

Updating Your Training Location Information on the IMSO Web System

Note: The following instructions are intended for IMSO users of the IMSO Web System on the Security Assistance Network (SAN). You **must** be a *registered* user of the SAN and you **must** have required IMSO Web accesses set. All IMSO office personnel are eligible for registration and use of the SAN and the IMSO Web System. If you need to accomplish SAN and IMSO Web registration, click on **Register**.

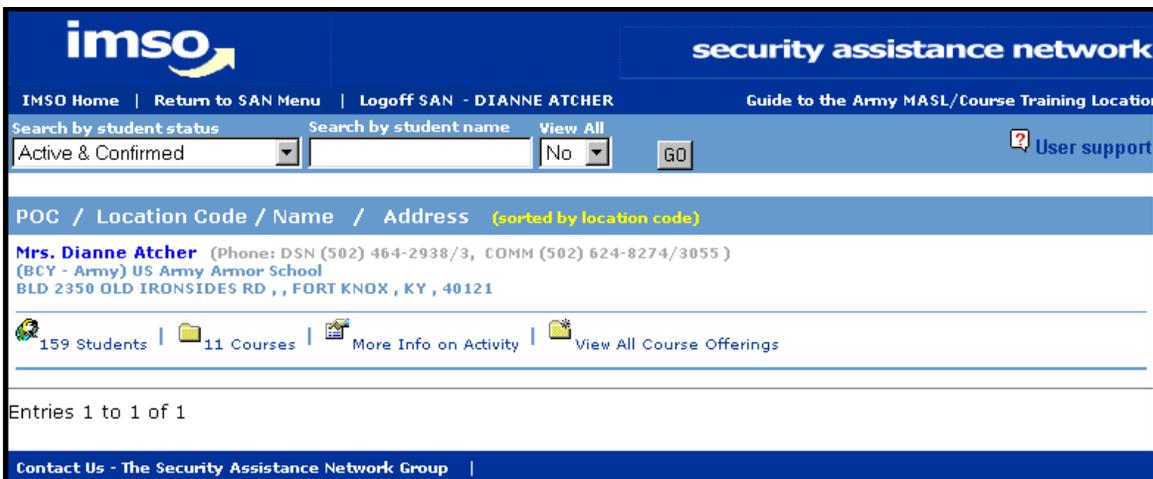
1. Accessing the IMSO Web function on the Security Assistance Network (SAN)

Log on the **SAN**.

Click on **Continue** on the **Special Notice** screen.

Click on **Training** on the **SAN Web** screen.

Click on **IMSO Training Data** on the **Main Training Menu**. The following screen will come up for your training activity when required accesses have been set by a SAN system administrator for IMSO office personnel. Example used is Dianne Atcher at the **US Army Armor School** that has location code BCY.



The screenshot displays the IMSO Security Assistance Network (SAN) web interface. At the top, the IMSO logo is on the left, and "security assistance network" is on the right. Below the logo, there are navigation links: "IMSO Home", "Return to SAN Menu", "Logoff SAN - DIANNE ATCHER", and "Guide to the Army MASL/Course Training Location". A search bar is present with "Search by student status" (set to "Active & Confirmed"), "Search by student name" (empty), and "View All" (set to "No"). A "GO" button and a "User support" link are also visible. The main content area shows a table with one entry for "Mrs. Dianne Atcher" (Phone: DSN (502) 464-2938/3, COMM (502) 624-8274/3055) at the "(BCY - Army) US Army Armor School", BLD 2350 OLD IRONSIDES RD, FORT KNOX, KY, 40121. Below the table, there are icons for "159 Students", "11 Courses", "More Info on Activity", and "View All Course Offerings". The bottom of the page shows "Entries 1 to 1 of 1" and a "Contact Us - The Security Assistance Network Group" link.

2. Reviewing your IMSO Training Location Information

Note—If you will take the time to complete *carefully* the informational content of the following screens, that information will then be automatically available to our overseas SAO training managers. Information in the following screens, when completed, is provided in a database download to the SAOs Training Management System (TMS).

Click on **More Info on Activity** on the preceding screen.

SAN Location Report for <i>US Army Armor School</i>	
<i>created by DIANNE ATCHER on 12/18/01 8:21:16 AM.. (BCY for Army)</i>	
Location Name:	US Army Armor School
Point of Contact:	Mrs. Dianne Atcher
Point of Contact Title:	IMSO Chief
Email: <small>alternate/multiple addresses separated by ;</small>	Dianne.Atcher@knox.army.mil
Message Format:	
Office Symbol:	
Commercial Phone:	(502) 624-8274/3055
Voice:	
Commerical FAX:	(502) 624-4069
Emergency Phone:	
DSN Phone:	(502) 464-2938/3
DSN FAX:	(502) 624-4069
Please fill-in as much as possible, YELLOW indicates needed item	
Street 1:	BLD 2350 OLD IRONSIDES RD

Scroll through the **SAN Location Report** screen and *enter* up to date, correct information for your training activity.

Continue to scroll through the following screens and *enter* information similar to that provided by Ms. Atcher for the **U.S. Army Armor School**.

General Information
<p>The United States Armor Center and School is located at Fort Knox, about 30 miles from Louisville, Kentucky in historic Hardin County. Fort Knox - the Home of Mounted Warfare - has served as a US military reservation since 1918. During this time it has played a key role in the development of military tactics, doctrine, and equipment, and has been an integral part of the training establishment for the active Army and Army Reserve. Fort Knox, with its newest buildings rising alongside its historic structures continues to move forward to take its place in the heartland of Kentucky and in the front rank of military posts in the United States. With continuous range upgrade, receipt of new missions such as the U.S. Army Recruiting Command in 1992, and outstanding simulation facilities, Fort Knox will continue to be a leader in the Army of the future.</p> <p>International Students are administered by the International Military</p>

Student Arrival/Departure:
<p>Early reporting is a must for all students bring their families due to the amount of time needed to locate suitable housing. Security Assistance Officers (SAO) should ensure that the International Military Student Office is notified at least five days prior to the students arrival, in order to arrange for the student to be properly greeted at the airport. Failure to notify the International Military Student Office will cause delays in getting the student settled comfortably. Ideally, the student should arrive some time Monday thru Friday before 1200 hours EST, to ensure the student is completely in-processed before the weekend (i.e., ID card, cooking utensils, etceteras.) IMS are frequently requested to make presentations about their home country/army. They may wish to bring traditional clothing, artifacts, postcards, and books which may assist them during those times</p> <p>Students should arrive at Louisville International Airport, Louisville,</p>

Billeting:

Unaccompanied officers:

Assigned to transient visiting officer quarters. A fee will be charged that includes cable television, phone, and maid service. The charge for unaccompanied housing is \$24.50 per day, increasing to \$33.50 on 1 October 2001..

Accompanied officers:

Family housing is available for those students who are attending 20 weeks or more of training. Two or three bedroom quarters may be provided depending on availability. Family housing (furnished) is available at Fort Knox at a cost of \$422.80 for a two-bedroom and \$580.55 for a three bedroom. This includes utilities. If family housing is desired, it is imperative that IMSO be notified at least 30 days prior to arrival. Spouses may stay in BOQ at an additional charge of \$6.00 per day. Children may stay in BOQ, there is a \$6.00 charge

Dining:

Students are authorized to use post dining facilities.

Meal prices are a la carte. All meals must be paid for in cash.

Transportation:

IMSO provides transportation for arriving and departing students at Louisville International Airport . The Billeting Office provides shuttle service on Fort Knox at no charge. Commercial taxi service is available on Fort Knox.

Driving:

IMS who plan to operate a motor vehicle should possess a valid International Driving License valid for the duration of their training.

Medical:

Medical Fort Knox medical facilities.

Ireland Army Hospital provides treatment in all major medical categories.

Civilian hospital facilities: Nortons Childrens Hospital in Louisville, Kentucky. Hardin Memorial Hospital in Elizabethtown, Kentucky. Civilian facilities will require payment for medical

Climate:

Climate Data Spring: air weather with temperatures ranging from 40-70 degrees F. Average rain fall is 5 inches.

Summer: Hot and humid with temperatures ranging from 85-100 degrees F

Fall: Cool temperatures ranging from 30-60 degrees F.

Winter: Cold with temperatures ranging from 10-45 degrees F.

Snow and ice are not uncommon but rarely accumulate to more than a few inches and rarely lasts more than a few days.

Uniform Requirements:

Uniform Requirements Students should arrive with sufficient number (3 minimum) and type of native country work uniforms. Course unique equipment issue does not include field jacket or gloves. Uniform equivalent to the US Class A and several sets of native country rank insignia. Students attending the Armor Captains Career Course should also bring a formal uniform with all accouterments.

Mailing Address:
IMSO 2350 Old Ironsides Avenue Fort Knox, KY 40121-5234

Miscellaneous:
Reporting Requirements Early reporting is a must for all students bring their families due to the amount of time needed to locate suitable housing. Security Assistance Officers (SAO) should ensure that the International Military Student Office is notified at least five days prior to the students arrival, in order to arrange for the student to be properly greeted at the airport. Failure to notify the International Military Student Office will cause delays in getting the student settled comfortably. Ideally, the student should arrive some time Monday thru Friday before 1200 hours EST, to ensure the student is completely in-processed before the weekend I.e., ID card, cooking utensils, etceteras.)

Click on **Save** when you have finished.