

United States Southern Command

Security Assistance Training Guide



**Headquarters, USSOUTHCOM
Strategy, Policy, and Plans Directorate
Miami, Florida**

**12th Edition
January 2006**

PREFACE

OVERVIEW OF TRAINING GUIDE

This SOUTHCOM Security Assistance Training Guide is published by the U.S. Southern Command SCJ5-Security Cooperation-Security Assistance, Training Branch (SCJ5-SA). This 12th edition supersedes all previous editions. The guide is intended as a "first stop" quick reference to help you, the Security Assistance Organization (SAO) training officer, administer your training program. It is designed to provide the information you need to meet the USSOUTHCOM Theater Security Cooperation (TSC) objectives as well as Military Department (MILDEP) and Defense Security Cooperation Agency (DSCA) requirements for training requests and to ensure maximum availability of training. This guide does not replace Department of Defense (DoD), MILDEP, and International Training Management references, which are still needed to determine appropriate courses, classification, length of training, costs, etc. Appendix A lists these and other reference publications that you should have access to as your basic "tools" for managing country training program. This guide is intended to supplement, not replace, these references.

The organization of this guide follows the flow of the annual submission cycle.

Chapter 1 describes objectives and the annual submission cycle for International Military Education and Training (IMET) and Foreign Military Sales (FMS), highlighting major milestones.

Chapter 2 addresses detailed procedures for managing both IMET and FMS programs.

Chapter 3 describes the various factors that must be considered to compute total IMET costs.

Chapters 4 and 5 are devoted to IMET waiver requests and requirements for requesting training such as MTTs, Orientation training, Observer training, On the Job training, and Familiarization/Qualification training.

Chapter 6 provides SAO guidance on requesting courses offered by invitation only (senior Professional Military Education (PME) and the Aviation Leadership Program (ALP)) and describes how each Service allocates quotas on an annual basis.

Chapter 7 describes SAO preparation for the annual Security Assistance Training Program Management Review (TPMR) and provides the format for the Combined Education and Training Program Plan (CETPP).

Appendices A through D list Reference Publications to have on hand, acronyms used in this Guide, Points of Contact, and a reference guide for reading the STL.

Your feedback on this Guide is welcome at:

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CHAPTER 1
OBJECTIVES AND THE
ANNUAL SUBMISSION CYCLE

As the Security Assistance Organization (SAO) training officer works with partner nation counterparts in developing and administering the country training programs, he/she should remain focused on U.S. Southern Command's Theater Security Cooperation Strategy, as well as Security Assistance Training Objectives.

1. **USSOUTHCOM VISION**: The U.S. Southern Command is the recognized partner of choice and center of excellence for regional security affairs within a hemisphere of escalating importance. The Command is organized to support the defense of the U.S. and is focused on achieving regional partnerships which:
 - Are committed to democratic values and principles;
 - Demonstrate respect for human rights;
 - Support partner nations' capabilities to secure their territories and defend their borders;
 - Collectively ensure regional and hemispheric security;
 - Deter, dissuade, and defeat transnational threats of the stability of the region.

2. **USSOUTHCOM MISSION**: The command's mission is to conduct military operations and promote security cooperation to achieve U.S. strategic objectives.

3. **USSOUTHCOM THEATER STRATEGY**: The primary objectives of the Commander's Theater Strategy are to support the Global War on Terror (GWOT) and to advance U.S. security interests. The goals of the strategy are to:
 - Ensure the Forward Defense of the United States
 - Establish Regional Partnerships
 - Enhance Hemispheric Security and Stability

4. **USSOUTHCOM THEATER SECURITY COOPERATION STRATEGY:** The U.S. Southern Command's Theater Security Cooperation Strategy — based on the Secretary of Defense's Security Cooperation Guidance — outlines the basis of promoting regional security and stability among Partner Nations throughout the area of responsibility (AOR). Security Cooperation is defined as the means by which the Department of Defense (DoD) encourages and enables countries and organizations to work with us to achieve strategic objectives. USSOUTHCOM Security Cooperation Strategy supports U.S. security interests in three principal ways:

- **Building military-to-military relationships** — promoting activities that develop cooperative security arrangements and confidence building measures between the U.S. and Partner Nations. Education (i.e., IMET) plays a critical role in developing these relationships. By exposing our partners to U.S. military doctrine and training, an appreciation for the advantages of democracy and civilian rule of law can be instilled that will reap huge benefits. These relationships will lead to creating regional partnerships that can contribute to hemispheric security and stability.
- **Developing military capabilities and missions for the 21st century** — by assisting Latin American and Caribbean armed forces in their development of capabilities that support U.S. interests, relationships will be enhanced that will contribute to the forward defense of the United States with less reliance on U.S. resources.
- **Creating opportunities for access** — by promoting relationships and developing capabilities, access to our Partner Nations are enhanced. This increased access will result in peacetime training opportunities and ease the transition to contingency operations if required. The strategic premise behind security cooperation is to shape the environment for future operations. Access is key to environment shaping engagement.

5. **RESTRUCTURING USSOUTHCOM FOR THE FUTURE** The likelihood of a major theater war in USSOUTHCOM's AOR is very low. Therefore, Security Cooperation is the primary methodology through which the goals of the Commander's Theater Strategy (which support National Security Strategy objectives) can be achieved. All activities and efforts within the AOR should then be focused on the Security Cooperation Strategy to ensure continued support of U.S. national security interests throughout the AOR well into the 21st century.

6. **INTERNATIONAL TRAINING OBJECTIVES.** A comprehensive international training program, particularly the International Military Education and Training (IMET) program, should link directly to Theater Security Cooperation capabilities. The SAO must also keep in mind the principle areas of emphasis and objectives shown below (source: SAMM C10.6.3.1):

International training areas of emphasis:

- Demonstrate the proper role of the military in a civilian-led democratic government

- Promote effective military justice systems and emphasize an understanding of internationally recognized human rights
- Promote effective defense resources management
- Train individuals likely to hold key positions in government
- Promote military professionalism

IMET-funded training objectives:

- Develop rapport, understanding, and communications links
- Develop host country training self-sufficiency
- Develop host country ability to manage its defense establishment
- Develop skills to operate and maintain U.S.-origin equipment

Expanded IMET objectives:

- Contribute to responsible defense resource management
- Foster greater respect for and understanding of democracy and civilian rule of law, including the principle of civilian control of the military
- Improve military justice system and promote an awareness and understanding of internationally recognized human rights

7. THE TRAINING CYCLE AND MILESTONES.

a. The security assistance training cycle of program development and implementation covers at least four years: the previous Fiscal Year (FY), the current FY, the Budget Year (current FY+1), and the Plan Year (current FY+2). Additionally, SAOs look further out in their security assistance planning to reflect the full time span reported in the Commander's Theater Security Cooperation Plan (TSCP).

b. Prior to the Training Program Management Review (TPMR), SAOs prepare a Combined Education and Training Program Plan (CETPP), due approximately 45 days before the TPMR. When you arrive at the TPMR, you may have students in training that began in both the current and previous FYs. At the TPMR you will conduct a detailed review of the next FY's (Budget Year's) training lines and you will forecast your country's requirements for the following FY (Plan Year).

c. The security assistance training cycle at Figure 1-1 illustrates the overlap of fiscal years. Although the fiscal year starts at October 1, note that the planning cycle actually begins approximately 18 months in advance. Some dates may vary from year-to-year and by Service, but Figure 1-1 does serve to illustrate the "flow" of the process.

d. There are several recurring milestones that the SAO Training Manager needs to deal with. Although these milestones vary from year to year, below is an example of a typical year. Instructions will be provided to the SAOs at the appropriate time, and most of these steps are discussed in this Guide.

TRAINING MILESTONES

October	SAO inputs to Foreign Military Training Report (“CRMIT”) (Congressional-mandated report)
November	SAO inputs to FMF/IMET Budget Call (example: FY08 budgets were submitted in November 2005)
Mid-March	SAOs submit Combined Education and Training Program Plans (CETPPs) to SCJ5.
Mid-April	Cut off to submit Standardized Training List (STL*) changes to MILDEPs for the Training Program Management Review (TPMR).
Mid-May	TPMR held (mandatory conference for SAO Training Managers)
1 June	SAOs final IMET End of Year (current fiscal year) input due to SOUTHCOM/MILDEPs. MILDEPs begin scrubbing STLs and funding all Priority A lines.
30 June	SOUTHCOM provides prioritized IMET End of Year (current fiscal year) requests to DSCA.
15 July	Cut off for SAO to submit current Fiscal Year STL changes for IMET. All current year program activity ends.
1 August	DSCA and MILDEPs scrub IMET programs, review End of Year Requests. DSCA passes recommendations for country increases to State and notifies Congress.
30 September	End of Fiscal Year; MILDEPs must complete obligation of any End of Year increased funding.

8. **IMET.** The TPMR is covered in detail at Chapter 7. In brief, at SOUTHCOM’s TPMR, SAOs review their current year training programs, finalize their Budget Year training programs, and submit initial training drafts for the Plan Year.

a. Prior to the TPMR, the MILDEPs will create a "strawman" Standardized Training Listing (STL) by "rolling over" the Budget Year STL, to assist the SAOs in developing the out year program. The SAO then adjusts the strawman STL to reflect more realistic programming plans.

b. At a certain point MILDEPs will freeze STLs to prepare for the TPMR. MILDEPs will announce this cutoff date for each Combatant Command (usually 4 weeks before the TPMR). After that cutoff, MILDEPs will not formally incorporate any changes into the STL prior to the TPMR.

c. Following the TPMR the MILDEPs will enter into the STLs the changes made during the TPMR. SAOs then make additions, changes, and deletions to these STLs following the regular program procedures contained in Chapter 2 of this guide. Changes to the training programs are based on three factors:

(1) Capability requirements as stipulated in the TSC Plan and the Country Security Cooperation Plan.

(2) Mutual U.S./Partner nation objectives as reiterated in the CETPP.

(3) Fund availability.

d. Near the end of the Fiscal Year (usually mid-July) MILDEPs will freeze STLs to prepare for end of year close-out. Chapter 2 of this Guide provides more information.

9. **FOREIGN MILITARY SALES (FMS).**

a. SAOs must forward FMS requirements to the training commands by the cutoff date mentioned above so that MILDEPs can prepare STLs in time for the TPMR. Unless specifically requested, training commands do not roll over prior year FMS STLs (as done for IMET) as a basis for initial FMS submission, because of FMS training requirement fluctuation. While attention goes to IMET programs, MILDEPS must also have all FMS training requirements in order to fulfill total requirements for the year.

b. Minor program adjustments may be made until the database is frozen to prepare for the TPMR. SAOs may submit additional changes during the MILDEP Review Panels at the TPMR.

Figure 1-1
SECURITY ASSISTANCE TRAINING CYCLE
(Dates are approximate. This calendar serves as a template for any given four-year period in the training cycle.)

	<u>FY 06</u> <i>Current Year</i>	<u>FY 07/08</u> <i>Budget Year/Plan Year 1</i>	<u>FY 08/09</u> <i>Plan Year 1/Plan Year 2</i>
October 2005	<p>FY 06 Starts. Early in FY, SECSTATE announces IMET allocations. This may not happen until as late as Feb. SAOs revise FY06 programs and priority codes based on actual funding level.</p> <p>SAO inputs to the Foreign International Military Student Report to Congress (FY05/06) due this month.</p>		<p>Budget Call for FY08 IMET/FMF, normally due in Nov 05.</p>
January 2006		<p>SECSTATE announces FY07 Congressional Presentation Document (CPD) request levels</p>	<p>USSOUTHCOM submits FY08 IMET/FMF Budget requests to Jt Staff</p>
March 2006		<p>SAOs submit CETPPs to USSOUTHCOM</p>	
May 2006	<p>TPMR Conducted:</p> <p>USSOUTHCOM/SAOs conduct FY06 Reallocation Review.</p>	<p>TPMR Conducted:</p> <p>SAOs conduct line-by-line panel review for BY/PY STLs (FY07/08). MILDEPs update STLs based on TPMR.</p>	<p>TPMR Conducted:</p>
June 2006	<p>USSOUTHCOM submits FY06 Reallocation Review recommendations to DSCA.</p>	<p>USSOUTHCOM submits FY07 Sr PME recommendations to MILDEPs</p>	<p>STATE prepares FY08 allocation levels for review by regional interagency teams.</p>

	<u>FY 06</u> <i>Current Year</i>	<u>FY 07/08</u> <i>Budget Year/Plan Year 1</i>	<u>FY 08/09</u> <i>Plan Year 1/Plan Year 2</i>
July 2006	July 15 - FY06 CLOSES OUT for IMET program activity, in preparation for EOY reallocations.		
August 2006	USSOUTHCOM/DSCA/ MILDEPs work FY06 end- of-year adjustments.		
September 2006	Final adjustments to FY06 IMET programs by DSCA/MILDEPs. FY06 ends 30 Sep 06		
October 2006	FY06 ended-- Fifth Quarter runs Oct-Dec SAO inputs to the Foreign International Military Student Report to Congress (FY06/07) due this month.	FY07 starts. STATE announces FY07 IMET allocation (may occur later). SAOs revise FY07 programs and priority codes based on actual funding level.	
January 2007			SECSTATE announces FY08 Congressional Presentation Document (CPD) request levels.

CYCLE CONTINUES

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CHAPTER 2

DETAILED TRAINING MANAGEMENT PROCEDURES

1. **CHAPTER OVERVIEW.** This chapter gives the SA Training Manager a "mini" guide on several basic, but important, procedures and topics. Topics in this chapter are:

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Processing Students (Vetting, Administration, Checklists)	2-23

More detailed info can be found in the references listed at Appendix A.

2. **ESSENTIAL REQUEST INFORMATION.** Partner nations may submit their requests for training to the SAO in various degrees of sophistication. The SAO should verify these requests for accuracy, completeness, and rationale before making additions, changes, or deletions to the MILDEP STL. As a minimum, verify the following basic information from the Military Articles and Services List (MASL) in TMS and MILDEP training guides:

- a. MASL ID
- b. Course title
- c. Program originator (country service)
- d. Desired quarter for training
- e. Course prerequisites

f. Classification within disclosure authority for the country. If not within authority, a request for exception to National Disclosure Policy (NDP) may be appropriate. Refer to MILDEP disclosure policy.

Once the partner nation has identified students, the SAO is responsible for screening the students as outlined in SAMM paragraph C10.3.4. Information on screening and processing students is at paragraph 18 of this chapter.

Identifying the Course You Need

Use the MILDEP's website or training guide (Army Green Book, USAF Training Guide, or Navy Catalog) to obtain course descriptions, training location, prerequisites and other pertinent information. Sometimes a word search in the "View MASL" section of TMS helps identify appropriate courses. If that doesn't help, call or write the Services to get their expert assistance.

3. SECURITY ASSISTANCE NETWORK (SAN) and TRAINING MANAGEMENT SYSTEM (TMS)

a. **The Security Assistance Network (SAN)** is the automation system developed by DSCA and DISAM to establish an international security assistance database and communications network. The SANWeb gives the SAO access to security assistance financial and logistics management systems, information via various bulletin boards, and a library system for large files. Especially, the SAN is where the SAO Training Manager obtains regular downloads of the data used for the Training Management System. The SAN Web Site URL is <https://san.osd.mil/san/login>. [An alternate is <https://www.idss.ida.org/san/login>]. Access to this web site requires a SAN User account and password. The SOUTHCOM SAN User Group is 1C5; SCJ5-SA personnel serve as SOUTHCOM System Administrators for SAN. Give us a call if you need any assistance (see Appendix C). If you encounter problems with gaining internet access to the SAN website, work with your local computer technicians first, but you can also contact the SCJ5-SA office SAN Administrators. SAMM paragraph 10.10.13.2 spells out the functions that SAO training managers must perform using the SAN. These functions are summarized below:

- Perform regular uploads of data from TMS to the SAN; *Instructions on how to upload to the SAN are at <http://www.disam.dscamilitary.com/itm/Automation/TMS/Guide/18-Upload.pdf>.*
- Enter international military student (IMS) arrival information in TMS and upload the information to the SAN;
- Enter the training manager's contact information in TMS and upload the information to the SAN; [and keep this information current!] *Instructions on how to enter Country Profile Information is at <http://www.disam.dscamilitary.com/itm/Automation/TMS/Guide/06-Profile.pdf>.*
- Use TMS to manage the country training program and generate invitational travel orders;

- Use the SAN Web to access training data on-line, view remarks entered by IMSOs and MILDEPs, view current status of IMS, and access training manager information;
- Use the SAN Web to submit the Counter Terrorism Fellowship Program (CTFP Nomination Form).

b. **The Training Management System (TMS)** is a software program that operates in a stand alone PC environment and was developed to assist the SAO training officers in the day-to-day management of their training programs. Basic instructions for these systems are in the *SAN User's Handbook, Vol II, Training Management - TMS 6.003* published by DISAM (web link <http://www.disam.dsca.mil/itm/References/@References.htm>). Also look on the SAN under On-Line Guides for an excellent, simplified functional guide for the primary functions in TMS. It is not necessary to be connected to SAN to use TMS, but data for TMS is obtained from SAN.

Warning about Installing Software in USSOUTHCOM

USSOUTHCOM personnel cannot install software provided by DISAM for TMS. In order to get new versions installed, or old versions reloaded, SAOs have to work with their local computer technicians. For SOUTHCOM, all TMS software is sent to a contractor at the SOUTHCOM Theater C4S Support Center in Ft. Belvoir. That office distributes approved software to the SAO computer support personnel in country. If you need any updates, you can contact SCJ5-SA (305 437 1522 or 1524) and we will get in touch with the contractor for you.

c. **TMS capabilities:**

- On-line Integrated Standardized Training Listings (ISTL). The ISTL is a database that consolidates individual service STLs: Army, Air Force, Navy, Coast Guard, and Marine Corps. Updates are available from the Security Assistance Network (SAN) via the internet. Normally the Army and Maritime data is updated daily, and the Air Force data is updated weekly. It is important that the SAO download data from the SAN weekly as a minimum. The accuracy of country STL data is the SAO's responsibility, not the MILDEP's, so the SAO needs to review each download.
- On-line Military Articles and Services Listings (MASL). The MASL is the master list of almost all training that is available to the international community. It contains information such as course descriptions, prerequisites, duration (in weeks), location, cost, and English language prerequisites. The MASL is updated on a regular basis and is provided in the same way as the ISTL: through SAN. Miscellaneous other tables and databases, such as E-IMET courses, Location Codes, and Oral Proficiency Interview (OPI) Requirements are updated along with the MASL update. SAOs should always update their MASL database at the same time they update the ISTL.

- Computer-Generated Invitational Travel Orders (ITO) and International Military Student Information (Student Bio) forms and other special formats required in the management of security assistance training.
- ISTL and MASL database viewing and searching.
- ISTL and MASL reports; for example, upcoming course start dates.
- FMS and IMET program summary reports.
- Adding/deleting/changing student data records.
- Automatic upload of IMS data to the SAN, to include student arrival information and detailed point-of-contact information for the SAO training manager.

d. **SAO Web System.** The SAO Web system provides the SAO training manager with an on-line view of the country training program and access to key tools to manage programs. Access is through the SAN Training Menu under “IMSO & SAO Training Web.” The SAO must keep current POC information loaded on the SAO Directory (this is uploaded from your TMS Country Profile screen on TMS.) See <http://www.disam.dsca.mil/itm/Automation/TMS/Guide/06-Profile.pdf> for “how to.” This site is also where the SAO submits student nominations for the Counterterrorism Fellowship Program and prepares the annual Combined Education and Training Program Plan.

e. **International Training Management Web Site.** *This is probably the single most important resource for you to know about.* This invaluable web site is accessed from the SAN Training Menu, or by going directly to <http://www.disam.dsca.mil/itm>. No password is needed if going to the second site. The International Training Management Web Site provides access to virtually every SA training document, publication, on-line guide, training exercise, lessons learned, links to key SA web sites, and/or any other reference imaginable needed to manage an SA training program.

f. **Hardware.** Computer equipment within USSOUTHCOM is approved and/or provided by SCJ6. Our standard equipment normally will meet requirements to run TMS and to access SAN. However, you should be aware of the minimum system requirements published by DISAM:

- Supported Operating Systems: Windows 98, Windows ME, Windows 2000, Windows NT, Windows XP
- Computer Processor: Pentium II or higher recommended
Memory: 128MB of RAM
- Hard Disk: 250 MB of available hard disk space
- Drive: CD-ROM drive
- Additional requirements to use certain features: Internet Access and Browser that supports 128-bit encryption.

- In addition, TMS will only operate with the "Full Version of MS Access" with MS Office 2000 or MS Office XP. If you have MS Office 2003 installed on your computer, you must use the "Runtime Version of Access" (which is automatically installed with TMS 6) to open and operate TMS 6.

Before purchasing any new equipment, you should ensure it meets these minimum specifications. Contact SCJ6 and DISAM, commercial (937) 255-5850, (DSN) 785-5850 if you have any questions.

4. SA TRAINING PROGRAM MANAGEMENT FUNDING PROCEDURES.

a. Using a decentralized funding process, MILDEPs provide IMET Invitational Travel Order (ITO*) authorizations to SAOs. The SAO is responsible for allocating the country IMET funds among the U.S. MILDEPs where training is planned (commonly referred to as "breakout levels.") Once the initial FY allocations are made, it is the SAO who is responsible for updating breakout levels during the year as changes occur in the country's IMET program. SAOs work directly with the MILDEPs to line up their IMET allocation among the Services, and make adjustments as needed during the year. The MILDEPs ensure amounts do not exceed overall country IMET allocations.

b. For example, if your Partner Nation requirements change and it is decided that more USAF-sponsored training is desired, then funds to cover the additional training will have to come at the expense of another part of the country's program; either from Army or Maritime. You are responsible for coordinating these changes and directing SATFA, NETSAFA, and AFSAT how to re-distribute the country's IMET funds. In this example, you might decide that you need to put another \$20,000 into the USAF program to cover the new requirement, and you determine that a course in the Army program is a lower priority, or perhaps you have excess funds in Army. You would then direct SATFA to transfer \$20,000 to AFSAT.

Step-by-Step IMET Funding Procedures follow:

STEP 1 Actual FY Service Allocations

At the beginning of the FY, USSOUTHCOM will provide service allocations by country to DSCA based on programs at that time. [NOTE: Because allocation amounts are unlikely to equal dollar amounts projected USSOUTHCOM will apply percentages from current STLs for initial submission to DSCA. We can, however, adjust those amounts if you notify us.] As soon as State Department determines by-country allocations, DSCA issues treasury warrants to MILDEPs to fund allocations.

STEP 2 MILDEP Procedures

Upon receipt of DSCA allocations, MILDEPs will fund programmed training and load program status into SAN. MILDEP automated systems maintain a valid audit trail, and follow the change sequence below.

1. Priority "A" training lines will be funded within country program distribution.
2. Priority "D" training lines will not be funded.
3. Funding sequence is by quarter with valid quota report date, priority code, and WCN number (low to high) if needed.
4. Transactions will be processed in the following order:
 - a. DELETE transactions
 - b. CHANGE transactions that reduce funded amounts
 - c. CHANGE transactions that do not affect funded amounts
 - d. CHANGE transactions that increase funded amounts
 - e. ADD transactions to already funded WCN series, carryover training and late cancellation charges
 - f. All other transactions and unfunded Priority "A" training lines will be processed in funding sequence
 - g. In the event all training lines within a WCN series cannot be funded without exceeding the country program allocation, follow-on training may be Y-lined to next program year in order to maximize funds within the country ceiling at close of fiscal year.

STEP 3 MILDEP Requests for Adjustments

MILDEPs will not fund Priority "A" training lines exceeding country allocation. MILDEPs will request SAO to make necessary program adjustment, usually via email or record message.

STEP 4 ITO Authorization

MILDEP will provide ITO authorization to SAO by email or message traffic.

STEP 5 Waivers

1. All changes requested during the course of the FY that require policy waivers are forwarded by the SAO to Combatant Command for coordination with DSCA.
2. MILDEP will enter the record into STL, flagged to hold pending Combatant Command/DSCA approval. Upon approval, Combatant Command will notify MILDEP and records will be eligible for funding.

STEP 6 Reprogramming

If SAO desires to change the MILDEP allocation during fiscal year, he would proceed as follows:

1. Prepare message or email to MILDEPs identifying affected programs, and requesting that funds be transferred from one MILDEP to the other. Identify the WCN and cost that needs to be funded. If WCNs must be deleted or reprioritized in the losing MILDEP program to free up funds, identify which ones to delete or change.
2. The losing MILDEP will confirm MILDEP allocation change to gaining MILDEP, both will adjust allocated amounts in order to allow MILDEP allocation change.

STEP 7 Continuing Resolution Authority (CRA)

Typically, the Foreign Operations bill is not passed at the beginning of the fiscal year, and we will operate under a Continuing Resolution Authority (CRA) that allows for partial funding of programs. DSCA will coordinate with MILDEPs to determine funding requirements for upcoming courses. DSCA will work with State Department and the Office of Management and Budget (OMB) to release the partial amount approved under the CRA.

STEP 8 Year End

1. SAOs will work with MILDEPs to program essential training up to the maximum available balances.
2. MILDEPs, SAOs, COCOMs, and DSCA will review programs, identifying excess funds; to ensure no unfunded programmed requirements remain at the end of the FY.
3. All program activity, concerning additions, must be submitted to MILDEPs by July 15. This will allow sufficient time to staff requests and notify Congress of changes in allocations prior to year end.

[End of Step-by-Step Decentralization Procedures]

5. **INVITATIONAL TRAVEL ORDER (ITO)**. The ITO (DD Form 2285) is the controlling document for training provided to international students under Security Cooperation training programs. No student enters a Security Cooperation-sponsored training program without a properly executed ITO. The ITO is used for accounting purposes and provides guidance for determining which support is payable and which is not, status, and privileges. The SAO is responsible for preparation of the ITO in accordance with instructions in the JSAT Regulation. The SAO issues an individual ITO for each student. If the country desires, a language translation may be attached to the ITO. ITOs are issued only after in-country student screening is completed.

6. **WORKSHEET CONTROL NUMBER (WCN)**. The WCN is an important element of identification used in the SA training program, used for a multitude of purposes. The most important purpose is to track the International Military Student (IMS). The WCN is a four-digit identifier for each student or training team. For students with multiple training lines, an alpha suffix designates each course attended. The letter added to the end of the numeric denotes English language training (@ or L), successive lines of training (A-R), or penalty fees assessed. The penalty fee codes are: (S) late cancellation, (T) attrition, (U) recycle, and (V) no-show. See the SAMM for additional WCN coding details. Normally the MILDEP assigns WCNs using a standardized numbering system. The WCN numbering system is described in the SAMM in Table C10.T5 "Training Analysis Codes and Worksheet Control Numbers." In addition, student training lines are grouped by training analysis code. Be aware that WCNs are not unique; they duplicate across MILDEPs and across years. So, when referring to a WCN, you must also indicate the FY and the Service. The following chart shows the standardized WCN system:

WCN (1st Digit <u>Mandatory</u>)	<u>Category Order of Rank</u>	<u>Primary Analysis Code</u>
0001-0999	CONUS Medical OCONUS Medical – if applicable Orientation Tours METs/MTTs/LTDs English Language Equipment/Materials	
1000-1999	Professional Military Education	AA-AF
2000-2999	Management (MGT)	BA-BL
3000-3999	Post Grad School (PGS)	CA
4000-4999	High Cost Flying Training (FLT)	DA
5000-5999	Other FLT	DB
6000-6999	Technical ops, Maintenance, Medical and Enlisted	EA-EV
9000-9999	OCONUS	GA/HA/IA-IF

In those cases where students are programmed to receive training in more than one analysis code category, the student and his entire WCN series will be assigned one training analysis code. In this case the mandatory digit assigned to the highest ranked analysis code category will be used for the entire sequence of training.

7. STANDARDIZED TRAINING LISTING and PROGRAM CHANGES.

a. The terms "Integrated Standardized Training List (ISTL)" and "Standardized Training List (STL*)" are often used interchangeably. Technically, the "ISTL" is the version that combines (integrates) all services, and the "STL" refers to a single-service listing. MILDEPs publish the country training programs in the ISTL that SAOs receive by download through SAN (see para 3 above). The SAO should review and correct each STL update to ensure that it accurately reflects the current training plan. If you need help interpreting the STL fields, see this Guide's Appendix "How to Read the STL."

* *The STL is a report from the Training Management System (TMS) Database that is used by SAOs and MILDEPs to manage IMET, FMS, and other training programs in the following ways:*

- Allocates and schedules training to country
- Provides line by line training/program data
- Provides budgetary and financial management information
- Data updated daily by Army and Navy, and weekly by Air Force

b. Forward course additions, changes, and deletions by email or message to the appropriate MILDEP. You need to info SCJ5-SA only when messages concern cancellations/penalties, waiver requests, senior Professional Military Education courses, or policy issues. **NOTE:** Be sure to consider whether changes affect funding procedures (see para 4, this chapter).

c. You have the capability of generating change messages using TMS. For more information on this capability, see the section on "MAIL" in the *SAN Users Handbook, Vol II, Training Management TMS 6.003*.

Web Link <http://www.disam.dsca.mil/itm/References/TMS%20Handbook/0-Contents.htm>. Or, you can send an email the old fashioned way.

d. Examples of change messages are provided below. The information you provide depends on whether you intend to add, change, or delete; on the type of training (e.g., CONUS or MTT); and also on the MILDEP being addressed. SAOs should refer to MILDEPs' respective training guides for their individual requirements. When sending an email, ALWAYS include your country code, FY, and Program (e.g., IMET, CTFP, FMF) in the subject line.

ADDITIONS - ARMY EXAMPLE:

FROM: COMUSMILGP LA PAZ BL//
 TO: CDR SATFA FT MONROE VA//ATFA-RW//
 UNCLAS
 SUBJ: FYXX BOLIVIA IMET
 1. REQUEST THE FOLLOWING ADDITIONS BE ANNOTATED TO SUBJ PROGRAM
 FOR FYXX:

MASL ID	COURSE TITLE	DUR	PO	SC	QTY	QTR	PR
B177008	SET 9	B	O	001	3	A	
B151779	LOG EXEC DEV	19	B	O	001	3	A
B151735	FL INST OF TECH	VAR	B	O	001	3	A

CHANGES - NAVY EXAMPLE:

FROM: COMUSMILGP SAN SALVADOR ES//
 TO: NETSAFA PENSACOLA FL//N-1//
 INFO: NAVY IPO WASHINGTON DC//02T//
 CNO WASHINGTON DC//OP-615//
 UNCLAS
 SUBJ: FYXX EL SALVADOR IMET
 1. REQUEST THE FOLLOWING CHANGES BE ANNOTATED TO SUBJ PROGRAM:

WCN	RCN	MASL ID	CHANGE
1005	EA54	P171002	QTR FROM "2" TO "4"
6001	EA30	P145409	SC FROM "0" TO "E"
6003L	EA43	P177009	DUR FROM "12" TO "14" WKS
6005	EB19	P148006	PO FROM "B" TO "P"

Note: Also info Marine Corps and/or Coast Guard where appropriate.

DELETIONS - AIR FORCE EXAMPLE

FROM: COMUSMILGP BOGOTA CO//
TO: AFSAT RANDOLPH AFB TX//TOC//
INFO: OSAF WASHINGTON DC//IAX//
UNCLAS
SUBJ: COLOMBIA FYXX IMET
1. PLEASE DELETE THE FOLLOWING LINES OF TRAINING:

<u>CC</u>	<u>FY</u>	<u>WCN</u>	<u>MASL</u>
CO	XX	2060	D171002
CO	XX	2701L	D177008
CO	XX	2701A	D152007

COMBINATION - USMC EXAMPLE

FROM: CHUSMAAG LIMA PE//
TO: CG MCCDC TECOM QUANTICO VA//SCETC//
INFO: CMC WASHINGTON DC//PLU-SA/FMS//
NETSAFA PENSACOLA FL//N-1/N-3//
UNCLAS
SUBJ: PERU FYXX IMETP
1. REQUEST THE FOLLOWING ADDITIONS, CHANGES, AND DELETIONS BE ANNOTATED TO SUBJ PROGRAM:

A. ADDITIONS:

<u>MASL ID</u>	<u>COURSE TITLE</u>	<u>DUR</u>	<u>PO</u>	<u>SC</u>	<u>QTY</u>	<u>QTR</u>	<u>PR</u>
P177008	SET	9	P	0 001	3	A	
P132818	AIR SUPT CNTL OFF	11	P	0 001	3	A	

B. CHANGES:

<u>WCN</u>	<u>RCN</u>	<u>MASL ID</u>	<u>CHANGE</u>
2002	JK09	P121802	PO FROM "B" TO "P"
6070	JK10	P147801	QTR FROM "3" TO "4"

C. DELETIONS:

<u>WCN</u>	<u>RCN</u>	<u>MASL ID</u>
6031A	KB10	P152803
6031B	KB11	P152806

8. PRIORITY CODES.

a. Priority codes are very important in financial management of the IMET program and also in obtaining quotas for training. The Security Assistance Management Manual (SAMM), C10.6.1.4. provides more information on priority codes.

(1) Priority code "A" is used to identify all training within the IMET country allocation. Priority code "B" is used to identify training lines submitted for End

of Year Reallocation requests. Priority code “D” is used for additional training requirements **above** the allocation level.

(2) Priority code "A" in the planning process represents 100% of the IMET program at the **budget request level**. Once actual IMET allocations are announced the programs are revised and code “A” is used to reflect 100% of the **approved, or allocated, IMET level**.

Priority code “B” represents training requirements in addition to the country’s IMET allocation that a country can execute if funding is made available as a result of the year-end DSCA/STATE/CONGRESSIONAL reallocation process. Priority code “B” training lines (if funded) can only be assigned dates in the IMET unique 5th quarter (see section 9 of this chapter for a detailed description of the 5th Quarter).

Priority code “D” represents valid training requirements that **exceed** the budget request or the actual IMET allocation. Priority "D" should normally not take place earlier than the fourth quarter, and should equate to the dollar value that the SAO can reasonably expect to receive at year end. Normally Priority “D” should not exceed ten percent of the allocation, unless exceptional circumstances exist or where ten percent would not completely fund a valid training requirement. MILDEPs will not assign course dates to or request quotas for any “D” priority line.

(3) For example: your country budget request is \$100,000. You plan a program using priority code “A” in an amount equaling \$100,000 and code “D” for valid training in the amount of \$9,000 (an arbitrary amount, for illustration only) for a total program of \$109,000. Later your country's actual IMET allocation is announced as \$80,000. You must change \$20,000 of training from Priority “A” to Priority “D.” The program now has \$80,000 of training in Priority “A” and \$29,000 in Priority “D.” You should then reduce your Priority “D’s” to \$8,000.

b. Because priority code “A” represents 100% of available funding the military departments **will not assign class dates** to priority code “D” training since funding is not available. There are times when quotas are simply not available, regardless of priority. Therefore, in order to obtain a quota for “D” training, or to compensate for “A” training for which quotas are not available, the SAO would "trade-off" priorities.

c. SAO attention to proper prioritization is important because the funding systems are driven by the priority codes. With some exceptions, the automated funding sequence is by quarter, so those SAOs with too many Priority "A" training lines early in the year may find that lower priority requirements are funded ahead of higher priority requirements that take place later in the fiscal year. SAOs should pay close attention to ISTLs and coordinate with MILDEPs to correct these instances.

d. The bottom line is that priority codes tell MILDEPs what training to fund and where to concentrate on obtaining quotas. Priority codes also play a key role in the reallocation review process, as explained in paragraph 11 below.

9. ACTUAL IMET ALLOCATIONS.

a. The actual IMET allocation is often less than the budget request, so SAOs need to factor this expected difference into their planning. Further, actual IMET allocations are announced well after the start of the fiscal year. This means that SAOs must often drastically revise their programs (remember importance of priority codes) late in the second quarter when they are suddenly faced with smaller programs than they expected. See C10.6.1.4. of the SAMM for more information on funding.

b. Procedures for final program changes to IMET programs are covered in C10.T6. of the SAMM. It is critical that SAOs comply with cutoff dates as outlined in that paragraph, or as announced. All Current Year changes must be submitted by the SAOs to MILDEPs no later than 15 July.

What is my allocation?

Our job at SCJ5-SA is to keep you updated on SA allocations, both IMET and FMF, but you can check yourself at any time.

> The Congressional Budget Justification (CBJ) is State Department's justification for international security assistance program funding. Usually, but not always, the amounts State proposes in the CBJ is what the country is allocated when the FY begins. It is on-line at <http://www.state.gov/m/rm/rls/cbj>.

> You can track the progress of your country IMET and FMF budget submissions as they move from your submission thru State, DoD, and OMB in the DSCA FMF/IMET Budget Website at <https://63.97.161.12>. A password is needed for this site.

10. **FIFTH QUARTER.** The Fifth Quarter is "IMET-unique." There are five quarters in the IMET fiscal year. Quarters 1 through 4 are standard fiscal quarters (October through September). The fifth quarter is nothing more than IMET system flexibility that allows us to use IMET funds to pay for training that starts October through December of the next fiscal year. In other words, FY06 IMET funds can pay for training that starts between 1 Oct 05 and 31 Dec 06, a 15 month period. **There are constraints:** money must be obligated by 30 September; fifth quarter cannot be used for OTs or teams (e.g., MTTs, METs, or lab installation teams). Also, students must report to training by 31 December. Thus, training that starts during the period 1 Oct 05 and 31 Dec 05 could be funded as FY05 "fifth quarter" or as FY06 "first quarter." This fifth quarter flexibility partially makes up for the late receipt of funding each fiscal year, since it is normal to not receive funds until 2nd Quarter. When fifth quarter training is requested for End of Year Reallocations it is coded as "B."

11. **EXPANDED IMET (E-IMET).**

a. The Expanded IMET initiative was implemented in FY91 to educate foreign leaders in human rights, broad resource management principles, principles of civilian

control of the military, and the principles of law and military justice. Courses are available to professional military personnel, civilian defense leaders, and other ministry officials (parliament, foreign affairs, etc.) See SAMM C10.6.6.5.2 for more information on types of civilians who can be trained under E-IMET.

b. **Note that E-IMET is not a separate allocation in addition to IMET; it is that portion of a country's total IMET allocation which is designated to be spent on E-IMET.** Countries that make extensive use of Expanded IMET may receive priority consideration for additional funds during the End-of-Year reallocations.

c. DSCA counts as E-IMET only selected training that best meets Congressional objectives. E-IMET objectives include:

- o contribute to responsible defense resource management;
- o foster respect for and understanding of democracy and civilian rule of law, including the principle of civilian control of the military;
- o contribute to cooperation between military and law enforcement personnel with respect to counternarcotics law enforcement efforts; and
- o improve military justice system and promote an awareness and understanding of internationally recognized human rights.

SAOs should refer to DSCA's *EXPANDED IMET INITIATIVE HANDBOOK* (<http://www.disam.dscamilitary.com/itm/References/E-IMET/EIMET-HB.pdf>) for the courses that qualify. The courses carried in this Handbook are entered in the **TMS Expanded IMET data table** which is included in the **MASL and Other download**. So, be sure to run a MASL update in TMS each week in order to have the latest, most current E-IMET data table. Your Expanded IMET reports in TMS *will not be* correct if you fail to update your MASL and Expanded IMET data table.

12. END OF YEAR IMET REALLOCATION REVIEWS.

END-OF-YEAR IMET MILESTONES (exact dates may vary)	
March-April-May (COCOMs TPMR Cycle)	<ul style="list-style-type: none">• DSCA releases End-of-Year message• Current Year Programs cleaned up
June 1	<ul style="list-style-type: none">• SAOs provide End of Year requirements to the COCOM (programmed as B Priority)
June 30	<ul style="list-style-type: none">• COCOM provides prioritized End-of-Year requirements to DSCA
July 15	<ul style="list-style-type: none">• All program activity (additions, changes, deletions) by SAOs end
August	

- The IMET “scrub” meeting takes place. A list of all country requirements for end-of-year funds is prepared including the Combatant Command priority for each course.
- DSCA meets with DoS(PM) to determine which countries and courses receive end-of-year funds.
- DoS confirms its final decision on reallocations.
- The 15 day Notification is sent to Congress.

September

- All approved end-of-year requirements are obligated by MILDEPs.

a. Once a year SAOs submit requests for adjustments of their current FY IMET allocations. **ALL SAOs will submit a written request** during the TPMR to indicate (1) no change, (2) amount of funds to be returned, or (3) additional funds needed. For additional funds, SAOs must identify specific WCN, MASL, course title, total cost per WCN, and justification for additional funds. The SAOs should ensure that each reallocation WCN is coded in their ISTL as a "B" priority and is scheduled for no earlier than 5th Quarter (1 October). At the TPMR, SAOs will present their requirements to each MILDEP panel for validation, and then confirm validated requests to SOUTHCOM. SOUTHCOM will then prioritize requests and present a consolidated recommendation to DSCA NLT 30 June. Confirming reallocation requests at the TPMR ensures that only valid, executable requests are presented to DSCA. See Chapter 7 of this Guide for more details.

b. In early August DSCA and the MILDEPs “scrub” the programs to delete any training lines that cannot be supported and to develop the final reallocations. Based on this scrub and Combatant Commands' recommendations, DSCA and State Department propose redistribution of funds to Congress. DSCA usually provides results of their reallocation review by mid-August, pending approvals by Congress. SOUTHCOM will pass along information informally as soon as it becomes available.

c. The IMET reallocation review is an excellent opportunity for SAOs who manage their programs well to obtain additional funds. However, the whole process requires close coordination. Student and quota availability must be established before money can be made available; priority codes must be revised and each player must be prepared to act on very short notice. Proper use of priority codes helps to obtain training quickly and obligate the additional IMET funds.

d. Reallocation Review Tips: Plan ahead. If you will not be able to execute your training program up to the allocated funding level, let us know as soon as possible. If additional funds are required, provide appropriate justifications. **Strong, well-written justifications are often the key to approval of program increases.**

e. End of Year Tips: At the end of the FY, DSCA, MILDEPs and Combatant Commands coordinate closely to ensure any remaining unused funds are fully utilized. To maximize your chances for additional funds, always have valid "D" priority WCNs set

up in the 5th Quarter as contingencies in the event last minute fallout funds materialize. Always have a Books and Pubs line on your STL, as this is a good candidate for late funding (must have DD FORM 1149 (Requisition and Invoice/Shipping Document) in to AFSAT). Also, SAOs can influence the order of funding during this process by communicating to MILDEPs their priorities for unfunded training lines (Copy SOUTHCOM SCJ5-SA and DSCA).

f. SAMM guidance on the End of Year reallocation process is located at C10.6.1.6. Also see Training Milestones in Chapter 1 of this Guide.

13. **CANCELLATION PENALTIES.**

a. A late cancellation penalty of 50% of tuition cost is assessed if a course is canceled or rescheduled with less than 60 days notification, unless training is filled by another international student. If the course is identified as “dedicated/contract” training, a 100% penalty is applied if the country fails to send a student once a contract is let or a quota is confirmed, unless the quota is filled with another international student. Dedicated/contract courses are those which rely on contract support and/or are designated for international students only. The services will identify dedicated/contract courses in a message at the beginning of each fiscal year. You can easily identify late cancellation penalties you have been charged in your IMET STL because the 5-digit WCN will end in an “S.” [*Current cancellation policy is covered in SECDEF USDP:DSAA message 091653Z Mar 98, Subject: 9 February Meeting at DSAA on Training Cancellation Fee Policies, as modified by SECDEF USDP:DSCA message 221227Z Sep 99, Subject: FY99-00 SATP Policy and Program Management and Implementation Guidance.*] The 221227Z Sep 99 message updated cancellation policy to say that effective 1 Oct 99 IMET fifth quarter training cancellations are subject to a 50% penalty rather than the 100% penalty.

b. SAOs should monitor their report dates carefully, using TMS reports as a tool. They should work potential cancellation situations aggressively and impress on partner nation counterparts the impact of penalty fees on their training program. A consistent record of incurring penalties can have a negative impact on funding levels. Requiring an alternate candidate for each course may help in avoiding penalties. SAOs must maintain records on any penalty fees incurred and should be prepared to provide, by specific WCN, a clear description of cause of each penalty and corrective actions taken. SAMM paragraph C10.9.2.2. lists circumstances for which the cancellation penalty should not be applied.

14. **FOREIGN MILITARY SALES (FMS) TRAINING.** Foreign Governments may purchase training under the FMS program using their own national funds or FMF monies. C10.5 of the SAMM explains the FMS training case process. Also use SAMM Chapters 5 and 6 for FMS Case guidance. Initial training in support of major weapon system purchases is usually procured through an FMS agreement. Such FMS cases are normally

planned, managed, and executed through bilateral conferences. Other training requirements that the partner nation desires to procure through FMS can be identified, programmed, and submitted at the Security Assistance TPMR. Allow sufficient time to process FMS cases, as last-minute requirements often adversely impact the total training effort, particularly where quota availability is a major constraint and can distort planning and forecasting of schoolhouse quotas. The processing time for FMS Cases can take up to 120 days. Annual programs must, therefore, be accurately forecasted and allow sufficient time to set up FMS Cases. SAOs programs should be fully coordinated with host governments to represent each country's annual training requirements.

a. **TYPES OF FMS TRAINING CASES.** Generally an FMS case can be written to fulfill training requirements specified or quantified by the purchaser as either **defined or blanket order** cases. SAMM C5.4.8.8. provides more information on types of training cases.

(1) The **defined** case is somewhat inflexible because any training added after case implementation requires an amendment. Training services will not be provided until the amendment has been signed by the partner nation, monies deposited with the Defense Accounting and Financial Service (DFAS), and formal implementation instructions reissued by the respective MILDEP. Accomplishing time-sensitive training may be difficult due to the prolonged period required to implement an FMS case amendment.

(2) The **blanket order** case is the USG preferred method of providing FMS training because it provides flexibility in defining training requirements along with the numerous changes that often occur. It can also be written between the purchaser and the USG for a stipulated dollar amount without a definitive listing of training items or quantities. In fact, some find it advantageous to write a small -- \$20,000 to \$30,000 -- blanket order case to cover unexpected requirements or changes.

b. **FMS REQUEST.** A case request is the formal document that you use to request preparation of an FMS case for required training. This request can be in message format and should contain the following information:

(1) Introductory statement indicating partner nation agency requesting training.

(2) U.S. MILDEP to provide the training.

(3) Purchaser name and address.

(4) Foreign government procuring agency. Procuring agency is normally one of the foreign military services. If not, request must be routed through the State Department for approval under the Foreign Assistance Act (FAA).

(5) Type of case, either blanket order or defined.

(6) Case dates. Any restrictions on request, e.g., first start date, graduation date, or inclusive dates for blanket order (one or two years).

(7) Method of payment of medical costs -- whether within case, trainee responsibility, or embassy.

(8) Travel and Living Allowance – Cases do not include TLA unless approved in writing by DSCA prior to LOA development.

(9) For blanket order cases, specify dollar amount of case. Specify whether this is the amount of training required or total case value, i.e., including administrative costs.

(10) U.S. point of contact within the country.

15. REGIONAL DEFENSE COUNTER TERRORISM FELLOWSHIP PROGRAM (CTFP)

a. The Regional Defense Counterterrorism Fellowship Program was created to educate and train senior and mid-level foreign military officers, ministry of defense civilians, and other security officials who play a direct role in combating terrorism. Administered by the Office of the Assistant Secretary of Defense for Special Operations and Low Intensity Conflict (ASD SO/LIC), the CT Fellowship Program provides flexible options to develop combating terrorism capabilities to our partners and allies in the war on terror. The program seeks to create a community of counterterrorism experts and practitioners who share common language and values and who will strive with the U.S. to defeat terrorism in all its forms.

b. USSOUTHCOM's CTFP Program Manager is in the Civil Military Relations Deputy Directorate of SCJ5 (SCJ5-CMR). The CTFP Manager can provide additional guidance. In brief, SAOs work closely with the CTFP Program Manager to determine the country requirements (if any). SAOs submit program requirements in the CETPP. Candidates for CTFP training must be individually approved by the SOUTHCOM CTFP Program Manager and by ASD SO/LIC. SAOs manage the program and accomplish candidate nominations primarily on the SAN using the CT Fellowship Nomination Form for CTFP candidates. The nomination form is on the SAN Web under the "IMSO and SAO Training Web," and is an automated submission form that must be used to enter a student into any CTFP-funded training. Use of this on-line system streamlines the process of obtaining approvals among those involved in the candidate nomination procedure. An on-line guide to the Nomination Form can be found at <http://www.disam.dsca.mil/itm/Programs/CTF/CTFPUsersGuide.pdf>. CTFP training lines appear in STLs as "pseudo cases" with a Case Identifier that begins with the letter "B." For example, "B06" would identify a FY06 CTFP case.

c. CTFP funding is broken down into four portions. OASD SO/LIC allocates a portion of CTFP for specific countries. Also, a portion is allocated to each COCOM for discretionary use; a portion is allocated to OASD SO/LIC to support CTFP's three invitational courses; and a portion is allocated to support combating terrorism-related courses at the five DoD Regional Centers for Security Studies. The regional center for SOUTHCOM is the Center for Hemispheric Defense Studies (CHDS).

d. Three invitational courses have been identified for CTFP funding and quotas. Invitations to these courses are allocated based on country requests and COCOM recommendations, with final decisions made by SO/LIC. The three invitational courses are:

- Naval Postgraduate School (NPS) Master of Science curriculum in Special Operations (MASL P173200)
- National Defense University Counterterrorism Fellows Program - School for National Security Executive Education (SNSEE) (MASL B171798), and
- Center for Civil-Military Relations Executive Seminar in Civil-Military Responses to Terrorism (MASL P179018).

e. The CTFP Request Process can be summarized as follows:

- SAO and country team determine CT education and training requirements.
- SAO recommends courses/providers to country team.
- Courses are reviewed by the COCOM CTFP Manager and SO/LIC at the annual TPMR and tentatively programmed in STLs.
- Country team nominates candidates.
- SAO submits requests/nominations into the Security Assistance Network (SANWeb) database (described in paragraph b. above). The nomination includes a justification statement, student bio, and Human Rights Vetting confirmation. Nominations are forwarded electronically to COCOM.
- COCOM CTFP Manager determines financial feasibility of SAO requests. Approvals of individual nominations are accomplished via SANWeb, which are forwarded electronically to SO/LIC.
- SO/LIC staffs requests with OSD Policy, JS, OSD General Counsel. Approvals are forwarded electronically to SAO, COCOM, DSCA, and MILDEP; which triggers DSCA to release funds to course provider.

16. INTERNATIONAL NARCOTICS CONTROL AND LAW ENFORCEMENT (INCLE).

a. INCLE has two strategic goals: minimize the impact of international crime on the United States; and reduce the entry of illegal drugs into the United States. The INCLE training programs strengthen foreign criminal justice sectors and promote international cooperation. Training requirements programmed and funded under State Department INCLE will be developed and identified in-country via dialogue between embassy narcotics affairs sections (NAS) and the SAO. The SAO, or a NAS rep, will present the

INCLE program at the annual USSOUTHCOM TPMR line-by-line panel reviews as a separate INCLE Program, following normal Security Assistance guidance. SAOs should also address INCLE-funded programs in Part Three, Appendix J of the CETPP.

b. MILDEPs establish pseudo-FMS case designators for INCLE-funded training and prepare separate STLs for INCLE training. Coast Guard CONUS courses are programmed in your STL and coordinated through normal channels, but Coast Guard MTTs funded under INCLE are not programmed in the STL. They are coordinated directly with HQ U.S. Coast Guard and State Department INCLE. Training provided through the FMS system using INCLE funds is governed by the same laws and policies as those outlined for FMF. However, certain sanctions that apply to IMET and FMF do not apply to INCLE.

c. Counternarcotics accounts are consolidated under the management of the Bureau of International Narcotics and Law Enforcement. DSCA discourages funding counternarcotics training under IMET. SAOs should coordinate counternarcotics courses with their Narcotics Affairs Section for INCLE funding.

17. **ENGLISH LANGUAGE TRAINING (ELT).**

a. A good place to start in getting smart about English Language Training under Security Assistance is at www.disam.dscamilitary.com/itm/Functional/Eng_Lang_Tng.htm. This site will give you links to the various publications and guidance that govern this phase of Security Assistance Training. Another helpful and comprehensive site is www.dlielc.org/overseas_programs/index.html.

b. Except for the Spanish-language schools*, all U.S. military training is taught in English, and countries are expected to provide students who are language qualified. Defense Language Institute English Language Center (DLIELC) at Lackland AFB has responsibility for, and exercises operational and technical control over, the Defense English Language Program that encompasses all DoD English Language Programs or courses conducted for U.S. personnel or for international students under the IMET program and FMS in CONUS and OCONUS. As a matter of policy, all Security Assistance-sponsored ELT is conducted by DLIELC unless unusual conditions exist.

* Spanish-language schools: Western Hemisphere Institute for Security Cooperation (WHINSEC), Inter-American Air Forces Academy (IAAFA), Naval Small Craft Instruction and Technical Training School (NAVSCIATTS), Helicopter Support Battalion (HSB), Inter-American Defense College (IADC), and the Center for Hemispheric Defense Studies (CHDS).

c. **Minimum ECL for Students and Waivers.** The SAO is responsible for screening students for the minimum ECL prescribed. All courses indicate a prerequisite English Comprehension Level (ECL) students must meet, and some courses require students to attend the 9-week Specialized English Language Training (MASL B/D/PI77008 at DLIELC). Flight training courses and certain other courses also have prerequisite oral proficiency interview (OPI) scores. You will find ECL requirements in

the STL and/or the MASL listings. Students not meeting the OPI prerequisites are required to attend Oral Proficiency Skills for Aviation (OPSAV) Course training, MASL B/D/P177026 at DLIELC, before attending Specialized English Language Training. For a plain-language interpretation of what the different ECLs mean, see Figure 2-1 at the end of this chapter. DLIELC provides ECL test materials and instructions. The minimum ECL cut-off score for entry into DLIELC general English language training under IMET is 55. Exceptions to the 55 ECL and ECL testing require prior SOUTHCOM and DSCA approval. This and other ECL testing exemptions are explained in SAMM paragraph C10.3.5. For example, English-speaking countries have exemptions from ECL testing in-

d. To language-qualify students, countries have two options: conduct their own English language training in country or send students to the DLIELC at Lackland AFB. For an excellent quick reference tool on ELT Programs, SAOs should see the [DLIELC Handbook for SAOs](#), found at the following web link.-
<http://www.disam.dsca.mil/itm/References/DLI/DLI-SAOHandbook.pdf>.

e. **In-Country English Language Training.** If countries elect to teach English in-country, the Security Assistance program can help develop an in-country English language training capability through use of IMET or FMF funds. The DLIELC Handbook for SAOs (mentioned in para d. above) Part III, explains in-country programs and provides detailed instructions about ordering English Language hardware. Start-up costs for an English Language Program include facilities, hardware, software, instructors, and/or a DLIELC Language Training Detachment (LTD). The following is a brief description of key elements:

(1) **DLIELC Assistance:** In the long run an in-country language training program is a sound investment; but it is expensive, requires proper planning, and is usually implemented over a two to three year period. Therefore, the SAO should consult with DLIELC for expert advice before embarking on an ELT Program. DLIELC can provide advice on establishing new programs or upgrading existent ones. Contact the Nonresident Programs Branch (DLIELC/LEN) by telephone, FAX, or E-mail for free consultations on your program. Appendix C of this guide can direct you to DLIELC POCs. DLIELC can also provide English Language surveys, mobile training team (MTT) and Language Training Detachments (LTDs). Often the best first step in setting up your in-country English program is to arrange for an assistance visit by DLIELC.

(2) **Facilities** are a national responsibility not funded by IMET. Facilities must be available before the language laboratory installation team arrives. See the DLIELC handbook for SAOs for more information on minimum requirements.

(3) **Hardware:** US Army Communications-Electronics Life Cycle Management Command (C-E-LCMC) is the provider of English language labs. The SAO programs labs through SATFA. Current prices can be found at this website: http://www.disam.dsca.mil/itm/Functional/Eng_Lang_Labs.htm. There are three kinds of labs: Level II (Audio-Active), Level III (Audio-Active-Compare), and Level IV (Audio-

Active-Interactive). For a detailed explanation of the capabilities of these three types of labs and their differences, see the website above and see DLIELC publication, English Language Training Support for Security Assistance Offices already mentioned. The determination of which lab system is best for your specific training requirements should be made in conjunction with an English Language training survey performed by DLIELC. It is advisable to request a technician through C-E-LCMC to accompany the DLIELC representative in the survey to evaluate the room, electrical power, and capabilities of the local technical personnel. In general, Level III laboratories are to be avoided and require a Combatant Command Waiver. While Level IV are desirable because of their interactive features, Level II labs are adequate for the ALC and most other materials. For questions on system configuration and pricing of complete laboratory systems, components, spare parts, upgrades of current labs, installation services, or anything else connected with the language lab program, contact C-E-LCMC (see Appendix C).

(4) **Software**: DD Form 1149 is used to requisition American Language Course (ALC) tapes, books, and other publications, and is sent to AFSAT for FMS orders. Materials must be ordered from DLIELC; they are not automatically included in language laboratory purchases. Purchase costs for the materials necessary to start an in-country training program vary according to the purpose of the program and the projected number of students to be trained. Specific information is best obtained as the result of an English Language training survey performed by DLIELC. Upon request, DLIELC/LEN will answer questions from SAO personnel concerning all aspects of in-country English training programs (see Appendix C).

(5) **Instructors**: A country usually needs at least one language instructor for every six to seven students. Tuition for the Basic Language Instructor Course (MASL D177007) at DLIELC is approximately \$8,220 (FY06 IMET rates).

(6) **Test Control Officers**: A critical element of any in country program is the Testing Control Officer or TCO. TCOs have the responsibility of safeguarding ECL test materials to prevent compromise of DoD's worldwide English language testing system. TCOs are designated in writing by the chief of a user organization and must be a U.S. Citizen in the grade of E-5/ GS-5 or above.

f. **DLIELC**. The alternative to in-country language training is training at DLIELC in Lackland AFB, Texas. DLIELC offers excellent facilities for preparing students for their follow-on training in English. Refer to DLIELC 1025.7 "Planning and Programming Security Assistance English Language Training," which explains how many weeks of English language training you should schedule based on the student's current ECL score. **Countries are expected to train students to a minimum 55 ECL with national assets before reporting to DLIELC for further English language training.** (Exemption from this requirement must be requested through HQ USSOUTHCOM, SCJ5-SA). As an example of training time to allow, a student programmed for General English and Specialized English Training (SET) (MASL

B/D/P177009) who enters DLIELC with the minimum ECL of 55 would need 24 weeks to reach an ECL of 80 and complete SET.

18. CONGRESSIONAL REPORT ON INTERNATIONAL MILITARY TRAINING (CRMIT)

a. Officially known as the Joint DoD/DoS Foreign Military Training (FMT) Report, but this report is more fondly known as the "CRMIT" Report. FAA, section 656 (reference (b) and the annual Foreign Operations Act are the pertinent legislation. The CRMIT is a Congressionally-mandated requirement for the Department of State (DoS) and Department of Defense (DoD) to submit an annual report on *all* U.S. military training provided to international personnel whether funded by DoS or DoD. The report requires such data as U.S. policy objectives for providing the training, benefits to U.S. forces from conducting the training, units of international personnel receiving the training, number of international personnel involved in receiving training by mobile training teams or mobile education teams, and more. SAMM C10.12.2 covers this requirement. For the purpose of this report, "training" is defined as any activity where a significant objective is the transfer of knowledge or skills (related to the performance of tasks of a military or defense nature) to units or individuals of the foreign armed forces or foreign MOD civilians. This definition includes both education and training.

b. The SAO inputs are due in October and the report covers a two-year period, the fiscal year just ended and the one just starting. Luckily, the SAO only provides a portion of all the data going into this report: The units that students are from and where they were trained, and numbers trained on mobile education teams or mobile training teams. To prepare, the SAO needs to keep records on the units all their students came from, by WCN. For teams, the SAO needs to know where the training took place, how many students attended, and all the units they came from. TMS allows SAOs to enter units in TMS and "Upload" their TMS data to the SAN. If the SAO does this, then the "units" for individual students will already be in the database. TMS ver. 6.003 is needed for this to work. If the SAO doesn't have 6.003 loaded and/or has not been uploading TMS – he/she will have to enter all unit information manually into CRMIT. But, if SAOs have all their data lined up in advance, they can do this report very quickly.

c. As of October 2005, SAO submissions for CRMIT are made using SAN Web, under the Training Menu, at the "SAO Data Download" menu. Instructions and implementing messages vary each year, but for the October 2005 submission you can find the implementing messages at <http://www.disam.dsca.mil/itm/messages/@messages.htm>. Scroll down to "Other Policy/Procedures Messages."

19. PROCESSING STUDENTS:

a. Selection and Screening of Students. Besides being Congressionally mandated, student screening is important to maintain the integrity of U.S.-sponsored training programs by ensuring candidates meet certain standards. ITOs will not be issued until SAOs have complied with guidance in SAMM C10.3.4 by screening candidates for human rights abuses, drug trafficking, corruption, criminal conduct, or other activities inconsistent with US policy goals. Be sure to review SAMM C10.3.4 on selection, utilization, and monitoring of trainees. Guidance is frequently updated; therefore, questions concerning human rights vetting can be directed to the USSOUTHCOM Human Rights Division at Commercial 305-437-1572/DSN 567-1572. DoD- and DoS-developed guidance is summarized in SAMM C10.3.4 as follows:

- The SAO will inform partner nation of the checks needed and that country's formal provision of a student name constitutes certification that required checks have been completed.
- US Embassy personnel, including human rights officer, regional security officer, Drug Enforcement Agency, consular section, and other offices as appropriate screen the nominees thoroughly.
- SAOs will develop a checklist that, as a minimum, encompasses these steps. The student's checklist will be included with other documents related to country nominees and maintained for ten years. SAOs shall make reasonable adjustments to accommodate specific regional guidance. In addition to the SAMM guidance, SAOs must ensure students are aware of their obligation to return to their country upon completion of training.

b. Key Guidance Messages on Vetting

(Check http://www.disam.dsca.mil/itm/Functional/Stud_Screen.htm for Student Vetting Messages)

- SECSTATE, 34981, 042203Z Feb 2005, Subject: Leahy Human Rights Vetting Procedures: Supplemental Guidance. *Cable describes the Abuse Case Evaluation System (ACES), a database which will collect human rights-related reporting, and facilitate the management of human rights abuse allegations and compliance with the Leahy Amendment guidelines on providing foreign assistance.*
- SECSTATE 34981, Feb 6 2003, Subject: Revised Guidance Regarding Leahy Amendments and U.S. Foreign Assistance. *This cable represents a revision of previous guidance (refs a and b) concerning Implementation of state and defense statutory provisions related to providing U.S. Funds to, and training of, units of foreign security forces.*
- SECDEF 311625Z May 00, Subject: Guidance for Screening Nominees for U.S. Sponsored Training Programs. *Provides amplifying guidance to ensure compliance with the Leahy Amendment relative to SA programs and reissues guidance concerning the screening of nominees for U.S. sponsored SA Training Programs.*
- SECSTATE 041105Z Jun 99, Subject: Human Rights Limitations on Assistance to Security Forces; Implementation Policy Guidance. *Provides guidance to all diplomatic and consular posts concerning limitations on assistance to security forces associated with human rights violations.*

- JOINT STAFF 010040Z Dec 99, Subject: Human Rights Verification for DoD-Funded Training Program with Foreign Personnel. *Provides guidance relative to human rights verification for DOD-funded training programs with foreign personnel.*

c. On 18 May 2004, Deputy Secretary of Defense Paul Wolfowitz put out a memorandum, Subject: Accountability of Department of Defense (DoD) Sponsored Foreign Personnel in the United States. In that memo, he directed that all DoD Components ensure that DoD-sponsored foreign personnel be screened for terrorist and criminal associations prior to arrival in the U.S. and, further, that the Components leverage the DoD Foreign Visitor System to capture planned and actual itineraries for these personnel. **Current Security Assistance policy requires that SAOs upload all ITO information to the SAN.** By doing this, student information is being sent from the SAN to the IMSO/SAO web, and then the student information is interfaced from the IMSO/SAO web to the Foreign Visitor System.

d. Student Administration:

The SAO should refer to Chapter 10 of the JSAT regarding questions they may have about administration of international military students, especially while they are in CONUS training. Another important reference is paragraph C10.10 in the SAMM. Both of these references cover topics which include, but are not limited to, arrival arrangements, clothing and uniforms, commissary and exchange privileges, dependents, disciplinary actions, ID cards, leave, political asylum, unauthorized absence, death, etc.

e. Checklist for Processing Students:

While the above paragraphs discuss vetting students for human rights abuses, etc., there are also several requirements for simply processing students administratively. The following is a **basic** checklist of things you need to do to process students, in addition to the important human rights vetting. For more information, the JSAT Chapter 10 and the MILDEP guides (Army Green Book, Navy Programming Guide, and AFSAT SATP User's Guide) are all good references.

Don't Reinvent the Wheel!

You can find examples of checklists and pre-departure briefs on the International Training Management web site (<http://www.disam.dsca.mil/itm>) under SAO – SAO Best Practices – Pre-Departure Briefs and Letters. In addition, DISAM has an excellent International Military Student Pre-Departure Briefing CD that you can order from this website: <http://www.disam.dsca.mil/itm/Functional/IMS%20Pre-Departure%20Brief.htm>

- √ If training is under FMS, make sure you have an implemented FMS case.
- √ If training is under IMET, make sure you have the money to support the course. (See ITO authority below). You may have to revise priority codes of other training.

- √ You should be "pushing" the country to nominate students to you as early as possible (6-7 months before class starts).
- √ Always have at least one back-up candidate (two is better).
- √ Initiate screening of students for any record of criminal activity, human rights abuses or corruption that would make them ineligible or inappropriate for U.S. programs.
- √ Conduct English Comprehension Level (ECL) screening test. Remember test scores are only valid for 105 days. Make sure the candidate has the minimum ECL score required.
- √ Ninety days out from the report date, verify whether you need to cancel the course to avoid the 50% penalty fee (the penalty kicks in at sixty days out.)
- √ Verify that the candidate's rank fits the course.
- √ Check physical fitness and administer the required physical fitness test for Airborne, Ranger, Special Forces, and Underwater Demolitions training. Make sure pilots, navigators, flight engineers have current flight physicals and take their flight/medical records with them.
- √ Make sure the candidate has the security clearance necessary to attend a classified course. The school will determine if the student is actually eligible to receive classified instruction.
- √ Each school should have sent you a welcome packet. If not, contact the IMSO to ask for one. Provide it to the student.
- √ Obtain Medical Certification from country for student. This includes chest x-ray and HIV¹ screening. Country does the screening, not you. Country provides you with the certificate. See the SA Health Affairs Handbook (available on the International Training Management website under References, DSCA) for a sample medical checklist.
- √ Verify candidate meets technical and educational prerequisites. Check the Army Green Book, Navy International Training Catalog, or Air Force SATP User's Guide for these.
- √ Arrange visa. An A-2 visa has been directed by SECSTATE for all non-NATO International Military Students. If there is a problem tell your consular officer to see "9 FAM, 41.22, note 2.5," which is State Department's authority for an A-2 visa.

¹ Section 1182 of Title 8 United States Code (8 U.S.C. 1182) states that aliens determined to have communicable diseases of public significance, which shall include HIV are ineligible to receive visas and shall be excluded from admission into the United States. This is implemented by 42 Code of Federal Regulations Part 34 (42CFR34.3(B)), which provides guidance on the physical examination and requires serological testing for HIV. No provisions are made for blanket waivers. Individual waivers are at the U.S. Attorney General's discretion, after consultation with the Secretary of Health and Human Services in accordance with Title 8 United States Code Section 1182 and Title 8 Code of Federal Regulation 212.4.

- √ Make airline reservation and purchase ONE WAY ticket to first training location (IMET only).² Use U.S. carrier whenever possible. International Military Students are eligible to use the City Pair Program when purchasing airline travel for them. Issue Miscellaneous Charge Order (MCO) to cover excess government baggage if needed. See Chapter 3 of this Guide for more information.
- √ Determine if dependents will accompany the student. If yes, notify the school so they are prepared. Put it on the ITO, to include medical insurance for the dependents. Some schools discourage dependents – be sure to check with the IMSO.
- √ Determine if a student's government has authorized him to buy/drive a car in the U.S. If they have, put it on the ITO.
- √ Determine if student will be authorized leave upon completion of training. Put it on the ITO.
- √ Ensure student has proper uniforms for training as prescribed by the military department.
- √ Prepare student biographic information (DD Form 2339).
- √ Receive authority from MILDEP to publish ITO. **You cannot issue an ITO until the MILDEP sends you a message authorizing you to do so.** If you have not received an authorizing message from the MILDEP 30 days prior to departure date, contact MILDEP.
- √ Publish ITO. (See SAMM 10.10.1 & JSAT Chap. 7 for more guidance)
- √ Send arrival message to the school at least 15 days prior to school report date. Advise the school of any special requirements the student may have.
- √ Conduct an oral pre-departure briefing. Give the student a written copy of the briefing, preferably in his language and in English. Ensure the pre-departure briefing covers the IMS' obligation to return to partner nation upon completion of training. Note: The Combatant Command can waive oral pre-departure briefs for selected SAOs, but in any case a written brief will be provided to every student. See JSAT, Chapter 10, Section VI, para 10-54 for a complete list of pre-departure topics.
- √ Advance student a minimum supplemental living allowance of \$250 prior to departure. If the student is attending training for two weeks or less, the SAO is authorized and encouraged to advance the total living allowance entitlement.
- √ Make sure the student gets on the plane and leaves for the U.S.
- √ Retain student data/records for a minimum of 10 years.
- √ When student returns to home country, debrief him/her to determine impressions of the United States, the quality of training received, and suggestions for improvements

² Where training exceeds one year, or where training is sponsored by the Navy or the Air Force regardless of duration, one-way tickets will be issued for each leg of the journey. Contact the MILDEP for more information or to request exceptions to this rule. If total stay in CONUS will be less than five weeks, a round trip ticket may be purchased.

that should be made for subsequent students. Forward noteworthy feedback to the appropriate MILDEP, with an information copy to SOUTHCOM SCJ5-SA.

Figure 2-1
DLIELC Student Profile for
English Comprehension Level Test Scores

Source: DLIELC English Language Training Support for Security Assistance Offices
Applies to DLIELC-trained students, not necessarily to in-country trained students.

ECL TEST SCORE	EXAMPLES OF FOT COURSES	SKILL LEVEL DESCRIPTION
85-90	Some advanced flying courses Safety engineering courses Intelligence courses	The student in this range demonstrates considerable ability in understanding general topics and those topics relating to specialized interests; can understand conversation and announcements when spoken at normal speed. The student is able to comprehend texts on a variety of material, relate ideas from one sentence and paragraph to another, and grasp some inferences.
80	Professional military education (PME) courses Undergraduate flying training Hazardous courses (Explosive ordnance, underwater demolition, diving)	The student at this level can recognize present, past, and future tenses as well as use of the perfect tenses. The student can read uncomplicated texts and is able to use contextual clues to comprehend text of a complex or technical nature.
70	Medical service technician Supply Basic electronics	The student at this level has an understanding of most verb tenses, questions and answers, and statement forms but is inconsistent and has problems when these structures/patterns are used in unfamiliar situations. The student can read paragraphs but will commonly misinterpret basic grammatical structures in unfamiliar context..
60-65	Sheet metal workers Light wheeled vehicle mechanic Construction equipment operator	The student in this range has a good understanding of basic sentence structures and can understand simple questions and answers. The student can understand written text consisting of very simple sentences on familiar topics.

CHAPTER 3 IMET COST PROGRAMMING FACTORS

1. **GENERAL.** Training lines in your STL are costed out automatically by the MILDEP systems. However, if you are estimating costs for new lines you'll want to know how to manually calculate those costs. This chapter covers the factors that must be considered in determining the total cost. The factors mentioned in this chapter are not static and may change during the development of your FY plan. Be aware that the MILDEPs or DoD may modify this guidance and that the calculations explained in this chapter will give you a ballpark figure only.

2. **TOTAL COST.** To plan the next FY program, you must consider the total cost (which includes tuition, medical costs, transportation, and living allowances). Because you are forecasting months in the future, do not expect to determine exact cost of these items. Your estimates should, however, encompass all of the associated cost factors and be as realistic as possible so that your programming is in line with your IMET budget.

3. **TUITION.** The basis for tuition cost is in the IMET Military Articles and Services List (MASL). This document lists the costs of most training courses by FY. The MASL is updated regularly and is sent to you via the SAN for use in TMS software. You'll see five tuition rates in the MASL:

- FMS, the full cost FMS price;
- NATO, charged to NATO countries;
- FMS-INCR, or FMS-Incremental, a reduced FMS price charged to a country that is a qualified IMET program recipient in the given FY;
- FMS NCR, which applies to Israel; and
- IMET, the lowest price, charged to a country's IMET program or an FMS case that has been fully funded by grant funds.

In most cases, you will be using the FMS INCR or IMET rates, as these are the rates that apply for USSOUTHCOM countries that are not on sanctions. The MASL shows prices by FY (so be sure you are looking at the correct line) but for years further out you may need to adjust prices for inflation. If this is necessary for planning purposes you can multiply projected FY MASL prices by 1.05 (built-in 5% inflation factor) to get estimated costs for future FYs. Courses already on the STL will have the inflation factor built-in.

4. **MEDICAL COSTS.** (Also see SAMM paragraph C10.6.12.) Medical costs for IMET students are programmed and funded from the IMET appropriation. Compute medical costs for each service program by adding the total number of student training lines within the program and then multiplying the total lines by \$35.00. The total medical cost is reflected as a single dollar line at the beginning of each country program (using the standardized WCN system). Each MILDEP uses WCN 0001 and MASL

B/P/D365003/365004 for Medical Costs. Air Force also breaks medical costs down by Priority and funding status. Charges for medical care in DoD medical facilities do not apply if the student is covered by a reciprocal health care agreement between the U.S. and the student's country. If the IMET student is authorized accompanying dependents, they must have health care coverage, paid by the student or by the country.

5. COST FACTORS IN COMPUTING TRAVEL AND LIVING ALLOWANCE (TLA) FOR BUDGET YEAR. *These guidelines apply only for those countries that do not share in the cost of the living allowance, i.e., living allowance is paid for with IMET funds. You should be familiar with any of the TLA cost sharing agreements that have been made by your partner nation. SAOs should always encourage the country to pay all or part of the TLA as this will result in more funds being available for training.* The MILDEPs use a TLA computation system that automatically computes all travel and living allowance costs, based on cost factors you submit in your CETPP. The automated TLA system relieves the SAO from manual computations; however, we are providing a detailed explanation of TLA computation so that you will better understand how these costs are calculated and so that you can calculate your own TLA for ballpark budgeting purposes. The two factors used in computing TLA, living allowance and transportation, are described below and SAMM C10.3.6. provides details on Living Allowances.

a. **LIVING ALLOWANCE** is one portion of the cost that is programmed as TLA (Travel and Living Allowance). And the Living Allowance is further broken into lodging and meals/incidentals. (On your STL you will see only one amount, which combines travel, lodging and meals/incidentals.)

Be Aware!

The living allowance is intended to supplement the International Military Student's (IMS) regular military pay and is to ensure an adequate living standard while training in the U.S. Both the country and student must understand fully that the IMET living allowance will not cover much beyond billeting and meal expenses.

The programming cost for living allowance is computed based on **actual billeting rates** plus an allowance to cover meals and incidentals. *In general*, the student is allowed the actual cost of lodging + Joint Federal Travel Regulation (JFTR) local meal rate + \$11 special IMS incidentals NTE maximum lodging authorized in the JFTR. You must refer to the table in the SAMM, Table C10.T3, as there are many variations. Another factor is whether dependents are authorized. For estimating purposes, you need to contact the appropriate MILDEP to determine for each school whether quarters/messing are available and the cost for quarters where quarters are available and/or cost of messing. If you have any questions about the Table or the TLA for a specific schoolhouse, you should contact your appropriate MILDEP country manager.

DEPENDENTS

Dependents' * costs are not covered by IMET and only select PME courses encourage students to bring their dependents. These are listed in SAMM Table C10.T3 at Additional Information Paragraph (7). In these cases a "with dependents" Living Allowance rate can be authorized. Under no circumstances is Dependent travel covered by the USG. *Always* check with the schoolhouse before allowing a student to bring his dependents to a course.

*Dependent – A person who bears one of the following relationships to his or her sponsor:

- (1) Wife or Husband if dependent on his sponsor for > ½ of his support
- (2) An unmarried legitimate child, including an adopted or stepchild who is dependent on the sponsor for . ½ his or her support and who either: (a) Has not passed the 21st birthday; or (b) Is incapable of self support due to a mental or physical incapacity that existed prior to reaching the age of 21; or (c) < 23 years old and is enrolled in a full-time course of study in an accredited institution of higher learning.

b. **TRANSPORTATION** is the other element of the TLA formula. When the training length in the U.S. is five weeks or more (exclusive of English Language training), IMET funds may be used to cover the cost of overseas transportation. DoD policy encourages foreign countries to cost share by assuming the full or partial cost of transportation. Transportation cost consists of four sub-elements: transoceanic airfare, CONUS travel, excess baggage, and per diem while in Travel status:

(1) **TRANS-OCEANIC AIRFARE.** Estimate the cost of travel (U.S. flag carrier) from the country debarkation point to the first formal training installation and from the last training site back to country. This estimate is either provided by the MILDEP or determined by the SAO based on current airfare multiplied by 1.05 for future fiscal years (to build in a 5% inflation factor). Travel cost is always programmed in the first training line where there are multiple training sites. Where training exceeds one year, or where training is sponsored by the Navy or the Air Force regardless of duration, one-way tickets will be issued for each leg of the journey. If total stay in CONUS will be less than five weeks, a round trip ticket may be purchased. Contact the MILDEP for more information or to request exceptions to this rule.

(2) **CONUS TRAVEL.** A \$250 CONUS travel factor is programmed for each subsequent training line between locations. Remember the last leg of in-CONUS travel (from last training installation to the U.S. port of debarkation) has already been included in the first line as part of the overall round trip transoceanic travel cost.

(3) **EXCESS BAGGAGE ALLOWANCE.** IMET funds (when transoceanic travel costs are the responsibility of the USG) may be used to pay excess baggage allowance charges. The excess baggage allowance referred to here is the difference between the baggage permitted by the transportation carrier and the total allowance payable from U.S. funds.

(a) Baggage allowances using IMET funds vary according to course duration and type of training. SAOs should check for current allowance details in the Joint Security Assistance Training Regulation (JSAT), Chapter 8, the SAMM, Chapter

10, C10.6.10, and DSCA Policy Memo 04-06, Subject: Clarification of Baggage Allowances for International Military Students, dated Feb 05, 2004. Because of changes in U.S. airlines “free” baggage allowances, DSCA published DSCA Policy Memo 04-06 pertaining to baggage allowances. The memo is reproduced at Figure 3-1 of this Chapter.

(b) Where students need to be authorized excess baggage weight expenses, payment for these charges can be done through Miscellaneous Charge Orders (MCOs) or through student reimbursement. An MCO is a coupon used at various travel industry companies as a general-purpose voucher for their services.

(4) **PER DIEM.** When transoceanic costs are the responsibility of the USG, living allowance while in travel status is authorized by the Joint Travel Regulation (JTR).

6. EXAMPLE OF A TLA COMPUTATION. (Example provided by Army):

In this example, per diem of \$75 is charged for the CONUS travel day and \$100 for the OCONUS travel day. One CONUS travel day is charged between each location, and LA lodging+ is charged for two out processing days.

WCN	MASL	TITLE	SC	LOC	TLA
1010A	B159000	INTERNATIONAL OFF LOG PREP	O	BC4	2646
1010B	B171545	COMBINED LOG OFF ADV	O	BC4	2496
1010C	B171240	COMB LOG OFF ADV-ORDNANCE	O	BCH	2377
1010D	B171546	COMBINED LOG OFF ADV	O	BC4	2873
1010E	B179915	INSTRUCTOR TRAINING COURSE	O	BCJ	2024

LINE 1010A - BC4, USA LOGISTICS MGT COLLEGE, FT LEE VA:

Officer Quarter Avail/No Meals: \$25 LA + \$27 Lodging = \$52/day x 19 days =	\$988
OCONUS TRAVEL DAY (per diem)	100
AIRFARE PLUS BAGGAGE, ROUND TRIP	<u>1558</u>
	\$2646

LINE 1010B - BC4, SAME AS ABOVE:

Rate same as above, \$52/day x 48 days =	\$2496
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LINE 1010C - BCH, USA Ordnance Cen & School, Aberdeen Proving Ground:

\$25 LA + \$32 Lodging = \$52/day x 49 days =	\$2052
CONUS Travel Day (per diem)	75
Transportation from Ft Lee to Aberdeen Proving Ground	<u>250</u>
	\$2377

LINE 1010D - BC4, USE LOGISTICS MGT COLLEGE, FT LEE VA:

Rate same as 1010A and 1010B, \$52/day x 49 days =	\$2548
CONUS Travel Day (per diem)	75
Transportation from Aberdeen Proving Ground to Ft Lee	<u>250</u>
	\$2873

LINE 1010E - BCJ, USA WARTERMASTER SCHOOL, FT LEE VA:

Rate same, (still at Ft Lee) \$52/day x 35 days =	\$1820
Out-processing, \$52/day x 2 days =	104
OCONUS TRAVEL DAY (per diem)	<u>100</u>

7. SUMMARY. Bottom-line, computing Tuition and Travel/Living Allowances entails a number of factors and information you may not have readily available. We highly recommend that you consult with the MILDEPs for advice when you are manually computing costs, especially where you are looking at a new schoolhouse. To recap, the total cost of plan year training includes the factors listed below:

MEDICAL COST: Single dollar line entry. \$35 per training line.

TUITION: Use appropriate FY and Rate from MASL in TMS. Multiply current MASL prices by 1.05 cost factor for each subsequent fiscal year's estimated cost if FY is not listed in the MASL.

TLA: Transportation:

- Transoceanic Airfare. Multiply current prices by 1.05 cost factor for each subsequent fiscal year's estimated cost.
- Excess baggage allowance - when transoceanic airfare is the responsibility of USG.
- Living allowances while in travel status (JTR).
- CONUS travel: \$250, between installations.
- Living allowance (LA): Rate from SAMM Table C10.T3.

Figure 3-1

DSCA POLICY MEMO 04-06 ON BAGGAGE ALLOWANCES

(Text reproduced from DSCA web site)

DEFENSE SECURITY COOPERATION AGENCY
WASHINGTON, DC 20301-2800

FEB 05 2004
In reply refer to:
I-O4/000999-P2

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Clarification of Baggage Allowances for International Military Students (IMs)
(DSCA Policy Memo 04-06)

The Security Assistance Management Manual (SAMM) (Table C 1 O. T9.) provides specifics regarding authorized baggage allowances for IMs. The number of bags authorized depends on the duration and type of training. The weight allowance for each bag is 70 pounds.

For travel within the continental United States (CONUS) most U.S. airlines now limit weight per bag to 50 pounds (vice the previously accepted 70 pounds) (see attached). For international flights the 70-pound weight allowance per bag is still in effect -but students must comply with maximum dimension requirements and personally pay for excess weight over 70 pounds.

IMs traveling on an international ticket from their country of origin directly to their training facility should not be required to fund excess baggage unless they have been authorized extra bags or exceed the 70-pound limit per bag. The rules for international tickets, including the 70-pound baggage allowance, apply from the point of origin to the point of destination. For example, if a student flies from Bangkok to Los Angeles, and then transfers planes to go on to San Antonio as the final destination, the 70-pound weight allowance is applicable from Bangkok to San Antonio. No excess weight fees will be charged at Los Angeles if a student's bag is within the airlines limits for international travel.

IMs attending training at different facilities in the United States and taking CONUS air transportation between the training facilities, will be authorized excess baggage weight expenses up to the 70-pound weight limit per authorized bag. Payment for these charges can be done through Miscellaneous Charge Orders (MCOs) or through student reimbursement.

Airlines ceased accepting government excess baggage vouchers on 1 October 2003, but now accept MCOs to pay for extra bags and excess weight (over 50 pounds) on CONUS flights. An MCO is a coupon used at various travel industry companies as a general-purpose voucher for their services. If a specific service charge (such as excess baggage) is indicated on the MCO, use is limited to that service. MCOs have no expiration date, are non-transferable, and valid identification is required for use. The travel office arranging the ticket for the IM can issue an MCO for the excess baggage costs, if they are authorized (sample MCO attached).

In lieu of using an MCO, the student may pay for the excess baggage and seek reimbursement as follows:

1. The IM can go to the airport in advance, pay for the excess baggage, and take the receipt to the International Military Student Officer (IMSO) in time for the charges to be included with the student's final pay voucher; or,

2. The IMS can pay for the excess baggage at the airport, retain the receipt, and collect reimbursement upon arrival in their country of origin.

In addition to baggage weight restrictions, some airlines impose an excess baggage embargo that restricts excess baggage to select international destinations. These embargos are generally limited to destinations in Central and South America and the Caribbean during the summer. SAOs and IMSOs working with students in the Southern Command area of responsibility should advise IMSs of these embargos.

Due to the stated changes in airline baggage rules, it is recommend that IMSOs brief IMSs about excess baggage rules and embargos, include airline information in their IMSO Web administrative information, and work with their airline ticket offices to use the MCO method to pay for authorized excess baggage.

The DSCA point of contact for this issue is Ms. Dawn Burke at ph. (703) 601-3864 or e-mail dawn.burke@dscamil.

/signed/
Richard J. Millies
Deputy Director

Attachment:

- (1) CONUS Airline Baggage Allowance Fees
- (2) Sample Miscellaneous Charge Order

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CHAPTER 4

IMET TRAINING REQUIRING WAIVERS

1. **GENERAL.** SAOs may have training requests that will require a waiver prior to programming and funding. With limited worldwide IMET funding and because waiver requests are considered “exceptions to the rule,” SAOs should devote considerable attention to preparing waiver justifications. Each justification should be prepared separately to avoid being perceived as “blanket requests.”

2. WHEN TO SUBMIT WAIVER REQUESTS.

a. **Waiver Requests at TPMRs.** SAOs should submit policy waiver requests for review at the annual TPMR. SAOs must use the standardized IMET waiver format at Figure 4.1 (or see SAMM Figure C10.F2), and submit their requests as part of the Combined Education Training Program Plan (CETPP) (See Chapter 7). If not submitted in the CETPP, SAOs can bring their waivers to the TPMR. DSCA and USSOUTHCOM review and approve the waiver requests jointly during the TPMR.

b. **Waiver Requests Outside the TPMRs.** “Off-line” waiver requests must be dual-addressed for action to both DSCA and USSOUTHCOM SCJ5-SA and follow normal IMET waiver format. SAOs should send Waiver Requests by email to the USSOUTHCOM SA Training Program Manager. SOUTHCOM will coordinate with DSCA and publish approval or disapproval. Requests that surface outside TPMRs should be kept to a minimum, as they may indicate a need for more advance planning on the part of SAOs and partner nation counterparts.

3. **TYPES OF TRAINING REQUIRING WAIVERS.** Training not in support of IMET or E-IMET objectives will not normally be considered for IMET funding. SAMM Chapter 10 outlines the objectives of IMET and E-IMET at paragraph C10.6.3.1 and C10.6.3.2. Categories of training that MAY be considered for waivers under the IMET program are listed below. See SAMM paragraph C10.6.3 for more complete details, specific waiver criteria, and justification requirements for each category, and exceptions. Unless otherwise specified, the waiver will be submitted to both DSCA and USSOUTHCOM as explained in paragraph 2 above.

a. **Mobile Training Teams (MTTs)** – MTTs under IMET require both a waiver and a Team Request/Call-Up (Figure 5-1). Paragraph 6 below provides additional information pertaining to MTT criteria under IMET and requirements for submitting waiver requests. Chapter 5 provides additional information on MTT Requests/Call-Ups. E-IMET Mobile Education Teams, including USCG Maritime Law Enforcement Teams, do NOT require a policy waiver. (SAMM C10.6.3.3.)

b. Orientation Tours – Orientation tours require a waiver, and are limited to new country programs or where extraordinary circumstances exist. Requests must cite SAO Commander approval. Certification of the importance of the tour to the country’s training effort with supporting rationale must be provided, to include itinerary and areas of interest. (SAMM C10.6.3.5.)

c. Short Duration Courses – Where training is in the U.S. and lasts less than 5 weeks in duration, a waiver is required (See SAMM C10.6.3.6). Student in-processing and/or ELT are not considered part of the 5-week minimum requirement. There are, however, several exceptions. None of the following circumstances or courses requires a duration waiver:

- (1) If the partner nation pays 100% of the overseas travel
- (2) E-IMET, Orientation Tours, and Flag-Ranked Courses
- (3) Courses at Western Hemisphere Institute for Security Cooperation (WHINSEC), Inter-American Air Forces Academy (IAAFA), Naval Small Craft Instruction and Technical Training School (NAVSCIATTS), and Defense Institute for Security Assistance Management (DISAM)
- (4) Air Force physiological and physiological refresher training
- (5) English Language instructor courses
- (6) Combined Strategic Intelligence Training Program
- (7) International Intelligence Fellows Program

d. High-Cost Training - Where tuition cost for a single course is \$50,000 or higher, a waiver is required and will be considered on a case-by-case basis. Postgraduate education, however, does not require a waiver. (SAMM C10.6.3.7).

e. Training Provided by Contractors - Contractor training waiver requests would normally be submitted by the Implementing Agency to DSCA (See SAMM C10.6.3.8).

f. English Language Labs – Although in general no waivers are required to purchase English Language laboratories with IMET funds, some situations do require Combatant Command approval. SAOs should request SOUTHCOM approval to purchase Level III labs. Also SOUTHCOM approval is needed to use IMET to purchase language labs for non-MOD agencies. See SAMM C10.6.3.9 for more information.

g. Potentially Sensitive Training – New or first time requests for potentially sensitive or lethal training under IMET must be staffed through the SAO Commander, the Combatant Command, and the MILDEP to DSCA (Regional Directorate) for coordination and approval by USD(P) and DoS. (SAMM C10.6.3.11).

4. **TRAINING THAT MAY NOT BE PROVIDED UNDER IMET**. SAMM C10.6.5 and SAMM Table C10.T8 list types of training not provided under IMET. These include, but are not limited to:

- Initial or technical training in support of FMS-purchased equipment (should use an FMS case to provide this training)

- Training non-career military personnel
- Training in skills normally available in-country, exclusive of PME
- Training where it appears unlikely that the skills will be properly used
- Repetitive training in the same courses
- Training at U.S. civilian schools not qualifying for inclusion IAW FAA, Sec 541
- Sniper training
- ELT not in support of the in-country ELT program or in support of specific U.S. training
- Foreign language training
- Purchase of training aids (other than English language equipment or materials)
- Correspondence courses, Advanced Distribution Learning (ADL), other forms of distance learning unless approved by DSCA
- Doctoral level training
- Training to support national intelligence programs. (See SAMM Table C10.T8 for additional information).

5. WAIVER JUSTIFICATIONS. SOUTHCOM and DSCA will consider waiver requests in those limited instances where the circumstances, supporting justification, and rationale clearly support an exception to policy that helps achieve SAO and partner nation objectives, and where such a waiver will not disrupt the overall program balance. As mentioned earlier in this chapter, SAOs should pay special attention to their justifications and the reasons they are requesting an exception to policy. For example, the SAO might consider the following when writing a justification:

- a. Absence of comparable in-country training.
- b. Attrition (e.g., reassignments, retirements).
- c. Estimated length of assignment to critical position upon completion of training.
- d. Country's self-sufficiency goal.
- e. Estimated period of country's reliance on U.S. training (number of instances, duration).
- f. Any urgent need where the training is critically needed to sustain a country's defense needs.
- g. Rationale for providing the training under IMET and not FMS.

6. MOBILE TRAINING TEAM (MTT) WAIVERS.

a. MTT requests under IMET should clearly demonstrate that the MTT is the best training option and that IMET is the ONLY funding option. Generally, MTTs are requested when one or more of the following factors are clearly present:

- (1) Training must be accomplished in the most rapid manner possible or in response to a particular threat or adverse condition affecting the security of the partner nation concerned.

(2) The training is of relatively short duration, must reach a large number of trainees, and entails extensive use of interpreters or language-qualified team members.

(3) The training can only be conducted on equipment or in facilities located in the foreign country.

b. The SAO should incorporate the following information into MTT waiver requests:

(1) Description of MTT mission.

(2) Any urgent situation where training is critically needed to support country defense needs.

(3) Personnel to be trained. Indicate the technical qualifications of prospective IMS, to include English Comprehension Level (ECL), and numbers of IMS, by officers and enlisted personnel.

(4) Summary of partner nation capabilities.

(5) Indication of whether or not country has had a similar MTT in the past; if so, indicate when. Additionally, the SAO should address how the MTT will meet country's self-sufficiency goal and also if further follow-on MTTs will be required.

(6) Estimated costs of MTT.

(7) Reasons FMS cannot fund requirement.

(8) Training aids required and costs. NOTE: Only expendable training aids may be included in an IMET-funded MTT.

Figure 4-1
IMET Waiver Request Format

MEMORANDUM FOR DEFENSE SECURITY COOPERATION AGENCY [Insert Regional Directorate]

SUBJECT: Request for IMET Training Waiver

THROUGH: [Insert Combatant Command]

In accordance with Chapter 10, DoD 5105.38-M, request approval for the use of IMET funds for the following training:

Country: _____ **MILDEP Program:** _____

Type of Waiver: [Insert the specific waiver being requested; such as, Mobile Training Team, High Cost Flight Training, etc.]

Requested Training: [Insert a precise description of the training; such as, a mobile training team to instruct on requisition preparation and receipt, storage, and issue of supplies; 2 weeks duration; one enlisted member, grade E-7 or E-8.]

Title of Course: _____

MASL ID: _____

Quantity: _____ Program Year: _____ Unit Cost: _____

Duration: _____ WCN: _____ TLA: _____

Avail Qtr: _____ Priority Code: _____ Other Costs*: _____

Total Cost: _____

*Other authorized costs associated with MTTs. [Insert details and justification of the costs.]

Justification: [Insert a detailed justification, to show why IMET funds must be used. Justification should answer the following questions --]

1. **Requirements:** [Why is training needed? What capability does it develop? What is the urgency in providing this training?]

2. **Objective:** [What IMET objective(s) does this training achieve (see Combined Education and Training Program Plan)? What alternatives to this training have been examined to include cost and availability?]

3. **Capability:** [Does this training capability exist in country? If not, what steps are being taken to develop this capability?]

4. **Quantity:** [Total number of personnel requiring training in this field? How many have been trained? Considering attrition factor, how long does it take to meet host country objectives?]

5. **Impact:** [What is the impact if training is not approved?]

6. **Funding Rationale:** [Rationale for IMET funding? Why should FMS funds not be used? Why should any allocated FMF funds not be used?]

7. **Political/Military:** [What political or military significance, if any, is attached to this training?]

8. **Benefits to the United States:** [What benefits, tangible or intangible, are accrued to the United States by providing this training?]

SAO Chief's Approval: _____

Date: _____

Combatant Command Approval: _____

Date: _____

DSCA Approval: _____

Date: _____

Source: Figure C10.F2, DoD 5105.38.M

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CHAPTER 5

TRAINING REQUIRING WORKSHEETS OR CERTIFICATION

1. **GENERAL.** During the budget year planning process, the SAO should identify training requiring training scope worksheets or certification requirements and submit the necessary information to the MILDEPs at the TPMR. The MILDEPs will not accept program data without this information.

2. CATEGORIES OF TRAINING REQUIRING WORKSHEETS OR CERTIFICATIONS.

a. **MTTs.**

(1) The SAO should submit requests for MTTs during the TPMR. SAOs requesting MTTs subsequent to the TPMR should be aware that the MILDEPs require MTT Call-Up forms a minimum of 180 days before the desired deployment date. Additionally, the MILDEPs normally will not program an MTT on the STL until they receive the MTT Call-Up (see Figure 5-1 at the end of this Chapter for format and for additional SOUTHCOM requirements). SAOs requesting IMET-funded MTTs at the TPMR must first have DSCA/USSOUTHCOM waiver approval (see Chapter 4 of this Guide). INCLE-funded MTTs do not require waivers, but follow normal Security Assistance procedures except for Coast Guard MTTs, which are forwarded directly to State Department (INCLE), with information copy to Coast Guard. Detailed information on MTTs is in Chapter 13 of the JSAT and in Chapter 11, Para C11.13 of the SAMM.

(2) SAOs should also contact USSOUTHCOM SCJ34 (Exercises and Joint Training) for detailed information for executing overseas deployments and exercises within USSOUTHCOM. The governing SOUTHCOM Regulation is SC Reg 0508-4, United States Southern Command Joint/Combined Exercises and Component Training Deployments. Pre-deployment training is mandatory for all personnel deploying into SOUTHCOM. At a minimum, the training will cover threat, mission, rules of engagement, personnel recovery, human rights and antiterrorism. Pre-deployment training requirements are contained in \SC Reg 0508-4 and in DoD 5400.54G (DoD Foreign Clearance Guide.)

b. **OBT/OJT/FAM/QUAL.** Observer, On-the-Job Training, Familiarization, and Qualification training are used to supplement formal classroom instruction. JSAT Figure 4-2 provides the format for requesting these types of training (reproduced as Figure 5-2 at the end of this Chapter.) SAOs should thoroughly review Chapter 4 of the JSAT and paragraphs C10.8.3 and C10.8.4 of the SAMM for details about the different Service's requirements and procedures. Requests for On-The-Job (OJT) or Observer Training (OBT) must be accompanied by justification and/or detailed objectives. This applies to requests submitted at the TPMR and programming that is required throughout the year. OJT will normally supplement formal technical training received at a school. Requests

for OJT will include detailed requirements for training in specific areas of interest and on types of materiel used by the country concerned. OJT conducted independently and not in conjunction with formal courses of instruction will be authorized only when no course covering the desired training is available.

c. **ORIENTATION TOURS (OTs).**

(1) OTs funded under IMET should be programmed only for new IMET countries as needed for successful introduction of the IMET program. OTs for IMET funding should be programmed only after the SAO Chief attests to their importance to the country's efforts, and SAO should provide adequate supporting rationale to USSOUTHCOM and DSCA for approval. (See Chapter 4 for more information on OT waivers.)

(2) OTs are provided for selected international officers for the purpose of familiarizing them with U.S. military doctrine, techniques, procedures, facilities, equipment, organization, management practices and operations. There are two types of OTs:

(a) Distinguished Visitor (DV): For senior international military (flag or general officer rank) **below** the equivalent U.S. position of Chief of Staff, Chief of Naval Operations, or Commandant of the Coast Guard or Marine Corps. Requests for OTs at the Chief of Staff and higher levels should be referred to the corresponding U.S. element for funding and other action.

(b) Orientation Tour (OT): For selected international officers (below flag or general officer rank) destined to fulfill responsible positions within their country.

(3) OTs are normally two weeks in duration and are programmed during the USSOUTHCOM Security Assistance TPMR. Out-of-cycle IMET requests for OTs must have USSOUTHCOM's review and approval. Once approved, the OT is contingent on DSCA's approval and the MILDEP's ability to support the tour. The respective MILDEP will advise SAOs at a later date of country selection. JSAT Figure 12-1 provides a sample format for programming OTs. This format is reproduced at the end of the Chapter in Figure 5-3. Detailed information on OTs is in Chapter 12 of the JSAT and in Paragraph 10.8.5 of the SAMM.

d. **POLICE TRAINING AND RELATED PROGRAMS.**

(1) In accordance with Section 660 of the Foreign Assistance Act of 1961, as amended, and SAMM paragraph C10.6.6.6., no IMET funds shall be used to provide training or advice for police for any foreign government except for:

- (a) Training provided for narcotics related purposes;
- (b) Training in maritime law enforcement and other maritime skills;

(c) Training of police forces in connection with their participation in the regional security system of the Eastern Caribbean states; or

(d) Training provided to a country which has a long standing democratic tradition, does not have a standing armed forces, and does not engage in a consistent pattern of violations of internationally recognized human rights (all three criteria must be met).

(2) In accordance with SAMM paragraph C10.6.6.7, military police training of non-police personnel is permitted but requires a certification that the individual will not be involved in any civilian law enforcement activities for a period of two years. SAOs should retain certification on file for three years. See Figure 5-4 for an example of the required certification statement.

FIGURE 5-1

MOBILE TRAINING TEAMS (MTT) OR SECURITY ASSISTANCE TEAMS (SAT) CALL-UP FORMAT

USSOUTHCOM SAOs must also comply with all requirements listed in SOUTHCOM Regulation 0508-4, APPENDIX J, Deployment Management Program (DMP). SCJ3 is the proponent for SC Reg 0508-4.

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 extent possible.

- a. MTT identification. (See JSAT 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 the mission in weeks.)
- 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 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 foreign military trainees, to include educational level, and number of students, 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 required for the mission.)
- l. Availability of training aids. (List training aids required for the mission.)
- 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. (Indicate the desired arrival date in the foreign country.)
- p. Type quarters available. (Indicate whether quarters are provided by the foreign government.)
- 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.
 - (3) Indicate which type passport is required (diplomatic, official, or tourist) and if a visa is required.
- v. SAO Point of Contact (POC). (Indicate the name, grade, DSN and commercial telephone numbers, email address, message address, and mailing addresses for the SAO POC.)

*Source for paragraphs a through v above:
CETPP -- Format at PART TWO, Appendix G*

FIGURE 5-2

OBT/OJT/FAM/QUAL TRAINING REQUEST FORMAT

- 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 Combatant 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.

*Source: JSAT Figure 4-2 -- Sample Format for an OJT, Observation,
or Familiarization Training Request*

FIGURE 5-3

FORMAT FOR PROGRAMMING ORIENTATION TOURS

Programming Information
(Enter type of orientation tour)

- a. Country
 - b. FY.
 - c. WCN
 - d. Type of tour. (State IMET or FM, regular OT or DVOT tour and the area(s) of interest to be covered by the tour; for example, operations, maintenance, engineering, education, flight training, technical, staff, command, professional, etc.)
 - 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 Security Assistance 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 location 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. (Provide an indication as to 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, type of information should be included under this heading.)
- NOTE: Provide information requested in paragraph k. thru m. below, as available.
- k. Names of participants. (Name, rank (U.S. equivalent), and date/place of birth of each participant. Underline the surname of each person.)
 - l. Assignment. (Provide a brief synopsis of current or planned assignment if applicable to the purpose of the tour, of each individual. Compare it to similar positions in the U.S. military.)
 - 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. Informational Program (IP) projects. (Describe any 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 which could be useful to achieve the tour objective).

Source: CETPP Format at PART TWO, Appendix F

FIGURE 5-4

POLICE TRAINING AND RELATED PROGRAM CERTIFICATION

The following sample certification statement is provided (See SAMM C10.6.6.7. for additional requirements):

"The Government of (COUNTRY) certifies that (STUDENT NAME/RANK), who is scheduled to attend (COURSE TITLE/MASL ID) under WCN (NUMBER), is a member of (HOST COUNTRY SERVICE) and will not be involved with or assigned to a unit performing any civilian law enforcement functions for a period of at least two years following completion of training listed above."

CHAPTER 6 FORECASTING TRAINING OFFERED BY INVITATION

1. **GENERAL:**

ATTENTION!

USSOUTHCOM SCJ5-SA monitors invitational courses very closely. Always info copy our office on any and all correspondence about the courses discussed in this chapter.

a. This chapter explains senior professional military education (PME) courses that are offered by invitation only. The courses that fall into this category are:

- National Defense University
- Army War College
- Army Command & General Staff Officer College Intermediate Level Education
- Army Sergeants Major Academy
- Naval Command College
- Naval Staff College
- Air War College
- Air Command & Staff College
- Aviation Leadership Program (ALP).
- Marine Corps Command & Staff College

b. Because senior PME and ALP quotas are limited (especially those discretionary programs offered by invitation only from the Chairman, Joint Chiefs of Staff (CJCS) and Service Chiefs), SAOs must forecast budget year requirements as accurately as possible. When forecasting senior PME requirements, requests should result directly from a country's desire to participate in the program -- not from arbitrary decisions made by the SAO to obtain allocations in hope of country acceptance at a later date. SAOs should refer to the individual MILDEPs' training guides and the JSAT for additional information on each course.

c. **IMPORTANT Procedures for requesting invitational seats!** SAOs must list all senior PME and ALP requirements in their Combined Education and Training Program Plan (CETPP) submitted for the TPMR (see Chapter Seven.) Based on SAO country nominations listed in the CETPP, SOUTHCOM prioritizes AOR requirements for the Budget Year, and forwards prioritized lists to the appropriate nominating office for consideration right after the TPMR.

d. The Services generally issue the invitations to the Senior PME courses in the fall. The Service will notify SAO of invitations to these courses either directly, or through SOUTHCOM. The SAO **must ensure** invitations are accepted or declined by message no later than the specified cut-off (always INFO

USSOUTHCOM SCJ5-SA). It is especially important that SAOs send acceptances and declinations on a timely basis to both the Services and SOUTHCOM so that quotas can be reallocated to other countries and if at all possible be kept within this AOR.

2. SENIOR PME CATEGORIES/COURSES:

a. NATIONAL DEFENSE UNIVERSITY INTERNATIONAL FELLOWS PROGRAM (NDU IFP).

- Washington, D.C.
- MASL IDs B171801 for NWC, B171806 for ICAF, B1718CT for CTFP-funded NWC, B1723CT for CTFP-funded ICAF. There is also an International Fellows Prep Course, B171805.

• **Criteria:** In nominating countries and in selecting individual attendees, the following key selection criteria should be taken into account:

Active duty military of any service or civilian employed in the government bureaucracy.

Genuinely fluent in the English language (80 ECL).

Not presently assigned as an attaché to US.

O-6 equivalent or one-star flag officer. *Waiverable.*

15 years service and held high level command and staff or management positions. *Waiverable.*

Baccalaureate degree and completed U.S. staff college or equivalent.

Waiverable.

Procedures for requesting: Annually, the Chairman of the Joint Chiefs of Staff personally invites foreign military forces to participate in the NDU-IFP. Based on inputs from the regional COCOMs, Services, and NDU, the Joint Staff /J5 recommends nominees to the Chairman. CJSC then extends invitations to counterparts in countries.

Course description:

The course is one year long and starts in late June. The NDU Fellowship program provides senior military officers the opportunity to participate in either the **National War College (NWC)** or the **Industrial College of the Armed Forces (ICAF)**. SAOs must specify which track is desired when they submit their request in the CETPP. The CJCS issues 52 NDU-IFP invitations annually: 32 in NWC and 20 in ICAF. Both ICAF and NWC prepare select high-level military officers and civilians for senior-level policy, command and staff responsibilities. ICAF conducts a postgraduate executive-level course of study in national security resources and research, with special emphasis on materiel acquisition and joint logistics and their integration into national security strategy for peace and war. NWC conducts a postgraduate executive-level course of study and associated research in national security strategy. Letters of invitation include specific

guidelines concerning individual qualifications; NDU provides sponsorship, curriculum, and logistics details. Fellows are encouraged to have their families accompany them. Keep in mind that D.C. is a high-cost area.

Masters Degree Option: NDU International Fellows has two additional options: studying under a non-degree standard, or competing for a Master of Science degree. To qualify for the Masters degree, Fellows must:

- (1) Mail a copy, in advance, of their undergraduate academic transcripts (in English) to the International Fellow Office at NDU. Transcripts will be reviewed to verify that the candidate has successfully graduated from a U.S.-equivalent baccalaureate program.
- (2) Take the Test of English as a Foreign Language (TOEFL). A minimum score of 540 (or 207 on the computer-based test) is required for direct entry into the NDU degree program. A score of 500 (or 173 on the computer-based test) will qualify for entry into the TOEFL Preparatory course at DLIELC.
- (3) Successfully meet an NDU faculty board during the summer orientation program, after arrival at NDU.

b. **WAR COLLEGES:**

(1) **ARMY WAR COLLEGE INTERNATIONAL FELLOWS PROGRAM (AWC-IFP)**

- Carlisle Barracks, PA
- MASL ID B171800, or B1724CT if CTFP-funded. The 6-week International Fellows Orientation is B171807.
- ECL is 80, SET Advised. Additional information is in paragraph 4-20 of the JSAT.

Chief of Staff, Army (CSA) offers 42 invitations worldwide per year. AWC is a one-year class that commences in July.

Master's Degree Option: Army War College offers a Masters of Strategic Studies. To be eligible, the International Officer must hold a qualifying undergraduate degree and meet the English Language proficiency requirements. Candidate must score a 220 on the electronic version or 560 on the paper-based version, or 83 on the web-based version of TOEFL. Official transcripts (with translations) and Official TOEFL score sheets must be sent to the Army War College prior to arrival.

Correspondence course: AWC also has a two-year correspondence course option available for international students. Although not approved for IMET funding, the correspondence course offers another opportunity for AWC. Student must attain a TOEFL score of 207 and an ECL of 85. The

student must have Internet and express mail access. Additional requirements are available from SATFA.

(2) **NAVAL COMMAND COLLEGE (NCC)**

- Newport, RI
- MASL ID P171001.
- NCC is for senior officers in grades of O-5/O-6, and no rank waivers will be authorized.
- All students must have an ECL of 80 and Specialized English Training is advised.

NCC is strictly a Chief of Naval Operations (CNO) discretionary program by invitation only. CNO offers 48 international seats worldwide per year. Note that Navy will extend invitations to approximately 74 countries, but only the first 48 acceptances will receive seats. Class convenes in late July or August and runs 10-1/2 months. Recommend early screening/lead time for language training.

(3) **AIR WAR COLLEGE (AWC)**

- Maxwell AFB, AL
- MASL ID D171010, or D171031 if an Exchange. The International Officer School Preparatory Course is MASL D171011.
- Prerequisites for international officers: grade equivalent to an AF Lieutenant Colonel or Colonel (no waivers granted); minimum ECL of 80, SET Advised; completion of International Officer School Preparatory Course. Basic computer skills, while not a prerequisite, are highly recommended.

Chief of Staff of the Air Force (CSAF) offers 45 AWC quotas worldwide each year. The preparatory course starts in June. In addition to meeting the USAF suspense to accept the invitation, the SAO must ECL-test and identify candidate by the date designated by the USAF. Air Force does not honor "standing invitations" for AWC.

Master's Degree Option: Air War College offers a Masters of Strategic Studies. To be eligible, the International Officer must hold a qualifying undergraduate degree and meet the English Language proficiency requirements. Official transcripts (with translations) and Official TOEFL score sheets must be sent to the Air University Registrar prior to arrival. Detailed requirements will be provided in the invitation message.

c. **COMMAND AND STAFF COLLEGES:**

(1) **COMMAND AND GENERAL STAFF OFFICER COLLEGE (CGSOC) INTERMEDIATE LEVEL EDUCATION (ILE)**

- Ft Leavenworth, KS
- MASL ID B171768, or B1717CT if CTFP-funded. There are two prep courses, B171766 and B171782.
- IMS officers are required to attend the International Military Student Preparatory Course, a Phase I, 3-week preparatory course (B171766, ECL 80, SET Advised). This is followed by a Phase II, 2-week preparatory course (B171782). The CGSC core course (B171768), lasts 42 weeks.
- Administrative information may be obtained from <http://cgsc.leavenworth.army.mil/dsa/imsd/>.

The U.S. Army Command and General Staff College has been renamed Intermediate Level Education (ILE). There are 90 CGSOC quotas available for annual worldwide allocation to international students, currently split as 27 in the January class and 64 in the June class. Army plans to increase annual international seats to 112 by August 2007 and to revert to a one-class-per-year schedule. As of January 2006, the Army offers two iterations of ILE each year, one course with a January report date and the other with a June report date. Both are full 10-month courses, with associated prep courses.

(2) **NAVAL STAFF COLLEGE (NSC)**

- Newport, RI
- MASL ID P171002 (5-1/2 Month), or P171010 (10 Month).
- NSC is for officers in grades of O-3/O-4, and no rank waivers will be authorized. Candidates should have 8 to 15 years commissioned service. Course is intended for Maritime officers; waivers for other services will be considered on a case-by-case basis.
- All students must have an ECL of 80 and Specialized English Training is advised.
- Additional information about NSC is at www.nwc.navy.mil/nsc.

There are approximately 35 quotas per class (2 classes per year, January and July) available for annual worldwide allocation. The current combination of six-month/ten-month programs will continue, pending further reviews by the school. The Chief of Naval Operations (CNO) (N525) extends invitations for each class. **Navy's NSC allocation system is based on a "first come, first served" confirmation basis.** The 5-1/2 month iteration report date is in January and graduates in June, and the 10 month iteration report date is in July and graduates in June.

(3) MARINE CORPS COMMAND AND STAFF COLLEGE (MCCSC)

- Quantico, VA
- MASL ID P171801.
- CSC is designed for officers in the grade of major (O-4). [Waivers for O-5's must be requested from USMC Training and Education Command (TECOM). O-6 waivers will not be granted and O-5's may not be promoted before graduation.]
- ECL is 80, SET Advised.

The Commandant of the Marine Corps (CMC) extends 26 MCCSC invitations worldwide per year, usually around November. Class commences in July, and extends 47 weeks, including 3 weeks of orientation required for international military students. USMC POLMIL formulates a priority list for CMC approval. Additional information may be found at www.mcu.usmc.mil.

Master's Degree Option: USMC CSC offers a Master of Military Studies Program to students attending CSC. To be eligible, the International Officer must hold a qualifying undergraduate degree and meet the English Language proficiency requirements. Requirements include a B average on all CSC academics, recommendation of the Conference Group Faculty Advisors, and a thesis.

(4) AIR COMMAND AND STAFF COLLEGE (ACSC)

- Maxwell AFB, AL
- MASL ID D171002, or D171022 if an Exchange. The International Officer School Preparatory Course is D171014.
- Prerequisites for international officers: grade equivalent to a USAF major or lieutenant colonel; minimum ECL of 70 (80 desirable) and SET Advised; completion of International Officer School Preparatory Course (D171014). Although not a prerequisite, computer skills are highly recommended.

The Chief of Staff of the Air Force offers approximately 75 ACSC international quotas worldwide each year. Report date for the Prep Course is in June, program is one year long. SAOs are usually guaranteed at least one ACSC space; requests for additional spaces will be placed on standby status. In addition to meeting the USAF suspense to accept the invitation, the SAO must ECL-test and identify the candidate by the date designated by the USAF. SAF-IAPX will reallocate quotas to other countries if candidate(s) is(are) not identified by the designated suspense.

Master's Degree Option: ACSC offers a Masters of Military Operational Art and Science. The International Officer must hold a qualifying undergraduate degree and meet the English Language proficiency requirements. Official transcripts (with translations) and Official TOEFL score sheets must be sent to the Air University Registrar prior to arrival. Detailed requirements will be provided in the invitation message.

d. **US ARMY SERGEANTS MAJOR ACADEMY (SMA) INTERNATIONAL STUDENT PROGRAM.**

- Ft Bliss, TX
- MASL ID B171200, Preparatory course is B171201.
- The IMS candidate must meet the following course prerequisites:
 - 80 ECL
 - have an equivalent grade of Master Sergeant or above
 - be on active duty
- More information about SMA can be obtained from <https://www.bliss.army.mil/usasma/imso/default.htm> and <https://www.bliss.army.mil/usasma/course/smc.htm>.

US Army SMA offers 50 seats worldwide for international students per year. SMA is a nine-month course with a June report date for in-processing and the required preparatory course. The formal course starts in August and ends in May the following calendar year. Once a CSA invitation is extended, usually in September or October,

SMA is the one exception where dependents are authorized to accompany enlisted IMS.

3. **AVIATION LEADERSHIP PROGRAM (ALP).** ALP is an AF-funded scholarship program that is intended to build strong ties between the U.S. and the future leaders of participating nations. The Chief of Staff of the Air Force (CSAF) issues approximately 20 slots worldwide each year to friendly, less-developed, cash poor countries. The ALP scholarship provides another flexible option to develop capabilities and interoperability with our partners and allies in the SOUTHCOM AOR. Selection criteria include:

- Country has air force or air wing that flies fixed wing aircraft and could effectively use a pilot who is not qualified in a high performance aircraft.
- USAF interests in the country warrant country consideration.
- Countries do not have sufficient cash to purchase aircraft systems and flying training.
- Priority is given to countries with few USAF military to military contacts or initiatives (training programs, Officer Exchange Programs, Latin American Cooperative Funds).

An ALP scholarship is programmed under a pseudo FMS case identifier, and covers English Language Training, tailored T-37 undergraduate pilot training (UPT), necessary related training; transportation; supplies and equipment; flight clothing and other special clothing; billeting, food, and health services; programs to promote better awareness and understanding of the democratic institutions and social framework of the U.S.; and supplemental living allowances. Dependents are **not** covered in living allowances and are **discouraged from accompanying the IMS**. AF Instruction 16-108 provides guidance for managing and administering the ALP. Contact SAF/IAPX for information regarding eligibility, program policy, and selection process. SAOs desiring ALP scholarship consideration for their host nation must include this requirement in the Combined Education and Training Program Plan, in Part Three Appendix C. SOUTHCOM SCJ5-SA will provide consolidated, prioritized ALP requirements for the AOR to SAF-IA around June-July. Office of the Secretary of the Air Force (OSAF) normally extends invitations late in the fiscal year, for course start dates in the following fiscal year.

CHAPTER 7
JOINT SERVICE SECURITY ASSISTANCE
TRAINING PROGRAM MANAGEMENT REVIEW (TPMR)

1. **GENERAL.**

a. **Why.** SAMM paragraph C10.4.2 directs each Combatant Command to host an annual Training Program Management Review (TPMR) to address training requirements for their AOR. The TPMR is the culmination of the planning phase of Security Assistance Training.

b. **When.** All Combatant Commands' TPMRs are held March - May.

SOUTHCOM's TPMRs usually are scheduled in May.

c. **What** (Conference Structure). Paragraph C10.4.2.1 of the SAMM outlines basic TPMR agenda, and while the exact agenda may vary from year to year, a typical SOUTHCOM TPMR conference begins with SOUTHCOM J5-SA staff and the MILDEPs conducting "Basic Training," an in-house education/update on SA training management. The next 1-2 days are devoted to presentations where DSCA, DLIELC, DISAM, the MILDEPs, and other agencies cover organizational and policy updates. The remainder of the TPMR is devoted to MILDEP review panels in which each SAO conducts a line-by-line training review of budget year and program year training and validates current year reallocation requests. After the MILDEP panels, SAOs meet with SOUTHCOM SCJ5-SA, DSCA, and STATE for a final one-on-one review of their programs. Selected schoolhouses are also available for face to face meetings during the week. In addition, representatives from SCJ33 and SCJ5-CMR are on hand to review countries' INCLE, Section 1004, and CTFP programs.

d. **How.** USSOUTHCOM will provide specific guidance to SAOs prior to each TPMR explaining what they need to do to prepare for and participate in the TPMR. SAO preparation falls within seven general categories, all of which are addressed in this chapter:

- (1) STL
- (2) Combined Education and Training Program Plan
- (3) Waiver Requests
- (4) Training Scope Worksheets or Certifications
- (5) MILDEP-SAO Panel Reviews
- (6) SOUTHCOM-SAO Panel Review

e. **Who.** The SAO attendee is normally the one U.S. person (officer or civilian training manager) charged with developing and executing the SA training program. Attendance by foreign service nationals (FSNs) will be authorized by the Combatant Command IAW SAMM para. C10.4.2.2, where their attendance is

critical to the management of the program. Where the SAO has a large training program, additional representatives may be authorized, at SOUTHCOM discretion.

2. **Standardized Training List (STL).**

The STL is the basic document used for the TPMR Review Panels. Prior to the TPMR, the SAO must ensure that the data reflected on the STL is as accurate as possible. MILDEPs will advise each Combatant Command of the appropriate STL date to be used for the TPMR. SOUTHCOM will inform the SAOs of the cut-off date (usually 30-45 days before the TPMR) for making changes to their STLs so that MILDEPs can input data in time for the TPMR. MILDEPs review STLs with the SAOs at the TPMR, making changes during the panel reviews, and computing new program totals (including TLA).

3. **THE COMBINED EDUCATION AND TRAINING PROGRAM PLAN (CETPP).**

NOTE: ALL SAOS MUST SUBMIT A CETPP.

a. **Purpose.** The Combined Education and Training Program Plan (CETPP) will serve several purposes. It consolidates partner nation training needs from a joint perspective, taking into consideration all sources of funding (i.e., FMS, FMF, IMET, INCLE, and others). SAOs should use the Training Plan as a vehicle to encourage partner nation planning beyond a single year's program. The Training Plan is the single, joint training document that helps SOUTHCOM, the MILDEPs, DSCA, State Department, and schools understand what the SAO and partner nation are working together to accomplish. It is imperative that your Training Plan be updated and accurate, as SOUTHCOM and many other agencies will refer to your Plan for information throughout the year. The CETPP is part of the SAO budget process. The plan should support objectives articulated in the Mission Performance Plan (MPP), Theater Security Cooperation Plan (TSCP) and in the DoD Security Cooperation Guidance (SCG). In this way, Security Assistance training activities are linked through the TSC to National objectives. The SAMM discusses the CETPP at paragraph C10.4.1 and provides the basic format at Figure C10.F1.

b. **Transmittal Method.** CETPPs are submitted using a web-based tool on the SAN WEB Online. As a first step, SAOs should review the SAO User's Guide for the CETPP. Here's how to do that:

- Log onto the SAN at <https://san.osd.mil/san/login>
- Click on Continue
- Click on Training
- Click on On-Line Guides
- Select SAO Training Web

- Scroll down and select “Create & submit your Combined Education and Training Program Plan”
- Under “User Guides” select SAO CETPP Online User Guide
- Print and READ!

Now you’re ready to fill in your CETPP. You’ll use the User Guide just accessed for guidance, but here’s a summary of how you get to your CETPP:

- Log onto the SAN at <https://san.osd.mil/san/login>
- Click on Continue
- Click on Training
- Click on IMSO & SAO Training Web
- When SAO Web opens, click on CETPP Home (left side under SAO options)
- CETPP Home page appears.

From the CETPP Home page, you can access the different sections of your CETPP to enter information. The User Guide walks you through the “how to,” but one very important reminder worth repeating is this: Click the “Save” button at the bottom of each screen, otherwise your changes on that screen will not be saved!

c. **When due.** Training Plans must be reviewed, staffed within SOUTHCOM, and approved for access by the appropriate agencies prior to the TPMR. Therefore, it is imperative that SAOs strictly adhere to suspense dates. Suspense will be announced each year, but will normally be **six to eight weeks prior to the TPMR**.

d. **Classification.** There are no provisions for storage and discussion of classified information at the TPMR. Further, distribution of the Plans is via the NIPRNET. Therefore, Training Plans must be **UNCLASSIFIED**.

e. **Format.** With the current online submission for CETPP, format is automatic. A copy of the format has been extracted from the SAN and is reproduced at Figure 7-1. The format is also provided in the SAMM at Figure C10.F1. Our Figure 7.1 has been condensed; to see the full format, see the SAMM or go to the SANWEB as described in para b. above. Here are a few additional tips:

(1) Do not leave sections blank; if it is not applicable, fill in “NA” or “Not Applicable.”

(2) When you finish, print the report and read it over before submitting it. You’ll be able to catch many of the obvious errors (like leaving in instructions) by doing this.

(3) For Country **Background**, please don’t go overboard. Just hit the high points to bring readers up on the environment. Two websites you might use for background are:

- State Dept. “Country Background Notes” at www.state.gov/r/pa/ei/bhn, and
- CIA “World Factbook” at www.cia.gov/cia/publications/factbook.

(4) The best **objectives** are those which link training objectives to the Country Security Cooperation Plan capabilities.

(5) The importance of the **anecdotal examples** (at Part One, 3.c.(4)) cannot be over-emphasized because they are used to support SA training. These examples can make the difference in increased funding or in justifying relief from sanctions. The anecdotes need to be current and specific (who, what course was attended, when, what did the student do). Therefore, to the extent possible, name names, courses attended, and the significant accomplishments of that person. General statements about how IMET and SA have opened doors are nice, but they don't sell the program or serve the purpose of this section. Neither should this section repeat what it said last year, we are looking for the most current information on how Security Assistance Training is enhancing defense cooperation between the U.S. and partner nation. Think of these statements as being factoids someone could use during Congressional testimony to articulate the value of the Security Assistance Training program.

(6) **English Language Testing and Training Waivers** at Appendix B – there are three types of English waivers (waived from all testing, waived from in-country testing, and waived from the 55 minimum ECL to train at DLIELC.) This section needs to state whether current waiver needs to be continued. If a waiver needs to be obtained, include reason why.

(7) **Senior PME** at Appendix C - These are only those courses offered by invitation. At the TPMR, the training officer should be prepared to prioritize the host nation's Senior PME requirements.

(8) **Viaticos** – This is an important factor that affects many IMET programs. Ensure that is captured in Appendix A, Para 2.f. under Special Factors.

4. **WAIVER REQUESTS:** Requests may be submitted as Appendix E of the CETPP, or they may be hand-carried to the TPMR. Waivers will be submitted in standardized format as shown in Chapter 4, Figure 4-1 or in the SAMM Figure C10.F2.

5. **TRAINING WORKSHEETS AND CERTIFICATIONS:** Refer to Chapter 5 of this Training Guide for preparation of worksheets and certifications. Chapter 5 is applicable to both FMS and IMET programs. MILDEPs will not accept training lines into their programs without appropriate training worksheets. Orientation tour (OT) and MTT worksheets should be included in the CETPP together with appropriate waiver requests. OJT, OBT, FAM, and QUAL worksheets can be included in the CETPP, or hand-carried to the TPMR.

6. **MILDEP - SAO PANEL REVIEWS:**

a. Beginning on or about the third day of the TPMR, separate panels will be convened by the Air Force, Army, and Maritime Services to review training programs for each country. The following documentation is required for each panel review:

(1) Standardized Training List. We have already discussed the STL to be used for the TPMR at para 2 of this chapter, and in Chapters 1 and 2. **SAOs must thoroughly review their STL and make all major changes (additions, changes, and deletions) prior to the TPMR.** To optimize everyone's time, SAOs should process only minor changes at the TPMR. The TPMR panels are to **review** programs, **not construct** them. The STL generated from TMS will be THE STL used at the panel reviews. SAOs should not bring substitute versions of the STL. During the TPMR, detailed STLs will be prepared for the Current Year, the Budget Year and first Program Year.

(2) Waiver Requests. MILDEPs will request approved waivers from SAOs before confirming any training that requires a waiver. Refer to Chapter 4 of this guide on how to prepare waiver requests. SOUTHCOM and DSCA will approve/disapprove waivers by the last day of the TPMR to both MILDEPs and SAOs.

b. Because SAOs do not make formal briefings during the TPMR, all SAOs should take time at the beginning of each line-by-line review to brief MILDEP review panels on MILDEP-specific problems/issues and to highlight important aspects of the country training program.

c. SAOs will provide the MILDEP panels their current inventory and status of language laboratories, supplies, and equipment plus a five-year summary of past utilization and numbers of students trained. A well-written Appendix B in the CETPP should cover this requirement. SAOs should be prepared to discuss plans for purchase and implementation of new language lab materials developed by DLIELC.

d. Current Year Reallocation Review. SAOs will present their current year reallocation requirements to each MILDEP panel for validation. Afterwards, SAOs will present those requests MILDEPs have validated as executable to the SOUTHCOM-DSCA panel. See paragraph 7 below for more information.

e. Other programs. SAOs must be prepared to address other programs such as the Counter-Terrorism Fellowship Program and International Narcotics and Law Enforcement (INCLE) Training Requirements in detail. Separate guidance will be provided by SCJ33 and SCJ5-CMR regarding preparation for the TPMR. NAS representatives must follow the guidance outlined in this guide, in particular submitting all major program changes for their STLs to MILDEPs in advance of the TPMR.

7. SOUTHCOM - SAO PANEL REVIEW.

a. SOUTHCOM will conduct a final panel with each SAO before and after the MILDEP panels. The "before" panels usually serve as an optional opportunity for SAOs to consult with SOUTHCOM, DSCA, and STATE before they start their MILDEP panels. These meetings are for questions and country-specific issues. The "After," or Out-Brief, sessions will be for review of Budget Year and Program Year programs, verification of current year reallocation requests, Senior Professional Military Education

invitation requirements, waiver request reviews, wrap up of any pending issues, and feedback on the TPMR. More information on the Reallocation Review portion of the panel is provided below. Further information on conduct of SOUTHCOM panel will be provided before the TPMR.

b. Current Year Reallocation Review.

(1) Chapter 2, paragraph 11, described the current year Reallocation Review process. SAOs will present their reallocation requirements to each MILDEP panel for validation during the TPMR and ensure all such requests are coded as a “B” priority.

(2) After their MILDEP panel, SAOs will prioritize their reallocation requests and present them to SOUTHCOM during the Out-Brief session. After the TPMR SOUTHCOM will prioritize all countries’ requests and present them to DSCA. DSCA will later consolidate all Combatant Commands’ requirements and staff the reallocation with the State Department.

9. **CONCLUSION.** The Security Assistance Training Program Management Review is the key element in implementing your partner nation training program. SAOs must have the right documentation and be prepared to address questions on any line of their training programs. With proper preparation, an SAO can leave the TPMR with a complete program, ready to execute – one, which the MILDEPs can use to procure schoolhouse seats for the country, and one, which the Combatant Command can support. In short, everyone is served through solid preparation.

Figure 7-1

The following reflects the CETPP format as shown in the
SAN WEB CETPP Online.

COMBINED EDUCATION & TRAINING PROGRAM PLAN
(Must Be Unclassified Document)

(Country)

UPDATED (Date)

PART ONE - GENERAL INFORMATION

1. COUNTRY BACKGROUND. Use Country Team resources to provide pithy statements that affect the combined education & training relationship with the United States addressing the following:

- a. **Government** (Type/Branches/Legal System)
- b. **People** (Population/ Ethnic Groups/Religion/Gross National Income)
- c. **Military** (Branches/Military Expenditures in U.S. Dollars/Military Expenditures as a Percent of Gross Domestic Product)
- d. **Issues** (Transnational/Economic/Environmental/Health)

2. COMBINED EDUCATION & TRAINING PROGRAM OBJECTIVES

a. **Specific U.S. program objectives.** U.S. training program objectives should support objectives articulated in the Mission Performance Plan (MPP), Theater Security Cooperation Plan (TSCP) and in the DoD Security Cooperation Guidance (SCG). While the TSCP provides a seven-year focus and the SCG is limited to five years, training objectives should be near-term (two years) and be unclassified.

b. **Host country objectives.**

c. **Significant accomplishments toward meeting these objectives.** Provide tangible examples of how individuals applied SA training to achieve program objectives.

d. **Future objectives and program requirements.** This paragraph should address U.S. and host country out-year objectives with regards to SA training program requirements. Data (e.g., IMET, FMF, FMS) must closely match the inputs developed by the U.S. Country Team for the MPP and data found in the TSCP.

3. PROGRAM PLANNING AND IMPLEMENTATION

a. **Program development.** This should include a brief description of the training planning process, highlighting host country and SAO roles, problems (if any), and plans for improvement. The objective is to demonstrate an orderly process in the shaping of a training program that is in the U.S. interest and supportive of MPP, TSCP and SCG.

Figure 7-1 continued

b. Explanation of host country capabilities and third country provided training. What are they and how do they affect/complement this SA training program?

c. Evaluation of prior year program successes and/or failures. How do they affect current program planning? This evaluation should address five specific areas shown below.

(1). How effectively does the host country employ the skills and training of returning SA training graduates?

Not effective at all 1 2 3 4 5 Very Effective

Please give a brief description of your answer above.

(2). How has training under the combined education & training program enhanced the professionalism or improved the capabilities of the host country?

(3). How has the combined education & training program, particularly the Expanded IMET program, contributed to effective defense resource management, concepts of civilian control of the military, and respect for internationally recognized human rights?

(4). Give anecdotal examples of how the combined education & training program has furthered U.S. access, interests, or objectives during the past year. Do not carry forward examples from last year. These examples are often quoted in support of SA training. Effort expended throughout the year to capture anecdotal examples is offset by the value of such examples to promote combined education & training program effectiveness.

(5). How has the combined education & training program helped the U.S. with the Global War on Terrorism? Specify which training programs are more useful in support of GWOT.

d. Brief explanation of what is being done to build on successes and correct/improve upon failures.

4. UNIQUE U.S. SERVICE SPECIFIC TRAINING REQUIREMENTS

Information that specifically elaborates on Service training programs not available in STLs, or that elaborates on high-visibility training requirements, or that supports major equipment acquisitions.

a. U.S. Army

b. U.S. Navy

c. U.S Marine Corps

d. U.S. Coast Guard

e. U.S. Air Force

SAO POINT OF CONTACT:

Name:
Title:
Office Name:
Phone:
Email:

COUNTY TEAM REVIEW BY:

Name:
Title:
Office Name:

Figure 7-1 continued

PART TWO – SECURITY ASISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES

APPENDIX A: PROGRAM ADMINISTRATION

This is an update of annually recurring administrative requirements and precludes submitting this information at different times throughout the year.

1. Budget Year (FY05) Holidays for International Students (two in addition to U.S. holidays). Two holidays students should receive while in CONUS training, in addition to U.S. holidays. The two-holiday limit will be strictly adhered to. Current year holidays will not be automatically carried over; therefore, failure to specify holidays can cause students to lose these additional days. Report occasion and date of holiday.

2. IMET TLA factors for the Budget Year (FY05). IMET cost sharing factors. Provide the following Travel and Living Allowance (TLA) information shown below for all services.

- a. Transportation agreement with country (select one):
 - USG pays all transportation
 - Country pays all transportation
 - Country pays round trip to specific CONUS city; USG pays remainder (Specify city)
 - Country pays round trip to port-of-entry and from port-of-debarkation; USG pays CONUS transportation
 - Country pays round trip to first training site and from last training site; USG pays between training sites
 - Other (Explain)
- b. Living allowance agreement with country (select one):
 - USG pays all living allowance
 - Country pays all living allowance
 - Other (Explain)
- c. Number of travel days required to reach U.S. port-of-entry
- d. Port-of-departure/entry to/from country and servicing airport
- e. Normal U.S. port-of-entry
- f. Special factors (e.g., RON with location)
- g. Average cost of airfare (round trip ticket) per student for current year (insert fiscal year)
- h. Average cost of excess baggage per student for current year (insert fiscal year)
- i. Are dependents allowed to accompany students to schools where they are encouraged to accompany the student by DoD?

3. Student Vetting Process. A two – three sentence explanation of the vetting process used by the country team vetting process for candidates scheduled to attend CONUS training and to screen individuals/units scheduled to attend in-country training (MTTs & METs).

4. Medical Screening & Coverage for Dependent Medical Care. A short explanation of the medical screening process for students and dependents, and the financial arrangements for dependent medical care for dependents who accompany or join the student during CONUS training.

Figure 7-1 continued

PART TWO – SECURITY ASSISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES

APPENDIX B: ENGLISH LANGUAGE TRAINING

1. In-Country English Language Training Program (ELTP) Overview

a. Status of Current US-Assisted ELTP

- (1) Instructor training:
- (2) Instructional materials:
- (3) DLIELC Instructional/Managerial Teams:
- (4) Language Laboratories:
- (5) Unique or special problems for students who train at DLIELC:

b. MoD/SAO ELT Business Plan

Note: This section is to be completed for countries with new or on-going requirements for substantial ELT support, i.e., a DLIELC English Language Training Detachment (LTD); multiple DLIELC MTTs; contract ELT instructor support; large numbers of DLIELC-trained instructors; and/or annual purchases of language laboratories, particularly computer, or multimedia, labs.

- (1) Purpose(s) of ELT:
- (2) ELTP Goal(s):
- (3) New ELTP Support Requirements:
- (4) ELT Support Provided by Other Countries:

2. English Language Testing and Training Waivers.

3. SAO Information for English Language Labs and Materials.

a. Point of Contact in SAO;

Name:
Phone number:
Fax number:
Email address.

example: b. Exact "Shipping Address" for labs and materials (not a mailing address). For

**SHIP TO: Embassy of the United States of America
1234 South Downtown Blvd
Lome, Togo**

MARK FOR: Political Officer, American Embassy Lome, Togo

Figure 7-1 continued

PART TWO – SECURITY ASSISTANCE (IMET & FMS) TRAINING PROGRAM
APPENDIXES

APPENDIX C: SENIOR & MID-LEVEL PME SUMMARY

a. Mid-Level and Senior Level PME Requirements. Show firm mid and senior level invitational PME requirements for the Budget Year (upcoming fiscal year) and estimated requirements for the Planning Year (two fiscal years ahead and one additional year). For example, the Budget year in FY05 would be FY06, and the Planning Year would be FY07. The additional planning year would be FY08. Projections beyond the Budget Year should agree with the TSCP. Include exchange agreement quotas. Indicate negative requirements.

<u>SCHOOL</u>	Budget Year	Planning Year	Next Planning Year
	FYXX	FYXX	FYXX
National Defense University <i>(Indicate NWC or ICAF below)</i>	////////// //////////	////////// //////////	////////// //////////
National War College (NWC)			
Industrial College of the Armed Forces (ICAF)			
Army War College			
Naval Command College			
Air War College			
Army Command & General Staff College			
Naval Staff College 5 ½ month course			
Naval Staff College 10 month course			
Air Command & Staff College			
Marine Corps Command & Staff College			
Sergeants Major Academy			
Marine Corps Expeditionary Warfare Course			

b. Justification: Provide a five to six sentence justification to help the Combatant Command and applicable service component develop a priority list for PME quotas for the Budget Year (i.e. FY06). Requests for NDU must specify either the National War College (NWC) or Industrial College of the Armed Forces (ICAF) option, and civilian or military option.

c. PME Exchanges: State which, if any, of the above requirements will be handled as "PME Exchanges". If none then simply state: **"NA"**

Figure 7-1 continued

PART TWO – SECURITY ASSISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES

APPENDIX D: POSITIONS OF PROMINENCE

Position of Prominence – A high ranking individual in a country’s military, civilian, or commercial sector who has the ability to exert influence over defense policy decisions.

Positions of Prominence data will be updated annually in accordance with Chapter 10 of the SAMM. Emphasis should be placed on U.S. Country Team identification of host country positions of prominence and subsequent reporting of those current incumbents having received SA training. Less effort should be expended on reporting on the status of former incumbents of positions of prominence that received SA training. Data should be formatted in the following order:

- (1) country
- (2) name (last, first, middle initial)
- (3) grade
- (4) U.S. equivalent grade
- (5) prominent positions held (to include all previous positions of prominence)
- (6) current position
- (7) academic degree (if appropriate)
- (8) specific training completed (course, place of training, rank, year(s) attended, and source of funding)
- (9) how the position was obtained (election, appointment, or other)

(Position of Prominence information can be inserted into the web version of the CETPP by uploading the information from TMS using the “TMS PoP” program and/or simply manually entering the information in the CETPP on the SAO web.)

Figure 7-1 continued

PART TWO – SECURITY ASSISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES

APPENDIX E: IMET POLICY WAIVERS

All IMET-funded policy waivers requiring approval by Combatant Command and concurrence/approval by DSCA must be included in this plan. The format for requesting a policy waiver is shown below. Adjudication of waiver requests will take place during the TPMP.

IMET WAIVER REQUEST FORMAT IS PROVIDED HERE

APPENDIX F: DISTINGUISHED VISITOR (DVOT) & REGULAR ORIENTATION TOUR (OT) REQUEST

All DVOT and regular OT are implemented by the National Defense University (NDU). Orientation Tours are **NOT** “Off the Shelf” products; they are tailored to specific country needs and require close attention by you, the SAO, to ensure the NDU plans and implements a tour that meets your objectives. This is the format to provide NDU with the basic information it needs to plan your DVOT/OT.

DISTINGUISHED VISITOR (DVOT) & ORIENTATION TOUR (OT) WORKSHEET FORMAT IS PROVIDED HERE

APPENDIX G: SECURITY ASSISTANCE TRAINING TEAM (MTT, ETSS, Etc.) REQUESTS

Since most SA teams are Mobile Training Teams (MTT) this format refers to MTTs. The format is the same for any exportable, in-country team request. MTTs are tailored, in-country training teams, designed to achieve a specific training objective identified by you, the SAO, and the host country. This format shows the basic information US MILDEPS need to help plan a Mobile Training Team (MTT).

MOBILE TRAINING TEAMS (MTT) CALL UP FORMAT IS PROVIDED HERE

Figure 7-1 continued

PART THREE – OTHER TRAINING PROGRAM APPENDICES

The below list of “Other Training Programs” is extracted from the SAMM Chapter 10, Para 10.7. SAOs should report on these programs as directed by their parent Combatant Command.

For each program provide a succinct statement (three to five sentences) that describes the overall scope of country participation in the program, objectives for this participation, and pertinent information that will facilitate country and training agency program planning and implementation.

Unified Commands should modify this list to meet their needs. If any of the below programs are not being used or planned in your host country simply indicate: Not Applicable – NA

- A. Counter Terrorism Fellowship Program (CTFP) (see “**Sample Appendix A**” below)
- B. African Contingency Operations Training and Assistance (ACOTA)
- C. Aviation Leadership Program (ALP)
- D. Bilateral or Regional Cooperation Programs
- E. Combatant Command Initiative Funds
- F. Disaster Response (Humanitarian Assistance (HA)
- G. Drawdowns of Training
- H. Enhanced International Peacekeeping Capabilities (EIPC)
- I. Exchanges
- J. International Narcotics Control and Law Enforcement (INCLE)
- K. Joint Combined Exchange Training (JCET)
- L. Mine Action
- M. Regional Centers for Security Studies
 - CENTCOM: Near East South Asia Center for Strategic Studies (NESA) & Africa Center for Strategic Studies (ACSS)
 - EUCOM: George C. Marshall Center for Strategic Studies & Africa Center for Strategic Studies (ACSS)
 - PACOM: Asia-Pacific Center for Security Studies (APCSS)
 - SOUTHCOM: Center for Hemispheric Defense Studies (CHDS)
- N. Section 1004 - Counter-Drug Training Support (CDTS)
- O. Service Academy Programs
- P. U.S. Coast Guard Academy Foreign Cadet Program
- Q. U.S. Coast Guard Caribbean Support Tender (CST)
- R. President’s Emergency Plan for Aids Relief (PEPFAR)

Figure 7-1 continued

SAMPLE APPENDIX A.

PART THREE – OTHER TRAINING PROGRAM APPENDIXES

APPENDIX A. COUNTERTERRORISM FELLOWSHIP PROGRAM (CTFP)

1. Provide a brief description of specific country needs for Counter Terrorism training and the country team program objectives for the CTFP. How does the country support the U.S. GWOT?
2. Describe the terrorist threat to the country and/or region, the country's willingness to participate in combined counterterrorism efforts, ability to leverage other existing or planned Defense security cooperation programs, and country needs and requirements (i.e., how does country environment fit SECDEF's criteria for this program?)
3. What are the primary in-country organizations responsible for the country's CT effort (describe all that apply; military, police, interior, border guards, etc)? Which of these organizations has primary responsibility for the country's CT effort?
4. What are the country agencies/groups that are being proposed for CTFP participation? If funding guidance has not been provided what is the country team recommended funding level to support proposed training activities?
5. What third country CT support is being provided to the host country? How would these programs complement CTFP or vice versa?
6. What training that is currently not available or advertised does the country need?
7. Is the country team and host country willing to support in-country training on a regional basis (similar to IMET sponsored regional Mobile Education Teams)? What in-country training will be requested in this plan?
8. These are the Primary CONUS School courses available under the CTFP. Which ones and how many quotas does your country need?

<u>SCHOOL</u>	Budget Year FY06	Planning Year FY07
National Defense University School for National Security Executive Education		
CCMR Civil-Military Responses to Terrorism		
NPGS Special Operations Defense Analysis Masters Degree		
Others (as the SAO believes necessary)		
Others (as the SAO believes necessary)		

Provide a brief (4-5 sentence) justification for the training being requested (Be specific. Do not use generic 'boiler plate').

9. The CTFP STL dated (*insert date here*) supports this plan. Is there any desired training that is not shown on the CTFP STL? If not, why not. Provide a short justification for any desired training **NOT** on the CTFP STL

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APPENDIX A

REFERENCE PUBLICATIONS

In addition to the old-fashioned paper copies of publications, there is one main electronic source for references:

DISAM's International Training Management (ITM) web site.

Go to the website <http://disam.dsca.mil/itm/> for links direct to numerous useful training websites and publications. Most publications below can be accessed via the ITM web site. Look under "References."

Below are the basic reference publications that will assist you in managing your country training program.

Security Assistance Management Manual (SAMM); also known as DOD 5105.38-M.

Joint Security Assistance Training Regulation (JSAT); also known as AR 12-15, SECNAVINST 4950.4, AFI 16-105. *[Note – The JSAT is under revision and will soon be re-issued as the Joint Security Cooperation Education and Training (JSCET) Regulation.]*

Expanded IMET Handbook

DSCA Security Assistance Health Affairs Handbook (Draft).

Defense Language Institute English Language Center (DLIELC) Publications:

English Language Training Support for Security Assistance Offices Handbook, also known as the DLIELC Handbook for SAOs (published annually)

Catalog of Materials, Courses, and Support

DLIELC 1025.7, Planning and Programming Security Assistance English Language Training

DLIELC 1025.9, Management of the DLIELC Oral Proficiency Interview (OPI) Program

DLIELC 1025.15, English Comprehension Level (ECL) Test Guidelines

U.S. Army Security Assistance Training Program Handbook; commonly known as "The Green Book."

U.S. Navy International Training and Education Catalog

U.S. Air Force - AFSAT SAO User's Guide

Marine Corps Security Cooperation Education and Training Desktop Guide

USCG International Training Handbook

DISAM Management of Security Assistance (Green Book)

Defense Security Cooperation Agency Roster - Key Security Assistance Personnel Worldwide, DSCA-(P) 1239. This roster is hosted on the SANWEB, under the main SAN menu as “DSCA SAO Roster WW.” To access this site, you need to have a SAN login and password.

Security Assistance Network User's Handbooks.

Vol I - SANWeb

Vol II - Training Management System

Vol III - Logistics Management

SC Regulation 0508-4. United States Southern Command Joint/Combined Exercises and Component Training Deployments. Proponent SCJ34, Deputy Directorate for Exercises and Joint Training.

Congressional Budget Justification (CBJ) - State Department's justification for international assistance program funding. <http://www.state.gov/m/rm/rls/cbj>.

DSCA FMF/IMET Budget Website - Track the progress of your country IMET and FMF budget submissions as they move from your submission thru State, DoD, and OMB at <https://63.97.161.12>. A password is needed for this site.

This Guide!

REMEMBER!

For a handy shortcut to all of the above and more, go to DISAM's **International Training Management (ITM) web site** at

<http://www.disam.dsca.mil/itm/>

This site provides links direct to numerous useful training websites and publications.

APPENDIX B

Acronyms

ACSC	Air Command and Staff College
AFIT	Air Force Institute of Technology
AFSAT	Air Force Security Assistance Training
AIASA	Annual Integrated Assessment of Security Assistance
ALP	Aviation Leadership Program
AOR	Area of Responsibility
AWC	Army War College/Air War College
AWCIFP	Army War College International Fellows Program
AY	Academic Year
BY	Budget Year
CCMR	Center for Civil Military Relations
C-E-LCMC	Communication-Electronics Life Cycle Management Command
CGSC	Command and General Staff College
CMC	Commandant of the Marine Corps
CMSID	Civil-Military Strategy for Internal Development
CNO	Chief of Naval Operations
COGARD	Coast Guard
COMDT	Commandant
CONUS	Continental United States
CRA	Continuing Resolution Appropriations
CSA	Chief of Staff, Army
CSAF	Chief of Staff, Air Force
CTFP	Counterterrorism Fellowship Program
DFT	Deployments for Training
DISAM	Defense Institute of Security Assistance Management
DLIELC	Defense Language Institute English Language Center (Lackland AFB, TX)
DRMI	Defense Resource Management Institute
DSAA	Defense Security Assistance Agency (former name; now DSCA)
DSCA	Defense Security Cooperation Agency
DV	Distinguished Visitor
ECL	English Comprehension Level
EIMET	Expanded International Military Education and Training
ELL	English Language Laboratory
ELT	English Language Training
ELTP	English Language Training Program
FAA	Foreign Assistance Act
FAM	Familiarization Training

FLT	Flight Training
FMS	Foreign Military Sales
FY	Fiscal Year
IAAFA	Inter-American Air Forces Academy
ICAF	Industrial College of the Armed Forces
IDSS	Interoperability Decision Support System
IMET	International Military Education and Training
IMETP	International Military Education and Training Program
IMS	International Military Student
INCLE	International Narcotics and Law Enforcement
INM	International Narcotics Matters (now referred to as INCLE)
ISTL	Integrated Standardized Training Listing
JCS	Joint Chief of Staff
JMET	Joint Mission Essential Tasks
JSAT	Joint Security Assistance Training (Regulation)
JTR	Joint Travel Regulation
LA	Living Allowance
LTD	Language Training Detachment
MASL	Military Articles and Services List
MCCSC	Marine Corps Command and Staff College
MET	Mobile Education Team
MGT	Management (Training)
MILDEP	Military Department
MOS	Military Occupational Specialty
MTT	Mobile Training Team
NAU	Narcotics Assistance Units
NAVSCIATTS	Naval Small Craft Instruction and Technical Training School
NAVY IPO	Navy International Programs Office
NCC	Naval Command College
NDP	National Disclosure Policy
NDU	National Defense University
NDU IFP	National Defense University International Fellows Program
NETSAFA	Naval Education and Training Security Assistance Field Activity
NPG	Naval Post Graduate (School)
NSC	Naval Staff College
NWC	National War College
OBT	Observer Training
OCONUS	Outside of the Continental United States
ODT	Overseas Deployments for Training
OJT	On-the-job training
OMB	Office of Management and Budget
OPI	Oral Proficiency Interview
OSAF	Office of the Secretary of the Air Force, Deputy Under Secretary for International Affairs
OT	Orientation Training
PGS	Post Graduate School

PME	Professional Military Education
PO	Program Originator
QUAL	Qualification Training
RCN	Record Control Number
SA	Security Assistance
SAF-IAPX	Secretary of Air Force - Office of the Deputy Under Secretary for International Affairs - Policy Division
SAMM	Security Assistance Management Manual (DOD 5105.38-M)
SAN	Security Assistance Network
SAO	Security Assistance Organization, or Security Assistance Officer
SATFA	Army Security Assistance Training Field Activity
SATMO	Security Assistance Training Management Office
SMA	Sergeants Major Academy
SO/LIC	Special Operations and Low Intensity Conflict
STL	Standardized Training Listing
TECH	Technical (training)
TEP	Theater Engagement Plan
TLA	Travel and Living Allowance
TPMR	Training Program Management Review
UPT	Undergraduate Flight Training
USG	U.S. Government
WCN	Worksheet Control Number
WHINSEC	Western Hemisphere Institute of Security Cooperation

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APPENDIX C

Points of Contact

Who Ya Gonna Call? The information below will guide you to key names and numbers that SOUTHCOM SAO Training Officers need to know. It is virtually impossible to keep up with personnel movements; therefore, this section will direct you to websites and main links that can give you the most current information. There are also privacy act concerns about publishing names and numbers; therefore, only “generic” information is given here.

Anytime you would like a real “name and number” listing for SOUTHCOM training POCs, you can contact the SCJ5-SA numbers immediately below and we will email or fax you a “SOUTHCOM SA Training POC Cheat Sheet.”

Remember, anytime you cannot find out who you need to call, you can always call the SCJ5-SA folks, first on the list below.

The agencies you will deal with for SA Training -

For SOUTHCOM SA Training Policy and Issues (Your “LINK” to everyone):

**Headquarters United States Southern Command, (HQ USSOUTHCOM),
Security Assistance (SCJ5-SA), Miami, FL**

Phone Numbers:

Training Branch – (305) 437-1522/1524 DSN 567-xxxx

SANWEB SOUTHCOM User Group (1C5) issues, (305) 437-1524/1551

Unclassified FAX, COML: (305) 437-1972; DSN 567-xxxx

Web Sites:

SCJ5-SA International Training -

<http://www.disam.dsca.mil/itm/Unified%20Command/Southcom.htm>

US Southern Command Unclass - www.southcom.mil/

Conference website: www.reddelasamericas.net, look under “Conferences”

**For Overall SA Training Policy issues: Defense Security Cooperation Agency
(DSCA), Washington, D.C.**

Web Site: www.dsca.mil

**For SAN Web Support, TMS Support, Security Assistance Training: Defense
Institute of Security Assistance Management (DISAM)**

Web Site: DISAM home page -- disam.osd.mil

International Training Management web page -- disam.dsca.mil/itm

SAN -- san.osd.mil/san/login

For Army Training:

U.S. Army Security Assistance Training Field Activity (SATFA), Ft Monroe, VA

Web Site: www-satfa.monroe.army.mil

For Army Security Assistance Mobile Training Teams:

Security Assistance Training Management Office (SATMO) Ft Bragg, NC

Web Site: <http://www.bragg.army.mil/satmo/>

For Navy Training:

**Naval Education and Training Security Assistance Field Activity (NETSAFA),
Pensacola, FL**

Web Site: www.netsafa.navy.mil

For Air Force Training:

Air Force Security Assistance Training Group (AFSAT), Randolph AFB

Web Site: www.aetc.af.mil/afsat

For Marine Corps Training:

**Security Cooperation Education and Training Center (SCETC), Training and
Education Command, Quantico VA**

Web Site: www.scetc.tecom.usmc.mil

For Coast Guard Training:

U.S. Coast Guard (USCG), Yorktown, VA

Web Site: www.uscg.mil/international

For English Language Training and English Books and Publications:

**Defense Language Institute English Language Center (DLIELC),
Lackland AFB**

Web Site: www.dlielc.org

For English Language Labs:

**US Army Communication-Electronics Life Cycle Management Command
(C-E LCMC), Fort Monmouth, NJ.**

http://www.disam.dsca.mil/itm/Functional/Eng_Lang_Labs.htm

You can find links to virtually every SA training POC listed above at the International Training Management Website at www.disam.dsca.mil/itm. You don't need a SAN login/password to access this website. Near the top of the web page you'll see links to the primary SA Training Agencies. Scroll down for more links to MILDEPs and other organization.

If you have a SAN login/password there are three additional main sources for POC information:

1. **SA TRAINING POINTS OF CONTACT** – *This POC listing is specific to the SA Training community.*

This roster is on the **SANWEB**, under the **Main Training Menu**. Click on “**Int’l Training POCs**” on the right side. Agencies covered are:

- Defense Security Cooperation Agency (DSCA)
- Defense Institute of Security Assistance Management (DISAM)
- Defense Language Institute English Language Center (DLIELC)
- OASD for Special Operations and Low Intensity Conflict (SO/LIC)
- United States Southern Command (USSOUTHCOM)
- U.S. Army Headquarters
- U.S. Army Security Assistance Training Field Activity (SATFA)
- U.S. Army Security Assistance Training Management Organization (SATMO)
- Navy International Programs Office (NAVIPO)
- Naval Education and Training Security Assistance Field Activity (NETSAFA)
- Marine Corps Security Cooperation Education and Training Center (SCETC)
- Dep Under Secretary of the Air Force for International Affairs (SAF/IA)
- Air Force Security Assistance Training Squadron (AFSAT)
- Commandant of the Coast Guard (Comdt COGARD)

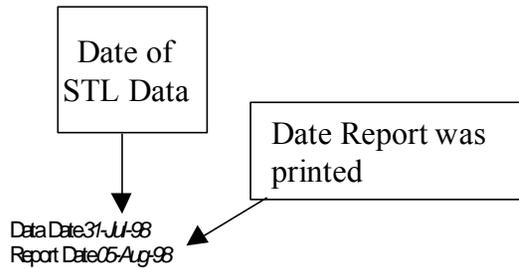
2. **MILDEP COUNTRY TRAINING PROGRAM MANAGERS** – For names and phone numbers of by-country program managers, go to the **SANWEB**, under the **Main Training Menu**. Click on “**MILDEP Country Program Managers**” on the right side. Agencies covered are:

- AFSAT
- Coast Guard
- DLIELC
- DSCA
- NETSAFA
- SATFA
- SCETC
- SATMO

3. **WORLDWIDE SA ROSTER** – The Defense Security Cooperation Agency Roster - Key Security Assistance Personnel Worldwide, DSCA-(P) 1239 covers the SA community as a whole. Find this roster on the **SANWEB**, under the **main SAN menu** as “**DSCA SAO Roster WW.**”

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How to Read the STL



COUNTRY STL

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
IA	WON	MASL	TITLE	SC	LOC	DUR	ECL	CRS	COST	TLA	TOTAL REPORT	START	END	QTR	FRI	FS	QTY	PO	WW
98	B	0090A	BTNGDEVTRAININGAIDS&DEVICES	O	BA2	0000			\$25,134	\$0	\$25,134	7/20/98	7/20/98	7/21/98	4	A		1	B
	B	0090B	BTNGDEVTRAININGAIDS&DEVICES	O	BA2	0000			\$1,180	\$0	\$1,180	7/20/98	7/20/98	7/21/98	4	A		1	B
	B	1000	B171801	NDUINTERNATIONALFELLOW	O	EFF	052	80	\$24,933	\$1,390	\$26,323	6/3/98	6/10/98	6/16/99	3	A	F	1	B
				Programmed Totals (SATFA)					\$51,247	\$1,390	\$52,637								
	D	0003	DEKFLB0AFBOOKS/PUBS/OTHER		000	0001			\$72,768	\$0	\$72,768				4	A	F	1	D
	D	1001A	D171014	INTL OFF SCH (FOR AC&SC)	O	MAX	0007	70SA	\$4,160	\$0	\$4,160	6/16/98	6/23/98	7/31/98		A	F	1	D
	D	1001B	D171002	AIRCQMD&STAFF COLLEGE	O	MAX	0044	70SA	\$14,020	\$0	\$14,020		8/12/98	6/14/99		A	F	1	D
				Programmed Totals (AFSAT)					\$90,948	\$0	\$90,948								
	P	0025A	P319103	MITMLEFISH-ERIESBIMET	O	QT	0001		\$15,500	\$0	\$15,500	8/26/98	8/30/98	9/3/98	4	A	F	1	P R
	P	0025B	P319103	MITMLEFISH-ERIESBIMET	O	QT	0001		\$15,500	\$0	\$15,500		9/7/98	9/11/98	4	A	F	1	P R
	P	1080	P171575	INTLMARTIME OFF	O	OGR	0011	80SA	\$5,329	\$1,524	\$6,853	9/30/98	10/5/98	12/16/98	5	A	F	1	P
	P	9261S	P245012	PATROL CRAFT WEAPONS MAINT	E	SCZ	0004	SPAN	\$108	\$0	\$108	8/11/98	8/14/98	9/10/98	4	A	F	1	P
				Programmed Totals (NETSAFA)					\$36,437	\$1,524	\$37,961								
				Programmed Totals: 98					\$178,632	\$2,914	\$181,546								

See Legend Next Page

Total Army Training

Total Air Force Training

Total Navy Training

Total Program Cost

- 1 Implementing Agency Code – The branch of service responsible for providing the training. (B=Army (SATFA); D=Air Force (AFSAT); P= Navy, Coast Guard and Marine Corps (NETSAFA))
- 2 WCN – Worksheet Control Number – Four digit number identifier unique to each student or training service team. For students with multiple training lines, an alpha suffix is added to designate each course attended. (L or @ =Language Training Line; A,B,C, etc. =1st,2nd,3^d training courses; S=Cancellation penalty; T=Attrition penalty; U=Recycle penalty; V=No show penalty; W,X,Y,Z=Training continued for a student from prior year program)
- 3 MASL – Military Articles and Services List Identification Number - Code to identify each course First letter is the implementing agency.
- 4 TITLE – Course Title
- 5 SC – Student Code (C=Civilian; E=Enlisted; O=Officer; D=DoD Engineering and Technical Services; SpecialistI=Interpreter-Officer; J=Interpreter-Enlisted; S=Senior Officer)
- 6 LOC – Location Code – 3 Digit code which identifies the actual location where the training is conducted.
Location codes can be found in the view menu of TMS.
- 7 DUR – Duration of the course in weeks
- 8 ECL – English Comprehension Level. Score required on the English comprehension level test to attend the course. If followed by a 2 character alpha code, reflects a Specialized English Training (SET) requirement or Oral Proficiency Interview requirement. (e.g., SA = SET Advised, SR = SET Required, SO = SET & OPI required.)
- 9 CRS Cost – Course Cost
- 10 TLA – Travel and Living Allowance Cost (If left blank, costs are paid by the country)
- 11 TOTAL – Total Cost (Course Cost + TLA Cost)
- 12 REPORT – The date the student must report for the course. Date is prior to start date to allow time for in-processing, obtaining quarters, etc. Until a quota is confirmed dates will be blank and the course will not be funded.
- 13 START – Date the course starts. The sixty-day cancellation period is counted from this date.
- 14 End – End date of the course. May not be the actual date the student leaves CONUS.
- 15 QTR – Quarter in which the training will start. 1 = Oct-Dec; 2 = Jan-Mar; 3 = Apr-Jun; 4 = Jul-Sep; 5 = Oct-Dec of next FY (5th Qtr applies for IMET only).
- 16 PRI – Identifies the priority of IMET training as assigned by the SAO. “A” priorities should equal 100% of the IMET allocation, “D” priorities are requirements that exceed the allocation and are subject to availability of additional funds. Normally “D” is only programmed for 4th and 5th quarters.
- 17 FS – Funding Status (used for IMET). (A = Approved for scheduling; F = Funded, Blank or U = Unfunded)
- 18 QTY – Number of students or, for a team, the number or personnel on the team.
- 19 PO – Program Originator Identifies the student’s home country branch of service that has requested the training (B=Army; C=Coast Guard; D=Air Force, K=Marine Corps;L=CounterNarcotics; P=Navy; S=OSD; T=Joint Service; X=Other country Defense Organization/Activity)
- 20 WV – Waiver Code indicates a waiver is required prior to Unified Command/DSCA approval and Funding. Codes are: B=Books and Publications (non-English); C=Civilian Student; G=Postgraduate/degree related training; H=High cost Training (Tuition costs exceed \$30,000); L=Training with a duration of less than 8 weeks; M=Mobile Training Team and Field Training Team; O=Orientation Tours; R=Other Waivers; S= Combined strategic Intelligence Training Program (Air Force Unique)

