

## FMS STUDENT PROCESSING CONTROL SHEET

NAME/RANK: \_\_\_\_\_

SERVICE: RAFO WCN/MASL: \_\_\_\_\_

ECL SCORE: \_\_\_\_\_ ECL Exam FY and Catalog #/Book # : \_\_\_\_\_ REQ ECL: \_\_\_\_\_

Course Length (wks): \_\_\_\_\_ CONTACT #'s: \_\_\_\_\_

STEP	ACTION	TIMING	DATE COMPLETE
1	Identify Open Course on STL	- 200	
2	Identify Student (IMS)	- 180	
3	Initial ECL Testing (but NLT – 65)	- 105	
4	(IF APPL) Follow Up ECL Test	- 75	
5	Send Request for Military History of Student / Biographical Information from MOD	- 105	
5a	Request MFA Letter from MOD	- 105	
5b	Request Certificate of Military Service from MOD	- 105	
5c	Request Human Rights Certificate from MOD	- 105	
5d	Request Joining Instruction / Movement Order from MOD	- 105	
5e	Request Security Screening from MOD	- 105	
5f	Request Medical Screening from MOD	- 105	
<b>6</b>	<b>Call Service Component if OMC is intending to cancel course for them. Will loose slot and RAFO has already paid for course even if no IMS attends.</b>	<b>-80</b>	
7	Process Visa & Human Rights Vetting <b>DO NOT</b> Release to Student prior to Departure Brief (see continuity binder on subject)	- 30	
8	<b>OMC: Request from AFSAT ITO Authorization</b>	<b>-14</b>	
9	See RAFO's movement order, they have arranged Flight Information svc pays	- 14	
10	Publish ITO and copies in TMS / E-Send to AFSAT	- 14	
11	Send Arrival Notice to IMSO via TMS	- 14	
12	Set-up Pre – Departure Brief with Student (Airline Tickets, lodging rates, give ITO & Passport Visa, POC IMSO information for location lodging ect-print from TMS)	- 5	
13	Student Attends Training Course	<b>Rpt Dt</b>	

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14	Student Completes Training	<b>End Dt</b>	
15	Books Received in OMC	<b>+ 30</b>	
16	Books Delivered to Member / Out-brief IMS	<b>+ 40</b>	

NOTES: \_\_\_\_\_