

USSOUTHCOM Security Assistance Training Guide

10th Edition
January 2001

United States Southern Command
Headquarters, USSOUTHCOM
Strategy, Policy, and Plans Directorate
Miami, Florida 33172-1217

CONTENTS

Preface – Overview of Training Guide
Chapter 1 – Objective and the Annual Submission Cycle
Chapter 2 -- Detailed Training Management Procedures
Chapter 3 – IMET Cost Programming Factors
Chapter 4 -- IMET Training Requiring Waivers
Chapter 5 – Training Requiring Worksheets or Certification
Chapter 6 – Forecasting Training Offered by Invitation
Chapter 7 – Joint Service Security Assistance—Training Program Mgt Review (TPMR)
Appendix A -- Reference Publications
Appendix B – Acronyms
Appendix C – Points of Contact
Appendix D – Using the Internet

Preface Overview of Training Guide

This guide is intended as a "first stop" quick reference to help you, the SAO training officer, administer your training program. It is designed to provide the information you need to meet 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) and MILDEP training regulations, 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 on hand as your basic "tools" for managing your country training program. This guide is intended to supplement, not replace, those pubs.

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 determined 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 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 format for a Seven Year Training Plan.

Appendices A through F list Reference Publications to have on hand, acronyms used in this Guide, Points of Contact, advice on using the Internet, and a reference guide for reading the STL. We have also added an Index at Appendix F.

Chapter 1

Objectives and the Annual Submission Cycle

| |
|--|
| As the Security Assistance Organization (SAO) training officer works with host nation counterparts in developing and administering the country training programs, he/she should remain focused on U.S. Southern Command's Mission, Strategic Goals and Aims, as well as Security Assistance Training Objectives. |
|--|

1. **USSOUTHCOM Mission:** USSOUTHCOM shapes the environment within its area of responsibility by conducting theater engagement and counterdrug activities in order to promote democracy, stability, and collective approaches to threats to regional security; when required responds unilaterally or multilateral to crises that threaten regional stability or national interests; and prepares to meet future hemispheric challenges.

2. **USSOUTHCOM Strategic Goals And Aims.** Strategic goals and strategic aims provide the framework for USSOUTHCOM's strategic approach to precision engagement. USSOUTHCOM's mission and the CINC's vision rest upon three strategic goals that embody the National Security Strategy and National Military Strategy objectives of shape, prepare, and respond. These strategic goals are the ends towards which all precision engagement efforts are directed in order to achieve the CINC's theater vision. These strategic goals are further supported by specific strategic aims. The strategic aims are the theater-wide strategic tasks required to accomplish the strategic goals. The strategic approach is shown below.

| USSOUTHCOM Strategic Approach | | |
|---|--|--|
| Goals | | |
| A Stable, Prosperous, Democratic Region Cooperating to Achieve Mutual Interests | An Effective Capability and Will to Respond to Theater Challenges and Support Counterdrug Operations | Postured to Capitalize on Future Opportunities |
| Aims | | |
| 1. Sustain, Strengthen & | 6. Assist in Reducing Illicit | 14. Ensure Full Spectrum |

| | | |
|--|--|---|
| Expand Multilateral Security Cooperation with Security Forces in the Region | Source Zone Activities & Flow of Illegal Drugs Through the Transit Zone | Influence Through Exercises, Training, and Continuous Refinement of Deliberate Planning |
| 2. Assist in Development of Roles & Missions & Appropriate Modernization of Regional Security Forces | 7. Combat Terrorism & its Sponsorship Directed Against U.S. Interests//Citizens & Assist Countries to Combat Terrorism in the Region | 15. Integrate, Assess, & Influence JV2010 Concepts |
| 3. Assist in Peaceful Resolution of Disputes & Promote Confidence & Security Building Measures | 8. Support Nations in AOR to Thwart Efforts Which Undermine Democracy | 16. Improve C4ISR Capabilities by Leveraging Technological Advancements and Innovations |
| 4. Promote & Support Democratic Institutions and Civilian Control of Military//Security Forces | 9. Protect U.S. Citizens, Facilities, & Vital Interests | 17. Enhance Information & Intelligence Exchanges |
| 5. Promote & Support Respect for Human Rights and the Environment, and Adherence to the Rule of Law | 10. Maintain Freedom of Access to Recognized International Waters and Airways | 18. Conduct Precision Engagement to Optimize Coordination & Interoperability w/Interagency, Civil Agencies & Regional Security Forces |
| | 11. Strengthen Cooperative Efforts to Meet the Challenge of Transnational Threats | 19. Achieve Full Dimensional Protection to Better Protect Forces In Theater |
| | 12. Prevent & Counter Threat or Threatened Use of Weapons of Mass Destruction | 20. Conduct Focused Logistics Through Efficient Theater Infrastructure to Support Operations & Engagement |
| | 13. When Directed, Rapidly Respond to Disasters & Provide Humanitarian Assistance | |

4. International Training Objectives. A comprehensive international training program, particularly the International Military Education and Training (IMET) program, should relate directly to Country Engagement Strategies. The SAO must also keep in mind the principle areas of emphasis and objectives shown below (source: SAMM paragraphs 100101-100103):

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

5. *The Training Cycle.*

a. The security assistance training cycle of program development and implementation covers 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 should be looking further out in their security assistance planning to reflect the full timespan reported in the CINC's Theater Engagement Plan (TEP).

b. Prior to the Training Program Management Review (TPMR), SAOs prepare a Seven-Year Training Plan, 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 FY following that (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.

6. **IMET.** At SOUTHCOM's TPMR, SAOs review their Seven-Year Training Plans. At that time SAOs finalize their Budget Year training program and submit an initial training draft of 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 outyear program.

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

c. Following the TPMR the MILDEPs will incorporate into the STLs 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) Training requirements as stipulated by the host country.
- (2) Host country objectives as reiterated in the Seven Year Training Plan.
- (3) Fund availability.

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

7. Foreign Military Sales (FMS).

a. SAOs must forward FMS requirements to the training commands by cutoff date so that MILDEPs can prepare new 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 98</u> <i>Current Year</i> | <u>FY 99/00</u> <i>Budget Year/Plan Year</i> | <u>FY 00/01</u> <i>Plan Year 1/Plan Year 2</i> |
|--------------|--|---|---|
| October 1997 | 1 | | |
| | FY 98 Starts. Early in FY, SECSTATE announces IMET allocations; SAOs revise FY98 programs and priority codes based on actual funding level. | | |

| | | | |
|----------------|---|--|---|
| January 1998 | | SECSTATE announces FY99 Congressional Presentation Document (CPD) request levels | |
| March 1998 | SAOs submit FY98 Reallocation Review to USSOUTHCOM | SAOs submit Seven Year Training Plans to USSOUTHCOM | |
| April 1998 | TPMR: USSOUTHCOM/SAOs conduct FY98 Reallocation Review. | TPMR: SAOs conduct line-by-line panel review for BY/PY STLs (FY99/00). MILDEPs update STLs based on TPMR. | |
| June 1998 | USSOUTHCOM submits FY98 Reallocation Review to DSCA. USSOUTHCOM submits FY99 SR PME recommendations to MILDEPs | | STATE prepares FY00 allocation levels for review by regional interagency teams. |
| July 1998 | July 31 -- FY98 CLOSES OUT for IMET program activity. By end of month, SAOs have submitted all FY98 STL changes based on their reallocation requests. | | |
| August 1998 | USSOUTHCOM/DSCA/MILDEPs work FY98 end-of-year adjustments. | | |
| September 1998 | Final adjustments to FY98 IMET programs by DSCA/MILDEPs. | | |
| October 1998 | FY98 ended -- Fifth Quarter runs Oct-Dec | FY99 starts. STATE announces FY99 IMET allocation (may occur later). SAOs revise FY99 programs and priority codes based on actual funding level. | |
| January 1999) | | | SECSTATE announces FY00 Congressional |

Cycle Continues

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:

- Essential Request Information
- Security Assistance Network (SAN) and Training Management System (TMS)
- Decentralized Funding Procedures
- Worksheet Control Numbers
- Standardized Training Listing and Program Changes
- Priority Codes
- Actual IMET Allocations
- Fifth Quarter
- Expanded IMET
- IMET Reallocation Reviews
- Cancellation Penalties
- Foreign Military Sales Training
- International Narcotics and Law Enforcement
- English Language Training
- Checklist for Processing Students

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

2. **Essential request information.** Host country requests for training may be submitted 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 information from the Military Articles and Services List (MASL) in TMS and MILDEP training guides:

- a. MASL ID
- b. Course title
- c. Program originator (using 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 host country has identified students, the SAO is responsible for screening the students as outlined in SECDEF USDP: DSCA message 311625Z May 00, Subject: *Guidance for Screening Candidates for U.S.-Sponsored Training Programs*. Information on screening and processing students is at paragraph 16 of this chapter.

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, a library system for larger files, and communication using electronic mail (E-mail). 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 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).

b. **The Training Management System (TMS)** is a software program 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 Security Assistance Network User's Handbooks published by DISAM (see Appendix A for current handbook information).

c. Current 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, Marine Corps. The ISTL is updated weekly by the Defense Accounting and Financial Service-Denver through the Security Assistance Network (SAN). SAN is a telecommunications program that allows the SAO to download ISTL/MASL data files via modem. SAN also has electronic mail and database search capabilities. It is not necessary to have the SAN hookup to use TMS.
- On-line Military Articles and Services Listings (MASL). The MASL is updated monthly and is provided in the same way as the ISTL: through SAN. Miscellaneous tables and databases, such as E-IMET courses, Location Codes, and OPI Requirements are updated monthly along with the MASL update.
- Computer-Generated Invitational Travel Orders (ITO) and International Military Student Information (Student Bio) forms.
- 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.

d. **SAN Access.** The greatest limitation to SAN in this region has been communications: that is, the difficulties in obtaining and maintaining SAN connections. Today, most SOUTHCOM SAOs are able to connect to SAN via Internet accounts. While this is the preferred method, various other dial-in options are available, such as SITA. Where local calls or direct billing are not possible, the SAO should identify incremental SAN costs in their SA budget.

e. **Hardware.** The basic computer hardware necessary to get TMS up and running is listed in Table 1504-2 of the SAMM and is also addressed in the *SAN User Handbooks*. All acquisitions should meet these specifications. Note that upgraded software systems may increase hardware requirements described in those publications; therefore, before purchasing any new equipment, your best source of up-to-date information is DISAM, commercial (937) 255-5850, (DSN) 785-5850. For advice on requisitioning equipment, you should contact SCJ6, making sure you specify that equipment is being used for Security Assistance purposes.

4. **Decentralized Funding Procedures.**

a. Under decentralized funding procedures, MILDEPs provide IMET ITO authorizations to SAOs. SAOs work directly with the MILDEPs to line up their IMET allocation among the Services. DSCA will ensure that MILDEP amounts do not exceed overall country IMET allocations.

b. SAOs are required to do two things to support these procedures:

(1) at the TPRM, provide the Unified Command a service breakout of the IMET program based on budget year figures, then provide the Unified Command an update based on actual country allocation at the beginning of the fiscal year, and

(2) adjust the breakout as needed during the year.

| |
|--|
| Step-by-Step IMET Decentralization Procedures Follow: |
|--|

Step 1 Breakout Projection by MILDEP

SAO will break out country dollar level into three MILDEP allocations in the Two [now Seven]-Year Training Plan, using budget year country total. The Navy allocations will include Coast Guard and Marine Corps training requirements. Breakout should be shown in dollar amounts **and percentages**.

Step 2 TPRM/STL Updates

Upon completion of Training Program Management Review, MILDEPs will finalize training programs and update standardized training listing (STL).

Step 3 Actual FY Service Allocations

At the beginning of the FY, SOUTHCOM will provide service allocations by country to DSCA based on programs at that time. **[Note:** Because allocation amounts are unlikely to equal dollar amounts you projected in your Two [now Seven] Year Training Plans, SOUTHCOM will apply

percentages from current STLs for initial submission to DSCA. We can, however, adjust those amounts if you notify us.] DSCA will issue treasury warrants to MILDEPs to fund allocations.

Step 4 MILDEP Procedures

Upon receipt of DSCA allocations, MILDEPs will fund programmed training. MILDEP automated systems will maintain a valid audit trail, and will follow the change sequence in Table 1. MILDEPs will load program status into SAN.

Table 1 -- MILDEP Decentralized Procedures:

| | |
|--|---|
| | |
| | REF: Revised from SECDEF msg, 212226Z Apr 88 |
| | |
| | The following process will be implemented: |
| | 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 5 MILDEP Requests for Adjustments

Priority "A" training lines exceeding allocation will not be funded. MILDEP will request SAO to make necessary program adjustment, usually via message.

Step 6 ITO authorization

MILDEP will provide ITO authorization to SAO.

Step 7 Waivers

1. All changes requested during the course of the FY that require policy waivers are forwarded to Unified Command for approval with info copy to DSCA and the MILDEP.
2. Record will be entered into STL and flagged to hold pending Unified Command approval. Upon approval, Unified Command will notify MILDEP and records will be eligible for funding.

Step 8 Reprogramming

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

1. Prepare message to MILDEPs identifying affected programs. A sample message is at Table 2.
2. Losing MILDEP will confirm MILDEP allocation change to gaining MILDEP, both adjusting allocated amounts in order to allow MILDEP allocation change.

Table 2 -- Decentralized Funding Procedures

| | |
|--|---|
| | |
| | Example: SAO Request for Allocation Change |
| | |
| | FROM USMILGP COUNTRY X |
| | TO DIR SATFA FT MONROE VA//ATFA-PB//AFSAT RANDOLPH AFB TX//RMCAI/TOX// |
| | |
| | SUBJECT: FY9X COUNTRY X IMET MILDEP allocation adjustments, Army WCN 1138L,A,B, and AF WCN 5055L,A,B. |
| | 1. REQUEST THE FOLLOWING MILDEP ALLOCATION ADJUSTMENTS FOR THE FY9X COUNTRY X IMET PROGRAM: |
| | A. DELETE AF TRAINING, AFSAT, WCN 5055L,A,B AND DECREASE AIR FORCE ALLOCATION \$ ---- *. |
| | B. IMPLEMENT ARMY TRAINING, SATFA, WCN 1138L,A,B And Increase Army Allocation \$ ---- *. |

| | |
|--|--|
| | 2. POC SAO Country X. |
| | |
| | *You should show reallocation amount if known. If you are unable to calculate amount, omit it and MILDEPs will coordinate and advise you of allocation change. |

Step 9 Continuing Resolution Authority (CRA)

When operating under Continuing Resolution Authority (CRA), the same procedures will be followed. DSCA will coordinate with MILDEPs to determine funding CRA requirements.

Step 10 Year End

1. SAOs will work with MILDEPs to program essential training up to the maximum available balances.
2. MILDEPs, SAOs, 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. Worksheet Control Number (WCN). The WCN is an important element of identification used in the SA training program. It is used for a multitude of purposes. The most important is to track the International Military Student (IMS). Normally, one WCN will be assigned for each IMS. The standardized numbering system is automatically incorporated into the plan year ("strawman STL"). The WCN is a four-digit identifier unique to 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. If requesting specific WCNs for new training lines, SAOs should pay particular attention to the WCN numbering system, assigning them IAW Table 1001-4 "Standardized Worksheet Control Numbers" of the SAMM. The following subparagraphs describe the standardized WCN system:

a. **Part I, WCNs 0001-0999** -- Medical lines, Orientation Tours (OTs), Mobile Training Teams (MTTs), Language Training Detachments (LTDs), English Language Laboratory equipment, and English Language software materials are "front-loaded" at the beginning of each MILDEP STL. The sequential order below is maintained. To avoid WCN duplication, we recommend that within the 0001-0999 range you establish a separate numbering range for each MILDEP STL.

- (a) CONUS Medical
- (b) OCONUS Medical -- if applicable
- (c) OTs

- (d) METs/MTTs/LTDs
- (e) English Language Equipment/Materials

b. **Part II, WCNs 1000-9999** -- Student training lines will be grouped by training analysis code. The range 1000-9999 is used for CONUS and OCONUS training; however, the first digit indicates the primary analysis code within a WCN series. We recommend that within the 1000-9999 range you establish a separate numbering system for each MILDEP STL in order to avoid duplication.

| | WCN (1st Digit Mandatory) | Analysis Code Scale Category Order of Rank | Primary Analysis Code |
|--|----------------------------------|---|------------------------------|
| | 1000-1999 | PME | AA-AC |
| | 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 | TECH | EA-EV |
| | 9000-9999 | OCONUS | GA/HA/IA-IF/JA-JB |

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. EXCEPTION: When PGS or HIGH COST FLT (\$30,000 unit training cost or greater) is combined with either PME or MGT (within a single training sequence), PGS or HIGH COST FLT will be considered the "dominant "analysis code category, and the first digit of the WCN series will be a 3 or 4.

6. 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 automated 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 approximately every week through SAN (see para 3 above). The STL should contain all changes through the "as of date. "The SAO should review and correct each STL update to ensure that it accurately reflects training that the host country desires in the fiscal year. If you need help interpreting the STL fields, see Appendix E "How to Read the STL."

b. Forward additions, changes, and deletions by 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 Decentralized Funding (see para 4, this chapter).

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

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.

| <u>ADDITIONS -- ARMY EXAMPLE:</u> | | | | | | | | | |
|---|-----------------------------------|---------------------|---------------|-----------|-----------|------------|------------|-----------|--|
| | | | | | | | | | |
| FROM: | COMUSMILGP LA PAZ BL// | | | | | | | | |
| TO: | CDR SATFA FT MONROE VA//ATFA-RP// | | | | | | | | |
| UNCLAS | | | | | | | | | |
| SUBJ: | FYXX BOLIVIA IMET | | | | | | | | |
| 1. REQUEST THE FOLLOWING ADDITIONS BE ANNOTATED TO SUBJ PROGRAM FOR FYXX: | | | | | | | | | |
| <u>WCN</u> | <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> | |
| 3001L | B177008 | SET | 9 | B | O | 001 | 3 | A | |
| 3001A | B151779 | LOG EXEC DEV | 19 | B | O | 001 | 3 | A | |
| 3001B | B151735 | FL INST OF TECH | VAR | B | O | 001 | 3 | A | |
| <u>CHANGES -- NAVY EXAMPLE:</u> | | | | | | | | | |
| | | | | | | | | | |
| FROM: | COMUSMILGP SAN SALVADOR ES// | | | | | | | | |
| TO: | NETSAFA PENSACOLA FL//N-1// | | | | | | | | |
| INFO: | NAVY IPO WASHINGTON DC//O2T// | | | | | | | | |
| | CNO WASHINGTON DC//OP-615// | | | | | | | | |
| UNCLAS | | | | | | | | | |
| SUBJ: FYXX EL SALVADOR | | | | | | | | | |
| 1. REQUEST THE FOLLOWING CHANGES BE ANNOTATED TO SUBJ PROGRAM: | | | | | | | | | |
| <u>WCN</u> | <u>RCN</u> | <u>MASL ID</u> | <u>CHANGE</u> | | | | | | |

| | | | | |
|--|-------|------|---------|---------------------------|
| | 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//PS//FM// | | |
| 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 QUANTICO VA//CSW// | | |
| INFO: | CMC WASHINGTON DC//POS-20// | | |
| | 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>WCN</u> | <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> | |
| 6001L | P177008 | SET | 9 | P | 0 | 001 | 3 | A | |
| 6001A | 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 | | | | | | | |

7. 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), Chapter 10, paragraph 100115 provides more information on priority codes. ***The priority code system was simplified during FY92. The new system has only two priority codes ("A" and "D").*** [Under the previous system there were five priority codes (A, B, C, D, E).]

b. First, an explanation of Priority Codes:

(1) Priority code "A" is used to identify all training within the IMET country allocation and/or 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 IMET level***. Priority code "D" represents valid training requirements that exceed the budget request or the actual IMET allocation. ***Priority "D" should 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 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."

c. 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.

d. SAO attention to proper prioritization is also important because the funding systems are driven by the priority codes. The automated funding sequence is by quarter, so those SAOs with too many Priority code "A" training lines will find that lower priority requirements may be 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.

e. 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.

8. 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 paragraphs 100120.D and 100120.E of the SAMM for more information on funding.

b. Procedures for final program changes to IMET programs are covered in paragraph 100002.E 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. Also see Step 10 of Decentralized Funding earlier in this chapter.

9. **Fifth Quarter.** The Fifth Quarter is "IMET-unique." There are five quarters in the fiscal year IMET program. Quarters 1 through 4 are standard fiscal quarters (October through September). The fifth quarter is nothing more than IMET system flexibility that allows you to use previous year IMET funds to pay for training that starts October through December of the next fiscal year. In other words, FY96 IMET funds can pay for training that starts between 1 Oct 95 and 31 Dec 96, a 15 month period. There are constraints: money must be obligated by the end of September; fifth

quarter cannot be used for teams (e.g., MTTs, METs, or lab installation teams), OTs, or training materials; and students must report to training by 31 December. See SAMM paragraph 100118.

10. **Expanded IMET (EIMET).**

| | |
|--|---|
| | EIMET Policy |
| | MILDEPs will fund all Priority "A" Expanded IMET by 1 June of the current fiscal year. SAOs must provide justification and obtain DSCA concurrence on any deletion or unfunding of EIMET lines. |
| | (Ref: SECDEF msg 081423Z Nov 96) |

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. Courses are available to professional military personnel, civilian defense leaders, and other ministry officials. Curriculum focuses on professional-level resource management and analytical decision-making for officials involved in management of defense ministries, forces, and budgets, and on creating and implementing effective military justice systems and codes of conduct, with special emphasis on protection of human rights. (Paragraph 100103 of the SAMM lists Expanded IMET objectives.)

b. Note that EIMET is not in addition to IMET; it is that portion of a country's total IMET allocation which is designated to be spent on EIMET.

c. DSCA counts as EIMET only selected training that best meets Congressional objectives. SAOs should refer to DSCA's *EXPANDED IMET INITIATIVE HANDBOOK* for the courses that qualify. Note that the *HANDBOOK* divides courses into two categories:

- those that qualify as EIMET for either military or civilian students (Sections I and II), and
- those that qualify as EIMET only if attended by civilians (Section III).

d. **New EIMET courses:** The list of courses that qualify as EIMET is dynamic; therefore, not all EIMET courses appear in the *EIMET HANDBOOK*. The *EIMET HANDBOOK* is published on the Defense Acquisition Deskbook (DAD). [Hard copy editions are no longer published.] DSCA will announce newly approved EIMET programs by message; and updates are provided periodically in the downloads for TMS from SANWEB -- described earlier in this chapter. Pending updates, SAOs can also manually add any new EIMET courses to their TMS -- go to the "View" Menu and select "Add."

11. **IMET Reallocation Reviews.**

| | |
|--|------------------------------------|
| | END-OF-YEAR IMET MILESTONES |
| | (exact dates may vary) |

| | | |
|--|---|--|
| | | |
| | | March-April-May (TPMR Cycle) |
| | • | DSCA releases End-of-Year message |
| | • | Current Year Programs cleaned up |
| | • | Out of Cycle Reallocations if necessary |
| | • | Receive SAO's End of Year requirements (programmed as A Priority) |
| | | June 30 |
| | • | CINC provides prioritized End-of-Year requirements to DSCA |
| | | July 15 |
| | • | All program activity (additions, changes, deletions) by SAO ends |
| | | August |
| | • | 3rd -- DSCA begins EOY process with reconciliation of MILDEP allocations and CINC recommendation |
| | • | 16th -- Reallocation recommendations staffed within DoD/DoS |
| | • | 23rd -- DSCA prepares Congressional Notification |
| | | September |
| | • | 1st -- DSCA staffs Congressional Notification with DoD/DoS |
| | • | 6th -- DSCA sends Congressional Notification to Congress |
| | • | 30th -- Complete obligation of IMET funds |

a. Once a year SAOs submit requests for adjustments of their current FY IMET allocations. SAMP guidance on this process is located at paragraph 100110.

| | | |
|--|--|---|
| | | Terminology Note |
| | | Mid-Year? End of Year? |
| | | The terminology regarding reviews and reallocations of current FY IMET funds has been evolving over the past few years. Previously SAOs submitted requests for funding adjustments twice, at the "Mid-Year Review" and the "End of Year Review." Effective FY95, there was only one reallocation review, the "End-of-Year Review." Some year's circumstances dictate an "Out-of-Cycle Review." You may still find old terminology in the SAMP and other guidance, but for our purposes, "IMET Reallocation Review" is descriptive of the process. |

b. SOUTHCOM will ask for advance copies of SAOs 'planned reallocation requests approximately one month prior to the TPMR. **ALL SAOs must submit a written request** 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. SAOs must ensure each WCN appears in their ISTL as an "A "priority and is scheduled for no earlier than 5th Quarter. Then, at the TPMR, SAOs will present their requirements to each MILDEP panel for validation, and confirm validated requests to SOUTHCOM. SOUTHCOM will then prioritize requests and present them to DSCA NLT 30 June. Confirming reallocation requests at the TPMR ensures that only valid, executable requests are presented to DSCA. See Chapter 7 for more details.

c. 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 Unified Commands 'recommendations, DSCA and State Department propose redistribution of funds to Congress.

d. DSCA usually provides results of their reallocation review by mid-August, pending approvals by Congress. Some years last minute adjustments can also be made in late September (and are often not formally announced.) SOUTHCOM will pass along information informally as soon as it becomes available.

e. 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.

f. 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.**

g. End of Year Tips: At the end of the FY, DSCA, MILDEPs and Unified 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 (have DD FORM 1149 (**Requisition and Invoice/Shipping Document**) in to AFSAT). Also, SAOs can influence the order of funding during this process by prioritizing their unfunded training lines in desired order to MILDEPs (Copy SOUTHCOM SCJ5-SA and DSCA).

12. **Cancellation Penalties.**

a. **[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.]** 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. 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 work potential cancellation situations aggressively and impress on host nation counterparts the impact of penalty fees on their training program. 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 100120.F lists circumstances for which the cancellation penalty should not be applied.

13. **Foreign Military Sales (FMS) Training.** Section 1002 of the SAMM covers FMS training. 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 host country desires to procure through FMS should be identified, programmed, and submitted for the Security Assistance TPMR. A maximum effort must be made to identify and program FMS requirements during the normal training submissions cycle. Unscheduled requirements often adversely impact the total training effort, particularly where quota availability is a major constraint. In addition, unprogrammed training requirements distort planning and forecasting processes. Annual programs must, therefore, be accurately forecasted. **Unprogrammed training requirements that are not included in the annual submission are handled by MILDEPs on an exception basis.** SAO's programs should be fully coordinated with host governments to represent each country's annual training requirements.

a. **Types of FMS 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.

(1) The **defined** case is somewhat inflexible because any training added after case implementation requires an amendment, DD Form 1513-1. Training services will not be provided until the amendment has been signed by the host country, 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 host country agency requesting training.
- (2) U.S. MILDEP to provide the training.
- (3) Purchaser name and address.
- (4) Foreign government procuring agency. 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) 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.
- (9) U.S. point of contact within the country.

14. **International Narcotics and Law Enforcement (INL).**

a. All training requirements programmed and funded under State Department INL will be developed and identified in-country via dialog between embassy narcotics assistance units (NAUs) or the narcotics coordinator (NARCOR), and the SAO. ***The SAO, or a NAS rep, will present the INL FY program at the annual USSOUTHCOM TPMR line-by-line panel reviews as a separate INL Program, following normal Security Assistance guidance. SAOs should also address INL-funded programs in Part Two, para 3, of their Seven Year Training Plans.***

b. MILDEPs will establish pseudo-FMS case designators for INL-funded training and prepare separate STLs for INL training. Coast Guard CONUS courses are programmed in your STL and coordinated through normal channels, but Coast Guard MTTs funded under INL are not programmed in the STL. They are coordinated directly with HQ U.S. Coast Guard and State Department INL.

c. DSAA message 230542Z Jun 92 provides more complete policy and procedures for requesting, programming, funding, implementing, and billing of INL-funded training provided by DOD. Procedures for INL training are basically the same as those for the Security Assistance Program, with a few exceptions such as that Brooke Sanctions do not apply and that State-INL is included as info addressee on correspondence. Bottom line: the INL Program will be managed

through the same security assistance channels as the other security assistance programs.

d. Effective FY95, the formerly fragmented counter-narcotics accounts were consolidated under the management of the Bureau of International Narcotics and Law Enforcement. DSCA discourages funding counter-narcotics training under IMET. SAOs should coordinate counter-narcotics courses with their Narcotics Affairs Section for INL funding.

15. **English Language Training.**

a. Except for the three Spanish-language schools (Western Hemisphere Institute for Security Cooperation (WHISC) at Ft Benning, Georgia; Inter-American Air Forces Academy (IAAFA) at Lackland AFB; and Naval Small Craft Instruction and Technical Training School (NAVSCIATTS) at Stennis, Mississippi), all U.S. military training is taught in English, and countries are expected to provide students who are language qualified. 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 IIN B/D/PI77008 at Defense Language Institute English Language Center (DLIELC). Flight training courses and certain other courses also have prerequisite oral proficiency interview (OPI) scores. Students not meeting the OPI prerequisites are required to attend Oral Proficiency Skills for Aviation (OPSAV) Course training, MASL IIN 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. [Figure 2-1 applies to DLIELC-trained students and is not necessarily applicable to students trained in-country.]

b. **Minimum ECL for Students and Waivers.** The SAO is responsible for screening students for the minimum ECL prescribed. DLIELC provides ECL test materials and instructions. Course ECL minimum requirements are listed in the MASL. The minimum ECL cut-off score for entry into DLIELC general English language training under IMET is 55. This and other ECL testing exemptions are explained in SAMM paragraph 100302. Exceptions to the 55 ECL and ECL testing require prior SOUTHCOM and DSCA approval. The SAO should request desired exemptions in the Seven-Year Training Plan, Part Four, paragraph 5. Waivers to specific course ECLs should be addressed to the Service.

c. 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. As a quick reference, SAOs should see the *English Language Training Support for Security Assistance Offices Handbook*, published annually by DLIELC (available on Defense Acquisition Deskbook -- see Appendix A).

d. **In-Country English Language Training.** If the countries elect to teach English, the Security Assistance program can help develop an in-country English language training capability. DLIELC 1025.1-M explains in-country programs and provides detailed instructions about ordering English Language hardware. [DLIELC also has an informative video for Test Control Officers. Contact DLIELC if you do not have this video on hand.] Start-up costs include facilities, hardware, software, instructors, and/or a DLIELC Language Training Detachment (LTD). 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. The following is a brief description of key elements:

(1) **Facilities** are a national responsibility not funded by IMET. Facilities must be available before the language laboratory installation team arrives.

(2) **Hardware:** There are three kinds of labs: Level II (Audio-Active student participation), Level III (Audio-Active-Compare student participation, and Level IV (Audio-Active-Interactive student participation). For a detailed explanation of the capabilities of these three types of labs and their differences, see the DLIELC publication, *English Language Training Support for Security Assistance Officers*. 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; however, the DLIELC American Language is not designed for use on a Level III system. Level II and Level IV are the preferred lab modes to support its use. If funding is available, it is advisable to request a technician through CECOM to accompany the DLIELC representative to evaluate the room, electrical power, and capabilities of the local technical personnel. 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 USACECOM (see Appendix C). **Note: Level III ELLs require a Unified Command waiver.** SAOs should submit waiver requests prior to the annual TPMR. SOUTHCOM will render a decision in coordination with DLIELC and CECOM prior to the close of the annual review.

(3) **Software:** DD Form 1149 is used to requisition American Language Course (ALC) tapes, books, and other publications, and are sent to AFSAT. 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/LEX will answer questions from SAO personnel concerning all aspects of in-country English training programs (see Appendix C).

(4) **Instructors:** A country usually needs at least one language instructor for every ten students. Tuition for the Basic Language Instructor Course (MASL D177007) at DLIELC is approximately \$6,270 (FY00 IMET rates).

(5) **DLIELC Assistance:** DLIELC can provide advice on establishing new programs or upgrading existent ones. Contact the Overseas and Operations Branch (DLIELC/LEX) by telephone, FAX, or E-mail for free consultations on your program. Numbers are listed at Appendix C. DLIELC can also provide 1-2 week ELT on-site surveys, mobile training team (MTT) and Permanent Change of Station (PCS) personnel on a reimbursable basis.

e. **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.

16. 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 paragraph 100107 [reiterated in part below] by screening candidates for human rights abuses, drug trafficking, corruption, criminal conduct, or other activities inconsistent with US policy goals. For IMET students, be sure to review SAMM 100109 on selection, utilization, and monitoring of trainees. Guidance for screening students basically falls into two categories: (1) students funded by DOD-funded training programs (e.g., JCETs, Counterdrug training, humanitarian demining) and (2) those funded by U.S. sponsored SA training programs (e.g., IMET and FMS-purchased training). Guidance is frequently updated; therefore, questions concerning human rights vetting can be directed to the SouthCom Human Rights Division at Commercial 305-437-1572/DSN 567-1572.

Key guidance messages are:

- 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.

| Screening Student Candidates | |
|-------------------------------------|---|
| | |
| | The following DoD- and DoS-developed guidance, in addition to any guidance provided separately to country teams by DoS, is to be used in scrutinizing candidates for records of human rights abuses, drug trafficking, corruption, criminal conduct, or other activities inconsistent with US policy goals: |
| | A. The SAO will inform host country of the checks needed and that formal provision of a student name constitutes certification that required checks |

| | | |
|--|--------------------------------|---|
| | | have been completed. |
| | | B. US Embassy personnel, including human rights officer, regional security officer, Drug Enforcement Agency, consular section, and other offices as appropriate screen the nominees thoroughly. |
| | | C. SAOs will develop a checklist that, as a minimum, encompasses these steps. The 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. |
| | | |
| | Source: SAMM, paragraph 100007 | |

b. Checklist for Processing Students:

The following is a basic checklist of things you need to do to process students. 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.

- 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.
- 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, 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 DAD) for a sample medical checklist.
- Verify candidate meets technical and educational prerequisites. Check the Army Green Book, Navy Program Guide, or Air Force SATP User's Guide for these.
- Arrange visa. 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 their authority for an A-2 visa.
- Make airline reservation and purchase ONE WAY ticket to first training location (IMET only).² Use U.S. carrier whenever possible. Issue excess government baggage authorization ticket (GEBAT) if needed. See Chapter 3 of this Guide for more information.

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.

2Where 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 two weeks, a round trip ticket may be purchased.

- Determine if dependents will accompany the student. If yes, notify the school so they are prepared. Put it on the ITO.

- 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.
- 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. Note: The Unified 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.

| | |
|--|---|
| | <i>NEW POLICY effective FY99:</i> |
| | <input type="checkbox"/> 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.

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

| ECL Test Score | Examples of FOT Courses | Skill Level Description | Vocabulary | Readability Statistics |
|-----------------------|---|--|-------------------|--|
| 85-90 | Naval Postgraduate School Some advanced flying courses | The student in this range demonstrates considerable ability in understanding general topics and those topics relating to specialized | Approx 6000 words | Reading Grade Level 11.6 (Flesch-Kincaid) Sentences per paragraph 9.6 |

| | | | | |
|----|---|--|--------------------------|--|
| | | <p>interests; can handle conversation 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. In regard to speaking, the student is able to satisfy most language requirements with language that is often, but not always, accurate.</p> | | <p>Words per sentence 22.1 Passive sentences 27%</p> |
| 80 | <p>Professional military education (PME) courses Undergraduate flying training Hazardous courses (Explosive ordinance, underwater demolition, diving) ADP (Automated Data Processing)</p> | <p>The student at this level can recognize present, past, and future tenses but still has problems in using the tenses correctly; otherwise, the student has a firm grasp of basic grammatical structures. The student can read uncomplicated but authentic texts and is able to use contextual clues to decipher text of a complex or technical nature. In regard to speaking, the student can converse on routine social demands and limited job requirements.</p> | <p>Approx 5000 words</p> | <p>Reading Grade Level 10.5 (Flesch-Kincaid) Sentences per paragraph 6.1 Words per sentence 18.7 Passive sentences 25%</p> |
| 70 | <p>Medical service technician Supply training On-the-job training/ observership Training Electronics</p> | <p>The student at this level has a much better understanding of 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 simple texts but will commonly misinterpret basic grammatical structures in unfamiliar contexts. In regard to speaking, students can maintain most face-to-face conversations and satisfy limited social demands when not under pressure and given sufficient time to process information.</p> | <p>Approx 4000 words</p> | <p>Reading Grade Level 7.4 (Flesch-Kincaid) Sentences per paragraph 5.7 Words per sentence 15.1 Passive sentences 22%</p> |

| | | | | |
|-------|--|---|-------------------|---|
| 60-65 | Sheet metal workers Light wheeled vehicle mechanic Construction equipment operator | The student in this range can understand conversation consisting of simple questions and answers and simple statements in basic face-to-face conversations. The student can understand written text consisting of very simple sentences on familiar topics. In regard to speaking, students can typically satisfy their basic survival needs, if given sufficient time to process information and are not under pressure. | Approx 3000 words | Reading Grade Level 5.5 (Flesch-Kincaid) Sentences per paragraph 4.1 Words per sentence 10.5 Passive sentences 25% |
|-------|--|---|-------------------|---|

Chapter 3

IMET Cost Programming Factors

1. **General.** Training lines in your ISTL are costed out automatically. 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.

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 the appropriate IMET Military Articles and Services List (MASL). This document lists the costs of most training courses by FY. The MASL is updated quarterly 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. FMS INCR and IMET are the rates that apply for SouthCom countries. The MASL shows prices by FY, but for years further out you may need to adjust prices for anticipated 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 the following FY. For the next FY out, apply the same procedure by multiplying again by the 1.05 factor. This computation method should be used when adding new courses to the "**strawman**" STL. Courses already on the STL will have a built-in inflation factor provided by the MILDEP.

4. **Medical Costs.** (Also see SAMM paragraph 100114.) Medical costs for IMET students are programmed and funded from the IMET appropriation. The SAO computes medical costs for each

service program by adding the total number of 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 for Medical Costs. Air Force breaks WCN 0001 into Priority "A" Funded, Priority "A" Unfunded and Priority "D" (0001A/B/C).

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 host country. 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 Seven-Year Training Plan. 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 paragraphs 100111-100112 provide details on these topics.

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.

The living allowance is intended to supplement the International Military Student's (IMS) regular military pay 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 pay for much beyond billeting and meal expenses.

Effective 1 October 1999, the programming cost for living allowance is computed based on **actual billeting rates** plus an allowance to cover meals and incidentals. Another factor is whether dependents are authorized. The revised living allowance rates are given in Figure 3-1 at the end of this chapter, and will be reflected in the SAMM, Table 1001-2. For estimating purposes, you need to contact the appropriate MILDEP to determine for each school whether quarters/mess are available and the cost for quarters where quarters are available and/or cost of mess. In your planning, you may need to add as much as one additional week between individual sequential courses to allow for gaps between courses.

Some examples of weekly rates:

| | |
|---|--|
| Neither quarters nor mess are available, not accompanied. | Estimate 7 days x \$60/day = \$420/week |
| Neither quarters nor mess are available, at designated schools and authorized dependents accompany, | Estimate 7 days x \$65/day = \$455/week |
| Mess available, quarters not | Estimate 7 days x \$46/day = \$322/week plus actual cost of mess |
| Quarters are available, mess not, for most schools | estimate 7 days x \$25/day = \$175/week plus cost of quarters |

| | |
|--|---|
| Where quarters and mess are available, | The MILDEP will cover these costs by programming additional funds against the IMET STL, in addition to the \$11 paid directly to the student. |
|--|---|

Increased Living Allowance Requests

Increased Living Allowances are also available to accompanied students on a case-by-case basis only **for certain schools**. [Note 3 in the IMET LA Table.] These increases must be approved for each individual student by DSCA. If approved, rates are \$90/day for Army Command and General Staff College, Air War College, Air Command and Staff College, USMC Command and Staff College, and USMC Amphibious Warfare School; \$100/day for Army War College and Armed Forces Staff College; and \$120/day for National Defense University, Naval Command College and Naval Staff College. These rates do not apply while the student is at DLIELC, or other courses.

To request, send a message to DSCA providing:

- Appropriate rationale for increase;
- Confirmation that student will be accompanied for the duration of training and living off-post;
- Amount of financial support student will receive during his/her studies from the host country; and
- Identification of training lines within the current program to be unfunded to absorb cost increase (if necessary).

b. **Transportation** is the other element of the TLA formula. When the training length in the U.S. is eight 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:

(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 (to build in a 5% inflation factor). Travel cost is always programmed in the first training line. 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.

(2) **CONUS Travel**. Effective 1 Oct 97, 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 trans-oceanic 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, and in the SAMM, Chapter 10, paragraph 100113.

(b) In those instances where U.S. and foreign flag carriers differ in free baggage allowances, or IMET baggage is authorized beyond 140 pounds, transportation officers will issue a Government Excess Baggage Authorization Ticket (GEBAT), or the equivalent, to cover the differences between the baggage permitted by the U.S. flag carrier and the authorized IMET baggage allowance.

(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 outprocessing 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

1558

\$2646

Line 1010B -- BC4, Same As Above:
Rate same as above, \$52/day x 48 days = \$2496

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
250

\$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 250

\$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) 100

7. **Summary.** Bottomline, 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: Multiply current MASL prices by 1.05 cost factor for each subsequent fiscal year's estimated cost.

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): Weekly rate.

Figure 3-1 -- New IMET Living Allowances Rates

**New IMET Living Allowances Rates
Effective 1 October 1999**

Source: SECDEF USDP-DSCA MESSAGE 221932Z SEP 99

In Travel Status, Including Unscheduled Delays,
Notes: (1)(13)

| | <u>Officers/Civilians</u> <u>JTR</u> | <u>Enlisted</u> <u>JTR</u> |
|---|---|-------------------------------|
| <u>In Training Status:</u> | | |
| Neither Quarters Nor Mess Available | | |
| At Designated Schools With Dependents Notes: (2)(4)(5)(6)(8)(9) | \$65 Note: (3) | \$65 Note: (3) |
| At Designated PME With Dependents | \$60 | \$60 |
| All Others NOTES: (5)(6)(8)(9) | | |
| | | |
| Government Or Government Contracted Quarters Available, Mess Not Dependents Encouraged | | |
| Actual Cost For Quarters (Plus) Notes: (2)(6)(7)(8)(9) | \$30 | \$30 |
| All Others: Actual Cost For Quarters (Plus) Notes: (6)(7)(9) | \$25 | \$25 |
| | | |
| Mess Available, Quarters Not | | |
| Actual Cost For Mess (Plus) Notes: (6)(7)(9) | \$46 | \$46 |
| | | |
| Government or Government Contracted Quarters and Mess Available | | |
| Notes: (6)(7)(9)(11)(12) Actual Cost For Quarters and Mess (Plus) | \$11 | \$11 |
| | | |
| Quarters and Mess Available Free of Charge Note: (9) | \$11 | \$11 |
| | | |
| Quarters Free and Officers Charged For Mess (Aboard Ship) | | |

| | | |
|-----------------------------|------|------|
| Actual Cost For Mess (Plus) | \$11 | \$11 |
|-----------------------------|------|------|

In Military Hospital

Note: (8)

| | | |
|--|------|------|
| Officers charged for mess, Actual Cost For Mess (Plus) | \$11 | \$11 |
|--|------|------|

| | | |
|---|-----|-----|
| Orientation Tour Participants/MET Phase II Participants Note: (10) | JTR | JTR |
|---|-----|-----|

| | | |
|------------------------------|---------|---------|
| On Leave Notes: (2)(3)(9) | Various | Various |
|------------------------------|---------|---------|

Notes:

(1) When IMET pays TLA, travel allowance rate is authorized to include the day of departure from home country to the day of arrival at, and day of departure from, each training installation, and the day of arrival at home country. Rates on travel status, including unscheduled delays, are based on rates equal to those in the JTR for us personnel. The SAO is authorized to advance a minimum supplemental living allowance of \$250 to each IMS prior to departure.

(2) This rate is authorized only for accompanied IMS with dependents encouraged by the DOD who attend the following courses designated by the MILDEPS: Army war college, army command and general staff college, and national defense university; air war college, air force command and staff college, squadron officer school, and graduate programs at the air force institute of technology; naval command, naval staff college, and naval postgraduate school; USMC command and staff college, USMC amphibious warfare school, and armed forces staff college; and army command and staff college at the u s army school of the AMERICAS. This rate is also authorized for prerequisite courses, follow-on courses, and authorized leave periods. Foreign enlisted students are not authorized accompanied dependents except for those attending the us army sergeants major academy {SMA}.

(3) Increased living allowances are only authorized when approval by DSCA has been obtained and item 15 of the ITO has been annotated with that approval. In order to obtain DSCA approval, a front channel message request from the country must provide the following information: confirmation that student will be accompanied by at least his/her spouse and living off-post, and the amount of financial support student will receive from host country. Also, if necessary, the SAO must identify training lines within current program to be unfunded to absorb the increased living allowance. The following increases are authorized:

(a) Accompanied students (dependents must reside with IMS for duration of training to qualify) living off post/base at army command and general staff college, air war college, air command and staff college, USMC command and staff college, USMC amphibious warfare school:: \$90 a day.

(b) Accompanied students (dependents must reside with IMS for duration of training to qualify) attending the army war college and armed forces staff college: \$100 a day.

(c) Accompanied students (dependents must reside with IMS for duration of training to qualify) living off post/base at the national defense university, Navy command college, and naval staff college: \$120 a day. Students are not authorized the above rates while at DLIELC, prerequisite courses not located at the above listed schools, follow-on courses, or during authorized leave periods upon completion of training.

(4) Accompanied students living off post/base attending courses where dependents are authorized may draw a living allowance advanced upon arrival in CONUS of an amount up to but not to exceed ten percent of their total living allowance authorized at a particular location. the student living allowance drawn during the period of training will be adjusted to ensure that the amount of the advance is fully recovered before the student completes training at the location.

(5) A nonavailability of government quarters statement is required to receive these allowance rates.

(6) The government or government contracted quarters rate will only be paid if government quarters or government contracted quarters are used.

(7) Quarters available means that USG quarters were either furnished or made available. Mess available means three meals per day were available in a USG mess, whether or not actually consumed. USG mess excludes open mess and is not considered available to IMS officers except where separate messing facilities are available for officers or international students. IMS not authorized a USG living allowance will pay for their meals. Meals taken in other food service facilities will be paid for by the IMS at the menu rates. In overseas areas, including Hawaii, where USG quarters and mess are not available, the rates authorized are equal to those authorized for us personnel in the JTR. It is recommended if the IMS from another country is attending a regional mobile education course, the IMS be paid the hosting countries recommended cost for lodging and meals, not to exceed the JTR.

(8) When an IMS is authorized the accompanied or with dependents rate and is subsequently hospitalized, the accompanied rates shall apply during the period of hospitalization, rather than the reduced rate specified herein.

(9) Living allowance for leave periods following termination of training is not authorized. Leave with living allowances may be granted during periods of class breaks, authorized holidays, between consecutive courses, and delays at a port while awaiting transportation at the rate that is appropriate to the training status.

(10) Cost to be paid by class a agent/cashier escort officer.

(11) Guest instructors assigned to USARSA, IAAFA or NAVSCIATTS will be paid a living allowance based upon the installations government quarters or government contracted quarters rates by grade and a standard subsistence allowance regardless of rank. Guest instructor allowances are paid out of the military services operations and maintenance account instead of the IMET account.

(12) In addition to the \$11 a day the enlisted IMS will receive directly, the IA will program additional funds for reimbursement for meals and billeting fees. The cost of quarters and meals for enlisted IMS will be billed to the IMET program rather than paid by the IMS. The programming figure will vary depending on type of government quarters available.

(13) When IMS is scheduled to attend training for two weeks or less, the SAO is authorized to

purchase roundtrip transportation and to pay IMS total living allowance entitlements at time of departure.

(14) IF the duration of training at the last training installation is two weeks or less, and or the gaining training installation has no means of paying the IMS, the IMSO at the losing installation will arrange for advance payment of living and travel allowances for that period of time to the day of arrival at the next follow-on training installation or country, except for periods of leave. The IMSS ITO will be endorsed to identify the period of time for which advanced living and travel allowances were made.

Chapter 4

IMET Training Requiring Waivers

1. **General.** SAOs may have training requests that will require a waiver prior to programming and funding. With reductions in 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 format requests."

Overview of Waiver Policy Guidance Source: SECDEF MSG 221227Z Sep 99

The following are **Ineligible** for IMET funding:

- Undergraduate Pilot Training and other high cost flight training
- Technical Training, when in support of equipment-specific transfers. (In these cases FMS is used, not IMET).

The following are **eligible on a case-by-case basis**, requiring Unified Command and/or DSCA approval:

- **Postgraduate training** (except EIMET does not require a waiver)
- **Technical Training.** May be a small component of IMET if used to remedy significant host country deficiencies, to directly promote in-country training sufficiency of training instructors, or to acquire skills for nation building and peacekeeping operations. A waiver is not required, but programs are monitored for compliance. Rule of thumb is that Technical Training should not exceed 25% of the program.
- **Mobile Training Teams (MTTs).** May be waived only if of critical importance to host country operational readiness or to satisfy other urgent requirements. EIMET teams are excepted. (*See para 4 for more information.*)
- **English Language Labs (ELLs).** The following require Unified Command waiver: Level III ELLs; or ELLs for host country non-military or non-MOD agencies. (*See para 2b for more information.*)
- **Orientation Tours.** May be waived for introduction of the IMET program, to ensure the objectives of an

existing program are being met, or if the focus of the IMET program has shifted to a new emphasis.

a. **Waiver Requests at TPMRs.** SAOs should submit policy waiver requests for review at the TPMR. SAOs must use the standardized IMET waiver format at Figure 4-1, and submit their requests as part of the Seven Year Training Plan (see Chapter 7). DSCA and SOUTHCOM 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 IMET waiver format. Unified Commands will coordinate with DSCA and will publish approval or disapproval. Requests that surface outside TPMRs may indicate a need for more planning on the part of SAOs and host country counterparts. SAOs should focus on working with the host country to develop appropriate training plans for these requests.

2. **Constraints On IMET Funding.** SAMM Chapter 10 categorizes three types of constraints on IMET funding:

a. **General Constraints.** -- General categories of training that, in order to maximize benefits of IMET, are not normally candidates for policy waivers. Examples: training not in support of IMET or EIMET objectives, repetitive training in the same courses, or ELT not in support of the in-country ELT program or in support of specific U.S. training. See SAMM paragraph 100104 for complete list.

b. **Specific Policy Constraints Requiring Waiver Approval.** -- These types of training require prior waiver approval from the Unified Command and DSCA-Plans. See SAMM paragraph 100105 for more complete details, specific waiver criteria and justification requirements for each category, and exceptions.

- Mobile Training Teams (MTTs) -- MTTs under IMET require both a waiver and a Team Request/Call-Up (Figure 5-1). Paragraph 4 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. **[Note: Exception is Expanded IMET-funded Mobile Education Teams (METs), including U.S. Coast Guard Maritime Law Enforcement Teams, which do not require waivers.]**

- Postgraduate or Degree Producing Training.

- Orientation Tours -- [Exception: May be considered for waiver when necessary for the successful introduction of the IMET program, to ensure the objectives of an exiting IMET program are being met, or if the focus of the IMET program for a country shifts to new areas of emphasis.] Also see Chapter 5 of this Guide and paragraph 100307 of the SAMM.

- Minimum Duration of Student Training in U.S. (less than 8 weeks) where IMET pays travel. **[Note: There are several exceptions, to include the U.S. Army School of the Americas (USARSA), Inter-American Air Forces Academy (IAAFA), Naval Small Craft Instruction and Technical Training School (NAVSCIATTS), Air Force**

physiological and physiological refresher training, and DISAM training.]

- High-Cost Training (tuition cost of \$30,000 or higher).
- Training Provided by Contractors.
- Training of Civilians. [SAMM paragraph 100105.G outlines certain exceptions for Expanded IMET, English language instructors, counternarcotics, and maritime training.]
- English Language Labs for Non-Military or Non-MOD agencies. The Unified Command may approve use of IMET to purchase labs for non-MOD agencies when the labs are to be used for training of civilians to attend EIMET programs, or when the non-MOD agency has a close relationship with the host country military in the time of national emergency or natural disaster.

c. ***Constraints that cannot be waived.*** These categories of training are expressly prohibited from IMET funding. SAMM paragraph 100106 provides additional explanation.

- Training of Police Forces. The determining factor of whether a unit is a "police unit" is the nature of the function performed by that unit. Military police training of non-"police" personnel requires a certification that the individual will not be involved in civilian law enforcement activities for a period of two years. See Chapter 5, para 2.d., for more information and exceptions.
- Training Non-Defense Personnel [Does not apply to Expanded IMET].
- Foreign Language Training.
- Purchase of Training Aids Other than English Language Equipment or Materials.
- Correspondence Courses.
- Doctoral/PhD level Training.
- Training to Support National Intelligence Programs. Military intelligence training for international students is limited to that directly related to combat or operational intelligence. [SAMM paragraph 100106.G provides additional information.]
- Sniper Training.
- Other Potentially Sensitive Training. See SAMM paragraph 100106.I. for staffing requirements.

Exceptions For Expanded IMET

| |
|--|
| Any clearly identified Expanded IMET training included in the above categories does not require an IMET policy waiver. |
|--|

3. **Justification of Waivers.** The categories of training that require waiver approval do not normally maximize the use of IMET funds. SOUTHCOM and DSCA will consider a waiver request in those limited instances where the circumstances, supporting justification, and rationale clearly support an exception to policy that helps achieve SAO and host country objectives as stated in the two-year training plan, and where such a waiver will not disrupt the overall program balance and will not interfere with attainment of IMET objectives in the requesting country. The following lists typical criteria for waiver consideration:

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

4. **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. See SAMM paragraph 100305 for additional information. 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 host country 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 waiver requests for MTTs:

- (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 number of IMS, by officers, enlisted personnel and civilians.
- (4) Summary of host country 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 cost of MTT.
- (7) Reasons FMS cannot fund MTT requirement.

Figure 4 -- IMET Waiver Request Format

| | |
|---|---------------------------------------|
| Subject: Request For Waiver For IMET Training | |
| To: | (Unified Command) (DSCA Plans/PGM) |
| In accordance with Charter 10, DoD 5105.38-M, request approval for the use of IMET funds for the following training. | |
| Country: _____ | Program: _____ |
| Type of Waiver: (State the specific waiver being requested; such as, Mobile Training Team, High Cost Flight Training, or Post Graduate School.) | |
| Requested Training: (Provide a precise description of the training; such as, a mobile training team to instruct on requisition preparation and receipt, storage, and issue of supplies; two weeks duration; one enlisted member, grade E-7 or E-8) | |
| Title of Course: _____ | MASL ID: _____ |
| Quantity: _____ | Program Year: _____ |
| Duration: _____ | Unit Cost: _____ |
| Avail Qtr: _____ | WCN: _____ |
| Priority Code: _____ | TLA: _____ |
| Total Cost: _____ | |
| Justification: (Include 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 will it develop? What is the urgency in providing this training?) | |
| 2. Objective (What IMET objective(s) will this training achieve (see two [now seven] year training 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 will 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 US (What benefits, tangible or intangible, will accrue to United States by providing this training?) |
| | 9. Post Graduate Level (If this is post graduate level education (Navy Post-Graduate School or Air Force Institute of Technology, how many students have attended this same curriculum in the past five years?) |
| SAO Chief's Approval: _____ | Date: _____ |
| UCOM Approval: _____ | Date: _____ |
| DSCA Approval: _____ | Date: _____ |
| <i>Source: Table 1001-1, DoD 5105.38-M</i> | |

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 at the TPMR. The MILDEPs will not accept program data without this information.

2. **Categories of Training Requiring Worksheets or Certifications.**

a. **MTTs.** 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 (JSAT Figure 13-1, and see Figure 5-1 at the end of this Chapter for additional SOUTHCOM requirements). SAOs requesting IMET-funded MTTs at the TPMR must first have DSCA/USSOUTHCOM approval (see Chapter 4). INL-funded MTTs follow normal Security Assistance procedures except for Coast Guard MTTs, which are forwarded directly to State Department (INL), with information copy to Coast

Guard. Detailed information on MTTs is in Chapter 13 of the JSAT and in paragraph 100305 of the SAMM. SAOs should also contact USSOUTHCOM SCJ34 (Exercises and Training) for detailed information for executing overseas deployments for training (ODT) and deployments for training (DFT) within USSOUTHCOM.

b. **OBT/OJT/FAM/QUAL**. This type of training is 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 100303 and 100304 of the SAMM for details. The following paragraphs summarize guidance for requesting this type of training:

(1) 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.

(2) U.S. Air Force offers familiarization training vice OJT. AF Form 797 must be submitted for familiarization training in excess of four weeks.

(3) U.S. Army school commandants will decide on OJT for an IMS scheduled to attend two or more courses with an interval between courses of more than 5 working days or during periods of classified instruction when access has not been granted. Strong justification must be furnished and approved by Security Assistance Training Field Activity (SATFA) for OJT exceeding 2 weeks.

(4) U.S. Coast Guard OJT is limited to three weeks duration following a USCG course. New MASL numbers have been assigned for Coast Guard OJT that identify the training by mission type and by location. The actual training conducted is dependent on the operational commitment of the providing unit.

(5) Requests for Marine Corps OJT must be directed to CG MCCDC//CSW//through the SAO at the annual TPMR.

(6) U.S. Navy OJT aboard U.S. SIXTHFLT/U.S. SEVENTHFLT units will be coordinated directly by the SAO with CINCUSNAVEUR/CINCPACFLT, respectively, info copy to the unified command, NETSAFA and others as appropriate. Requests for OJT aboard fleet units other than specified above will be directed to NETSAFA, info copy to cognizant Unified Command and others as appropriate.

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 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.

(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 100307 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 100106A, 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) Also, in accordance with SAMM paragraph 100107, participation in IMET sponsored military police training programs by military personnel not occupying M.P. Billets is permitted and 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.

Source: SECDEF message 021717Z Aug 95, Subj: IMET Police Training Policy

Figure 5-1 -- Mobile Training Teams (MTT) or Security Assistance Teams (SAT) Call-Up Format

**Mobile Training Teams (MTT)
Or Security Assistance Teams (SAT)
Call-Up Format**

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. SAT identification. (See JSAT para 1311.)
- b. Team composition. (Indicate the quantity, rank, MOS/specialty, and title of each team member.)
- c. Security clearance. (Indicate the type of security clearance required for the mission.)
- d. Duration. (Indicate the duration of a PCS mission in months, and the duration of a TDY mission in weeks or days, as appropriate.)
- e. Team restrictions. (Reflect any required limitations or exclusions on the type of personnel, uniforms, equipment, or methods of instruction.)
- f. Mission. (Provide, in detail, the scope of instruction/assistance the team is to conduct.)
- g. Training goal. (Include a statement of the results the team effort is expected to achieve.)
- h. Personnel to be trained. (Indicate the technical qualifications of prospective foreign military trainees, to include educational level, and number of foreign military trainees by officers, enlisted personnel, and civilians.)
- i. Summary of host country capabilities.
- j. Equipment on which training is to be conducted and availability. (The equipment list must be detailed enough for the furnishing agency to identify it by make, model, or type.)
- k. Availability of tools and ancillary equipment. (List tools and equipment required for the mission, and their availability in country.)
- l. Availability of training aids. (List training aids required for the mission, and their availability in country.)
- m. Interpreter support.
- n. Training locations. (If there is more than one training location, indicate the distance between

locations, time requirements for travel to be performed, and modes of anticipated in-country transportation.)

- o. Desired in-country arrival date.
- p. Types of quarters available.
- q. Uniform and clothing. (Describe requirements for both on and off-duty uniforms and civilian clothing.)
- r. In-country transportation. (Indicate the means of in-country transportation to be provided to and from quarters, training locations, and dining facilities. Specify rental car authorization, if any.)
- s. Facilities. (Indicate the availability of medical, dental, shopping, and laundry facilities.)
- t. Confirmation of country team approval.
- u. Additional information.

(1) Identify any important data requiring more emphasis or information useful in selecting and preparing the SAT.

(2) Include, if applicable, information on sensitive areas, subjects to avoid, taboos, and personalities involved.

(3) Reflect additional data such as availability of in-country monetary facilities for converting personal funds, cashing checks, using government credit cards, etc.

(4) Make reference to any previous team effectiveness evaluations, which contain data pertinent to the request.

(5) Indicate which type passport, if any, is required and whether a visa is required.

(6) When requesting PCS SATs, include estimated costs for in-country support for the PCS SAT which required case funding (housing, transportation, security, medical/dental care, maintenance, telephones, family member schools, TDY, emergency leave, quality-of-life and mission sustainment, International Cooperative Administrative Support Services agreement (ICASS), etc.)

(7) If any data requires classification or special handling, it may be attached to the request as an annex.

- v. SAO Point of Contact (POC). (Indicate the name, grade, service, DSN and commercial phone/fax numbers, message and mailing addresses, and e-mail address for the SAO POC.)

| |
|--|
| <p>Source for paragraphs a through v above: JSAT Figure 13-1 -- Format for Security Assistance Team (SAT) Request/Call-Up.</p> |
|--|

- w. The following additional information applies to USSOUTHCOM:

- (1) Desired in-country departure date.
- (2) Component. (Active, Reserve, or National Guard; to be included, even if it is previously stated in the team composition, mission, or elsewhere.)
- (3) Service. (State the predominant number of personnel: Marine Corps, Navy, Air Force, or Army; to be included, even if it is previously stated in the team composition, mission, or elsewhere.)
- (4) CINCSO Joint Mission Essential Task List fulfillment. (State yes or no, whether this MTT answers one of CINCSO's Joint Mission Essential Tasks (JMETs). Refer to Appendix D of SC Reg 350-3.)
- (5) CINCSO JMET category. (If the answer to (4) above is "yes", state which JMET is answered. Refer to Appendix D of SC Reg 350-3.)
- (6) Funding. (State the current funding status: "funded" or "unfunded".)
- (7) Transportation. (State the anticipated mode of transportation into the theater, e.g. civil air, military air, military sealift, etc.; may require coordination with the MILDEP.)
- (8) Threatcon. (High, medium, or low.)
- (9) Evacuation Plan. (Yes or no; if the Threatcon is medium or high, there must be an escape and evasion plan on file with the MILGP; may require coordination with the MILDEP.)
- (10) Desired Rehearsal Date. (If none, state "none".)
- (11) Component Deployment Checklist Date. (State the date that the component deployment checklist will be sent; may require coordination with the MILDEP.)
- (12) Desired Site Survey Date. (State the date desired for the site survey to begin. If there is to be no site survey, state "none".)
- (13) Desired Advance Party Date. (State the date desired for the advance party to arrive in-country. If there is no advance party, state "none".)
- (14) Desired Main Body Date. (State the desired date for the main body to arrive in-country.)
- (15) After Action Report Date. (State the date that the Joint Universal Lessons Learned System (JULLS) After Action Report will be at SOUTHCOM (SCJ3-DDX). All components must submit an after action report, in JULLS 3.10, no later than thirty days after end of exercise (ENDEX); may require coordination with the MILDEP.)
- (16) Human Rights Training Date. (State the date that CINCSO's required Human Rights briefing will be completed and the name of the individual who will verify the briefings. Additionally, components will ensure Human Rights Training Objectives are incorporated in the Training Plan for all MTTs, when appropriate.)

State "yes" or "no" to indicate if training objectives have or have not been incorporated; may require coordination with the MILDEP.)

Figure 5-2 -- OBT/OJT/FAM/QUAL Training Request Format

**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 unified command security assistance training program management reviews and for out-of-cycle requests. The more details presented in this format will permit the MILDEP to determine the capability of accomplishing and scheduling the training requirement.

2. For familiarization training following formal USAF courses, this format need not be submitted if country desired the standard familiarization training program developed for international students. Submit this format only if country identifies specific training tasks for a student.

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

Figure 5-3 -- Format for Programming Orientation Tours

Format for Programming Orientation Tours

Programming Information
(Enter type of orientation tour)

- a. Country
- b. FY.
- c. WCN
- d. Type of tour. (State whether an IMET or FMS or OT or DV tour and the area or areas of interest to be covered by the tour; for example, operations, maintenance, engineering, supply, education, training, flying, technical, staff, command, professional, or medical.)
- e. Objectives. (State, in specific terms, the objectives to be achieved as a result of the tour. Be specific to the point that commanders, civilian employees, briefing and training installation personnel, and other) MILDEP personnel not normally associated with SA activities can assist in the achievement of tour objectives.)
- f. Proposed starting date.
- g. Alternate starting date.
- h. Tour itinerary. (Suggest an itinerary in terms of visits to specific DOD units or training installations. Itinerary suggestions should include the recommended number of days at each location, not to exceed 2 working days per location.)
- i. Level. (For each itinerary stop, provide the level at which tour personnel should be oriented in terms of flight, squadron, group, battalion, division, major command, or similar identification.)
- j. Scope. (Indicate how much detail should be given to participants. Information in this portion of the format must correlate with the objectives, length of stay at each location, and level of tour. If it is desired that participants be familiarized with specific DOD procedures and

techniques on an observer basis, include the information under this heading.)

- k. Names of participants. (Enter the name of each participant, grade and equivalent DOD grade, and date and place of birth. Underline the surname of each individual.)
- l. Assignment. (Provide a brief synopsis of current or planned assignment of each individual if applicable to the purpose of the tour. Compare it to similar positions in the DOD Military Establishment.)
- m. Individual characteristics. (Enter the customs of dress, language, religion, eating and drinking habits, and general demeanor of each participant).
- n. English capability. (Indicate the ECL for each individual).
- o. IP projects. (Describe particular aspects of the IP to be accomplished, listed in order of preference)
- p. Publicity. (To preclude embarrassment for the USG, the MILDEP, or the country concerned, include a brief statement regarding publicity that could be useful for achieving the tour objective).

Source: JSAT Figure 12-1 -- Sample Format for Programming Information for Orientation Tours

Figure 5-4 -- Police Training and Related Program Certification

The following sample certification statement is provided (See SAMM 100107 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:

a. This chapter explains courses that are offered by invitation only. These include senior professional military education (PME) and Aviation Leadership Program (ALP). Figure 6-1 summarizes major dates and actions for programming senior PME requirements.

b. Because senior PME and ALP quotas are limited (especially those discretionary programs offered by and invitation only from the Chairman, JCS 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! SAOs must list all senior PME and ALP requirements in their Seven-Year Training Plan submitted for the TPMR (see Chapter Seven. Based on SAO country nominations listed in the Seven-Year Training Plans, SOUTHCOM prioritizes AOR requirements for the Budget Year, and forwards priority lists to appropriate nominating office for consideration.**

d. 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 USCINCSO MIAMI FL//SCJ5-SA//).

2. Senior PME Categories/Courses:

a. **National Defense University International Fellows Program (NDU IFP)**, Washington, D.C., MASL ID B171801:

Procedures for requesting: Annually, the Chairman of the Joint Chiefs of Staff personally invites foreign military forces to participate in the NDU-IFP. SAOs desiring NDU IFP consideration informally forecast their requirements at the TPMR and include requirements in the Seven-Year Training Plan. CJCS invitations are normally extended during the November-December time frame. Based on inputs from the regional CINCs, Services, and NDU, the Joint Staff/J5 recommends nominees to the Chairman. CJSC then extends invitations to counterparts in countries.

Course description: 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). The course is one year long and starts in late June. The CJCS issues 35 NDU-IFP invitations annually; 15 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. Keep in mind that D.C. is a high-cost area.

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.
- Genuinely** fluent in the English language (80 ECL).
- Not presently assigned as an attaché to US.
- O-6 equivalent or higher. Note 1.
- 15 years service and held high level command and staff positions. Note 1.
- Baccalaureate degree and staff college or equivalent. Note 1.

Note 1. Waiverable prerequisite.

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. Chief of Staff, Army (CSA) offers 42 invitations worldwide per year. AWC is a one-year class that commences in July. ECL is 80, SET Advised. SAOs desiring AWC-IFP consideration must informally forecast their requirements in the Seven-Year Training Plan and at the TPMR. AWC-IFP will be added to the STL as a temporary line only until the country actually receives a CSA invitation. CSA invitations are extended twice, first in August and again in February. After the suspense date of the February invitations, the international selection process is closed and all declinations are returned for U.S. fill. Additional information is in paragraph 4-20 of the JSAT.

Effective FY99, AWC has a two-year correspondence course option available for four international students per year. 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 listed in HQDA message 090929Z Apr 99, or are available from SATFA.

(2) Naval Command College (NCC)

Newport, RI, MASL ID P171001. CNO extends 42 invitations worldwide per year. SAOs desiring spaces must include requirements in the Seven-Year Training Plan and may program one NCC training line into the STL, for planning purposes only, subject to receipt of invitation. Requirements must be programmed prior to end of the TPMR. Following the TPMR, SOUTHCOM will provide consolidated, prioritized NCC requirements for

the AOR to the Navy. Navy POLMIL (N525) formulates a country priority listing for CNO approval. NCC is strictly a CNO discretionary program by invitation only. NCC invitations are normally extended to countries at the beginning of the FY (October). Class convenes in August and runs 10-1/2 months. 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. Recommend early screening/lead time for language training. Note: According to CNO (N525), optimum international NCC quotas per class are limited to 36 (Navy anticipates an average of 6-7 countries will decline NCC invitations annually). Navy will not consider reallocating declined spaces unless INITIAL acceptances fall below 36.

(3) *Air War College (AWC)*

Maxwell AFB, AL, MASL ID D171010. There are 40 AWC quotas available for annual worldwide allocation. Prerequisites for international officers: grade equivalent to an AF Lieutenant Colonel or Colonel; minimum ECL of 80, SET Advised; completion of International Officer School Preparatory Course (MASL D171011). Preparatory course starts in June. SAOs desiring spaces must include requirement in the Seven-Year Training Plan and may program one AWC quota at the TPMR, for planning purposes only, subject to receipt of CSAF invitation. Following the TPMR, SOUTHCOM will provide consolidated, prioritized AWC requirements for AOR to SAF-IA. The Air Staff will formulate a list of approved countries for CSAF invitation in June. Initial CSAF invitations are normally extended in the first quarter (Oct/Nov). Countries offered AWC must accept quotas within 90 days after receiving confirmation of a quota by AFSAT. Candidates must be identified and ECL tested NLT 1 March of each year. Effective Academic Year 1993, Air Force will no longer honor "standing invitations" for AWC. PME exchange agreements are not affected, however. Neither will Air Force allocate AWC quotas to countries with SA programs suspended or on hold. These countries will be considered for a quota once SA eligibility is reestablished.

Master's Degree Option: Air War College offers a Masters of Military Operational Art and Science. To be eligible, the International Officer must hold a qualifying undergraduate degree and meet the English Language proficiency requirements. Requirements are similar to those described under National Defense University earlier in this Chapter. Official transcripts (with translations) and Official TOEFL score sheets must be sent to the Air University Registrar prior to arrival.

c. *Command Colleges:*

(1) *Command General Staff College (CGSC)*

Ft Leavenworth, KS, MASL ID B171768. There are approximately 90 CGSC quotas available for annual worldwide allocation. SAOs are authorized to program CGSC requirements into the STL and the line will be annotated by SATFA that training line is pending receipt of allocation by HQDA (SAUS-IA-DSZ). SAOs must forecast total CGSC requirements in the Seven-Year Training Plan and during the TPMR Army Review Panel. IMS officers are required to attend the Allied Officers Preparatory Course, a Phase I, 4-week preparatory course (B171766, ECL 80-90,

SET Advised) that begins in June. This is followed by a Phase II, 2.4-week preparatory course (B171782). The CGSC core course (B171768), 40 weeks, begins in July. Additional information is in the JSAT.

(2) *Naval Staff College (NSC)*

Newport, RI, MASL ID P171002. There are 32 quotas per class (2 classes per year, January and July -- 23 weeks in duration) available for annual worldwide allocation. SAOs desiring spaces must include requirement in the Seven-Year Training Plan and may program two NSC spaces (1 per class) into the STL in preparation for the annual TPMR. Following the TPMR, SOUTHCOM will provide consolidated, prioritized NSC requirements for AOR to the Navy. CNO (N525) will extend invitations for each class around eight-nine months before the class. NSC is for officers in grades of O-3/O-4, and no rank waivers will be authorized. All students must have an ECL of 80 and Specialized English Training is advised. Recommend early screening/lead time for language training. Navy's NSC allocation system is based on a "first come, first served" confirmation basis.

(3) *Marine Corps Command and Staff College (MCCSC)*

Quantico, VA, MASL ID P171801. The Commandant of the Marine Corps (CMC) extends 24 MCCSC invitations worldwide per year. Class commences in July, and extends 47 weeks, including 3 weeks of orientation required for international military students. CSC is designed for officers in the grade of major (O-4). [Waivers for O-5's should be requested. O-6 waivers will not be granted and O-5's may not be promoted before graduation of course.] ECL is 80, SET Advised. SAOs desiring spaces must include these requirements in the Seven-Year Training Plan and may program two MCCSC spaces into the STL, subject to receipt of invitation. (Invitations for a second quota will not be confirmed until after every country on the invitation list has accepted or declined.) Following the TPMR, SOUTHCOM will provide consolidated, prioritized MCCSC requirements for AOR to USMC. USMC POLMIL formulates a priority list for CMC approval.

(4) *Air Command and Staff College (ACSC)*

Maxwell AFB, AL, MASL ID D171002. There are 80 ACSC quotas available for annual worldwide allocation. Prerequisites for international officers: grade equivalent to a USAF senior captain, major or junior lieutenant colonel; minimum ECL of 70 (80 desirable) and SET Advised; completion of International Officer School Preparatory Course (D171014). SAOs desiring spaces must include requirements in the Seven-Year Training Plan and may program ACSC quotas into the STL (SAOs are guaranteed at least one ACSC space; requests for additional spaces will be placed on standby status). Countries offered ACSC must accept quotas within 90 days after receiving confirmation of a quota by AFSAT. Candidates must be identified and ECL tested NLT 1 March of each year. SAF-IAX will reallocate quotas to other countries if candidate(s) is (are) not identified or if training has not been funded 60 days prior to report date for International Officer School. Air Force will not allocate ACSC quotas to countries with SA programs suspended or on

hold. These countries will be considered for the next available quota once SA eligibility is reestablished.

Master's Degree Option: ACSC offers a Masters of Military Operational Art and Science. To be eligible, the International Officer must hold a qualifying undergraduate degree and meet the English Language proficiency requirements. Requirements are similar to those described under National Defense University earlier in this Chapter. Official transcripts (with translations) and Official TOEFL score sheets must be sent to the Air University Registrar prior to arrival.

d. **USA Sergeants Major Academy (SMA) International Student Program**, Ft Bliss, TX, MASL ID B171200:

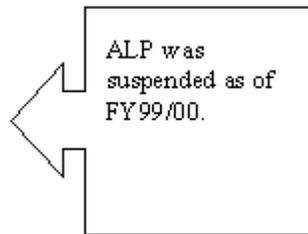
(1) There is one SMA class per year consisting of 24 seats allocated worldwide for international students. SMA is a nine-month course beginning in August. The SMA can be programmed into the STL as a temporary line of training until the country has received a CSA invitation. SAOs should submit SMA requirements at the TPMR, and include in their Seven-Year Training Plan. Requests for invitations are sent to HQDA (SAUS-IA-DSA-A). Once a CSA invitation is extended, usually in September of each year, IMS candidate must meet the following course prerequisites:

- (a) 80 ECL
- (b) have an equivalent grade of Master Sergeant or above
- (c) be on active duty

(2) SMA is the one exception where dependents are authorized to accompany enlisted IMS. IMET IMS with accompanied dependents are entitled to the increased USG living allowance rate of \$45.00 per day.

(3) See the JSAT for additional information.

3. Aviation Leadership Program (ALP). ALP is an AF-funded scholarship program initiated in FY94 and intended to build strong ties between the U.S. and the future leaders of participating nations. At least 15-20 slots should be available worldwide each year to friendly, less-developed, cash poor countries. Selection criteria include:



ALP was suspended as of FY 99/00.

- 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 people-to-people programs or initiatives (training programs, Officer Exchange Programs, Latin American Cooperative, military-to-military contacts).

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 not encouraged. AF Instruction 16-108 provides guidance for managing and administering the ALP. Contact SAF/IAX for information regarding eligibility, program policy, and selection process. SAOs desiring ALP must include this requirement in the Seven Year Training Plan, in Part 2, para 2c, and forecast the requirement at the TPRM. SOUTHCOM will provide consolidated, prioritized ALP requirements for AOR to SAF-IA. OSAF normally extends invitations late in the fiscal year, for course start dates in the following fiscal year.

Figure 6-1 -- Senior PME Calendar

(Dates are approximate)

| | |
|---------------------------|--|
| TPMR (APRIL/MAY) | <u>SAOs will provide summary of Senior PME forecasts in Seven-Year Training Plan</u> |
| | <p>NDU IFP: Informally forecast, pending invitation. AWC IFP: Programmed as temp line pending invitation. NCC: One space may be programmed into STL, subject to invitation. AWC: One space may be programmed, subject to invitation. CGSC: Programmed as temp line pending invitation. NSC: Two spaces may be programmed into STL (1 per class), subject to invitation. MCCSC: Two spaces may be programmed into STL, subject to invitation. ACSC: Spaces may be programmed into STL (guaranteed one). USA SMA: Programmed as temp line pending invitation.</p> |
| Immediately after TPMR | <p>SOUTHCOM forwards all prioritized lists to MILDEPS for Budget Year, based on Seven-Year Training Plans. NCC: Navy POLMIL formulates priority lists for CNO approval.</p> |
| June | AWC: Air Staff formulates list for CSAF invitation. |
| July | NSC: Navy extends invitations to following year's July class. |
| August | AWC IFP: CSA extends invitations (1st of 2 times). |
| October | <p>AWC: CSAF extends invitations. NCC: CNO extends invitations.</p> |
| January | NSC: Navy extends invitations to following year's January class. |
| February | AWC IFP: CSA extends invitations (2nd of 2 times). |

Nov -- Dec

NDU IFP: Chairman, JCS extends invitations.

Chapter 7

Joint Service Security Assistance -- Training Program Management Review (TPMR)

1. *General.*

a. **When.** The culmination of the planning phase of Security Assistance Training is the USSOUTHCOM Security Assistance Training Program Management Review (TPMR). All Unified Commands' TPMRs are held March -- May.

SOUTHCOM's 2000 TPMR will run 10-14 Apr 00 (core dates).

b. **What** (Conference Structure). A typical TPMR conference begins with in-house education/updates on SA training issues. SOUTHCOM SCJ5 staff members conduct briefings, discussion groups, and one-on-one meetings with SAO reps. The next 2 to 2-1/2 days are devoted to presentations: DSCA, DLIELC, DISAM, and the MILDEPs cover organizational and policy aspects; and the SAOs give country presentations. The remainder of the TPMR is devoted to MILDEP/SOUTHCOM 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.

c. **How.** Paragraph 100002 of the SAMP outlines what the SAO needs to do to prepare for and participate in the TPMR. USSOUTHCOM will also provide more specific guidance prior to each TPMR. SAO preparation falls within seven general categories, all of which are addressed in this chapter:

- (1) STL
- (2) Seven-Year Training Plan
- (3) Country Presentation
- (4) Waiver Requests
- (5) Training Scope Worksheets or Certifications
- (6) MILDEP-SAO Panel Reviews
- (7) SOUTHCOM-SAO Panel Review

d. **Who.** 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 (FSN) is limited IAW SAMP para. 100002.C.4. SOUTHCOM will authorize FSN attendance on a case-by-case basis. SOUTHCOM will recommend FSN attendance when TMS training is being provided at the TPMR.

2. *STL.*

The STL is the document used during the MILDEP Review Panels. Prior to the TPMR, the SAO should ensure that the data reflected on the STL is as accurate as possible. MILDEPs will advise each Unified Command of the appropriate ISTL date to be used for the TPMR. MILDEPs review databases at the TPMR, making changes during the panel reviews, compute program totals (including TLA), and give the SAO his/her updated program on a disk by the end of the TPMR.

3. *The seven year training plan.*

Note: *All SAOs must submit a written Seven Year Training Plan.*

a. **Purpose.** The Seven Year Training Plan serves several purposes. It consolidates host country training needs from a joint perspective, taking into consideration all sources of funding (FMS, FMF, IMET, INL). SAOs should use the Training Plan as a vehicle to encourage host country planning beyond a single year's program. The Training Plan is the single training document that helps SOUTHCOM, the MILDEPs, and DSCA understand what the SAO and host country 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. TMS software includes a basic Training Plan format.

Previously a "Two-Year" Training Plan, this Plan has now been expanded in order to match the seven-year focus of the CINC's Theater Engagement Plan (TEP). In this way, Security Assistance training activities can be linked through CINC objectives to National regional prioritized objectives. Consistent with the TEP, under the Seven-Year Training Plan format, Budget Year (BY) reporting should be constrained. That is, you should report budget year's activities in accordance with actual funding projections. Reporting for Plan Year (PY) through PY+5 will be unconstrained, reflecting resources that would be required to achieve National and Theater engagement objectives.

b. **Transmittal Method.** SAOs can use one of many transmittal methods to get their Training Plans to us. Please let us know what method you plan to use.

(1) **SAN.** The preferred method is via SAN. This is the fastest method, gives the most legible product, and enables us to re-transmit to all recipients. If you need help in uploading your document to SAN, call SCJ5-SA. Briefly, you prepare your document using your normal word processing program, then "attach" it to an EMAIL message addressed to the SOUTHCOM POC. SOUTHCOM can then review and re-transmit your Training Plan to appropriate agencies, and prepare the consolidated SOUTHCOM Training Plan.

(2) **Courier service.** If you use a courier service, be sure to send a disk along with your hard copy.

(3) **Message.** Message transmittal has proved less than satisfactory, but can be used if other methods are not possible. If you forward your Training Plan by message, include the following addressees: USCINCSO//SCJ5-SA//, DSCA, HQDA, OSAF/IAX, NAVY IPO, SATFA, AFSAT, NETSAFA, CG MCCDC, COMDT COGARD, DLIELC, DISAM, T-ASA, SATMO, IAAFA, USARSA, NAVSCIATTS.

(4) **FAX and Mail are last resorts.** Note that mail service is not satisfactory unless you get an extremely early start! If you mail, send disk plus hard copy. FAX is the last resort if none of the other methods can be used.

c. **When due.** Training Plans must be reviewed, staffed within SouthCom, consolidated as an overall Southcom Plan, and distributed to 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 **at least six 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 by Unclassified email. Therefore, Training Plans must be **unclassified.**

e. **Format.** Format is important! The latest Training Plan format is at Figure 7-1. Following this mandatory format will make it easier for this headquarters and other agencies to quickly locate information when working with multiple country Training Plans. Please follow same PART and Paragraph numbering. If you have no inputs for a prescribed paragraph, say "None." -- do not omit the paragraph.

4. **The Country Presentation.**

a. We sometimes ask selected SAO Training Officers to make country presentations at the TPMR; you will be notified several weeks in advance. Briefings should highlight important aspects of Part I of the Seven-Year Training Plan, emphasizing planning and policy problems, if any. Not do try to cover all aspects of the country program, but give CONUS attendees a flavor of what it is like on the front line.

Note: This is not the same as the Seven-Year Training Plan.

b. The following limitations are placed on the presentations:

(1) Only one presentation is scheduled per country.

(2) Presentation should normally be no longer than 10-15 minutes, to include Questions and Answers.

(3) Presentation will be unclassified.

(4) Those SAOs asked to brief must turn in a typed text (including legible copies of slides) at registration.

c. Audio/visual support will be available for country presentations (but not for MILDEP panel reviews on subsequent days).

d. **Presentation Outline:** Unlike the Seven-Year Training Plan, which must follow a specific format, the following outline is intended merely as a guide to help SAOs develop their briefs. SAOs are not tied to this outline, but can talk to those areas that seem most appropriate.

Brief Country Overview -- Very brief comments can include country background, e.g., cultural, geographical, historical, economical, political, (type of government, political leaning of country, current relations with U.S., U.S. interest in country).etc.

SATP Training Objectives

- What are the U.S. objectives in having a military relationship? (Correlate with CINC's Theater Engagement Plan and SATP objectives in the SAMM)

- What are some of the notable successes in achieving U.S. training objectives and SAO measures in building upon future objectives?

- What are some of the notable failures and steps being taken by the SAO to eliminate them?

- Overall, are SAOs meeting the SATP objectives set forth in the SAMM? If not, why?

SATP Planning and Implementation

- SAOs working environment and interface with host country representatives. (Objective is to convey an understanding to the CONUS training community -- no travelogues).

- Significant problems and successes of program planning and implementation? (From a SAO lessons learned perspective)

- What do CONUS training agencies need to know regarding country unique situations and where can MILDEPs assist the SAO in management of the SATP?

- What potential problems (if any) are on the horizon? (E.g., country's ability/inability to absorb new equipment, critical training needed to support new equipment deliveries, budget, language qualified candidates, etc.)

English Language Training

- If significant to country program, brief description of in-country ELTP and status of language labs.

IMET Program Specifics

- What is the proper funding level (regardless of guidance) to achieve U.S. objectives and why?

- What measures have the country team taken to encourage country participation in Expanded IMET? How receptive is country to the new program? What are some of the problems, if any?

Other pertinent information that would provide an understanding of country and the importance of our Security Assistance relationship with country.

Note: Statistical summary charts and other detailed information should not be included in the SAO presentations.

5. **Waiver Requests:** Requests will be submitted in standardized format as Part Nine of the Training Plan prior to the TPMR. See Chapter 4, Figure 4-1, and Figure 7-1 below.

6. **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 Seven-Year Training Plan following appropriate waiver requests. OJT, OBT, FAM, and QUAL worksheets can be included in the Seven-Year Training Plan, or hand carried to the TPMR.

7. **MILDEP -- SAO Panel Reviews:**

a. Beginning on or around the third day of the TPMR, separate panels will be convened by the Air Force, Army and Maritime Services to review training requests from 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 this 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 Budget Year and first Program Year.

(2) Waiver Requests. SAOs provide waiver requests to MILDEPs in Part Nine of the Training Plan. Refer to Chapter 4 of this guide on how to prepare waiver requests. SOUTHCOM and DSCA will provide approved/disapproved waivers by the last day of the TPMR to both MILDEPs and SAOs.

b. Although not all SAOs make a formal brief during the TPMR, all SAOs should take time at the beginning of the line-by-line review to brief MILDEP review panels on MILDEP specific problems/issues and to highlight important aspects of 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. SAOs should be prepared to discuss plans for purchase and implementation of new language lab materials developed by DLIELC.

d. International Narcotics and Law Enforcement (INL) Training Requirements. **SAOs must be prepared to address INL training requirements in detail** (for training to be provided by DoD or Coast Guard). 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.

e. 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 a SOUTHCOM-DSCA panel. See paragraph 8 below for more information.

8. **SOUTHCOM -- SAO Panel Review.**

a. SOUTHCOM will conduct a fourth panel with each SAO before and after the MILDEP panels. In the "before" panel we will review each SAO's current year IMET reallocation requirements, Senior Professional Military Education forecasts, waiver requests, and country-specific issues. "After" sessions will be for verification of reallocation requests, PME, wrap up of any pending issues, and feedback on the TPMP. Information on the Reallocation Review portion of the panel is provided below. Further information on conduct of SOUTHCOM panel will be provided before the TPMP.

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 TPMP.

(2) After their MILDEP panel, SAOs will present validated reallocation requests to SOUTHCOM. SOUTHCOM will then prioritize these requests and present them to DSCA. DSCA will later consolidate all Unified 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 Host 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 TPMP with a complete program, ready to execute – one, which the MILDEPs can use to procure schoolhouse seats for the country, and one, which the Unified Command can support. In short, everyone is served through solid preparation.

Figure 7-1 -- Seven Year Training Plan Format

The following reflects the SouthCom Seven Year Training Plan format based on format published in SECDEF Washington D.C./USDP:DSAA/message 061707Z Nov 95.

Seven Year Training Plan Format

(Also see Table 1000-1 in the SAMM)

Title -- [Country] Seven-Year Training Plan; Fiscal Years XX-XX [Budget Year-Plan Year+5]. (See footnote). Submitted for USSOUTHCOM Security Assistance Training Program Management Review, [Dates]; Prepared by [POC].

Part One -- General Information

1. **Country Background.** (A brief explanation of political, economic, military, and cultural aspects of country that affect the security assistance training relationship with the United States. Stated another way: Why do we have a program with this particular country?)

2. Security Assistance Training Program Objectives.

- a. Specific U.S. program objectives. (U.S. training program objectives should support objectives articulated in the Unified Command Theater Engagement Plan (TEP). The TEP provides a seven-year focus and integrates Security Assistance Organization input to develop country/region specific programs in support of CINC and National engagement objectives. This Training Plan, therefore, should clearly reflect the objectives that are identified for Security Assistance Training in the current TEP. In this way, Security Assistance activities can be linked through CINC objectives to National regional prioritized objectives. ***This paragraph a. will describe Budget Year objectives. Throughout this Training Plan, Budget Year (BY) reporting should be based on constrained resources.*** That is, report budget year's activities in accordance with actual funding projections. DoS and DoD, through the Unified Command, will provide Budget Year projections.)
- b. Host country objectives.
- c. Significant accomplishments toward meeting these objectives.
- d. Future objectives and program requirements. ***(This paragraph is similar to paragraph a. above, but should address Plan Years' objectives and should correspond to objectives elaborated in the TEP. Throughout this Training Plan, reporting for Plan Years (PY through PY+5) will identify requirements unconstrained by resources.)***

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 convey to the CONUS training community an understanding of country-unique situations and where they can assist.)
- b. Explanation of host country capabilities and third country provided training. (How do these affect/complement this training program?)
- c. Evaluation of prior year program successes and/or failures. (How do these affect current program planning? This evaluation should address three specific areas shown below.)
 - (1) How effectively does the host country employ the skills and training of returning IMET graduates?
 - (2) How has training under the IMET program enhanced the professionalism and improved the capabilities of the host country?
 - (3) How has the IMET 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 Security Assistance Training Program has furthered U.S. access, interests, or objectives during the past year.

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

Part Two -- Program Summary

1. **Statistical Summary Charts for FMS only.** (IMET Statistical Summary Charts are not required.)

For FMS and INL: Break training programs out into separate statistical summary charts as shown in Figures 7-2 thru 7-4, to include the following elements: total cases (FMS only), total students, total spaces, total dollars, and total teams. The SAO should also extract data (including complete WCN series) from previously implemented cases where students are programmed to enter the U.S. training base.

2. **Significant Training.**

a. **Mid-Level and Senior Level PME Requirements.** (This section should show firm mid-level and senior level PME requirements for the budget year and estimated requirements for the plan years. The schools that should be reported are shown below. Include negative requirements.)

Note: SOUTHCOM will use the information below to nominate countries for these courses for the Budget Year. Be sure to include exchange agreement quotas. SAOs Must Advise SOUTHCOM During The TPMR of any changes to the Budget Year requirements listed below:

Mid and Senior Level PME Requirements

Indicate number of quotas desired in Budget Year (BY), as constrained by projected funding.

Plan Year (PY) through PY+2 quotas should be based on unconstrained requirements.

PYs' projections can be summary information, and should correspond to TEP.

[Indicate negative requirements]

| <u>School</u> | <u>Budget Year</u> | <u>Plan Year</u> | <u>PY+1</u> | <u>PY+5</u> |
|--|--------------------|------------------|-------------|-------------|
| National Defense University (indicate NWC or ICAF) | | | | |
| Army War College | | | | |
| Navy Command College | | | | |
| Air War College | | | | |
| Army Command & General Staff College (Ft Leavenworth) | | | | |
| Navy Staff College | | | | |

Air Command & Staff College

Marine Corps Command and Staff College

Armed Forces Staff College

Sergeants Major Academy

Justification: Provide a five to six sentence paragraph to help USSOUTHCOM develop a priority list and justification to support your request for PME quotas for the budget year only. We use this justification to help convince agencies why one country should be selected over another. Requests for NDU should specify either the National War College (NWC) or Industrial College of the Armed Forces (ICAF) option, and civilian or military option.

b. **Expanded IMET Requirements for Budget Year and Plan Years.** Report projections for participation in Expanded IMET programs in format below:

Expanded IMET Requirements -- Core Courses/MET

Indicate number of quotas desired in Budget Year (BY), as constrained by projected funding. Plan Year (PY) through PY+2 quotas should be based on unconstrained requirements. PYs' projections can be summary information, and should correspond to TEP.

| MASL/Course/MET | Budget Year | Plan Year | PY+1 | PY+5 |
|-----------------|-------------|-----------|------|------|
|-----------------|-------------|-----------|------|------|

c. **Other Significant Training.** (Any other significant training the SAO wishes to highlight as critical to implementation of the current year, budget year, or plan year training program. Include non-Security Assistance education and training such as the **Air Force Aviation Leadership Program (ALP)** and DoD Regional Centers. This section should include planned or anticipated major equipment acquisitions that will require DoD training. If possible, indicate year program/acquisitions are to be implemented.)

3. **Other U.S. Funded Assistance Programs.** Any other U.S. assistance DoD support should be reflected in this section to include program description and funding levels (e.g., INL, demining monies).

Part Three -- Program Administration

An update to annual, repetitive administrative requirements. This will preclude submitting these individually throughout the year.

1. **Budget Year Holidays for International Students.** (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 name and date of holiday; example: Independence Day, 28 November 96.)

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

| | Military | Civilians | # Teams | Mil. students | Civ. students | Total Military (A+D) | Total Civilians (B+E) | Total (F+G) |
|--------------|----------|-----------|---------|---------------|---------------|----------------------|-----------------------|-------------|
| Budget Year | | | | | | | | |
| Plan Year | | | | | | | | |
| Plan Year +1 | | | | | | | | |
| Plan Year +2 | | | | | | | | |
| Plan Year +3 | | | | | | | | |
| Plan Year +4 | | | | | | | | |
| Plan Year +5 | | | | | | | | |

Part Four -- English Language Training

Brief explanation of the country's English language program. Present sufficient detail for the Budget Year to allow Language Support Agencies to develop plans for most requirements, based on projected funding. For the Plan Years, describe Language Program plans based on unconstrained resourcing (corresponding to the current TEP.) Detail for PYs will be progressively less clear, but should be provided to the maximum extent possible to allow planners to project resource requirements. Program information should include:

1. Status of existing language labs and plans to acquire additional labs or upgrade existing labs. SAOs should provide the current message address, mailing address, SAO phone number, SAO fax number, and "ship to" address for language labs, books and publications. [All Level III and Level IV requisitions require a waiver -- Requests for waiver consideration are to be sent to USCINCSO SCJ5-SA, INFO DSCA-ERASA.]
2. Plans to acquire English language software.
3. English language instructor training requirements.
4. Unique or special problems for students who train at DLIELC.
5. English Language Testing and Training Waivers: (Your recommendation and justification for the country's placement (or continued placement) for budget year in any of the English Comprehension Level exemption lists listed below):
 - Waived from all ECL testing.
[SouthCom countries in this category as of FY00 are AC, BF, BB, BH, DO, GJ, GU, JM, SC, ST, VC, TD.]
 - Waived from in-country ECL testing. (Direct entry ECL testing within 3 to 5 days upon arrival at the first training activity is mandatory.)

- Waived from the 55 minimum ECL to enter DLIELC.
[The only SOUTHCOM country in this category as of FY00 is HA.]

Part Five -- Positions of Prominence

Positions of Prominence data will be reported annually in the Training Plan in accordance with SAMM, Section 1005. Provide an annual update of former IMET or FMS students that have achieved a position of prominence in host country. The SAMM provides detailed guidance. SAOs must report this information annually for use in assessing program effectiveness and for justification to Congress of SA budgets. Data to be provided for each individual (follow this format):

1. Name (last, first, MI)
2. Current rank/grade
3. U.S. equivalent rank/grade
4. Prominent positions held
5. Current position
6. Academic degree (if appropriate)
7. Specific training completed
 - a. Course name/subject
 - b. Installation where trained
 - c. Rank
 - d. Year(s) attended
 - e. Source of funding
8. How individual attained current position (i.e., appointed, elected, coup, etc.)
Recommend SAOs provide full listing, with changes since last year's report annotated with an asterisk.

Part Six -- Army Training Requirements

Information specifically to elaborate on Army training programs. This section would also include any OT, MTT, OJT, OBT, or special training requests for the U.S. Army, to include training associated with major equipment acquisitions. Programs for the Budget Year and Plan Years should be presented in a sufficient level of detail to allow U.S. Army planners to develop plans for most requirements. Budget Year information will be based on projected funding. Plan Years will be based on unconstrained resourcing (corresponding to the current TEP). For Plan Years, detail will be progressively less clear, but should be provided to the extent possible so that planners can project resource requirements.

Part Seven -- Naval/Maritime Forces Training Requirements

Information specifically to elaborate on Naval/Maritime Forces training programs. This section would also include any OT, MTT, OJT, OBT, or special requests for Naval/Maritime Forces training to include INL or ACS training programs, and training associated with major equipment acquisitions. Programs for the Budget Year and Plan Years should be presented in a sufficient level of detail to allow U.S. Naval/Maritime Forces planners to develop plans for most

requirements. Budget Year information will be based on projected funding. Plan Years will be based on unconstrained resourcing (corresponding to the current TEP). For Plan Years, detail will be progressively less clear, but should be provided to the extent possible so that planners can project resource requirements. This part should include sections for the services shown below:

1. U.S. Navy.
2. U.S. Marine Corps.
3. U.S. Coast Guard.

Part Eight -- Air Force Training Requirements

Information specifically to elaborate on Air Force training programs. This section would also include any OT, MTT, OJT, OBT, QUAL, field training detachment (FTD) or special training requests for the US Air Force, to include training associated with major equipment acquisitions. Programs for the Budget Year and Plan Years should be presented in a sufficient level of detail to allow U.S. Air Force planners to develop plans for most requirements. Budget Year information will be based on projected funding. Plan Years will be based on unconstrained resourcing (corresponding to the current TEP). For Plan Years, detail will be progressively less clear, but should be provided to the extent possible so that planners can project resource requirements.

Part Nine -- IMET Policy Waivers

All IMET-funded policy waiver requests for the Budget Year must be included in this Training Plan. (See Chapter 4 of this Training Guide, and SAMM, Chapter 10, for format and detailed instructions.) [DSCA and SOUTHCOM will approve/disapprove all IMET policy waivers, and notify all affected organizations, during the TPRM.]

[End of Seven Year Training Plan Format]

Figure 7-2

FMS Statistical Summary Chart

Project quotas for each Plan Year (PY), to correspond to the TEP

Sample Country "X" FMS

1. Army

| | Current Year FY XX | Budget Year FY XX | Plan Year ... FY XX |
|---------------------|-----------------------|----------------------|------------------------|
| Total Cases | 1 | 0 | 0 |
| XX-B-OAW | | | |
| Total Students | 60 | 0 | 0 |
| Total Spaces | 60 | 0 | 0 |
| Total Dollars | \$137K | 0 | 0 |
| Total Teams/Members | | | |

2. Navy

| | Current Year FY XX | Budget Year FY XX | Plan Year FY XX |
|---------------------|-----------------------|----------------------|--------------------|
| Total Cases | 1 | 1 | 0 |
| XX-P-OAY | | | |
| Total Students | 10 | 10 | 0 |
| Total Spaces | 10 | 10 | 0 |
| Total Dollars | \$50K | \$50k | 0 |
| Total Teams/Members | | | |

3. Air Force

| | Current Year FY XX | Budget Year FY XX | Plan Year FY XX |
|---------------------|-----------------------|----------------------|--------------------|
| Total Cases | 0 | 0 | 0 |
| Total Students | 0 | 0 | 0 |
| Total Spaces | 0 | 0 | 0 |
| Total Dollars | 0 | 0 | 0 |
| Total Teams/Members | | | |

4. Joint Service Consolidation

| | Current Year FY XX | Budget Year FY XX | Plan Year FY XX |
|---------------------|-----------------------|----------------------|--------------------|
| Total Cases | 2 | 1 | 0 |
| Total Students | 70 | 10 | 0 |
| Total Spaces | 70 | 10 | 0 |
| Total Dollars | 187K | 50K | 0 |
| Total Teams/Members | | | |

Figure 7-3

INL/DOD Statistical Summary Chart:

Sample Country "X"
 FY XX INL/DOD TNG
 (\$000)

| | Category | Students (Teams) | DOLS (K) |
|-----------------|----------|------------------|----------|
| CONUS | | | |
| WCN 6901 | INL | 1 | 5 |
| WCN 6902 | INL | 1 | 5 |
| Subtotal | | 2 | 10 |
| | | | |
| OCONUS | | | |
| None | | | |
| | | | |
| Teams | | | |
| 0103 | MTT | 25 | 50 |
| 0104 | MTT | 20 | 35 |
| Other (specify) | | | |
| Grand Total | | 47 | 95 |

Figure 7-4

INL/Coast Guard Statistical Summary Chart:

Country "X"
 FY XX INL/Coast Guard TNG
 (\$000)

(Same Format as Figure 7-3 above)

Appendix A

Reference Publications

In addition to the old-fashioned paper copies of publications, there are three main electronic sources for references:

1. ***DISAM's International Training Management (ITM) web site. NEW!***

Go to the website http://disam.osd.mil/intl_training/intl_tng_mgt.htm for links direct to numerous useful training websites and publications. Any publications with an * below can be linked to through the ITM.

2. Defense Acquisition Deskbook³ (DAD)

3 Defense Acquisition Deskbook (DAD) is an automated system provided by the Defense Acquisition community that provides current acquisition information for all DoD services and agencies. DAD also contains up-to-date Security Assistance information and reference materials. DISAM is the DSCA POC for the coordination and input of all SA information and publications in DAD

Publications with an * below are available on DAD. It is available through either CD-Rom or Internet web site: <http://web.deskbook.osd.mil>. Note that the web site will be more up-to-date than the CD-Rom versions.

3. Security Assistance Network (SAN) Libraries and/or Bulletins.

These sources must be downloaded from the SANWEB.

These are the basic reference publications you should have on hand for 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.

* *Expanded IMET Handbook*

* *DSCA Security Assistance Health Affairs Handbook.*

Defense Language Institute English Language Center (DLIELC) Publications:

* *English Language Training Support for Security Assistance Offices Handbook* (published annually)

DLIELC 1025.2-C, *Catalog of American Language Course Materials for IMET and U.S. Government Agencies*

DLIELC 1025.3-C, *Catalog of American Language Course Materials for Foreign Military Sales (FMS)*

*DLIELC 1025.7, *Planning and Programming Security Assistance English Language Training*

DLIELC 1025.11-M, *American Language Course Placement Test (ALCPT)*

*DLIELC 1025.15, *English Comprehension Level (ECL) Test Guidelines*

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

* *NETSAFA Security Assistance Officer Training Guide*

* *U.S. Air Force -- AFSAT Security Assistance Training Program User's Guide*

* *Marine Corps Security Assistance 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. To access this site, you will be required to register for a login and password.

Security Assistance Network User's Handbooks.

*Vol I -- SANWeb

*Vol II -- Training Management

Vol III -- Logistics Management

* ***This Guide!***

**** Available on DAD***

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 |
| 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 |
| CSA | Chief of Staff, Army |
| CSAF | Chief of Staff, Air Force |
| 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 (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 |
| INL | International Narcotics and Law Enforcement |
| INM | International Narcotics Matters (now referred to as INL) |
| 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 |
| 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 |
| 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-IAX | 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 |
| SATFA | Army Security Assistance Training Field Activity |
| SATMO | Security Assistance Training Management Office |
| SMA | Sergeants Major Academy |
| USARSA | School of the Americas |
| STL | Standardized Training Listing |
| TASA | Television-Audio Support Activity (U.S. Army) |
| 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

Appendix C

Points of Contact

Who Ya Gonna Call? Below is a quick reference list of key names and numbers SOUTHCOM SAO Training Officers need to know. More detailed rosters are in the DSCA Roster (updated twice a year) and in each service's training program guide. If you cannot find out who you need to call, you can always call the SCJ5-SA folks, first on the list below.

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

Message address: USCINCSO MIAMI FL//SCJ5-SA//
Web Sites:
SCJ5-SA International Training --
disam.osd.mil/intl_training/Unifd_Cmd/SOUTHCOM/southcom.htm

US Southern Command Unclass --
www.southcom.mil/home/index.htm
Training issues, ask for: Donna M. Stevens or Dave Steppy
SANWEB SouthCom User Group (1C5) issues, ask for: Donna M. Stevens or Dave Steppy
E-mail: dstevens@san.osd.mil, or stevensd@hq.southcom.mil
or dsteppy@san.osd.mil, or steppyd@hq.southcom.mil
COML: (305) 437-xxxx, DSN 567-xxxx. Extension for Donna is -- 1522,
for Dave is-1524
Unclassified FAX, COML: (305) 437-1853; DSN 567-1853

Defense Security Cooperation Agency (DSCA)

Message address: SECDEF WASHINGTON DC//USDP: DSCA-ERASA//
Web Site: www.dsca.osd.mil
Ask for: Terri Smith; John Gerlaugh; MAJ Terry Ormsby; LtCol Tom Fukawa
E-mail: <mailto:Terri.Smith@osd.pentagon.mil>;
<mailto:John.Gerlaugh@osd.pentagon.mil>;
<mailto:terence.ormsby@osd.pentagon.mil>;
thomas.fukawa@osd.pentagon.mil
COML: Smith: (703) 604-6637;
Gerlaugh: (703) 601-3722;
Ormsby: (703) 601-3858;
Fukawa (703) 601-3830
DSN: 329 --xxx for Gerlaugh, Fukawa and Ormsby; 664-xxxx Smith
Unclassified FAX, COML: (703) 602-1059

Defense Institute of Security Assistance Management (DISAM)

Message address: DISAM WRIGHT-PATTERSON AFB OH//DI//
Web Site: DISAM home page -- disam.osd.mil
International Training Management web page --
disam.osd.mil/intl_training
SAN -- san.osd.mil/san/login

For Security Assistance Network (SAN):

Ask for Jim Hensley
E-mail: jhensley@disam.wpafb.af.mil
(For SouthCom SAN User Group 1C5, see SouthCom POCs above)

For Training Management System (TMS):

Ask for Tom Dop or Steve Wentworth
E-mail: <mailto:tdop@disam.wpafb.af.mil>; swentworth@disam.wpafb.af.mil

Other DISAM POCs:

For ITM web page and Training Policy/Instruction: Charlie Collins
For International SAN: Tim Reardon or Charlie Collins
For SA Software CD-Rom Disk: Steve Wentworth
For SAARMS: Ernie McAllister or Mike Layton
COML (937) 255-xxxx, DSN 785-xxxx.
Extensions: Customer Service -- 5850, Dop -- 8247, Collins -- 8094,
Hensley -- 8126, McAllister -- 8158, Olson -- 8190, Reardon -- 8524,
Wentworth -- 8095.
Unclassified FAX, XXX-4319

For Army Training:

U.S. Army Security Assistance Training Field Activity (SATFA)

Message address: DIR SATFA FT MONROE VA//ATFA-RW//
Web Site: www-satfa.monroe.army.mil
Check website for country manager, or ask for Larry Cheney
E-mail: CheneyL@monroe.army.mil
COML: (757) 788-4431/3820/3635, DSN: 680-4431/3820/3635
Unclassified FAX, COML: (757) 788-3014, DSN: 680-3014

For Army Security Assistance Training Teams (SATTs):

Security Assistance Training Management Office (SATMO)

Message Address: CDR SATMO FT BRAGG NC//AOJK-SA//
Web Site: www-satfa.monroe.army.mil/satmo/satmo.htm
Ask for: Ralph Corella, ext. 102, or Mark Moen, ext. 101
E-mail: corella@satmo.bragg.army.mil
and moen@satmo.bragg.army.mil
COML: (910) 432-9108 DSN: 239-9108
Unclassified FAX, COML: (910) 432-3695/1508, DSN: 239-xxxx

For Navy Training:

Naval Education and Training Security Assistance Field Activity (NETSAFA)

Message address: NETSAFA PENSACOLA FL

Web Site: www.netsafa.navy.mil

Ask for Dennis Pete or Pat Cowart

E-mail: dennis.pete@netsafa.navy.mil

pat.cowart@netsafa.navy.mil

COML: (850) 452-2900, DSN: 922-2900;

Dennis Pete:., ext. 2911; Pat Cowart ext 2633

Unclassified FAX, COML: (850) 452-2953, DSN: 922-2953

For Air Force Training:

Air Force Security Assistance Training Group (AFSAT)

Message address: AFSAT RANDOLPH AFB TX//TOC//

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

Country programs are assigned to various program managers at the following numbers:

COML: (210) 652-4572, 652-6246, or 652-6247; DSN: 487-XXXX

Unclassified FAX, COML: (210) 652-4573/6429, DSN: 487-XXXX

For Marine Corps Training:

Coalition and Special Warfare Center, Training and Education Command

Message address: CG TECOM QUANTICO VA//CSW//

INFO CMC WASHINGTON DC//PLU/PLU-SA/FMS//and

COMMARFORSOUTH//G-3/G-5//

Web Site: www.tecom.usmc.mil

Ask for Gina Douthit or Maj Patrick Schmid

E-mail: douthitgd@tecom.usmc.mil or schmidpc@tecom.usmc.mil

COML: (703) 784-2842 or 3613, DSN: 278-xxxx

Unclassified FAX, COML: (703) 784-4074, DSN: 278-4074

For Coast Guard Training:

U.S. Coast Guard (USCG)

Message address: COMDT COGARD WASHINGTON DC//G-CI//

Web Site: www.uscg.mil

Ask for: LT Jeffrey Dixon

E-mail: JDixon@comdt.uscg.mil

COML: (202) 267-6892

Unclassified FAX, COML: (202) 267-4588

For English Language Training and English Books and Publications:

Defense Language Institute English Language Center (DLIELC)

Operations and Overseas Branch (LEX)

Message address: COMDT DLIELC LACKLAND AFB TX//LEX//

Web Site: www.dlielc.org

Mailing address: DLIELC/LEX, 2235 Andrews Ave., Lackland AFB, TX 78236-5259

E-mail:

SOUTHCOM Overseas Program Manager: Peggy Halliburton

E-mail: peggy.halliburton@lackland.af.mil
COML: (210) 671-3783, DSN 473-3783
Unclassified FAX, COML (210) 671-5362, DSN 473-5362

For English Language Labs:

U.S. Army Communications-Electronics Command (USACECOM)
Message address: CDR USACECOM FT HUACHUCA AZ//SAMd-HUA//
Ask for Mr. Robert (Bob) Koons
COML (520) 538-6744; DSN 879-6744
E-mail: koonsr@HQISEC.army.mil
Unclassified FAX, COML (520) 538-8799; DSN 879-8799

Appendix D

Using the Internet

A wealth of Security Assistance training information is available on the internet. You have the ability to get almost instantaneous updates on applicable regulations. You can also browse the home pages of schools to which you may be sending an international student.

To do this, all you have to do is to log onto the San Web. Once logged on and at the main menu, click on "Training." Next click again on "Training Web Sites." At this point, you can:

- Get the latest update on the Deskbook (<http://web.deskbook.osd.mil>)
- View the web page of the IMSO at a school where you are sending a student
- Review Army, Navy and Air Force Course catalogs
- View the web pages for NETSAFA, AFSAT, SATFA and SATMO
- View the home pages for each of the branches of service

- View web pages on different installations
- Locate unit web pages

- View the web page of many of the service schools
- Use a currency converter
- Visit the Department of State home page
- Use various travel guides and planning tools
- Visit the homepage of your Unified Command

NEW! TIP!

For a handy shortcut to all of the above and more, go to **DISAM's International Training Management (ITM) web site at**
http://disam.osd.mil/intl_training/intl_tng_mgt.htm

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