



**OFFICE OF DEFENSE COOPERATION SKOPJE  
EMBASSY OF THE UNITED STATES OF AMERICA  
BULEVAR ILINDEN BB  
1000 SKOPJE MK**

ODC SKOPJE MK

01 November 1999

MEMORANDUM FOR RECORD

SUBJECT: ODC Skopje Security Screening Process Checklist

1. Based on the specific guidance and directions for screening potential students under International Affairs funded training programs; IMET, and FMS, listed in the DOD 5105.38.M Security Assistance Management Manual, section 100007, and additional requirements directed in SECSTATE Message 192156Z Nov 97, SECDEF Message 231614Z Mar 98, and USCINCEUR Message 250949Z Jan 99, the ODC Skopje has developed a checklist that encompasses the required screening procedures. This itemized checklist will be used for each potential IMET or FMS student and will be integrated in the ODC Skopje students' processing checklist. The same will be also included with other documents related to country nominees and maintained for ten years. The ODC Skopje shall make adjustments to accommodate specific regional guidance, as it appears.

2. ODC Skopje Screening Procedures Checklist:

- a) Request a formal notification of security background investigation from the host country authorities, that the nominated candidate(s) have no records of participation in any of the following derogatory activities:
  - Criminal conduct
  - Human rights abuses
  - Corruption
- b) Request a formal notification of security background investigation from the Regional Security Office at the US Embassy Skopje, that the candidate(s) nominated for the US sponsored training have no records in any of the following derogatory activities:
  - Criminal conduct
  - Human rights abuses
  - Corruption
  - Other activity inconsistent with US policy goals
- c) Request a written certification of security clearances from the host country authorities that meets the required level of security clearance (Unclassified or Secret) for certain courses.
- d) All of these written notification must be obtained and stored within the students' files and other related files before generating the Invitational Travel Letter for each student. After

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receiving the written statements from the Macedonian Government and the Regional Security Office, the student's ITO will be properly annotated to include the dates of the certificates.

3. POC for this action is Mrs. Sonja Pendaroska, IMET Coordinator.

(SIGNED)

WILLIAM R. APPLGATE

Lieutenant Colonel, U.S. Army

Chief, Office of Defense Cooperation