their accompanying dependents are in good medical and dental health prior to commencing the exchange program.
3. FTE Students will carry their medical and dental records by hand to their respective training units.

ARTICLE XVIII  
REPORTS, EVALUATIONS, AND INVESTIGATIONS

1. Reports which FTE Students may be required to make by their Parent Service or which they wish to make concerning their exchange training shall be submitted in accordance with Parent Service regulations.
2. Individual evaluation reports shall be prepared and submitted in accordance with Host Service regulations and procedures.

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**Figure 14-4. Agreement Between the Department of Defense of the United States of America and the Ministry of Defense of (Country Name) regarding the exchange of flight training-Continued**

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3. In the event of injuries to, or death of, FTE Students, the Host Service shall submit casualty reports through established channels to the Parent Service. Any reports and investigations conducted by the Host Service concerning a casualty shall be made available to the Parent Service. The Parent Service may conduct a separate investigation.

4. In absence of a Standardization Agreement (STANAG) on aircraft mishap investigation procedures between the Parties, Host Service aircraft accident investigation procedures shall be used. The Parent Party/Service shall cooperate in any aircraft mishap analysis investigation.

ARTICLE XIX  
PRIVILEGES AND EXEMPTIONS

Alternative A

(NOTE: For agreements with Parties who are NATO members or other countries with which there are SOFAs use this Alternative.)

The U.S.-(Country) Status of Forces Agreement (or NATO SOFA, as applicable), dated (date), pertaining to rights and privileges of military personnel while in the country of the Host Party shall apply to FTE Students and their dependents, and in the event of conflict, shall take precedence over this Agreement.

Alternative B

(NOTE: Use this Alternative for agreements with non-NATO countries without SOFAs.)

1. To the extent authorized by the laws and regulations of the government of the Host Party, the following privileges shall be available to FTE Students and their accompanying dependents:

a. Exemption from any tax of the government of the Host Party on income received from the Parent Party.

b. Exemption from any customs, import duty, or similar tax on articles brought into the country of the Host Party in connection with their official, personal, or family use, including their baggage, household effects, and private motor vehicles.

c. Privileges at military commissaries, exchanges, theaters, and clubs on the same basis as equivalent personnel of the Host Party.

2. FTE Students shall be eligible for any other privilege granted by the government of the Host Party under its laws and regulations or by bilateral agreements between the two governments.

ARTICLE XX  
DISCHARGE OF FTE STUDENTS

Once an FTE Student commences training, the obligations of the Host Party/Service are met regardless of whether the FTE Student successfully completes the program or is discharged under the provisions of Article IV, paragraph 2, Article VI, paragraph 2, or Article XII, paragraph 2.

ARTICLE XXI  
DECORATIONS, AWARDS, OR INSIGNIA

Decorations, awards, or insignia bestowed on FTE Students by the Host Service shall be made in accordance with the regulations of the Host Service. These awards shall not be accepted by FTE Students without the prior approval of the Parent Service.

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**Figure 14-4. Agreement Between the Department of Defense of the United States of America and the Ministry of Defense of (Country Name) regarding the exchange of flight training-Continued**

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ARTICLE XXII  
NOTIFICATION

Pursuant to Service-to-Service appendices to this Agreement, each Service shall notify the other, twelve months prior to the effective school reporting date, of their intention to participate in this Exchange Program and forward the name(s) and other pertinent data for the Exchange Student(s) who will be participating as required by the Host Service.

ARTICLE XXIII  
CLAIMS

Alternative A

(NOTE: For agreements with Parties who are NATO members or other countries with which there are SOFAs use this Alternative.)

1. Claims against either Party or its personnel shall be dealt with in accordance with the terms of Article VIII of the NATO Status of Forces Agreement (NATO SOFA or other SOFA as applicable) dated 19 June 1951.
2. FTE Students and those dependents accompanying them shall obtain motor vehicle liability insurance coverage in accordance with applicable laws and regulations of the government of the Host Party, or its political subdivision, where they are located. In case of claims involving the use of private motor vehicles, the first recourse shall be against such insurance.

Alternative B

(NOTE: Use this Alternative for agreements with non-NATO countries without SOFAs.)

1. The Parties waive all their claims, other than contractual claims, against each other, and against the military members and civilian employees of each other's Department or Ministry of Defense, for damage, loss or destruction of property owned or used by its respective Department or Ministry of Defense, if such damage, loss or destruction:
  - a. was caused by a military member or a civilian employee in the performance of official duties, or
  - b. arose from the use of any vehicle, vessel or aircraft owned by the other Party and used by its Department or Ministry of Defense, provided that the vehicle, vessel or aircraft causing the damage, loss or destruction was being used for official purposes, or that the damage, loss or destruction was caused to the property being so used.
2. The Parties shall waive all their claims against each other and against the military members and civilian employees of each other's Department or Ministry of Defense for injury or death suffered by any military member or civilian employee of their Department or Ministry of Defense while such member or employee was engaged in the performance of official duties.
3. Claims, other than contractual claims, for damage, loss, injury, or death, not covered by the waivers contained in paragraphs 1 and 2 of this Article, arising out of an act or omission by the military members or civilian employees of its Department or Ministry of Defense, or out of an act or omission for which the Parent Party is legally responsible, shall be presented to the Parent Party for consideration under its applicable laws and regulations.

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Figure 14-4. Agreement Between the Department of Defense of the United States of America and the Ministry of Defense of (Country Name) regarding the exchange of flight training-Continued

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4. FTE Students and those dependents accompanying them shall obtain motor vehicle liability insurance coverage in accordance with applicable laws and regulations of the government of the Host Party, or its political subdivision, where they are located. In case of claims involving the use of private motor vehicles, the first recourse shall be against such insurance.

ARTICLE XXIV  
SETTLEMENT OF DISPUTES

Disputes arising under or relating to this Agreement shall be resolved only by consultation between the Parties and shall not be referred to an individual, a national or international tribunal, or to any other forum for settlement.

ARTICLE XXV  
ENTRY INTO FORCE, AMENDMENT, DURATION, AND TERMINATION

1. All activities of the Parties under this Agreement shall be carried out in accordance with the national laws and regulation of the Parties.
2. In the event of a conflict between an Article of this Agreement and any Appendix to this Agreement, the Article shall control.
3. Except as otherwise provided, this Agreement may be amended by the mutual written consent of the Parties.
4. This Agreement may be terminated by mutual written consent of the Parties, or by either Party, upon 180 days written notification to the other Party of its intention to do so. Such notice shall be the subject of immediate consultation by the Parties to ensure termination on the most economical and equitable terms.
5. The respective rights and responsibilities of the Parties regarding Article VI (Security) and Article XXIII (Claims) shall continue notwithstanding termination or expiration of this Agreement.
6. This Agreement, which consists of the Preamble, twenty-five (25) Articles and one (1) or more Appendices, shall enter into force upon signature by both Parties and shall remain in force for ten (10) years. It may be extended by written agreement of the Parties.

IN WITNESS WHEREOF, the undersigned, being duly authorized by their governments, have signed this Agreement.

FOR THE DEPARTMENT OF  
DEFENSE OF THE UNITED STATES  
OF AMERICA

FOR THE MINISTRY OF DEFENSE  
OF (COUNTRY)

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

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

\_\_\_\_\_  
(TYPED NAME)

\_\_\_\_\_  
(TYPED NAME)

\_\_\_\_\_  
(RANK/TITLE)

\_\_\_\_\_  
(RANK/TITLE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
DONE AT (PLACE)

\_\_\_\_\_  
DONE AT (PLACE)

Figure 14-4. Agreement Between the Department of Defense of the United States of America and the Ministry of Defense of (Country Name) regarding the exchange of flight training-Continued

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APPENDIX (NUMBER)  
ON THE  
EXCHANGE OF FLIGHT TRAINING  
BETWEEN  
THE UNITED STATES (MILITARY SERVICE)  
AND THE (COUNTRY MILITARY SERVICE)

Pursuant to the terms and conditions of the Agreement on the Exchange of Flight Training between the U.S. DOD and the (country) MOD, signed (date), the (U.S. Service) and the (Country Military Service) hereby establish the details of the exchange, which shall upon execution by both parties become a part of the aforementioned Agreement.

1. TRAINING TO BE EXCHANGED:

a. By the United States (Service): (Describe training to be provided by the U.S. Service, e.g. Specialized Undergraduate Pilot Training, to include flight screening, primary, and bomber/ fighter tracks.)

b. By the (Country Service): (Describe training to be provided by the foreign country service.)

2. NUMBER OF STUDENTS TO BE EXCHANGED:

3. YEAR/FREQUENCY OF EXCHANGE: (Specify year of exchange, and if recurring exchange, frequency, e.g. annual basis commencing in U.S. fiscal year 2000.

4. Organization responsible for administrative supervision of FTE Exchange Students:

a. U.S. (Service) FTE Exchange Student(s) in (Country):

b. (Country Service) FTE Exchange Student(s) in the U.S.:

FOR THE UNITED STATES (SERVICE) FOR THE (COUNTRY SERVICE)

_____ (NAME)	_____ (NAME)
_____ (TITLE)	_____ (TITLE)
_____ (DATE)	_____ (DATE)
_____ (DONE AT)	_____ (DONE AT)

---

**Figure 14-4. Agreement Between the Department of Defense of the United States of America and the Ministry of Defense of (Country Name) regarding the exchange of flight training-Continued**

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## **Appendix A References**

### **Section I Required Publications**

Except where otherwise indicated, the Army publications listed below are available on the Army Electronic Library CD-ROM (EM 0001) and the USAPA web site (<http://www.usapa.army.mil/>). DOD publications listed below are available from the DOD web site: <http://web7.whs.osd.mil>. Air Force publications listed below are available from the Air Force web site: <http://afpubs.hq.af.mil>. Navy publications listed below are available from the Navy web site: <http://neds.nebt.daps.mil>.

#### **AFMAN 16-101**

International Affairs and Security Assistance Management. (Cited in paras 4-51, 4-61, 13-59, 13-67.)

#### **AFI 16-103**

Managing the Defense English Language Program. (Cited in para 13-67c(3).)

#### **AFI 16-201**

Foreign Disclosure of Classified and Unclassified Military Information to Foreign Governments and International Organizations. (Cited in para 10-124.)

#### **AFI 32-6001**

Family Housing Management. (Cited in paras 9-20 and 10-122.)

#### **AFI 32-9003**

Rental Rates and Charges for Quarters Supplied on a Rental Basis. (Cited in para 5-19.)

#### **AFI 34-501**

Disposition of Personal Property. (Cited in para 10-114.)

#### **AFI 36-2903**

Dress and Personal Appearance of Air Force Personnel. (Cited in paras 10-110 and 112.)

#### **AFI 36-3002**

Casualty Services (PA). (Cited in para 10-127.)

#### **AFI 48-123**

Medical Examination and Standards. (Cited in paras 4-53 and 10-117.)

#### **AFI 51-704**

Procedures for Handling Requests for Political Asylum and Temporary Refuge. (Cited in para 10-31.)

#### **AFI 65-101**

Comptroller Activities, Functions, and Responsibilities. (Cited in para 11-47.)

#### **AFI 65-601V1**

USAF Budget Policies and Procedures. (Cited in para 5-20.)

#### **AFMAN 23-100**

USAF Supply Manual. (Cited in para 10-113.)

#### **AFR 76-5**

Policies and Procedures for Obtaining Passenger Reservations for DOD International Air Travel Single Passenger Reservation System for Air Movement. (Cited in para 8-21.)

#### **AFR 170-3**

Financial Management and Accounting for Security Assistance and International Programs. (Cited in paras 2-37 and 5-20.)

**AFR 170-8**

Accounting for Obligations. (Cited in para 5-22.)

**AFR 170-13**

Accounting for Commitments. (Cited in para 5-22.)

**AFR 177-103**

Travel Transactions at Base Level. (Cited in paras 8-22 and 10-114.)

**AR 12-1**

Security Assistance, International Logistics, Training, and Technical Assistance Support Policy and Responsibilities. (Cited in para 2-17.)

**AR 12-8**

Foreign Military Sales Operations/Procedures. (Cited in para 6-9.)

**AR 27-20**

Claims. (Cited in para 10-71.)

**AR 30-1**

The Army Food Service Program. (Cited in para 9-14.)

**AR 37-47**

Representation Funds of the Secretary of the Army. (Cited in para 10-63.)

**AR 40-3**

Medical, Dental, and Veterinary Care. (Cited in para 10-81.)

**AR 60-20**

Army and Air Force Exchange Service (AAFES) Operating Policies. (Cited in para 10-63.)

**AR 115-11**

Army Topography. (Cited in para 10-80.)

**AR 210-130**

Laundry and Dry Cleaning Operations. (Cited in para 10-69.)

**AR 380-10**

Department of the Army Policy for Disclosure of Information, Visits, and Accreditation of Foreign Nationals. (Cited in paras 10-79, 11-25, and 12-20.)

**AR 550-1**

Procedures for Handling Requests for Political Asylum and Temporary Refuge. (Cited in para 10-31.)

**AR 600-8-14**

Identification Cards for Members of the Uniformed Services, their Families and other Eligible Personnel (Cited in para 10-19,10-64, and 10-67.)

**AR 670-1**

Wear and Appearance of Army Uniforms and Insignia. (Cited in para 10-62.)

**DA Pam 351-4**

Army Formal Schools Catalog. (Cited in paras 4-17, 4-18, and 4.19.)

**DA Pam 351-20**

Army Correspondence Course Catalog. (Cited in para 4-25.)

**DFAS-IN 37-1**

Finance and Accounting Policy Implementation (Cited in para 5-9, 5-10, 5-12, and 9-13.) (Available at web site (<http://www.asafm.army.mil>)).



**DOD 5105.38-M**

Security Assistance Management Manual. (Cited in paras 2-4, 4-5, 6-1, 6-3, 8.8, and 13-9.)

**DOD 7000-14-R, Volume 15**

Financial Management Regulation. (Cited in paras 5-1, 5-3, 5-20, 6-4, 8-10, 11-40, and 11-41.)

**Section II****Related Publications**

A related publication is merely a source of additional information. The user does not have to read it to understand this publication. Army publications listed below can be found at: [www.usapa.army.mil](http://www.usapa.army.mil). Navy publications listed below can be found at: <http://neds.nebt.daps.mil>. Air Force publications can be found at <http://afpubs.hq.af.mil>.

**AFCAT 36-2223**

US Air Force Formal Schools

**AFI 11-401**

Flight Management

**AFI 16-201**

Disclosure of Military Information to Foreign Governments and International Organizations

**AFI 31-401**

Managing the Information Security Program

**AFI 32-9003**

Rental Rates and Charges for Quarters Supplied on a Rental Basis

**AFI 34-501**

Mortuary Affairs

**AFI 34-601**

Air Force Lodging Program Management

**AFI 36-2201**

Developing, Managing, and Conducting Training

**AFI 36-2202**

Enlisted Specialty Training

**AFI 36-2301**

US Air Force Officer Professional Military Education Systems

**AFI 36-3001**

Issuing and Controlling Identification (ID) Cards

**AFI 41-115**

Health Care and Health Care Benefits in the Military Health Care System

**AFI 41-305**

Administration of Aeromedical Staging Flights

**AFI 48-123**

Medical Examinations and Standards

**AFI 160-39**

Medical Clearance for Flying Duty of Foreign Military Personnel/North Atlantic Organizations (NATO) Personnel

**AFMAN 37-139**

Disposition of Air Force Records-Records Disposition Schedule

**AFR 205-43**

Safeguarding NATO Classified Information

**AR 12-7**

Security Assistance Teams

**AR 25-51**

Official Mail and Distribution Management

**AR 27-51**

Jurisdiction of Service Courts of Friendly Foreign Forces in the United States

**AR 37-103**

Disbursing Operations for Finance and Accounting Offices

**AR 40-501**

Standards of Medical Fitness

**AR 55-46**

Travel Overseas

**AR 210-50**

Housing Management

**AR 335-15**

Management Information Control System

**AR 360-5**

Army Public Affairs, Public Information

**AR 380-10**

Technology Transfer, Disclosure of Information and Contacts with Foreign Representatives (Chapter 3)

**AR 550-51**

Authority and Responsibility for Negotiating, Concluding, Forwarding, & Depositing of International Agreements

**AR 600-8-22**

Military Awards

**AR 600-8-101**

Personnel Processing (In-and-Out-and Mobilization Processing)

**AR 600-8-105**

Military Orders

**AR 601-210**

Regular Army and Army Reserve Enlisted Program

**AR 612-2**

Preparation of Replacements for Oversea Movement

**AR 623-105**

Officer Evaluation Reporting System

**AR 623-205**

Enlisted Evaluation Reporting System

**BUMEDINST 6320.70**

Health Care Program

**BUPERSINST 1710.13A**

Navy Club, Food, Beverage, and Entertainment Operations DLIELC publications can be found at: <http://www.deskbook.osd.mil>

**DLIELC Catalog**

Catalog of American Language Course Materials for IMET and U.S. Government Agencies

**DLIELC Catalog**

Catalog of American Language Course Materials for Foreign Military Sales (FMS)

**DLIELC Handbook**

Handbook for the American Language Course Placement Test (ALCPT)

**DLIELC Handbook**

English Language Training Support for Security Assistance Officers

**DLIELC Instruction 1025.7**

Planning and Programming Security Assistance English Language Training

**DLIELC Instruction 1025.15**

English Comprehension Level (ECL) Test Guidelines

**DOD 1000.13**

Identification Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Personnel.

**DOD 1000.21**

DOD Passport and Passport Agent Services

**DOD 4515.13-R**

Air Transportation Eligibility

**DOD 5030.49R**

Customs Inspections

**DOD 5220.22**

Industrial Security Regulation

**DODD 2000.11**

Procedures for Handling Requests for Political Asylum and Temporary Refuge

**DODD 4500.54-G**

Foreign Clearance Guide

**DODD 5132.3**

DOD Policy and Responsibilities Relating to Security Assistance

**DODD 5132.10**

Security Assistance Technical Assistance Field Teams

**DODD 5410.17**

An Informational Program for Foreign Military Trainees in the United States

**DODI 1015.10**

Programs for Military Morale, Welfare, and Recreation (MWR)

**DODI 7230.8**

Leases and Demonstrations of DOD Equipment

**MCO 1610.7D**

Performance Evaluation System

**MCO P10110.14L**

Food Service Standard Operating Procedures Manual

**MCO P5512.11B**

Identification Cards for Members of the Armed Services

**NAVMEDCOMINST 5360.1**

Decedent Affairs Manual

**NAVMEDCOMINST 6320.3B**

Medical and Dental Care for Eligible Persons at Navy Medical Department Facilities

**NAVMILPERSCOMINST 1750.1A**

Verifying DD Form 1172 and Issuing DD Form 1173

**NAVY IPO LTR**

Implementing Guidance for the Department of the Navy Informational Program

**NAVSO P1000**

Navy Comptroller Manual

**NAVSUP Pub 486 Vol 2**

Food Service Management Officers Quarters and Messes Afloat and Chief Petty Officers Messes Afloat

**NAVSUP Pub P2002**

Navy Stock List of Publications and Forms

**NAVSUPINST 4061.9X**

Sale of Meal and Surcharge Rates and Ration Credit Conversion Factors

**Navy Publication (unnumbered)**

Catalogue of Off-Campus Self-Study Credit Courses

**Navy Publication (unnumbered)**

Department of the Navy Security Assistance Training Program Programming Guide

**Navy Publications (unnumbered)**

Manual of the Navy Medical Department

**OPNAVINST S5510.155C**

Classified Supplement to the Manual for the Disclosure of Classified Military Information to Foreign Governments and International Organizations

**SECNAVINST 4900.48**

Transfer of U.S. Naval Vessels to Foreign Governments and International Organizations

**SECNAVINST 5212.5D**

Navy and Marine Corps Records Disposition Manual

**SECNAVINST 5510.34**

Manual for the Disclosure of Department of the Navy Military Information to Foreign Governments and International Organizations

**SECNAVINST 5710.22**

Procedures for Handling Requests for Political Asylum and Temporary Refuge

**Section III**

**Prescribed Forms**

The Air Force forms prescribed below are available from the Air Force web site: <http://afpubs.hq.af.mil>. The DOD forms prescribed below are available from the DOD web site: <http://web1.whs.osd.mil/diorhome.htm>.

**AF Form 1099**

Entertainment/Informational Program Fund Requests. (Prescribed in para 11-46b.)

**AF Form 1217**

Informational Program Data Card. (Prescribed in para 11-50.)

**AF Form 1761**

International Student Status Report. (Prescribed in para 10-132.)

**AF Form 2642**

Informational Program Activities Plan. (Prescribed in para 11-52.)

**AF Form 2643**

Informational Program Resources File. (Prescribed in para 11-53d.)

**DD Form 2285**

Invitational Travel Order (ITO) for International Military Students. (Prescribed in para 7-2a.)

**DD Form 2339**

International Military Student Information (Prescribed in para 10-4a.)

**DD Form 2496**

International Student Academic Report. (Prescribed in para 10-9a.)

**Section IV**

**Referenced Forms**

**AF Form 10**

United Personnel Record Group

**AF Form 74**

Communication Status Notice/Request

**AR Form 349**

Receipt for Document Released to Accredited Representatives of Foreign Nations

**AF Form 449**

Receipt for Document Release to Accredited Representative of Foreign Nations

**AF Form 623**

On-the-Job Training Record

**AF Form 623A**

On-the-Job Training Record-Continuation Sheet

**AF Form 797**

Job Qualification Standard Continuation/Command JQS

**AF Form 1098**

Special Task Certification and Recurring Training

**AF Form 1122**

Personal Property Inventory

**AF Form 1256**

Certificate of Training

**AF Form 1530**

Punch Card Transcript

**AF Form 1761**

International Military Student Status Report

**DA Form 31**

Request Authority for Leave

**DD Form 7**

Report of Treatment Furnished Pay Patients Hospitalization Furnished (Part A)

**DD Form 7A**

Report of Treatment Furnished Pay Patients Outpatient Treatment Furnished (Part B)

**DD Form 645**

Foreign Military Sales Billing Statement

**DD Form 652**

Uniformed Services Meal Ticket

**DD Form 1172**

Application For Uniformed Services Identification Card Deers Enrollment

**DD Form 1351**

Travel Voucher

**DD Form 1351-2**

Travel Voucher or Sub-voucher

**DD Form 1588**

Record of Travel Payment

**DD Form 2765**

Uniformed Services Identification and Privilege Card

**SF 1034**

Public Voucher for Purchases and Services Other Than Personal

**SF 1080**

Voucher for Transfers Between Appropriations and/or Funds

**SF 1164**

Claim for Reimbursement for Expenditures on Official Business

## **Glossary**

### **Section I Abbreviations**

#### **AC&SC**

Air Command and Staff College

#### **ACC**

Air Combat Command

#### **ADE**

Automated Data Equipment

#### **ADP**

Automatic Data Processing

#### **AECA**

Arms Export Control Act

#### **AETC**

Air Educational Training Command

#### **AF**

Air Force

#### **AFB**

Air Force base

#### **AFETS**

Air Force Engineering and Technical Services

#### **AFIT**

Air Force Institute of Technology

#### **AFO**

Accounting and finance officer

#### **AFSAT**

Air Force Security Assistance Training Squadron

#### **AFSC**

Armed Forces Staff College/Air Force Specialty Code

#### **AHS**

Academy of Health Sciences, U.S. Army

#### **AFSAT**

Air Force Security Assistance Training

#### **AIASA**

Annual Integrated Assessment of Security Assistance

#### **AIC**

Academic Instructor Course

#### **ALC**

American Language Course

#### **ALCPT**

American Language Course Placement Test

**AMC**

U.S. Army Materiel Command/USAF Air Mobility Command

**AMEDDC&S**

Army Medical Department Center and School

**ARNGUS**

Army National Guard of the United States

**ASD (ISA)**

Assistant Secretary of Defense (International Security Affairs)

**ASN (FM&C)**

Assistant Secretary of the Navy (Financial Management and Comptroller)

**ASW**

antisubmarine warfare

**ACOM**

Atlantic Command

**AWC**

Army War College/Air War College

**AWOL**

Absent without leave

**AWS**

Amphibious Warfare School

**BO**

blanket order

**BUMED**

Bureau of Medicine and Surgery

**BUPERS**

Bureau of Naval Personnel

**BY**

budget year

**CANTRAC**

Catalog of Naval Training Courses

**CAO**

Case administering office

**CAT**

Contractor acceptance test/control and assessment team

**CDP**

course data processing code

**CDR**

commander

**CFS**

contract field services



**CG**

commanding general

**CGSC**

U.S. Army Command and General Staff College

**CHAMPUS**

Civilian Health and Medical Program of the Uniformed Services

**CIN**

course identification number

**CINC**

Commander in Chief

**CINCLANTFLT**

Commander in Chief, U.S. Atlantic Fleet

**CINCPACFLT**

Commander in Chief, U.S. Pacific Fleet

**CLO**

country liaison officer

**CMC**

Commandant of the Marine Corps

**CNATRA**

Chief of Naval Air Training

**CNET**

Chief of Naval Education and Training

**CNO**

Chief of Naval Operations

**COA**

Comptroller of the Army

**COB**

command operating budget

**COGARD**

U.S. Coast Guard

**COMNAVRESFOR**

Commander, Naval Reserve Force

**COMNAVSEASYSKOM**

Commander, Naval Sea Systems Command

**CONUS**

continental United States

**CP**

command post

**CPD**

Congressional Presentation Document

**CPL**

country program listing

**CRA**

Continuing Resolution Authority

**CSA**

Chief of Staff, U.S. Army

**DA**

Department of the Army

**DAR**

Defense Acquisition Regulation

**DBMS**

Director of Base Medical Services

**DCSINT**

Deputy Chief of Staff for Intelligence

**DCSLOG**

Deputy Chief of Staff for Logistics

**DCSOPS**

Deputy Chief of Staff for Operations and Plans

**DCSPER**

Deputy Chief of Staff for Personnel

**DEFREMANEDCEN**

Defense Resources Management Education Center

**DFAS**

Defense Finance and Accounting Service

**DELP**

Defense English Language Program

**DISAM**

Defense Institute of Security Assistance Management

**DLA**

Defense Logistics Agency

**DLI**

Defense Language Institute

**DLIELC**

Defense Language Institute, English Language Center

**DOD**

Department of Defense

**DODIP**

Department of Defense Informational Program

**DON**

Department of the Navy

**DRMI**

Defense Resources Management Institute

**DUSA-IA**

Deputy Under Secretary of the Army-International Affairs

**DSCA**

Defense Security Corporation Agency

**DTG**

date time group

**DV**

distinguished visitor

**ECL**

English comprehension level

**EE**

extraordinary expenses

**E-IMET**

Expanded International Military Education and Training

**ELT**

English language training

**ELTP**

English Language Training Program

**EOC**

end of course

**ETA**

estimated time of arrival

**ETS**

engineering and technical services

**EUCOM**

United States European Command

**EXA**

execution agency

**FAA**

Foreign Assistance Act

**FDO**

Foreign Disclosure Office

**FLTCINC**

Fleet Commanders in Chief

**FMF**

Fleet Marine Force; Foreign Military Financing

**FMS**

foreign military sales

**FMSSG**

Foreign Military Sales Steering Group

**FMST**

foreign military sales training

**FORSCOM**

Forces Command

**FOSCO**

Foreign Officer Supply Course-Basic

**FOT**

follow-on-training

**FRAMP**

Fleet Replacement Aviation Maintenance Program

**FTD**

field training detachment

**FTS**

field training services

**FY**

fiscal year

**GMAT**

Graduate Management Admission Test

**GRE**

Graduate Record Examination

**GTR**

government transportation request

**HQ**

headquarters

**HQDA**

Headquarters, Department of the Army

**HQ AFESC**

Headquarters, Air Force Engineering and Services Center, Directorate of Housing and Services

**HQ USAF/CVAI**

Headquarters, United States Air Force, Office of the Vice Chief of Staff, International Affairs Division

**HQ USAF/JAI**

Headquarters, United States Air Force, Office of the Judge Advocate General, International Law Division

**HQ USAF/LETT**

Headquarters, United States Air Force, Deputy Chief of Staff, Logistics and Engineering, Directorate of Transportation, Traffic Management Division

**HQ USAF/SGHR**

Headquarters, United States Air Force, Surgeon General, Directorate of Medical Plans and Resources, Medical Readiness Division

**IAAFA**

Inter-American Air Forces Academy

**IC**

implementing commands

**ID**

identification

**IDMC**

International Defense Management Course

**IFP**

International Fellows Program

**ILC**

International Logistics Center

**IMET**

international military education and training

**IMETP**

International Military Education and Training Program

**IMS**

international military student

**IMSO**

International Military Student Officer/Office

**INS**

Immigration and Naturalization Service

**INST**

instruction

**INTOCS**

International Officer Candidate School

**IOS**

International Officers School

**IP**

Informational Program

**ITO**

invitational travel order

**JTR**

Joint Travel Regulations

**LOA**

Letter of Offer and Acceptance

**LOR**

letter of request

**LS**

School of Systems and Logistics

**LTD**

language training detachment

**MAAG**

military assistance advisory group

**MACOM**

major Army command

**MAJCOM**

major command (USAF)

**MASL**

Military Articles and Services List

**MCC&SC**

Marine Corps Command and Staff College

**MCCDC**

Marine Corps Combat Development Command

**MEDCOM**

U.S. Army Medical Command

**MET**

Mobile Education Team

**MILDEP**

military department

**MILSTRIP**

Military Standard Requisitioning and Issue Procedures

**MOD**

miscellaneous obligating document/Ministry of Defense

**MPP**

Directorate of Personnel Programs

**MTT**

mobile training team

**NATO**

North Atlantic Treaty Organization

**NAVAVSCOLSCOM**

Naval Aviation Schools Command

**NAVPGSCOL**

Naval Postgraduate School

**NAVPHIBSCOL**

Naval Amphibious School

**NAVSCOLEOD**

United States Naval School Explosive Ordnance Disposal

**NAVSEA**

Naval Sea Systems Command

**Navy IPO**

Navy International Programs Office

**NAVWARCOL**

Naval War College

**NCAPS**

naval control and protection of shipping

**NCC**

Naval Command College

**NCO**

noncommissioned officer

**NDP**

National Disclosure Policy

**NETC**

Naval Education and Training Center

**NETSAFA**

Naval Education and Training Security Assistance Field Activity

**NFO**

naval flight officer

**NFPA**

Navy Field Procurement Activity

**NIF**

Navy Industrial Fund

**NJAG**

Navy Judge Advocate General

**NSC**

Naval Staff College/Naval Supply Center

**NSCS**

Naval Supply Corps School

**OA**

obligation authority

**OASD**

Office of the Assistant Secretary of Defense

**OBT**

observer training

**OCONUS**

outside continental United States

**ODCSINT**

Office of the Deputy Chief of Staff for Intelligence

**ODCSOPS**

Office of the Deputy Chief of Staff for Operations and Plans

**ODCSPER**

Office of the Deputy Chief of Staff for Personnel

**OJT**

on-the-job training

**OPNAV**

Office of the Chief of Naval Operations

**OPNAVINST**

Office of the Chief of Naval Operations instruction

**OPR**

office of primary responsibility

**OPREP-3**

Operational Report-3

**OSD**

Office of the Secretary of Defense

**OT**

orientation tour

**PA**

public affairs

**P&A**

price and availability

**PACAF**

Pacific Air Force

**PACOM**

Pacific Command

**PCS**

permanent change of station

**PFP**

Partnership for Peace

**PG**

Post graduate

**PGS**

Post graduate school

**PME**

professional military education

**POC**

point of contact

**POD**

port of debarkation

**POE**

port of embarkation



**POI**

program of instruction

**POV**

privately owned vehicle

**RCN**

record control number

**RCS**

reports control symbol

**RIM**

retainable instructional material

**RSNF**

Royal Saudi Naval Forces

**SA**

security assistance

**SAF/FMBIS**

Office of the Assistant Secretary of the Air Force (Financial Management & Comptroller), Directorate of Budget Investment:

**SAF/IA**

Deputy Under Secretary of the Air Force, International Affairs SAF/IAX Policy Division

**SAMM**

Security Assistance Management Manual

**SAO**

security assistance organization/officer

**SAT**

Security assistance team

**SATFA**

Security Assistance Training Field Activity

**SATMO**

Security Assistance Training Management Office

**SATP**

Security Assistance Training Program

**SAUS-FL**

Secretary of the Army Under Secretary for Foreign Liaison

**SAUS-IA-DSA-A**

Directorate for International Development and Security Assistance, Office, Chief, Plans and Policy

**SCN**

student control number

**SEAL**

sea, air, land

**SECDEF**

Secretary of Defense

**SECNAV**

Secretary of Navy

**SET**

Specialized English Training

**SFO**

senior foreign officer

**SGHA**

Directorate of Medical Plans and Resources, Health Affairs and Plans Division

**SIDMC**

Senior International Defense Management Course

**SJA**

Staff Judge Advocate

**SOAP**

Supply Operations Assistance Program

**SOFA**

Status of Forces Agreement

**SOS**

Squadron Officer School

**SR**

Specialized English Training required

**SSN**

social security number

**STATIS**

Student Training Analysis and Tracking Information System

**SYSCOM**

Systems Command

**TAFT**

technical assistance field team

**TAG**

The Adjutant General

**TAPR**

training activity program roster

**TASA**

U.S. Army Television Audio Support Agency

**TAT**

technical assistance team

**TCO**

test control officer

**TDY**

temporary duty

**TLA**

travel and living allowance

**TOEFL**

Test of English as a Foreign Language

**TPA**

total package approach

**TRADOC**

U.S. Army Training and Doctrine Command

**TSG**

The Surgeon General

**TT**

technical training

**UDT**

underwater demolition training

**UFT**

Under graduate flight training

**UPH**

unaccompanied personnel housing

**U.S.**

United States

**USACGSC**

U.S. Army Command and General Staff College

**USAF**

U.S. Air Force

**USAFE**

U.S. Air Forces in Europe

**USAREUR**

U.S. Army, Europe, and Seventh Army

**USASATMO**

Security Assistance Training Management Organization

**USARSA**

U.S. Army School of the Americas

**USASAC**

U.S. Army Security Assistance Center

**USACOM**

United States Atlantic Command

**USAWC**

U.S. Army War College

**USC**

United States Code

**USCENTCOM**

United States Central Command

**USCINCCENT**

Commander in Chief, United States Central Command

**USCINCEUR**

United States Commander in Chief, Europe

**USCINCPAC**

Commander in Chief, United States Pacific Command

**USCINCSO**

Commander in Chief, United States Southern Command

**USG**

United States Government

**USIPC**

uniformed services identification and privileges card

**USMC**

U.S. Marine Corps

**USN**

U.S. Navy

**USSOUTHCOM**

United States Southern Command

**VAQ**

visiting airmen quarters

**VOQ**

visiting officers quarters

**WCN**

worksheet control number

**WHO**

World Health Organization

**Section II****Terms****Acceptance date**

The date that appears on the acceptance portion of DD Form 1513 or amendment thereto indicating the calendar date on which a foreign purchaser accepts the terms and conditions in the FMS offer.

**Accepted case**

An FMS Letter of Offer and Acceptance for training requirements that has been signed by the designated representative of the purchaser before the expiration date and has been received by SAAC with any required initial deposit.

**Annual Integrated Assessment of Security Assistance**

A projection of defense articles, services, and training the foreign country is likely to seek to acquire from the USG during the budget year and 4 subsequent years. For the IMET, the AIASA includes the specific training envisaged, including the number of IMSs proposed for each type and whether they are to be trained in the United States or overseas.

**Arms transfers**

A transfer of defense articles and services such as arms, ammunition, and implements of war, including components

thereof, and the related training, manufacturing licenses, technical assistance, and technical data. Transfers are provided by the USG under the FAA, AECA, or other statutory authority or directly by commercial firms to foreign countries, foreign private firms, or international organizations.

**Availability**

Capability to perform a service within the time frame requested using existing manpower authorizations and skilled personnel without having a significant adverse effect on the combat readiness of the military departments.

**Blanket order FMS case**

An open-ended case with undefined requirements, in a dollar amount that specifies articles, services, or training. Normally, these cases are written for a period of 1 or 2 fiscal years.

**Budget year**

That fiscal year arrived at by adding one to the current fiscal year; the subject of new budget estimates.

**Cancelled case**

An FMS case that was not accepted or funded within the prescribed time limitations or was canceled by the requesting country or by the USG.

**Case**

A contractual sales agreement between the USG and an eligible foreign country or international organization.

**Case Administering Office**

The major claimant assigned sole responsibility for FMS case implementation and management.

**Case identifier**

A unique identifier consisting of six digits and assigned by the implementing agency to each FMS case. The case identifier is assigned to each FMS request and identifies the case through all subsequent transactions. It is made up of the two-letter country code, cognizant MILDEP one-letter designator, and a three-letter case designator.

**Cash in advance or cash with acceptance**

U.S. dollar currency, check, or other negotiable instrument required for the acceptance of an FMS case.

**Closed case**

An FMS case in which all material has been delivered and all services or training have been performed; all financial transactions, including all collections, have been completed; and the purchaser has made final payment.

**Collections**

Receipt in U.S. dollar currencies, checks, or other negotiable instruments from the purchasing foreign country to pay for defense articles, services, or training based on accepted FMS cases.

**Combatant ship-major**

Aircraft carriers, battleships, cruisers, submarines, destroyers, and frigates.

**Commitment**

Any communication between a responsible U.S. official and an authorized foreign government representative (including officials of any international organization or supranational authority) that reasonably could be interpreted as a promise that the USG will provide them with funds, goods, services, training, or information.

**Completed case**

An FMS case for which all delivery and collections have been completed but for which a final statement (DD Form 645) has not been furnished to the purchaser.

**Congressional Presentation Document**

The document presented annually to Congress describing the proposed SA programs to support proposed legislation submitted for congressional authorization and appropriation.

**Continuing resolution authority**

For the purpose of this regulation only, the authority to obligate funds against the IMET or FMS credit appropriation

for the fiscal year. This authority is granted by Congress in a joint resolution making temporary appropriation pending passage of the regular appropriation act.

**Contract field services**

U.S. personnel furnished under contract with private industry, who provides advice and training when skills are not available from DOD resources.

**Country liaison officer**

An officer or NCO of a foreign military establishment selected by his or her government and attached to a DOD or civilian activity for the primary purpose of assisting in the administration of IMSs from the home country.

**Cross-service training**

Sequential training given by more than one MILDEP but included in the training program of the MILDEP providing the majority of training, exclusive of English language.

**Current fiscal year**

The fiscal year in progress but not yet completed, for example, between and including 1 October through 30 September.

**Defense Security Assistance Agency**

The agency that performs administrative, management and operational functions for SA programs at the DOD level under the policy direction of the Office of the Assistant Secretary of Defense International Security Affairs).

**Deputy Commandant (USARSA)**

An Army officer, in the grade of colonel, from Latin America, Brazil, Mexico, or a Spanish-speaking Caribbean country, assigned to USARSA for a period of 2 years. Serves as senior advisor to the Commandant, USARSA, on matters related to the instruction of IMSs and administration of guest instructors and their dependents. Assigned is a coordinated effort of the USCINCSO; Commandant, USARSA; and host country.

**Disclosure authorization**

Authorization by proper U.S. authority for the disclosure of U.S. classified information to IMSs who are APPROPRIATELY cleared AND CERTIFIED by their government for access to classified information, AS REQUIRED, AND IN ACCORDANCE WITH AR 380-10.

**Execution agency identifier**

A three-digit alphabetical code used to identify the MILDEP installation or funded command where training is to be provided.

**Expanded International Military Education and Training (IMET)**

Specific courses that have been identified as building democracies, promoting peace, and recognize human rights and are available to both military and civilian IMSs.

**Expenditure authority**

A document or authority from SAAC to implementing MILDEPs that allows expenditure against obligations previously recorded against an FMS case.

**Extended training service specialists**

Those services performed by DOD personnel (normally on a permanent change of station (PCS) basis) who are technically qualified to provide instruction and training in the engineering, installation, operation, and maintenance of DOD weapons, equipment, and systems. ETSSs are not the same as mobile training teams.

**Extraordinary expenses**

Expenses incident to representational activities for IMSs that EE funds help to defray including costs of such activities as commanders' welcome receptions, civilian and military sponsor banquets, faculty and student luncheons, and graduations.

**Familiarization training**

Practical experience and job-related training for specific systems, subsystems, functional areas, or other operations that require hands-on experience, to include maintenance training conducted at the depot level. This training does not provide for skill-level upgrading, which is provided under OJT when special procedures are required.

**Field training detachment**

For the purpose of this regulation only, a unit controlled by the Air Education and Training Command consisting of a detachment commander and complement of technically qualified instructors capable of providing on-site specialized technical instruction. An FTD is a combination of a mobile training unit and a mobile training team.

**Field training services**

A generic term that refers to, either engineering and technical services, contract field services, or both.

**FMS administrative surcharges**

Surcharges for USG administrative service associated with the sale of any defense article, service, or training under FMS. Charges are separately recorded on the FMS case and changes thereto.

**Follow-on-training**

Sequential training, following an initial course of training.

**Foreign military sales**

That portion of United States security assistance authorized by the Foreign Assistance Act of 1961, as amended, and the Arms Export Control Act as amended. This assistance differs from the Military Assistance Program and the International Military Education and Training Program in that the recipient provides reimbursement for defense articles and services transferred.

**Formal training**

For the purpose of this regulation only, an officially designated course of instruction conducted or administered according to an approved course outline and training objectives.

**Generic code**

A three-digit alphanumeric code assigned in the MASL that represents the type of materiel or services according to budget activity and project account classification.

**Grant aid**

Military assistance rendered under the authority of the FAA, for which the MILDEPs are reimbursed from the foreign assistance appropriation. Grant aid includes foreign military financing (materiel) and the International Military Education and Training Program (training).

**Guest instructor**

An officer, warrant officer, or noncommissioned officer from Latin America (to include Brazil and Belize), a Spanish-speaking Caribbean country, Mexico, or Spain assigned to the U.S. Army School of the Americas and to perform duties of instructing U.S. doctrine, in Spanish, to IMSs. Assigned for a period of time as agreed by host country and the Commandants, Must meet professional and medical qualifications established by the school Commandants.

**Implementing authority**

The IMET order (for the IMET program) and obligation authority (for FMS cases) that authorize the MILDEP to implement programmed training.

**In-country training**

Training offered within the geographic boundaries of a recipient country and conducted by members of the U.S. Defense Department, other organizations, or contractors.

**Informational program**

The DOD Informational Program that affords an opportunity for IMSs to become familiar with the United States; its social, cultural, and political institutions; and its people and their way of life. It further increases IMS awareness of U. S. commitment to basic principles of internationally recognized human rights.

**Initial deposit**

Money transferred to the credit of the Treasurer of the United States provided by a purchaser as part of the LOA acceptance. It is a partial or full payment for defense articles, services, or training.

**Installation**

For the purpose of this regulation, the term installation is synonymous with base, post, camp, station, activity, squadron, ship, unit, school, and facility.

**International military education and training**

For this regulation only, that portion of grant aid which includes formal or informal instruction for IMSs in the United States or overseas by military or civilian personnel of the USG, and contract technicians or instructors through informational publications and media of all kinds, training aids, orientation, and military advice to foreign military units and forces. IMET is authorized under the FAA.

**International military student**

A national of a foreign government, with military or civilian status of that government, who is receiving education or training, or is touring USG activities under the sponsorship of SATP. For the purpose of this regulation, the term trainee is synonymous with student.

**International Military Student Officer**

The U.S. DOD individual designated to coordinate and monitor the local SATP and provide required administrative support for IMSs.

**International Military Student Roster Report (RCS SAFIAX(AR)7111)**

A consolidated report on the status of all IMSs in training by the U.S. Air Force, based on a weekly submission from training locations administering to IMSs.

**Invitational travel order**

A written authorization (DD Form 2285) for IMSs to travel to, from, and between U.S. activities for the purpose of training under the SATP.

**Item identification number**

A seven-character identifier assigned to each line of training in the Military Assistance Articles and Services List published by the MILDEPS. The first character is a letter that identifies the MILDEP offering the training (B-Army, P-Navy, D-Air Force). The following six characters are numbers that identify the specific item of training. This identification number is used in all IMET and FMS training program and implementation documents.

**Lease**

An agreement for the temporary transfer possession and use of a defense articles to a foreign government or international organization, with the transferee agreeing to pay rent to the USG and to maintain, protect, repair, or restore the article, subject to and under the authority of the AECA, chapter 6.

**Letter of offer and acceptance**

The agreement by which the USG offers to sell to an eligible country or international organization defense articles, services, or training pursuant to the AECA. The LOA lists the items, estimated costs, and terms and conditions of sale. It provides for an authorized agent of the eligible country or international organization to sign as an indication of acceptance.

**Living allowance**

An authorized allowance paid to an IMS while in training under the IMET program.

**Military Articles and Services List**

A Department of Defense publication listing source, availability, and price of items and services for use by the unified commands and military departments in proposing military assistance plans and programs. (Separate MASLs are maintained for IMET and FMS training. These catalogs disseminate course identification, price, location, duration, and other data as established by each MILDEP.)

**Military assistance other-agency-funded**

Training of international students in MILDEP service schools or installations, sponsored and funded by a nonmilitary U.S. agency at no cost to the MILDEP or SATP.

**Mobile training assistance**

Training assistance consisting of mobile training teams (MTTs), DOD civilian engineering and technical services (ETS), or contract field services (CFS) personnel used for training of IMSs.

**Mobile training team**

For the purpose of this regulation only, a team consisting of one, or more U.S. personnel from DOD resources on temporary duty (not to exceed 179 consecutive days away from home station) to train IMSs in the operation,



maintenance, and employment of weapon systems and support equipment or in other special skills related to military functions. MTTs are not the same as technical assistance teams.

**Mobile training unit**

A U.S. Air Force unit of portable system-oriented trainers, training aids, special tools, test equipment, or training accessories designed for an MTT to conduct training in the field.

**Naval Education and Training Security Assistance Field Activity**

(NETSAFA) has cognizance of SCNs, and numbers are obtained from that organization.

**North Atlantic Treaty Organization Status of Forces**

Agreement Reciprocal treaty applicable to IMSs from all NATO countries, except Iceland, undergoing training in the United States. In addition to the United States, the NATO countries are Belgium, Canada, Denmark, Federal Republic of Germany, France, Greece, Iceland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Turkey, and the United Kingdom. Questions regarding the applicability of the treaty should be addressed to the MILDEPs concerned.

**Obligation authority**

Authority on a DD Form 2060 (FMS Obligation Authority) or other document passed from SAAC to implementing MILDEPs that allows obligations to be incurred against a given FMS case in an amount not to exceed the stated value in this authority.

**Observer training**

Special training conducted to permit IMSs to observe U.S. DOD techniques and procedures.

**Offer date**

The date that appears in block 7 of the LOA.

**On-the-job training**

For the purpose of this regulation only, a training process, whereby IMSs acquire knowledge and skills through the actual performance of duties under competent supervision according to an approved, planned program.

**Open sales case**

An FMS case, having any portion of the transaction incomplete.

**Open sales offer**

An FMS offer made to a foreign purchaser that is pending acceptance.

**Orientation tour**

A tour arrangement for key foreign personnel that may be funded under FMS or IMET to acquaint them with U.S. organization, equipment, facilities, or methods of operation at various locations.

**Outside CONUS**

All geographic areas not within the territorial boundaries of the continental United States. As used in this regulation, OCONUS includes Hawaii and Alaska.

**Paramilitary forces**

Forces or groups that are distinct from the regular armed forces of any country but resembling them in organization, equipment, training, or mission.

**Professional military education**

Career training designed to provide or enhance leadership and the recipient force's capability to conduct military planning, programming, management, budgeting, and force development to the level of sophistication appropriate to that force.

**Reimbursable order**

An approved DD Form 2060. Part A specifies the value of the order; these amounts must be reflected on reimbursement reports as an FMS trust fund reimbursement activity.

## **Security Assistance Management Manual**

The DOD manual that contains policy guidance and procedures for programming, implementing, and reporting SA activities.

### **Security assistance organizations**

DOD elements located in a foreign country with assigned responsibilities for carrying out SA management functions under the FAA and AECA. The term SAO is used in this regulation generically and applies to all such activities regardless of the actual title assigned (for example, Military Assistance Advisory Group, Military Group, Military Mission, Defense Representative, Office of Military Cooperation, Office of Defense Cooperation, Defense Liaison Group, Security Assistance Organization, and Defense Attaché personnel designated to perform SA management functions).

### **Security Assistance Training Management Office**

A TRADOC agency that manages all Army activities related to formation, preparation, and deployment of MTTs, FTSS, surveys, TATs, and TAFTs furnished from CONUS assets. It also coordinates replies to queries from the SAOs concerning training assistance.

### **Security clearance**

For the purpose of this regulation only, determination of eligibility of an individual to have access to U.S. classified information. IMSs do not hold U.S. security clearances. The clearance specified in an ITO is that granted by the foreign government and not the United States. A disclosure authorization is required before granting an IMS access to U.S. classified information, and such access must be on an individual need-to-know basis.

### **Services**

Support provided to a foreign government under security assistance, other than materiel items. Training is considered a service.

### **Standardization Agreement 6002**

An agreement ratified by 14 NATO countries: Belgium, Canada, Denmark, France, Federal Republic of Germany, Greece, Italy, Luxembourg, Netherlands, Norway, Portugal, Turkey, United Kingdom, and the United States (excludes Iceland and Spain). The United Kingdom and the United States ratified with reservations. This agreement establishes principles and procedures for the conduct and financing of common training.

### **Student control number**

For DON accounting purposes, IMSs are identified by an SCN, which is assigned when they report either to DLIELC for English language training, or to the first training course under the program.

### **Technical assistance field team**

A DOD team or individual deployed on a PCS assignment of more than 179 days (usually for 1 year or more) to a foreign country to provide assistance in the operation, maintenance, and tactical employment of weapons systems and support equipment or in other special skills related to military functions.

### **Technical assistance team**

A DOD team or individual dispatched for up to 179 days' temporary duty to place into operation, operate, maintain, and repair equipment provided under FMS. TATs will not be used to provide technical training or instruction (except for OJT) that is necessary to transfer technical responsibility to the recipient country.

### **Total package concept**

The planning methodology that requires identification of spare parts, follow-on support items, training, and services required from USG or within the foreign country's resources to efficiently introduce and operationally sustain major items of equipment or systems.

### **Training**

Instruction of IMSs in the United States or overseas by personnel assigned to or sponsored by DOD. It also includes correspondence courses, training publications, training aids, and orientation tours.

### **Training number**

A number assigned to each U.S. Air Force IMS by the SAO for identification purposes.

**Training project or instruction**

The U.S. Air Force instrument issued by the implementing agency reflecting the schedule of approved programmed training.

**Travel and living allowance**

Those costs associated with transportation, excess baggage, and living allowance (per diem) of IMSs authorized for payment under IMET.

**Unaccepted case**

An FMS LOA that was not accepted within prescribed time shown.

**Worksheet control number**

A reference number used for data control purposes and assigned to each item of training in a country's program.

**Section III****Special Abbreviations and Terms**

This Section contains no entries.

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