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# **Training for Security Assistance Organizations (SAOs) Local Hires**

**By**

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## **INTRODUCTION**

Foreign or U.S. local hire personnel employed in a Security Assistance Organization (SAO) are often overlooked when it comes to training. This is especially true when it comes to security assistance training, specifically training at the Defense Institute of Security Assistance Management (DISAM). An annual catalog of course offerings is mailed from DISAM to each SAO. This catalog is commonly used by the security assistance training officer to provide host country personnel with information for prospective students, but is frequently overlooked when considering suitable training for local hires. This paper examines selection/eligibility criteria for local hire personnel attendance at DISAM courses and discusses the application process and important funding information for the SAOs.

## **WHO SHOULD ATTEND A DISAM COURSE?**

The foreign or U.S. local hire individuals who will be employed in the Security Assistance Organization (SAO) for at least one-year and perform functions that directly involve security assistance should attend a DISAM training course. Normally, DoD personnel assigned to overseas security assistance management positions are required by DoDD 2055.3 to complete the SAM-O course prior to deployment to the SAO. The foreign or U.S. local hire is not necessarily included in this requirement, but would benefit greatly from knowledge and training received at DISAM.

The local hire should be anticipated to be in a current assignment for a minimum of one-year. This one-year requirement is the time for an effective return on the training investment. A request for a waiver of this requirement can be addressed to the DISAM Commandant if the SAO Chief deems the training mission critical.

The individual selected for training should be in a position that would benefit from an overall understanding of the security assistance program and or requires specialized training provided by DISAM. This would include almost all personnel in the SAO except for the driver.

A budget clerk/officer and training clerk/officer would benefit from an overall understanding of security assistance. This would allow them to understand how their specialty affects the overall security assistance effort. They would also appreciate the requirement to do things in a timely and accurate manner. In addition it would help them to support other functions outside their area. The budgeter needs a thorough understanding of the Security Assistance Automated Resource Management Systems (SAARMS), the accounting feeder system. The training manager needs a complete understanding of the Training Management System (TMS).

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Other individuals in the SAO who perform functions that directly involve security assistance would also be prime candidates for training at DISAM. This could include members of the host country military that are assigned to work in the SAO's office.

## WHICH COURSE SHOULD THEY ATTEND?

The course to be attended is dependent on the eligibility of the individual and the training required. The Foreign National is not eligible for the SAM-O course and the U.S. civilian is not eligible for the SAM-F course. They are both eligible for the other course options. All SAO personnel should receive training on general security assistance activities and the Security Assistance Network (SAN). All training personnel and their backup support personnel should receive training on TMS. All budget personnel and their backup support personnel should receive training on SAARMS.

The following courses are available:

1. For Foreign Nationals:
  - a. The SAM-F course with additional training in SAARMS, SAN, TMS.\*
  - b. The SAM-O special programs only.
  - c. Special tutorial for SAARMS, SAN and or TMS.
2. For Local Hire U.S. Citizens
  - a. The SAM-O course with additional training in SAARMS and/or TMS (SAN included within SAM-O course).\*
  - b. The SAM-O special programs only.
  - c. Special tutorial for SAARMS, SAN and or TMS.

\* Indicates the preferred method of training.

The SAM-F and SAM-O courses are the preferred methods of training. These courses offer training on overall security assistance with the ability to add specialty training in several areas. The other options are available for those personnel who are working in an office like the DAO that doesn't require an overall awareness of security assistance but does require specialty training.

### Security Assistance Management Course Foreign Purchaser (SAM-F)

Eligibility: Foreign Service Nationals

Length: Two weeks plus 2 to 4 days specialty training

DISAM 1998 Catalog: pages 54-59

According to the DISAM Catalog. "This course is designed for mid-level security assistance managers representing international purchaser/recipient countries, international organizations, and international employees of U.S. security assistance organizations (SAOs) overseas. It provides students an opportunity to study U.S. laws, policies, and procedures governing the security assistance program. The course is tailored to present the significant aspects of the foreign military sales program and the management concerns of purchaser/recipient countries. General course objectives are threefold: to increase student understanding of the overall U.S. security assistance program; to improve student knowledge

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of the responsibilities of individual security assistance managers; and to enhance communications between purchasers/recipient country security assistance agencies and U.S. supporting agencies, thereby enhancing the overall efficiency of security assistance management.”

### **Security Assistance Management Course Overseas (SAM-O)**

Eligibility: U.S. Civilians

Length: Two weeks plus 2 to 4 days specialty training

DISAM 1998 Catalog: pages 11-19

According to the DISAM Catalog, “The Overseas course is designed to provide a functional knowledge of security assistance management policies and procedures for **U.S. personnel with assignments to overseas Security Assistance Organizations (SAOs), Defense Attaché Offices (DAOs), and the Unified Commands and their component elements.** There are three major course objectives. The first is to furnish all students with an overall understanding of the entire security assistance management process, thereby enabling them to understand how their particular duty functions interact with and relate to all other functions of security assistance management to be taught during the first two weeks. The second major objective is to provide applicable students with an in-depth operational knowledge in the functional categories of training program management or international armaments cooperation programs to be taught during the third week. The third major objective is to familiarize students with the unique administrative aspects of a security assistance organization to include, when necessary, training in the use of the Security Assistance Automated Resource Management System (SAARMS) during the third week.” A secret clearance is required for this course.

### **Security Assistance Management Course Overseas Special Programs**

Eligibility: U.S. Civilians and Foreign Service Nationals

Length: 2 to 4 days

DISAM 1998 Catalog: Not in the current catalog, it will be added to the 1999 Catalog

Although the SAM-O Course is designed for U.S. personnel with assignments to overseas Security Assistance Organizations (SAOs), international employees of U.S. Security Assistance Organizations (SAOs) can attend the special programs. The specialized programs available are the Training Program Management, International Armaments Cooperation Program, and Security Assistance Automated Resources Management Systems. Since this option does not include any training in the overall understanding of the entire security assistance management process, it should be used only under unique circumstances. The trainee would be included with students who attend the entire SAM-O Course and are also attending the special program training. Please see page 19 in the DISAM 1998 Catalog for more details on this option.

### **Security Assistance Management Specialized Training**

Eligibility: U.S. Civilians and Foreign Service Nationals

Length: 2 to 4 days

DISAM 1998 Catalog: Not in the current catalog, it will be added to the 1999 Catalog

There is an additional option if a student needs training and none of the first three alternatives will provide the training in a timely manner, due to the non-availability of billets in the requested course, or the timing doesn't meet operational requirements. Specialized one-on-

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one training can be arranged on a case by case basis. A tutorial is set up for an individual's need for training in TMS, SAARMS, and or the SAN.

The TMS tutorial would consist of:

- 3 hour lecture on Introduction to Security Assistance Training Management
- 13 hours of lectures and hands on lab exercise

The SAARMS tutorial would consist of:

- 3 hour lecture on Resource Management
- 1 hour demonstration on the latest version of SAARMS
- 12 hour hands on lab exercise on SAARMS

The SAN tutorial would consist of:

- 2 hour demonstration of the SAN
- 2 hour hands on lab exercise on the SAN

## **WHAT IS THE FY 98 SCHEDULE?**

### **Security Assistance Management Course Foreign Purchaser (SAM-F)**

SAM-F-1-98	20 Oct - 31 Oct 97	plus 2-4 days
SAM-F-2-98	16 Mar - 27 Mar 98	plus 2-4 days
SAM-F-3-98	11 May - 22 May 98	plus 2-4 days
SAM-F-4-98	20 Jul - 31 Jul 98	plus 2-4 days

### **Security Assistance Management Course Overseas (SAM-O)**

SAM-O-1-98	20 Oct - 6 Nov 97
SAM-O-2-98	1 Dec - 18 Dec 97
SAM-O-3-98	26 Jan - 12 Feb 98
SAM-O-4-98	9 Mar - 26 Mar 98
SAM-O-5-98	4 May - 21 May 98
SAM-O-6-98	8 Jun - 25 Jun 98
SAM-O-7-98	13 Jul - 30 Jul 98
SAM-O-8-98	17 Aug - 3 Sep 98

### **Security Assistance Management Course Overseas Special Programs**

SAM-O-1-98	3 Nov - 6 Nov 97
SAM-O-2-98	15 Dec - 18 Dec 97
SAM-O-3-98	9 Feb - 12 Feb 98
SAM-O-4-98	23 Mar - 26 Mar 98
SAM-O-5-98	18 May - 21 May 98
SAM-O-6-98	22 Jun - 25 Jun 98
SAM-O-7-98	27 Jul - 30 Jul 98
SAM-O-8-98	31 Aug - 3 Sep 98

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## Security Assistance Management Specialized Training

Dates are requested and agreed to by DISAM and SAO based on the availability of DISAM instructors.

### HOW IS THE TRAINING FUNDED?

DISAM provides the training at no cost for all personnel assigned to the SAO. DISAM will fund travel from the CONUS port-of-entry (POE) and return to CONUS (POE), plus per diem for that portion of travel. The SAO must pay the expenses for travel outside the CONUS.

### HOW DO I APPLY FOR ONE OF THESE COURSES?

Contact the DISAM Registrar: Mrs. Barbara Kitchen for availability of a slot in a given course. She can be reached at Com (937) 255-4144, DSN 785-4144, Com FAX 937-255-3441, DSN FAX 785-3441, email <[bkitchen@disam.wpafb.af.mil](mailto:bkitchen@disam.wpafb.af.mil)>, DISAM/DAS 2335 Seventh Street, Wright Patterson AFB OH 45433-7803. You will also need to send two copies of the DD Form 1556 for each person to the above address.

### SUMMARY

Foreign or U.S. local hire personnel employed in the Security Assistance Organization (SAO) are often overlooked when it comes to training. Such personnel who will be employed in the Security Assistance Organization (SAO) for at least one-year and perform functions that directly involve security assistance should attend a DISAM training course. The foreign national should attend the SAM-F course and the U.S. local hire should attend the SAM-O Course. Either could attend specialized training to include the special program portion of the SAM-O Course or a tutorial if the O or F courses can't be attended. The SAM-F course is offered four times a year and the SAM-O course eight times a year. The specialized tutorial can be set up at any time an instructor is available. DISAM funds the training and the CONUS portion of travel, and the SAO funds the travel portion to and from CONUS. Interested individuals should contact the DISAM Registrar to check on available slots in the class of choice.

### ABOUT THE AUTHOR

Ernest McCallister is an Assistant Professor at DISAM, and a software developer currently developing SAARMS 5.0. He is a graduate of The Ohio State University and holds a Masters of Business Administration from the University of Toledo. Mr. McCallister has been involved in Security Assistance since 1991.