

PRE-DEPARTURE BRIEFING FOR NETHERLANDS INTERNATIONAL MILITARY STUDENTS (IMS)

You have been selected to attend training in the United States by your military service. There are several mandatory things that must be done before you depart. Since your training may be for an extended period, you must prepare carefully before you leave.

The Office of Defense Cooperation (ODC) located in the American Embassy, Lange Voorhout 102, Den Haag (Telephone: 70-310-9285) is responsible for insuring that your administrative processing is completed prior to your departure. The ODC works with each of the Royal Netherlands military organizations in the selection and processing of students to attend training in the United States. Historically, students from the Netherlands have required minimal assistance from the ODC due to their familiarity with the United States, its customs, and the English language. Academic reports from the training institutions show that students from the Netherlands do very well in the courses they attend, and academic performance is often at the top of the class. If needed, the ODC has information available on the course you will be attending, the installation at which it is located, and can arrange for you to be met upon your arrival at the airport.

Prior to your departure for the United States you must be in possession of an Invitational Travel Order (ITO) which is prepared by ODC, and normally sent to you via your military service training department. The ITO is the official document authorizing you to attend training, and is the document used at your training location to issue you an Identification Card, if length of course warrants. When authorized by your military service, the ITO can also approve travel of your family members, medical services, leave, use of rental car, and other entitlements. The information on the ITO is obtained from each training manager and it is critical that you make sure that it is correct before your departure. Retain the original in your possession since it is the source document for additional copies. Changes to the ITO can only be done by the ODC in coordination with your military service, or by the International Military Student Officer (IMSO) located at your U.S. training installation.

Before your departure to the United States, the ODC must have a doctor's certificate showing that you have had a medical examination to include HIV testing within the last six months. If you are attending flying related training, ensure that you have a current flight physical in your possession. Because the Netherlands has a strong English language program in its schools, students are not required to take an English language test prior to arrival in the U.S. You will be required to take an English test prior to start of training at the service school. Students attending training must provide a completed Biographical Data Sheet, which is included in your packet. You are required to sign this fact sheet and return acknowledging receipt and whether or not you desire a more detailed briefing.

As a student attending training under the Foreign Military Sales (FMS) system, your country or you pay travel, living and personal expenses. The cost of the course is paid by the FMS Case assigned to the particular training. It is your responsibility to ensure that you have sufficient funds available to defray any costs incurred during your stay in the United States.

Upon your return from training, you will be required to complete a questionnaire with your comments/recommendations concerning the training you received in the United States. This questionnaire is also included in your ITO packet. While you are attending training in the United States, you will be able to send back instructional material that you wish to retain. The material will be shipped through the US Postal System to ODC. Once material is received, ODC contacts the Ministry of Defence (MOD) Courier Service and they normally pick-up once per week. Normally, material arrives 3-5 weeks after course completion. ODC maintains records showing when material is received and when picked up by MOD.

ODC wishes you a pleasant and rewarding educational experience in the United States. Remember, if you need assistance in preparation for your trip, contact your service training department or contact ODC.

RANDALL B. MEYER
ODC Training Manager

I acknowledge receipt of the pre-departure fact sheet and the Predeparture requirements outlined therein from ODC, and I DO / DO NOT (circle desired response) require additional information concerning my training in the United States. I understand that upon my return, I am required to complete a questionnaire on training received and send it to ODC.

Student Signature

Date

Printed Name of Student & Service