DEPARTMENT OF THE ARMY
U.S. ARMY SECURITY ASSISTANCE COMMAND
5701 21ST STREET
FORT BELVOIR, VA 22060-5940

REPLY TO
ATTENTION OF

AMSAC-MP

7 March 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contractor Provided Training Policy (USASAC 03-02)

1. Reference e-mail dated 25 October 2002, Subject: Invitational Travel Order (ITO) Issue that was provided to the policy point of contact at your location.

2. Subject memorandum provides established policy and procedures for the Army Materiel Command Commodity Commands executing contractor provided training to International Military Students under Security Assistance Programs and the Army Export Control Act and/or the Foreign Assistance Act as amended.

3. As stated in referenced e-mail, an ITO must be issued for all contractor provided training. In order to ensure that the ITOs can be prepared, the attached policy and procedures are provided.

4. Point of contact for this action is Elsie Valdes, AMSAC-MP, 703-806-2282 or DSN 656-2282. Alternate POC is Joan Buchanan, AMSAC-MP, 703-806-2281 or DSN 656-2281.

6. USASAC -- The Army's Face to the World.

FOR THE COMMANDER:

Encl

CARLOS A. PIAD
Director for
Policy and Procedures

CONTRACTOR PROVIDED TRAINING POLICY

1. PURPOSE. This establishes policy and procedures for the Army Materiel Command (AMC) Commodity Commands executing contractor provided training to International Military Students (IMS) under Security Assistance Programs and the Arms Export Control Act (AECA) and/or the Foreign Assistance Act (FAA) as amended.

2. RESPONSIBILITIES.

a. The Commanding General, U.S. Army Training and Doctrine Command (TRADOC) is the executive agent for training provided under the Security Assistance Training Program (SATP).

b. The United States Army Security Assistance Command (USASAC), AMC and the Security Assistance Management Directorates (SAMDs) within respective AMC Commodity Commands execute guidelines set forth in this memorandum.

c. The Security Assistance Training Directorate and Field Activity (SATD/SATFA), ODCSOPS&T, HQ TRADOC manages the SATP execution for the CG, TRADOC. The Army SATP includes all Department of the Army (DA) training provided in Department of Defense (DoD) classrooms by DoD and contract instructors and all contractor training provided in non-DoD facilities by non-US Government (USG) personnel in support of a program authorized under the AECA and/or FAA as amended.

d. International Military Student Officers (IMSOs) assigned to TRADOC schools assist the contractor training provider with student services and support to students training at contractor facilities within a 50 mile radius of their installations.

3. PROCEDURES.

a. When USASAC receives a Letter of Request (LOR) indicating the desirability or possibility of contactor training, that agency will notify SATFA (via DSAMS or email to **atfar@monroe.army.mil**) that non-DoD contractor conducted training is involved. SATFA will initiate appropriate administrative coordination.

b. SATFA will authorize the issuance of the Individual Travel Orders (ITO), DD Form 2285, through the Security Assistance Officer (SAO) within each country and track all international students scheduled for training under all Foreign Military Sales (FMS) and Foreign Military Financing (FMF) programs. All IMS, including those at contractor facilities in training within the Continental United States (CONUS) under the auspices of the SATP, are required to have ITOs.

4. CONTRACTOR RESPONSIBILITIES.

a. General. The contract Statement of Work (SOW) will provide students the same basic student management and life support afforded international students attending training on a U.S. government installation. The following elements must included in the contractor SOW and be agreed to prior to issuance of the ITO.

b. Travel and Living Allowances (TLA). For purposes of this memorandum, travel refers to airfare from home country to the training site and return to home country. Living allowance are funds for lodging and for meals and incidentals. Most countries will provide their students with living allowance, but some will wish to include TLA in the contract. This must be determined early in the LOA development process, and must be included in the SOW. The Security Assistance Office (SAO) must ensure complete DSCA approval of TLA exceptions and waivers in advance on a case-by-case basis, and that these are clearly specified in the ITO. TLA exceptions vary by year and by country. For training less than five weeks in duration, students will receive their total advanced TLA payment prior to departure from country.

(1) Travel. For situations in which country arranges and pays for air travel between country and training location(s) and return to home country, the contractor will assist in making arrangements for return air travel, if necessary. If country wants airfare included in the contract, it will be included in a separate line in the materiel case, with SATFA having line authority.

(2) Lodging. The contractor will provide or arrange for suitable lodging for IMS, unless otherwise specified in the SOW/LOA/ITO, as close as possible to the training site.

(a) Officers will be in single rooms; enlisted personnel will be quartered two per room. Lodging will not be provided for accompanying family members unless specifically authorized on the ITO.

(b) Cost of lodging will be provided in advance to the SAO for countries which have a waiver and lodging is not included in the TLA in the contract.

(c) Cost of lodging will be included in the SOW/LOA when a TLA waiver has been approved by DSCA and included in the contract.

(3) Meals and Incidentals. The contractor will provide or arrange for suitable lunches at or near the training site, and should ensure that students have cooking facilities or appropriate restaurants within a reasonable distance from lodging.

(a) Cost of meals provided will be included in the SOW/LOA when TLA is included in the contract.

(b) Students will receive monthly payment of funds, from the contractor, for meals and incidentals (less payment for any meals provided) when TLA is included in the contract and training is five weeks or longer. The TLA rate will be the standard government per diem rate for the training location, and must be included in the SOW/LOA.

c. General Administration. The contractor will provide general administrative support of IMS attending contractor-conducted training at a non-DoD/Civilian facility.

(1) Perform Administrative duties and in-processing not to exceed three duty days from the IMSs' scheduled arrival and departure dates. Provide students with information needed to live in the area for the time the training is scheduled. For extended training the contractor or his representative will assist in establishing bank accounts, etc.

(2) Provide transportation to and from the airport for initial arrival and final departure from the training location or ensure transportation is available from the airport to lodging establishment and return to airport.

(3) Send the Contracting Officer reports of student arrivals and departures within two working days of the events. The Contracting Officer will send the reports to TRADOC POC, Mr. Larry Cheney, at TRADOC SATFA, Attn: ATFA-R, 173 Bernard Road BLDG 139, Fort Monroe, VA 23651-1003 .

(4) Ensure daily transportation is available between IMS quarters and the training facility. If appropriate dining facilities are not available within walking distance from lodging, the contractor will ensure that daily transportation is available for meals.

(5) Report disciplinary/academic problems to the Contracting Officer, who will coordinate with SATFA to determine the appropriate course of action.

(6) Brief IMS to maintain housing in the same condition that existed upon initial occupancy/day of arrival. Note condition of housing upon IMS occupancy and again one day prior to IMS departure. Report uncompensated damages along with the name of the occupant to the Contracting Officer within one week of IMS departure, with a copy furnished to SATFA Regional Operations.

(7) Ensure IMS have cleared all fiscal obligations (e.g., lodging fees, damage charges, phone/water/electric bills) prior to departure for home country.

d. Medical Care. The contractor will coordinate with local medical administrative personnel, internal contractor medical facilities or local medical care facilitator for medical support for IMS. The LOA will include a medical line or footnote delineating country's chosen method of paying medical bills. SAO will coordinate with LOA preparer/SAT Mgr/CPM to ensure that the ITO includes appropriate annotation regarding responsibility for payment.

(1) Notify IMS's embassy, if ITO states that medical care will be paid by embassy personnel of host country, of arrangements for medical care prior to

conducting the training to ensure payment of medical bills directly to the medical care provider.

(2) Notify the Contracting Officer and SATFA Regional Operations within 24 hours after becoming aware of a student's treatment and/or hospitalization if IMS requires major medical or emergency treatment.

e. Informational Program (IP). The contractor will develop and execute an IP that conforms to the Joint Security Assistance Training regulation, AR 12-15, Chapter 11 for students whose training exceeds four weeks in duration.

(1) The contractor will coordinate with the SATFA IP Manager at least one month in advance of each planned IP activity/event.

(2) The contractor will maintain a record of events planned, number of students participating, and general event After-Action report to include expenses.

(3) Expenses for IMS transportation, lodging and meals during IP events will be included in the SOW/LOA. Student funds will be used only for personal expenses, such as buying of souvenirs.

5. The information in paragraph 4 should be included in all contracts/SOWs for LOAs that include contractor training at non-DoD facilities in the U.S. Applicable information should be included as non-standard notes in the LOAs.

6. POINTS OF CONTACT.

a. USASAC. Elsie Valdes, Policy and Procedures Directorate, DSN: 656-2282, **elsie.valdes@usasac.army.mil**. Alternate is Joan Buchanan, DSN: 656-2281, **joan.buchanan@usasac.army.mil**.

b. TRADOC. Larry Cheney, Chief, Operations Division, DSN 680-4431, **larry.cheney@monroe.army.mil**.