The Defense Institute of Security Assistance Management

For general information call the Office of the Registrar:	DSN: 785-4144 Commercial: (937) 255-4144 E-Mail: registrars@disam.dsca.mil
For academic course information, call the Director of Management Studies or Director of International Studies:	DSN: 785-5850 Commercial: (937) 255-5850
For academic research assistance, call the Director of Research:	DSN: 785-2994 Commercial: (937) 255-2994

Visit our web site at http://www.disam.dsca.mil

ATTENTION DISAM CATALOG RECIPIENTS

The DISAM catalog is readily available, on line, to all interested security assistance/international affairs personnel at the following website: http://www.disam.dsca.mil/

Since all courses, registration, and student information, as well as a variety of other information of interest to the DISAM student and international community is available and kept current on our website; we are reevaluating the number of printed copies of the DISAM Catalog distributed.

If you wish to continue to receive a paper copy(s) of the Catalog, please provide the information listed below via e-mail to catalog@disam.dsca.mil or fax information to (937) 656-4685 or DSN 986-4685.

Name of Organization:_____

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Phone Number:_____

Those organizations/individuals who are currently on our mailing list MUST return the above information to continue to receive printed copies of the DISAM Catalog.

"Security Assistance is a group of programs, authorized by law, that allows the transfer of military articles and services to friendly foreign governments. Security Assistance transfers may be done using sales, grants, leases, or loans and are authorized under the premise that if these transfers are essential to the security and economic well being of allied governments and international organizations, they are equally vital to the security and economic well-being of the United States."

Chapter 1, DoD 5105.38M,
Security Assistance Management Manual (SAMM)

Institution Accreditation

DISAM has been accredited by the Commission of the Council on Occupational Education.

DISAM Resident Fiscal Year 2004 Schedule

	1st Quarter			2nd Quarter	
Course	**Start Date**	**End Date**	**Course**	**Start Date**	**End Date**
SAM-TO-1-04	20 Oct 03	24 Oct 03	SAM-C-2-04	26 Jan 04	06 Feb 04
SAM-F-1-04	20 Oct 03	31 Oct 03	SAM-O-2-04	26 Jan 04	13 Feb 04
SAM-O-1-04	20 Oct 03	07 Nov 03	SAM-TO-2-04	02 Feb 04	06 Feb 04
SAM-C-1-04	27 Oct 03	07 Nov 03	SAM-CS-1-04	09 Feb 04	13 Feb 04
SAM-IT-1-04	03 Nov 03	05 Nov 03	SAM-AR-1-04	23 Feb 04	27 Feb 04
SAM-CF-1-04	17 Nov 03	21 Nov 03	SAM-E-2-04	01 Mar 04	05 Mar 04
SAM-E-1-04	17 Nov 03	21 Nov 03	SAM-CF-2-04	01 Mar 04	05 Mar 04
			SAM-O-3-04	01 Mar 04	19 Mar 04
			SAM-C-3-04	08 Mar 04	19 Mar 04
			SAM-F-2-04	08 Mar 04	19 Mar 04
			IPSR(2)-11-04	22 Mar 04	23 Mar 04
			SAM-IT-2-04	22 Mar 04	24 Mar 04
			SAM-CM-1-04	22 Mar 04	26 Mar 04

	3rd Quarter			4th Quarter	
Course	**Start Date**	**End Date**	**Course**	**Start Date**	**End Date**
SAM-O-4-04	19 Apr 04	07 May 04	SAM-F-4-04	16 Aug 04	27 Aug 04
SAM-C-4-04	19 Apr 04	30 Apr 04	SAM-O-7-04	16 Aug 04	03 Sep 04
SAM-TO-3-04	10 May 04	14 May 04	SAM-CF-3-04	23 Aug 04	27 Aug 04
SAM-F-3-04	10 May 04	21 May 04	SAM-IT-4-04	30 Aug 04	01 Sep 04
SAM-O-5-04	10 May 04	28 May 04	SAM-CS-3-04	30 Aug 04	03 Sep 04
SAM-C-5-04	17 May 04	28 May 04	SAM-TO-4-04	13 Sep 04	17 Sep 04
SAM-IT-3-04	24 May 04	26 May 04	SAM-E-3-04	13 Sep 04	17 Sep 04
SAM-CS-2-04	24 May 04	28 May 04	SAM-C-7-04	13 Sep 04	24 Sep 04
SAM-TA-1-04	07 Jun 04	11 Jun 04	IPSR(2)-24-04	20 Sep 04	21 Sep 04
SAM-C-6-04	07 Jun 04	18 Jun 04			
SAM-O-6-04	07 Jun 04	25 Jun 04			
SAM-AT-1-04	14 Jun 04	18 Jun 04			
SAM-CM-2-04	21 Jun 04	25 Jun 04			

DISAM Non-Resident Fiscal Year 2004 Schedule

	1st Quarter			2nd Quarter	
Course	**Start Date**	**End Date**	**Course**	**Start Date**	**End Date**
SAM MET-1-04	02 Oct 03	17 Oct 03	IPSR(2)-6-04	06 Jan 04	07 Jan 04
SAM MET-2-04	02 Oct 03	17 Oct 03	SAM OS-5-04	06 Jan 04	08 Jan 04
SAM OS-1-04	07 Oct 03	09 Oct 03	SAM MET-4-04	08 Jan 04	23 Jan 04
IPSR(2)-1-04	08 Oct 03	09 Oct 03	SAM MET-5-04	08 Jan 04	23 Jan 04
IPSR(2)-2-04	15 Oct 03	16 Oct-03	IPSR(5)-3-04	12 Jan 04	16 Jan 04
SAM OS-2-04	15 Oct 03	17 Oct-03	SAM OS-6-04	13 Jan 04	15 Jan 04
IPSR(5)-1-04	27 Oct 03	31 Oct 03	IPSR(2)-7-04	14 Jan 04	15 Jan 04
IPSR(2)-3-04	05 Oct 03	06 Oct 03	IPSR(2)-8-04	21 Jan 04	22 Jan 04
SAM MET-3-04	13 Nov 03	21 Nov 03	SAM OS-7-04	21 Jan 04	23 Jan 04
IPSR(5)-2-04	17 Nov 03	21 Nov 03	SAM OS-8-04	27 Jan 04	29 Jan 04
SAM OS-3-04	02 Dec 03	04 Dec 03	IPSR(5)-4-04	09 Feb 04	13 Feb 04
SAM OS-4-04	02 Dec 03	04 Dec 03	SAM OS-9-04	10 Feb 04	12 Feb 04
IPSR(2)-4-04	03 Dec 03	04 Dec 03	SAM OS-10-04	10 Feb 04	12 Feb 04
IPSR(2)-5-04	09 Dec 03	10 Dec 03	IPSR(2)-9-04	18 Feb 04	19 Feb 04
			IPSR(2)-10-04	11 Mar 04	12 Mar 04
			IPSR(5)-5-04	15 Mar 04	19 Mar 04
			SAM MET-6-04	25 Mar 04	09 Apr 04
			IPSR(2)-12-04	30 Mar 04	31 Mar 04
			SAM OS-11-04	30 Mar 04	01 Apr 04

	3rd Quarter			4th Quarter	
Course	**Start Date**	**End Date**	**Course**	**Start Date**	**End Date**
SAM MET-7-04	01 Apr 04	09 Apr 04	SAM MET-9-04	08 Jul 04	23 Jul 04
SAM OS-12-04	06 Apr 04	08 Apr 04	SAM OS-14-04	13 Jul 04	15 Jul 04
IPSR(2)-13-04	07 Apr 04	08 Apr 04	IPSR(2)-17-04	14 Jul 04	15 Jul 04
IPSR(5)-6-04	12 Apr 04	16 Apr 04	SAM MET-10-04	15 Jul 04	30 Jul 04
IPSR(2)-14-04	19 Apr 04	20 Apr 04	IPSR(5)-9-04	19 Jul 04	23 Jul 04
SAM MET-8-04	29 Apr 04	07 May 04	SAM MET-11-04	22 Jul 04	06 Aug 04
SAM OS-13-04	04 May 04	06 May 04	SAM OS-15-04	27 Jul 04	29 Jul 04
IPSR(2)-15-04	05 May 04	06 May 04	IPSR(2)-18-04	28 Jul 04	29 Jul 04
IPSR(5)-7-04	17 May 04	21 May 04	SAM OS-16-04	03 Aug 04	05 Aug 04
IPSR(5)-8-04	21 Jun 04	25 Jun 04	SAM OS-17-04	03 Aug 04	05 Aug 04
IPSR(2)-16-04	23 Jun 04	24 Jun 04	IPSR(2)-19-04	04 Aug 04	05 Aug 04
			IPSR(5)-10-04	16 Aug 04	20 Aug 04
			IPSR(2)-20-04	18 Aug 04	19 Aug 04
			IPSR(2)-21-04	23 Aug 04	24 Aug 04
			IPSR(2)-22-04	01 Sep 04	02 Sep 04
			IPSR(2)-23-04	08 Sep 04	09 Sep 04
			SAM MET-12-04	09 Sep 04	24 Sep 04
			SAM OS-18-04	21 Sep 04	23 Sep 04
			SAM OS-19-04	27 Sep 04	29 Sep 04
			SAM OS-20-04	27 Sep 04	29 Sep 04
			IPSR(2)-25-04	28 Sep 04	29 Sep 04

The Defense Institute of Security Assistance Management

The Defense Institute of Security Assistance Management (DISAM) was established in September 1976 to provide education, research, and consultation services to security assistance managers throughout the United States (U.S.) and overseas. The Institute is chartered as the singularly dedicated Department of Defense (DoD) educational activity to advance an understanding of the complex laws, policies, and procedures associated with security assistance.

DISAM continuously modifies its programs to meet the changing needs of security assistance managers, and can rapidly respond to field requests for research and information. The tri-service DISAM military and civilian faculty has developed a unique homogeneity which facilitates the exchange of information and research. Such faculty interchange strengthens instructor knowledge, lends depth to individual subject matter treatment, and permits the tailoring of instruction to meet specific student requirements.

DISAM provides major support in security assistance management education and related research, to include the following:

- A program of field visits through which DISAM faculty members enhance their knowledge of field operations and provide advice and assistance to security assistance personnel in resolving management problems.

- Direct involvement in the planning, development, and management of a worldwide automated Security Assistance Network (SAN).

- Active participation in conferences, study groups, workshops, and high-level government policy groups.

- Publication and distribution of the quarterly *DISAM Journal of International Security Assistance Management* through which information regarding new legislation, policies, and procedures is communicated to operational units, with inputs from the global security assistance community.

- Publication of textbooks, handbooks, and guides, such as *The Management of Security Assistance (*The Green Textbook*), the Financial Management Regulation (*FMR*),* and *the Foreign Military Sales (*FMS*) Customer Financial Management Handbook (*Billing*).*

- Research and consultation activities, including studies for various organizations within the Office of the Secretary of Defense (DoD).

- A security assistance management information repository, with full library facilities.

- A web site which provides a wide variety of information relevant to the DISAM curriculum as well as associated items of interest to the international affairs community.

- Customer location (on-site) courses sponsored by the U.S. military departments, the Department of State, and U.S. defense industry contractors.

- Mobile education teams (METs) to interested foreign countries.

- Distance learning through computer based training which can be pursued at the convenience of students and their supervisors.

- Serves as the Defense Security Cooperation Agency (DSCA) executive agent for the international affairs professional development program.

DISAM's past performance has provided its faculty and staff with a strong feeling of accomplishment. We perceive its present level of performance as the launching point for more advanced educational services, with a continuing emphasis on the improvement of security assistance management through its educational programs. It is to these ends that DISAM commits its future efforts.

DISAM Mission

The Defense Institute of Security Assistance Management provides professional education, research, and support to advance U.S. foreign policy through Security Assistance and Cooperation.

DISAM Functions

- Prepares military and civilian personnel selected to serve in security assistance and armament cooperation positions to facilitate legal and ethical sales, transfers, leases or co-productions of U.S. military equipment, training or services to or with a foreign country through uniform, high quality, professional education.

- Establishes curricula and training objectives that teach the standards, procedures and responsibilities of security assistance and armaments cooperation programs and personnel, including the following subject areas as appropriate to the nature of their assigned duties:

    - Strategy and foreign policy.

    - Legislation and policy.

    - International sales process.

    - Technology transfer and international program security.

    - Security assistance organization operations.

- Integrating other peacetime engagement activities, such as Humanitarian Assistance and Demining Action, Partnership for Peace/Warsaw Initiative, and exercises.
- International Training management.
- Resource and financial management.
- Logistics and transportation management.
- Rationalization, standardization and interoperability with allies.
- Human relations and conduct (ethics, standards of conduct, human rights, cross-cultural communications).
- Regional studies, to include political, military, economic and social aspects of international relations.
- Specialized security assistance automation training for the following computer programs:
    - Security Assistance Network (SAN).
    - Training Management System (TMS).
    - Security Assistance Automated Resource Management Suite (SAARMS).
    - Security Cooperation Information Portal (SCIP).

- Disseminates timely information on security assistance programs through:
    - Security Assistance Network (SAN) Web.
    - DISAM home web page. (Http://www.disam.dsca.mil)
    - DISAM Journal.
    - Conferences.
    - Security assistance office (SAO) visits.
    - Publication of *The Management of Security Assistance, (*The Green Textbook*).*
- Provides specialized training to assist security assistance personnel to perform their missions more effectively and more efficiently through technical and technological assistance, automation, and other time-saving programs to facilitate operations.

DISAM Organization

The Commandant of DISAM (DISAM/CC) is responsible for the Institute's overall operation. In this capacity, the Commandant reports to the Director, Defense Security Cooperation Agency (DSCA), who serves as the Chairman of the DISAM Policy and Advisory Council.

The Deputy Commandant and Dean of Academic Affairs (DISAM/DC) manages a faculty composed of Army, Navy, and Air Force officers and civilian instructors selected for their academic background, technical expertise, and experience in security assistance management subject areas. Staff and support personnel are Department of Defense (DoD) military and civilian personnel.

The Directorate of Academic Support (DISAM/DA) is responsible for personnel management, executing DISAM's administrative/logistical requirements, and for operating the student registrar office. DA is also responsible for the purchase, shipment, and automation of computer equipment provided to security assistance offices worldwide.

Additionally, DA provides DISAM's extensive in-house graphics and audio-visual support and manages the only known library in the world dedicated to security assistance and related subjects. The library's extensive collection is comprised of over 12,500 books, 235 periodicals, 16 newspapers, 800 videocassette tapes, and 900 language audio tapes for languages ranging from Arabic to Yoruba. The DISAM library is also a member of the Online Computer Library Center (OCLC), an international network of more than 34,000 libraries providing access to over 41 million records.

The Directorate of International Studies (DISAM/DI) develops and conducts the resident courses for U.S. government (USG) students assigned to overseas security assistance positions as well as the educational program for international students and Department of Defense (DoD) training personnel. Additionally, the Foreign Purchaser and the Planning and Resource Management courses are offered through Mobile Education Teams (METs).

The Directorate of Management Studies (DISAM/DM) develops and conducts all resident educational programs for the executive, industry, and CONUS communities. This directorate also coordinates all on-site courses, and the Outreach Program.

The Directorate of Research (DISAM/DR) is responsible for maintaining the DISAM website, developing and editing the *DISAM Journal, The Management of Security Assistance* ("Greenbook" - the primary course textbook), the DISAM course catalog, and numerous other publications, handbooks, and brochures. The Directorate of Research responds to research requests, consultation inquiries, and serves as the international liaison to the Acquisition Knowledge Support System (AKSS – formerly the DoD Deskbook). DR is primarily involved in practical research by routing inquiries ("Ask an Instructor," e-mail, telephone, etc.) to the proper source of expertise for resolution in

a timely fashion. Links are also provided via the website to more powerful research tool capabilities.

The Directorate also serves as the focal point for the DSCA security assistance professional development program.

DISAM Policy and Advisory Council

DISAM operates under the overall guidance and direction of the Director, Defense Security Cooperation Agency (DSCA). The DISAM Policy and Advisory Council, established per DoD Directive 2140.5 on 2 June 1993, provides recommendations to the Director, DSCA, concerning DISAM curricula, admission policy, and the operation and administration of DISAM.

The Academic Program of Security Assistance Management Education

DISAM is committed to improving the understanding of individual managers of their respective roles in the overall process of security assistance and to enlarging their capacity for effective management decision making. In order to translate this commitment from an academic postulate to its practical application, extensive faculty effort has gone into the development of curricula which are flexible and current, and address the specific needs of the security assistance manager. This is considered critical in view of the unique dynamics of security assistance and the ever-changing international events that influence those dynamics.

Objectives

The basis of all courses conducted by DISAM centers on the administrative and managerial aspects of security assistance and DoD international programs. The management of security assistance programs involves interaction with all military department programs and systems. Today's manager must have knowledge of the different procedures followed by each of the services, as well as other DoD and government agencies, in order to perform all of the complex duties required in security assistance international program management. Each DISAM course addresses these issues, with emphasis on the environment in which the respective class participants will function (CONUS, overseas, etc.). These courses are designed to:

- Develop an understanding of concepts, principles, methods, procedures, and techniques drawn from:
    - U.S. statutes, through an examination of currently applicable security assistance legislation.
    - DoD and Military Departments (MILDEP) policies and procedures, through examination and study of the varied instructions for program management within DoD.

- Integrating these policies and procedures into a systematic process for the management of the security assistance program.
- Appling this approach to illustrative examples of:
    - Acquisition management
    - Logistics management
    - Fiscal management
    - Contract administration
    - Transportation management
    - Training management
    - International armaments cooperation programs management
    - International program security requirements

Instructional Methods

Resident courses at DISAM are conducted in several interrelated modes, including:

- Lectures by the faculty, in which basic concepts are presented.
- Readings, which are assigned and recommended to support and supplement ideas presented in lectures.
- Discussion groups, during which concepts are examined, discussed, and critically evaluated, which include:
    - Simulations and case studies, in which management methods and procedures are applied to resolve various types of problems and administer diverse situations.
    - Guest speakers from various activities associated with security assistance management.
    - Workshops in which students, organized in small study groups, apply their growing knowledge to the examination of selected subjects/issues.
    - Enrichment by the free and open interchange of ideas and experiences between and among the participants and faculty.
    - Student use of personal computers for Security Assistance Network (SAN), Training Management System (TMS), and Security Assistance Automated Resource Management Suite (SAARMS) applications.

Continuous Learning Points for DISAM Courses

The USD (AT&L)'s continuous learning policy requires all members of the Acquisition, Technology & Logistics acquisition work force to endeavor to earn a minimum of 40 Continuous Learning Points (CLP) per fiscal year as a goal. http://www.acq.osd.mil/dp/docs2002/Continue_Learn_Memo_Rev_Policy.pdf The policy establishes a mandatory requirement to obtain 80 CLPs every two years.

Detailed guidance implementing the CLP policy is available at: http://www.acq.osd.mil/dp/docs2002/Continue_Learn_Policy_ATL_Workforce.pdf

The functional training provided within DISAM courses earns CLPs for members of the defense acquisition work force. The content of each DISAM course has been reviewed for CLP credit based on the number of acquisition related training hours. In this context, acquisition includes the functional areas of: logistics; auditing; purchasing/contracting; property management; information technology; financial management; manufacturing/production; program management; systems planning; research, development, engineering; test and evaluation. The following table indicates the number of CLPs earned by successful completion of each course.

Continuous Learning Points

Title	Course	Points
Overseas	SAM-O	29
Executive	SAM-E	19
CONUS	SAM-C	40
Financial Management	SAM-CF	28
Program/Case Management	SAM-CM	27
Logistics/Customer Support	SAM-CS	27
Case Reconciliation/Closure	SAM-CR	09
Advanced Training Course	SAM-AT	03
Introduction to Security Assistance Management On-Site Course	SAM-OS	17
Orientation Course (Distance Learning)	SAM-OC	18
Advanced Resource Management	SAM-AR	18
International Programs Security Requirements (2 Days)	IPSR (2 Days)	11
International Programs Security Requirements (5 Days)	IPSR (5 Days)	19
International Programs Security Requirements On-Line Course	IPSR-OL	10

The CLP policy requires the employee's supervisor to document each defense acquisition work force member's records for completion of continuous learning

requirements. Defense acquisition work force members who wish to document CLPs earned via DISAM courses should refer their supervisors to the above table for updating their individual employee records.

SAM Resident Courses

Security Assistance Management Advanced Training (SAM-AT) Course (5 Class Days)

Objective

The Advanced Training Course is designed to provide international training management information at an advanced level to DISAM graduates who have been working in their jobs for at least several years. The general course objective is to examine our current training management policies and procedures throughout the entire international training community and to identify improvements that can be submitted to training policy makers.

Course Description

The curriculum is designed to examine current international training policies and procedures, as well as the current security assistance training systems. The emphasis of the course is to examine the way we are currently managing the training program, identify areas that merit improvement, and then think "out of the box" to come up with possible solutions to identified problem areas. Each offering of this course will be unique, creating a comprehensive approach to the impact of current policies and procedures on the total spectrum of the security assistance training program. Flexibility in curriculum will be required to effectively carry out the objectives. The syllabus that follows represents the general structure of the curriculum, with the DISAM training functional coordinator being responsible for the specific content at the time of the course offering. This course earns 2 continuous learning points for members of the acquisition workforce.

Eligibility Criteria

Only U.S. Government (USG) employees are eligible. USG employees include U.S. civilians, U.S. military, Foreign Service Nationals (FSNs), and support contractor equivalents.

Personnel should be assigned to Security Assistance Office (SAO) training management section or to Unified Command or CONUS activities that supports the SAO training management activity. Graduation from the DISAM Security Overseas Course (SAM-O) or DISAM Foreign Purchaser Course (SAM-F) or DISAM Training Officer Course (SAM-TO) is a prerequisite. A minimum of two years experience is a prerequisite.

An overseas student must have at least one year remaining in his/her security assistance assignment to be eligible for DISAM training. Exceptions to this one-year

minimum retention standard require the approval of the DISAM Commandant who, in turn, will coordinate such approval with the Defense Security Cooperation Agency (DSCA).

Requests for waivers of the above criteria will be reviewed on an individual basis by the Director, International Studies (DISAM/DI).

Applying for Admission

Prospective military and civilian students in the Military Departments (MILDEPs) and DoD should request admission using the training or educational procedures of their departments/agencies. The Defense Management Education and Training Catalog, DoD 5010.16-C, procedures apply. Personnel from other federal government organizations should coordinate their applications through their respective agencies and submit their applications directly to DISAM at e-mail registrars@disam.dsca.mil, FAX COMM: (937) 255-3441, DSN: 785-3441, or mail to DISAM/DAS, Building 52, 2475 K Street, Wright-Patterson Air Force Base, OH 45433-7641.

A DD Form 1556 is not required for this course. Each student is required to submit a student registration application for this course; see reproducible example at the DISAM web site at
http://www.disam.dsca.mil/Registration/student/student%20registration%20application.htm

Requests for attendance must go through the following:

Unified Commands: CENTCOM, EUCOM, NORTHCOM, SOUTHCOM, and PACOM:

CENTCOM:
HQ US Central Command, CCJ5, 7115 South Boundary Boulevard, MacDill AFB FL 33621-5101, Comm (813) 827-5897

EUCOM:
HQ USEUCOM, ECJX, Unit 30400 Box 1000 APO AE 09128, DSN 430-7455/8445/Comm 49-711-680-7455/8445

NORTHCOM:
DISAM/DI, 2475 K. ST, Bldg 52, WPAFB, OH, 45433-7641, DSN 785-8094 / (937) 255-8094

PACOM:
HQ USCINPAC J4, Box 64020 Camp H.M. Smith HI 96861, DSN: (315) 477-7654/Comm (808) 477-7654

SOUTHCOM:
USSOUTHCOM Attn: SCJX-XX, 3511 NW 91st Avenue Miami FL 33172-1217, DSN: 567-1522/1524/Comm (305) 437-1522/1524

USAF:
HQ AFMC/DPEE, Wright-Patterson AFB OH 45433-5000, DSN 986-0194/Comm (937)656-0194

USN:
NAVIPO/02C10, 4255 Mt Vernon Drive, Ste 17100, Washington DC 20393-5445, DSN 764-2461/Comm (202)764-2461.

USMC:
CG TECOM, 3094 Upshur Ave, Quantico VA 22134, DSN 278-1102/Comm (703)784-1102

USCG:
COMDT COGARD/G-CI, 2100 2nd Street SW, Washington DC 20593-1000, Comm (202)267-2628

USA (Civilians, AMC Commands ONLY):
HQ USAMC/AMCPE-T 5001 Eisenhower Ave, Alexandria VA 22333-0001, DSN 767-8501, Comm (757)617-8501

USA (Military, AMC Commands ONLY):
HQ USAMC/AMCPE-AM, 5001 Eisenhower Ave, Alexandria VA 22333-0001, DSN 767-9328/Comm (703)617-9328

All Other Army Commands – Enlisted:
PERSCOM/TAPC-EPT-F, 2461 Eisenhower Ave, Alexandria VA 22331-0450, DSN 221-4596/Comm (703)325-4596

All Other Army Commands – Officers:
PERSCOM/TAPC-OPB-D, 200 Stovall Street, Alexandria VA 22332, DSN 221-3159/Comm (703)325-3159

All Other Army Commands – Civilians:
HQ TRADOC/ODCST-ATOM-O, Bldg 10, Ft Monroe VA 23651, DSN 680-3001/Comm (757)788-3001

Defense Logistics Agency (DLA):
DLA Training Center, Bldg 11, Section 5, 3990 E Broad Street, Columbus OH 43216, DSN 850-5955/Comm (614)692-5955

Defense Finance Accounting Service (DFAS):
DFAS-DE, 6760 East Irvington Place, Denver CO 80279, DSN 926-7075/Comm (303)676-7075

Foreign Service Nationals (FSNs):
Applications should be coordinated within your respective agency and faxed to DISAM/DAS at DSN 785-3441/Comm 937-255-3441.

What if I'm told that quotas are not available?

DISAM wants to help the potential student in obtaining a quota for the appropriate DISAM course. If a student has applied for a DISAM course utilizing the approved procedures listed above and has been told the class is full or there are no available quotas remaining for your service, please contact the DISAM's registrar's office at DSN 785-4144/Comm (937) 255-4144 or use our e-mail registrars@disam.dsca.mil. The registrar's office will take your information and provide it via e-mail to your appropriate service representative for possible scheduling. You will be instructed to provide all the required paperwork to your service representative and to the DISAM registrar. If you have not received a quota within 30 days prior to the course start date, contact the DISAM registrar's office again. The Registrar will fill all unused quotas on a first come, first served basis to qualified candidates.

DISAM pays all CONUS travel expenses (from point of entry CONUS to Wright-Patterson Air Force Base, OH), but does not pay for any non-CONUS travel related expenses. DISAM also does not pay for the use of rental cars while in residence at courses; however, there is a shuttle van service from the student's quarters to area eating establishments. The shuttle van service is free of charge for all DISAM students. Shuttle van service is also provided between student's quarters and the DISAM class building.

Fiscal Year 2004 Course Offering

SAM AT-1-04 14 Jun - 18 Jun 2004

Security Clearance

None required.

Classes and Hours

SAM-AT classes will generally be held from 0800-1645 each day of the course including appropriate periods for research and study. Each offering of the course will be four and one-half days in duration, beginning on a Monday morning at 0800 and ending not later than 1200 on Friday of the same week. Due to increased airport security, commercial airline departures may be scheduled after 1400 on the final class day. Early departures are not authorized except in a bona fide emergency.

U.S. civilian government employees in possession of identification cards that are for overseas use only, must bring another form of U.S. government identification in order to be allowed access to Wright-Patterson Air Force Base.

Syllabus

The syllabus which follows is organized to reflect daily classroom activities. Each lesson is identified by title, general content, and number of classroom hours.

Day 1

Administrative Orientation. Covers basic DISAM operating policies and procedures and in-processes students. ½ hour

Course Introduction. This block of instruction is dedicated to properly cover course requirements for graduation, emphasizing course outline, reading assignments and goals of the course. 1 hour

Training Update. Explores the latest information regarding recent changes that affect the entire training community. 2 hours

Security Assistance Training Automation Initiatives. Provides discussion and demonstration of latest developments in training automation that impact all levels of the training community. 2 hours

Automation Practical Application. Completion of a computer laboratory exercise to explore the use and function of automated systems. 1½ hours

Day 2

International Programs Security. This lesson covers the laws and national policies that form the basis for the security requirements for most DoD international programs, the composition and purpose of the Multinational Industrial Security Working Group (MISWG), and the Defense Security Service role in international programs. In addition, this lesson covers the procedures and arrangements to assure accountability and control during international transfers of classified material, policies and procedures concerning visits and assignments of foreign nationals, security considerations of foreign government information and NATO information, and laws and policies concerning the Committee on Foreign Investment in the U.S. (CFIUS) and the foreign ownership, control, or influence (FOCI) provisions of the National Industrial Security Program (NISP). 2 hours

SAO IMET Training Management. Presentation from an experienced security assistance officer (SAO) training manager on issues and concerns that effect the execution of IMET training programs at the SAO level. 1 hour

Discussion and Identification of Problems and Improvements. Students will break into small groups and meet to discuss and examine the material just presented. Group leader will then submit any recommendations that arise from the group effort. 1 hour

SAO FMS Training Management. Presentation from an experienced SAO training manager on issues and concerns that effect the execution of FMS training programs at the SAO level. 1 hour

Discussion and Identification of Problems and Improvements. Students will break into small groups and meet to discuss and examine the material just presented. Group leader will then submit any recommendations that arise from the group effort. 1 hour

Unified Command Training Management. Presentation from an experienced unified command training manager on issues and concerns that effect the execution of the security assistance training program. 1 hour

Discussion and Identification of Problems and Improvements. Students will break into small groups and meet to discuss and examine the material just presented. Group leader will then submit any recommendations that arise from the group effort. 1 hour

Day 3

IMSO Training Management. Presentation from an experienced international military student officer on issues and concerns that effect the management of international military students at the training activity level. 1 hour

Discussion and Identification of Problems and Improvements. Students will break into small groups and meet to discuss and examine the material just presented. Group leader will then submit any recommendations that arise from the group effort. 1 hour

DoDIP Training Program Management. Presentation from an experienced DoDIP manager on issues and concerns that effect the management of the DoDIP program at the training activity level. 1 hour

Discussion and Identification of Problems and Improvements. Students will break into small groups and meet to discuss and examine the material just presented. Group leader will then submit any recommendations that arise from the group effort. 1 hour

MILDEP/MILSVC Training Program Management. Presentations from each of the five MILDEP/MILSVC international training management organizations on issues and concerns that affect the execution of the security assistance training program. 2 ½ hours

Discussion and Identification of Problems and Improvements. Students will break into small groups and meet to discuss and examine the material just presented. Group leader will then submit any recommendations that arise from the group effort. 1 hour

Day 4

Training in Support of FMS Materiel Cases. Presentation from an experienced MILDEP training manager on issues and concerns that effect the execution of FMS training contained in typical FMS system acquisitions. 1 hour

Discussion and Identification of Problems and Improvements. Students will break into small groups and meet to discuss and examine the material just presented. Group leader will then submit any recommendations that arise from the group effort. 1 hour

DSCA Training Program Management. Presentation from a training policy/program manager from DSCA on issues and concerns that effect the execution of the security assistance training program. 1 hour

Discussion and Identification of Problems and Improvements. Students will break into small groups and meet to discuss and examine the material just presented. Group leader will then submit any recommendations that arise from the group effort. 1 hour

Special Training Program Element. Presentation on a specialized training element, such as Distance Learning, from an expert in that field in an effort to identify issues and concerns that affect international training. 1 hour

Special Training Program Element. Presentation on an additional specialized training element from an expert in that field in an effort to identify issues and concerns that affect international training. 1 hour

Discussion and Identification of Problems and Improvements. Students will break into small groups and meet to discuss and examine the material just presented. Group leader will then submit any recommendations that arise from the group effort. 1 hour

Day 5

Course Summary. Provides additional discussion on any of the previously discussed training management areas, any newly identified topical areas, and identification of some of the major issues that have been raised. 1 hour

Discussion and Identification of Problems and Improvements. Students will break into their groups and identify any issues, problem areas, and possible courses of action that could lead to resolution of an identified problem. 1 hour

Preparation of Recommendations. Submission and recording of all issues, problems, and proposed solutions for submission to annual DSCA training policy meeting in the fall. 1 hour

Course Review, Evaluation, and Graduation. ½ hour

Security Assistance Management CONUS (SAM-C) Course (10 Class Days)

Objective

The SAM-C Course is designed to provide mid-level security assistance management education for U.S. military and civilian personnel serving within the Department of Defense (DoD) community in functional areas which support U.S. international security cooperation/assistance programs. The general course objective is to furnish students with a comprehensive understanding of the entire security assistance (SA) management process emphasizing international business management concepts, issues, and practices, thereby enabling them to understand how their particular organizational functions interact with and relate to all other functions of security cooperation management.

Course Description

The intent of the curriculum is to provide a thorough coverage of the interactions and interrelationships of security cooperation management from the highest levels of United States government (USG) policy making, review, and approval, through the various channels of program planning, contracting, financing, pricing, billing, acquisition, transportation, follow-on support, training, and management documentation. Specific instructional areas encompass such topics as foreign policy and national security considerations associated with the U.S. security assistance program; Presidential policies and Congressional review requirements; DoD, and Department of State (DoS) program review and implementation channels; legal requirements, contractual instruments, and organizational responsibilities; and the variety of financial and logistical procedures required to program, budget, implement, execute, and close SA program activities and joint business enterprises. This course earns 40 continuous learning points for members of the acquisition work force.

Eligibility Criteria

U.S. government (USG) personnel, including U.S. foreign military sales (FMS) case management contractor support are eligible. USG employees include U.S. civilians GS-5 to GS-14, U.S. military E-7 to O-5 personnel, and support contractor equivalents.

Personnel should be assigned to CONUS activities who currently occupy (or have been selected to occupy) identified DoD positions in SA management, or related positions in financial management, international logistics, operations, or training. Personnel in similar positions in other federal agencies may also attend.

Requests for waivers of the above criteria will be reviewed on an individual basis by the Director, Management Studies (DISAM/DM).

Applying for Admission

Prospective military and civilian students in the Military Departments (MILDEPs) and DoD should request admission using the training or educational procedures of their departments/agencies. The Defense Management Education and Training Catalog, DoD 5010.16-C, procedures apply. Personnel from other federal government organizations should coordinate their applications through their respective agencies and submit their applications directly to DISAM at e-mail registrars@disam.dsca.mil, FAX COMM: (937) 255-3441, DSN: 785-3441, or mail to DISAM/DAS, Building 52, 2475 K Street, Wright- Patterson Air Force Base, OH 45433-7641.

A DD Form 1556 is not required for this course. Each student is required to submit a student registration application for this course; see reproducible example at the DISAM web site at
http://www.disam.dsca.mil/Registration/student/student%20registration%20application.htm

Requests for attendance must go through the following:

USAF:
HQ AFMC/DPEE, Wright-Patterson AFB OH 45433-5000, DSN 986-0194/Comm (937)656-0194

USN:
NAVIPO/02C10, 4255 Mt Vernon Drive, Ste 17100, Washington DC 20393-5445, DSN 764-2461/Comm (202)764-2461.

USMC:
CG TECOM, 3094 Upshur Ave, Quantico VA 22134, DSN 278-1102/Comm (703)784-1102

USCG:
COMDT COGARD/G-CI, 2100 2nd Street SW, Washington DC 20593-1000, Comm. (202)267-2628

USA (Civilians, AMC Commands ONLY):
HQ USAMC/AMCPE-T 5001 Eisenhower Ave, Alexandria VA 22333-0001, DSN 767-8501, Comm. (757)617-8501

USA (Military, AMC Commands ONLY):
HQ USAMC/AMCPE-AM, 5001 Eisenhower Ave, Alexandria VA 22333-0001, DSN 767-9328/Comm (703)617-9328

All Other Army Commands – Enlisted:
PERSCOM/TAPC-EPT-F, 2461 Eisenhower Ave, Alexandria VA 22331-0450, DSN 221-4596/Comm (703)325-4596

All Other Army Commands – Officers:
PERSCOM/TAPC-OPB-D, 200 Stovall Street, Alexandria VA 22332, DSN 221-3159/Comm (703)325-3159

All Other Army Commands – Civilians:
HQ TRADOC/ODCST-ATOM-O, Bldg 10, Ft Monroe VA 23651, DSN 680-3001/Comm (757)788-3001

Defense Logistics Agency (DLA):
DLA Training Center, Bldg 11, Section 5, 3990 E Broad Street, Columbus OH 43216, DSN 850-5955/Comm (614)692-5955

Defense Finance Accounting Service (DFAS):
DFAS-DE, 6760 East Irvington Place, Denver CO 80279, DSN 926-7075/Comm (303)676-7075

Foreign Service Nationals (FSNs):
Applications should be coordinated within your respective agency and faxed to DISAM/DAS at DSN 785-3441/Comm 937-255-3441.

What if I'm told that quotas are not available?

DISAM wants to help the potential student in obtaining a quota for the appropriate DISAM course. If a student has applied for a DISAM course utilizing the approved procedures listed above and has been told the class is full or there are no available quotas remaining for your service, please contact the DISAM's registrar's office at DSN 785-4144/Comm (937) 255-4144 or use our e-mail registrars@disam.dsca.mil. The registrar's office will take your information and provide it via e-mail to your appropriate service representative for possible scheduling. You will be instructed to provide all the required paperwork to your service representative and to the DISAM registrar. If you have not received a quota within 30 days prior to the course start date, contact the DISAM registrar's office again. The registrar will fill all unused quotas on a first come, first served basis to qualified candidates.

DISAM pays all CONUS travel expenses (from point of entry CONUS to Wright-Patterson Air Force Base, OH), but does not pay for any non-CONUS travel related expenses. DISAM also does not pay for the use of rental cars while in residence at courses; however, there is a shuttle van service from the student's quarters to area eating establishments. The shuttle van service is free of charge for all DISAM students. Shuttle van service is also provided between student's quarters and the DISAM class building.

Fiscal Year 2004 Course Offerings

SAM-C-1-2004	27 Oct - 07 Nov 2003
SAM-C-2-2004	26 Jan - 06 Feb 2004
SAM-C-3-2004	08 Mar - 19 Mar 2004
SAM-C-4-2004	19 Apr - 30 Apr 2004
SAM-C-5-2004	17 May - 28 May 2004
SAM-C-6-2004	07 Jun - 18 Jun 2004
SAM-C-7-2004	13 Sep - 24 Sep 2004

Security Clearance

None required.

Classes and Hours

SAM-C classes are held daily, except Saturdays, Sundays, and U.S. holidays. They are normally scheduled between 0800 and 1700, with appropriate periods for research and study. The course will be completed by 1200 on Friday of the second week. Due to increased airport security, commercial airline departures may be scheduled after 1400 on the final class day. Early departures are not authorized except in a bona fide emergency.

International Programs Security Certification

In accordance with Deputy Secretary of Defense Memorandum, 22 October 1999, *Training in International Security and Foreign Disclosure Support to International Programs*, all DoD employees involved in international programs must receive training in International Programs Security (IPSR). SAM-C has been certified as of 1 October 2000 as meeting the requirements of this training and students who successfully complete this course will receive a letter or certificate to that effect.

Academic Credit

The SAM-C course has been evaluated by the Office of Educational Credit of the American Council on Education (ACE), and recommended for three semester hours of upper division baccalaureate credit in supply chain management. This recommendation is published as course code DD-1408-0038 in the ACE's annual *Guide to the Evaluation of Educational Experiences in the Armed Services*, the standard reference for determining transfer credits among U.S. institutions of higher learning.

Syllabus

The syllabus which follows is organized to reflect daily classroom activities. Each lesson is identified by title, general content, and number of classroom hours. The course of instruction will include a combination of lectures, and class discussions.

Day 1

Administrative Orientation. Covers basic DISAM operating policies and procedures and in-processes students. ¼ hour

Course Introduction. Covers course requirements for graduation, emphasizing course outline, and reading assignments. 1 ¼ hours

Introduction to International Security Cooperation Management. Examines how SA and other peacetime engagement programs play a major role in supporting U.S. national security, national military, unified command and DoS strategic objectives. Describes the general nature and scope of currently authorized security assistance programs. 1 hour

Intercultural Communications. Introduces the process of applying management concepts and techniques in a global multicultural environment. Explores the various situations SA personnel may encounter when dealing with different cultures and explains how individuals can successfully operate in cross-cultural encounters. 2 hours

International Statutory and Regulatory Framework. Analyzes SA policy objectives, legislative rules and constraints, and the formulation of the annual security assistance budget. 1 ½ hours

Day 2

International Statutory and Regulatory Framework. Continued. 2 hours

U.S. Government Interagency Roles and International Security Assistance Organization Responsibilities. Addresses USG interagency roles. Examines the organization, responsibilities, and working relationships of the security assistance organization (SAO) and unified commands, and describes the various factors which impact upon overseas operations. 1 hour

International Sales Process: The Purchaser's Solicitation Phase. Provides an introduction to the FMS process. Examines the process from the point of the needs analysis performed by a foreign country through the country's purchase decision to the receipt of a formal purchase request by the appropriate U.S. MILDEP for necessary action. 2 hours

International Sales Process: Types of Cases. Provides formal definitions of a FMS case and outlines the various types and characteristics of different FMS cases, including defined order and blanket order arrangements. Attention is paid to the selection of the appropriate instrument. 1 hour

Day 3

International Sales Process: Preparation of the Offer. Continues the study of the FMS process, including the actions of the USG agencies that develop the contract proposal to the point of the release to the prospective purchaser country of a formal offer. 2 hours

International Sales Process: Contract Implementation, Execution and Closure. Provides an overview of all actions required to administer an FMS contract, to obtain the needed defense articles and services, and to reconcile and close the contract. 1 hour

International Sales Contractual Instruments: the Contract (LOA) Entries. Delineates the various entries required on the FMS letters of offer and acceptance (LOA), including delivery, transportation, financial and payment terms. 2 hours

International Defense Automation Initiatives. Introduces several new automation initiatives, including Defense Security Assistance Management System (DSAMS), Case Execution Management Information System (CEMIS) and Security Cooperation Information Portal (SCIP). Discusses information available on the DISAM webpage and demonstrates its use as an electronic gateway for SA information and updates. 1 hour

Day 4

International Sales Contractual Instruments: Documents, General Terms, and Conditions. Introduces the various documents used in the FMS process. Describes and discusses in detail the standard terms and conditions including delivery and transportation terms, financial and payment terms, warranty terms, indemnification and assumption of risks, and dispute resolution. 2 hours

International Sales Contractual Instruments: Contract Amendments and Modifications. Describes the various forms used to effect an agreement for SA programs including LOA amendments and modifications. 1 hour

International Defense Acquisition Policy. Describes the DoD weapon system acquisition process as it applies to FMS. Examines the concept of risk and the use of contracts within the cost reimbursement and fixed price spectrum. 3 hours

Day 5

International Technology Transfer and Export Controls. Discusses the agencies involved in controlling U.S. exports, with an emphasis on military and dual use items. An overview of licensing procedures, technology issues, and national disclosure policy provides the students with a general background concerning U.S. policy in regard to export controls. Focuses on interagency roles among the DoS, DoC, and DoD. 3 hours

International Programs Security. Discusses the DoD policy and procedures of international program security as it pertains to international transfer of classified and controlled material, international visits by foreign nationals to the U.S., protection of

North Atlantic Treaty Organization (NATO) classified information, the Committee on Foreign Investment in the U.S., and foreign ownership, control, or influence. 2 hours

Mid-term Examination Review. 1 hour

Day 6

Mid-term Examination and Student Survey. 1 ½ hours

Security Assistance Automation Initiatives Exercise. Students use the Internet to find answers to a series of questions concerning SA policy, process, logistics and other timely topics and apply them to their daily duties. 1 ½ hours

International Defense Education and Training Management. Examines security assistance training management policies and procedures, including objectives, types of training, locations, constraints, pricing policies, the DoD Informational Program (DoDIP), and program administration. 3 hours

Day 7

International Logistics: Initial Support. Provides an overview of the various DoD logistics systems, and the role of selected logistics activities within these systems. Discusses the development of the total package approach for FMS programs. 2 hours

International Logistics: Follow On Support. Describes the concepts of life-cycle costs, follow-on logistics support and the methods of post-sale customer service support that may be used following defense system delivery. 2 ½ hours

International Logistics: Transportation Management. Examines the policy and procedures for the movement of FMS materiel, carrier and channel selection, information systems, and the role of the freight forwarder. The purpose and use of the Military Assistance Program Address Directory (MAPAD) is discussed, as well as the reporting and resolution of discrepancies within the terms of the bilateral international sales agreements. 1 ½ hours

Day 8

International Logistics: Transportation Management. (Continued). 1 hour

International Cooperative Programs and Joint Enterprises. Provides students with a general overview of cooperative programs of international defense industries including the policies, procedures, and authorities for SA cooperative production programs. Lecture includes topics such as collaborative research and development and U.S. procurement of foreign equipment. 2 hours

International Financial Management: Funds Control. Examines the financial aspects of FMS, to include flow of funds, terms of sale, financial control concepts of obligation

and expenditure authority, and methods of funding. Explores the FMS instrument as an integrated cash flow model. 2 hours

International Financial Management: Pricing Applications. Examines pricing policies and procedures which are applicable to FMS materiel and services, both from inventory and new procurement. Cost analysis techniques for both direct and indirect costs are included. 1 hour

Day 9

International Financial Management: Pricing Applications. (Continued) 1 hour

International Financial Management: Billing and Reconciliation. Provides an overview of the MILDEPs delivery reporting requirements and foreign customer billing procedures. Emphasizes the importance of financial reconciliation. 2 hours

End-Use Monitoring (Golden Sentry) Program. Provides an overview of the CONUS case manager responsibilities for participation in the end-use monitoring of U.S. origin equipment and services. Specific focus is directed to those elements that would indicate a need for additional monitoring and reporting requirements. 1 hour

Retention and Comprehension Evaluation (RACE). A small group, team-building exercise which reviews the entire course. The RACE will cover all the topics in the final examination. 2 hours

Day 10

Comparison of Government and Commercial Sales Arrangements. Examines the choice of purchasing defense articles, services and military training from either commercial sources or through FMS procedures. Emphasizes the USG position of neutrality and the customer's general option to choose either procurement channel. 1 ½ hours

Final Examination and Student Survey. 1 ½ hours

Graduation and Closing Remarks. ½ hour

Security Assistance Management Executive (SAM-E) Course (5 Class Days)

Objective

The Executive Course is designed to meet the dual educational requirements of United State Government (USG) senior-level security assistance executives and U.S. defense industry personnel involved in international sales. The course is intended for U.S. personnel who now occupy (or have been selected to occupy) executive management positions in program offices, functional offices supporting program offices, or high echelon offices supervising security assistance (SA) management within Department of Defense (DoD). It is also intended for defense industry personnel who are currently occupying positions in international sales or related positions in financial management, international logistics, operations, or customer support. Persons in related positions in other federal agencies, such as the Department of State (DoS), may also attend this course. The objective of the course is to increase the student's understanding of USG policies and procedures for the transfer of defense articles and services, and to provide an appreciation of the international environment in which they must function.

Course Description

The curriculum provides an overview of the entire SA management process and addresses the many facets of SA policy, planning, and programming. SA topics are covered as they relate to legislation, policy, financial management, transportation, logistics, and training management. Guest speakers who are recognized authorities in their respective fields will be used to enhance the learning experience in the course. This course earns 19 continuous learning points for members of the acquisition workforce**.**

Eligibility Criteria

USG employees and U.S. industry personnel are eligible. USG employees include U.S. civilians GS-15 and above, U.S. military O-6 and above, and support contractor equivalents.

USG and industry personnel should be programmed for or assigned to SA activities, or in related positions in international logistics, financial management, and training activities.

Selected SAO chiefs and section chiefs at the O-6 grade level, based on their country of assignment and prior experience, may, with the recommendation of the unified command and the approval of Defense Security Cooperation Agency (DSCA), attend this course in lieu of the SAM-O Course.

Requests for waivers of the above criteria will be reviewed on an individual basis by the Director, Management Studies (DISAM/DM).

Notice of Cancellation

It is imperative that you notify the registrar's office if for some reason you find that you cannot attend. **The registrar's office may be reached at DSN 785-4144 or (937) 255-4144 or e-mail registrars@disam.dsca.mil. The notice of your non-attendance must be received at least fifteen working days prior to the class start date. If cancellation is not received, the registrar's office will bill your company for 50 percent of the tuition cost.**

Applying for Admission

U.S. defense industry personnel. U.S. citizens and U.S. persons (as defined in the *International Traffic in Arms Regulation* (ITAR) Section §120.15) representing the U.S. defense industry companies are admitted on a first come, first served basis upon receipt of a request for admission. The tuition cost for U.S. industry personnel is $1,520 (subject to change).

United States industry personnel should submit the on-line registration form located on the DISAM website at: http://www.disam.dsca.mil/Registration/Industry/industreg.htm

U.S. government personnel. Prospective military and civilian students in the MILDEP and DoD should request admission using the training or educational procedures of their departments/agencies. The Defense Management Education and Training Catalog, DoD 5010.16-C, procedures apply. Personnel from other federal government organizations should coordinate their applications through their respective agencies and submit their applications directly to DISAM at e-mail registrars@disam.dsca.mil, FAX COMM: (937) 255-3441, DSN: 785-3441, or mail to DISAM/DAS, Building 52, 2475 K Street, Wright- Patterson Air Force Base, OH 45433-7641.

A DD Form 1556 is not required for this course. Each student is required to submit a student registration application for this course; see reproducible example at the DISAM web site at
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Requests for attendance must go through the following:

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CG TECOM, 3094 Upshur Ave, Quantico VA 22134, DSN 278-1102/Comm (703)784-

1102

USCG:
COMDT COGARD/G-CI, 2100 2nd Street SW, Washington DC 20593-1000, Comm. (202)267-2628

USA (Civilians, AMC Commands ONLY):
HQ USAMC/AMCPE-T 5001 Eisenhower Ave, Alexandria VA 22333-0001, DSN 767-8501, Comm.(757)617-8501

USA (Military, AMC Commands ONLY):
HQ USAMC/AMCPE-AM, 5001 Eisenhower Ave, Alexandria VA 22333-0001, DSN 767-9328/Comm (703)617-9328

All Other Army Commands – Enlisted:
PERSCOM/TAPC-EPT-F, 2461 Eisenhower Ave, Alexandria VA 22331-0450, DSN 221-4596/Comm (703)325-4596

All Other Army Commands – Officers:
PERSCOM/TAPC-OPB-D, 200 Stovall Street, Alexandria VA 22332, DSN 221-3159/Comm (703)325-3159

All Other Army Commands – Civilians:
HQ TRADOC/ODCST-ATOM-O, Bldg 10, Ft Monroe VA 23651, DSN 680-3001/Comm (757)788-3001

Defense Logistics Agency (DLA):
DLA Training Center, Bldg 11, Section 5, 3990 E Broad Street, Columbus OH 43216, DSN 850-5955/Comm (614)692-5955

Defense Finance Accounting Service (DFAS):
DFAS-DE, 6760 East Irvington Place, Denver CO 80279, DSN 926-7075/Comm (303)676-7075

Foreign Service Nationals (FSN's):
Applications should be coordinated within your respective agency and faxed to DISAM/DAS at DSN 785-3441/Comm 937-255-3441.

What if I'm told that quotas are not available?

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required paperwork to your service representative and to the DISAM registrar. If you have not received a quota within 30 days prior to the course start date, contact the DISAM registrar's office again. The Registrar will fill all unused quotas on a first come, first served basis to qualified candidates.

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Fiscal Year 2004 Course Offerings

SAM-E-1-2004	17 Nov - 21 Nov 2003
SAM-E-2-2004	01 Mar - 05 Mar 2004
SAM-E-3-2004	13 Sep - 17 Sep 2004

Security Clearance

None required

Classes and Hours

SAM-E classes are held Monday through Friday. Classes are normally conducted between 0830 and 1630, with appropriate periods for research and study. The course will be completed by 1200 on Friday. Due to increased airport security, commercial airline departures may be scheduled after 1400 on the final class day. Early departures are not authorized except in a bona fide emergency.

Syllabus

The syllabus which follows is organized to reflect daily classroom activities. Each lesson is identified by title, general content, and number of classroom hours.

Day 1

[Note: Class starts precisely at 8:00 a.m. on the first day and at 8:30 a.m. each day thereafter.]

Security Assistance Programs, Legislation, and Policy. Defines the general nature and scope of currently authorized SA programs. Discusses major legislative provisions and executive branch policies that shape and regulate SA programs and processes. 3 hours

Security Assistance Operations Overseas. Examines the organization,

responsibilities, and working relationships of the U.S. embassies, unified commands, defense attachés (DAs), and U.S. industry representatives. 1 hour

Technology Transfer and Export Controls. Outlines government policy on the export of U.S. technology and licensing considerations for defense-related items involving the DoS, DoC, and DoD. 2 hours

Day 2

International Defense Sales Process. Provides an overview of the entire foreign military sales (FMS) process from the initial receipt of a purchaser request to the completion of the purchase agreement. Defines the government policy on direct commercial sales (DCS). Identifies the key military department (MILDEP) organizations and personnel involved in an FMS or DCS purchase. 4 hours

Current Issues in Security Assistance. A guest speaker from the DoD discusses current areas of significance in SA and presents an overview of DoD and MILDEPs involvement in SA. 2 hours

Day 3

Current Issues in Security Assistance. A guest speaker from the DoS discusses areas of current significance in security assistance and provides insights into DoS management of security assistance programs. 2 hours

International Sales Agreements. Describes the sequential actions involved in effecting a binding agreement, reviews the various agreements used in arms transfer programs, and examines the terms and conditions used in those various agreements. 3 hours

U.S. Government Security Assistance Automation Initiatives. Provides an overview of specialized information systems currently in use or being developed to support security assistance programs. 1 hour

Day 4

International Armaments Cooperation Programs. Provides students with an overview of joint venture and cooperative program opportunities associated with a rapidly changing global environment. Discussion includes topics such as co-production, co-development, U.S. procurement of non-U.S. equipment, technology transfer, and offsets. 2 hours

Security Assistance Training Management. Provides an overview of SA training to include the Training Management System (TMS), the organizations that manage the training programs, IMET and FMS training, pricing of training, and the Department of Defense Informational Program (DoDIP). 1 hour

Logistics Support of International Sales. Provides an overview of the various international logistics systems. Describes the concepts and methods of follow-on

logistics support. Examines transportation, reports of discrepancies, and the role of training in total logistics support. 3 hours

Day 5

Financial Management of International Sales. Studies the financial aspects of military sales including DoD policy and procedures for FMS pricing, billing, and overall financial management. 2 hours

A Comparison of Direct Commercial and Foreign Military Sales. . Examines the choice of purchasing defense articles, services and military training from either commercial sources or through FMS procedures. Emphasizes the USG position of neutrality and the customer's general option to choose either procurement channel. 1 ½ hours

Review and Critique. A review and student evaluation of the course. ¼ hour

Closing Remarks. ¼ hour

Security Assistance Management Financial Management (SAM-CF) Course (5 Class Days)

Objective

The financial management course is designed to provide personnel who are directly involved in or concerned with foreign military sales (FMS) pricing, funds management, and billing a comprehensive understanding and application of the policies, methods, systems, and actions necessary for the effective financial management of FMS cases.

Course Description

The course encompasses a broad variety of topics, including the *Arms Export Control Act* and other statutory requirements; Department of Defense (DoD) implementing directives and manuals; FMS pricing of materiel and services; flow and accounting of funds; the FMS trust fund; obligation and expenditure authority; payment schedules; performance reporting and reimbursement, including the FMS delivery transaction, FMS billing statement (DD Form 645), Defense Finance and Accounting Service-Denver Center (DFAS-AY/DE) feedback reports, the Defense Integrated Financial System (DIFS), case reconciliation, and closure. The course is interspersed with studies of the organizations and functions concerned, including the military departments (MILDEPs) and the DFAS-AY/DE, and their interrelationship and involvement. This course earns 28 continuous learning points for members of the acquisition workforce.

Eligibility Criteria

Only U.S. Government (USG) employees are eligible. USG employees include U.S. civilians GS-5 to GS-14, U.S. military E-7 to O-5, and support contractor equivalents.

Personnel should be assigned to positions in SA management, such as case managers, comptrollers, budget, accounting, and financial specialists, and price and cost analysts from such organizations as DoD comptroller-finance offices, FMS case implementing agencies, the Defense Security Cooperation Agency (DSCA), the DFAS-AY/DE, MILDEP financial centers, and the Defense Logistics Agency (DLA).

Graduation from the DISAM Security Assistance Management CONUS Course (SAM-C) is a prerequisite. This prerequisite may be met by extensive security assistance in financial management experience, or a combination of the DISAM On-Site Course (SAM-OS), or Orientation Course (SAM-OC) on-line, and one year's security assistance experience.

This course can be repeated every three years as a refresher and to obtain updates on new policies and procedures.

Requests for waivers of the above criteria will be reviewed on an individual basis by the Director, Management Studies (DISAM/DM).

Applying for Admission

Prospective military and civilian students in the MILDEPs and DoD should request admission using the training or educational procedures of their departments/agencies. The Defense Management Education and Training Catalog, DoD 5010.16-C, procedures apply. Personnel from other federal government organizations should coordinate their applications through their respective agencies and submit their applications directly to DISAM at e-mail registrars@disam.dsca.mil, FAX COMM: (937) 255-3441, DSN: 785-3441, or mail to DISAM/DAS, Building 52, 2475 K Street, Wright-Patterson Air Force Base, OH 45433-7641.

A DD Form 1556 is not required for this course. Each student is required to submit a student registration application for this course; see reproducible example at the DISAM web site at
http://www.disam.dsca.mil/Registration/student/student%20registration%20application.htm
Requests for attendance must go through the following:

USAF:
HQ AFMC/DPEE, Wright-Patterson AFB OH 45433-5000, DSN 986-0194/Comm (937)656-0194

USN:
NAVIPO/02C10, 4255 Mt Vernon Drive, Ste 17100, Washington DC 20393-5445, DSN 764-2461/Comm (202)764-2461.

USMC:
CG TECOM, 3094 Upshur Ave, Quantico VA 22134, DSN 278-1102/Comm (703)784-1102

USCG:
COMDT COGARD/G-CI, 2100 2nd Street SW, Washington DC 20593-1000, Comm. (202)267-2628

USA (Civilians, AMC Commands ONLY):
HQ USAMC/AMCPE-T 5001 Eisenhower Ave, Alexandria VA 22333-0001, DSN 767-8501, Comm. (757)617-8501

USA (Military, AMC Commands ONLY):
HQ USAMC/AMCPE-AM, 5001 Eisenhower Ave, Alexandria VA 22333-0001, DSN 767-9328/Comm (703)617-9328

All Other Army Commands – Enlisted:
PERSCOM/TAPC-EPT-F, 2461 Eisenhower Ave, Alexandria VA 22331-0450, DSN 221-4596/Comm (703)325-4596

All Other Army Commands – Officers:
PERSCOM/TAPC-OPB-D, 200 Stovall Street, Alexandria VA 22332, DSN 221-3159/Comm (703)325-3159

All Other Army Commands – Civilians:
HQ TRADOC/ODCST-ATOM-O, Bldg 10, Ft Monroe VA 23651, DSN 680-3001/Comm (757)788-3001

Defense Logistics Agency (DLA):
DLA Training Center, Bldg 11, Section 5, 3990 E Broad Street, Columbus OH 43216, DSN 850-5955/Comm (614)692-5955

Defense Finance Accounting Service (DFAS):
DFAS-DE, 6760 East Irvington Place, Denver CO 80279, DSN 926-7075/Comm (303)676-7075

What if I'm told that quotas are not available?

DISAM wants to help the potential student in obtaining a quota for the appropriate DISAM course. If a student has applied for a DISAM course utilizing the approved procedures listed above and has been told the class is full or there are no available quotas remaining for your service, please contact the DISAM's registrar's office at DSN 785-4144/Comm (937) 255-4144 or use our e-mail registrars@disam.dsca.mil. The registrar's office will take your information and provide it via e-mail to your appropriate service representative for possible scheduling. You will be instructed to provide all the required paperwork to your service representative and to the DISAM registrar. If you have not received a quota within 30 days prior to the course start date, contact the DISAM registrar's office again. The Registrar will fill all unused quotas on a first come, first served basis to qualified candidates.

DISAM pays all CONUS travel expenses (from point of entry CONUS to Wright-Patterson Air Force Base, OH), but does not pay for any non-CONUS travel related expenses. DISAM also does not pay for the use of rental cars while in residence at courses; however, there is a shuttle van service from the student's quarters to area eating establishments. The shuttle van service is free of charge for all DISAM students. Shuttle van service is also provided between student's quarters and the DISAM class building.

Fiscal Year 2004 Course Offerings

SAM-CF-1-2004	17 Nov - 21 Nov 2003
SAM-CF-2-2004	01 Mar - 05 Mar 2004
SAM-CF-3-2004	23 Aug - 27 Aug 2004

Security Clearance

None required.

Classes and Hours

SAM-CF classes are held daily. 0800 and 1700, with appropriate periods for research and study. The course will be completed by 1200 on Friday. Due to increased airport security, commercial airline departures may be scheduled after 1400 on the final class day. Early departures are not authorized except in a bona fide emergency.

Syllabus

The syllabus which follows is organized to reflect daily classroom activities. Each lesson is identified by title, general content, and number of classroom hours.

Day 1

Administrative Orientation. Covers basic DISAM operating policies and procedures and in-processes students. ½ hour

Course Introduction. Covers course requirements for graduation, emphasizing course outline, and reading assignments. 1 hour

FMS Pricing. A detailed examination of pricing principles and methodology pertaining to the base cost of articles and services and various authorized charges. 4 hours

FMS Pricing Workshop. In service-unique workshops, students apply pricing principles and methodologies through a practical exercise. A portion of the exercise will be conducted in the DISAM computer lab and will utilize Defense Security Assistance Management Systems (DSAMS) methodology. 1 hour

Day 2

FMS Pricing Workshop. In service-unique workshops, students apply pricing principles and methodologies through a practical exercise. A portion of the exercise will be conducted in the DISAM computer lab and will utilize DSAMS methodology. 3 hours

FMS Funds Management. A detailed examination of FMS funds management concepts and procedures to include case funding methodology, the FMS trust fund and associated clearing accounts, budget, obligation and expenditure authority, financial forecasting requirements and case financial management. 3 ½ hours

Day 3

FMS Funds Management Workshop. Conducts Service-unique workshops where students apply funds management concepts in a practical exercise and through discussions. 3 hours

FMS Billing. Examines the FMS billing cycle from initial delivery reporting requirements through case closure procedures with emphasis on the FMS Billing Statement (DD

Form 645) and related Defense Integrated Financial System (DIFS) reports and products. 3 ½ hours

Day 4

FMS Billing Workshop. Conducts in Service-unique workshops where students apply FMS billing procedures to practical exercises and review FMS financial documents of selected FMS cases. 3 hours

Current Issues in FMS Financial Management. A guest speaker from the Office of the Under Secretary of Defense (Comptroller), Defense Security Cooperation Agency (Comptroller), Defense Finance and Accounting Service (HQ), or the Defense Finance and Accounting Service-Denver Center discusses current FMS topics as they relate to financial management. 3½ hours

Day 5

FMS Data Systems Update. 2 hours

DISAM Review Exercise of Concepts and Principles. A comprehensive course review conducted through a competitive student exercise. 1 ¼ hours

Course Conclusion. ½ hour

Security Assistance Management Foreign Purchaser (SAM-F) Course MASL IIN D178088 (10 Days)

Objective

The course's primary objective is to address the planning and resource processes of requirements generation, budgeting, acquisition, and sustainment within a United States–host country security assistance relationship. It provides students an opportunity to study U.S. laws, policies, and procedures governing the security assistance program. General course objectives are fourfold: to increase student understanding of the management of U.S. security assistance resources; to improve student knowledge of their responsibilities as individual security assistance resource managers; to enhance communications between purchaser/recipient country security assistance agencies and U.S. supporting agencies, thereby enhancing the overall efficiency of security assistance management; and to demonstrate the role of security assistance within the context of a civilian controlled military

Course Description

This course is designed for security assistance managers representing international purchaser and recipient countries, international organizations, and international employees of U.S. security assistance organizations (SAOs) overseas. The course is tailored to present the significant aspects of the foreign military sales (FMS) program and the management concerns of purchaser/recipient countries. In addition to the two-week resident SAM-F course, a comparable course may be provided overseas through the use of a DISAM Mobile Education Team (MET). See the MET section of this catalog, for SAM MET data. A variety of educational techniques are employed. To reinforce the lectures and reading material, a number of practical exercises are woven into the curriculum.

Eligibility Criteria

Foreign government employees and U.S. government (USG) personnel are eligible. USG employees include Foreign Service Nationals (FSN).

Foreign government personnel should be managers who now occupy (or have been selected to occupy) security assistance management positions in international purchaser/recipient countries.

Foreign Service Nationals (FSNs) should be security assistance office (SAO) personnel that spend more than fifty percent of their time working security assistance.

Requests for waivers of the above criteria will be reviewed on an individual basis by the Director, International Studies (DISAM/DI).

Applying for Admission

Foreign Purchasers. Prospective foreign purchaser students should request admission through their countries training office and be coordinated through the U.S. Security Assistance Office (SAO) training manager. Quotas for students attending under a FMS case or the IMET Program are managed by Air Force Security Assistance Training (AFSAT/SDS), 315 J Street West, Randolph Air Force Base, TX 78150-4354. Instruction is given in English. Because of the great amount of material to be read and the steady pace of instruction, an English comprehension level (ECL) of 80 is required. Students should be ECL tested in country before being selected for DISAM attendance.

Adequate temporary billeting (VOQ) facilities are available for students. DISAM will make VOQ reservations for students starting the Sunday prior to class start date. Reservations for rooms prior to Sunday are on a space available basis only. All travel itineraries for F-class students should be furnished to DISAM/DAS. VOQ facilities are generally not available for dependents of students. Students are discouraged from bringing family members. Students must make their own arrangements, including transportation, if they elect to live off base. Students will not be provided statements of non-availability for quarters if quarters for students are available at the VOQ.

Foreign Service Nationals. Applications should be coordinated within your respective agency and submitted directly to DISAM at e-mail registrars@disam.dsca.mil, FAX COMM: (937) 255-3441, DSN: 785-3441, or mail to DISAM/DAS or mail to DISAM/DAS, Building 52, 2475 K Street, Wright- Patterson Air Force Base, OH 45433-7641.

DISAM pays all CONUS travel expenses for USG students (from point of CONUS entry to Wright-Patterson Air Force Base, OH), but does not pay for any non-CONUS travel related expenses. DISAM also does not pay for the use of rental cars while in residence at courses; however, there is a shuttle van service from the student's quarters to area eating establishments. The shuttle van service is free of charge for DISAM students. Shuttle van service is also provided between student's quarters and the DISAM class building.

U.S. civilian government employees in possession of identification cards that are for overseas use only, must bring another form of U.S. government identification in order to be allowed access to Wright-Patterson Air Force Base.

Fiscal Year 2004 Course Offerings

SAM-F-1-2004	20 Oct - 31 Oct 2003
SAM-F-2-2004	08 Mar - 19 Mar 2004
SAM-F-3-2004	10 May - 21 May 2004
SAM-F-4-2004	16 Aug - 27 Aug 2004

Security Clearance

None required.

Classes and Hours

The course formally begins at 0800 on Monday, and meets for two weeks (10 class days). Students are asked to arrive at Wright-Patterson AFB prior to 2200 on the Sunday immediately preceding the start of their course. Due to increased airport security, commercial airline departures may be scheduled after 1600 on the final class day. Early departures are not authorized except in a bona fide emergency.

Classes are held daily, except Saturdays, Sundays, and U.S. holidays. Most activities which are part of the DoD Informational Program (DoDIP) are scheduled on the weekend. Participation for weekend events is voluntary. Classes are normally scheduled between 0815 and 1530. Time for individual research and faculty consultation is available before and after scheduled classes.

Syllabus

The syllabus which follows is organized to reflect daily classroom activities. Each lesson is identified by title, general content, and number of classroom hours. In addition to scheduled classes, there are also optional Saturday and Sunday class trips, such as museum tours, visits to local cultural events, etc., that are offered in support of the DoDIP. Transportation charges, entry fees, etc., associated with these trips are paid with DoDIP funds. Scheduled optional trips will be announced at the beginning of each class.

Day 1

Administrative Orientation. Covers basic DISAM operating policies and procedures for students and in processes students. ½ hour

Course Introduction and Background. This block of instruction is dedicated to cover course requirements for graduation, emphasizing course outline, reading assignments and goals of the instructors and suggested benefits to the students. The time is used to introduce the instructors and students. 1 hour

Communication Factors in the U.S. A guest speaker examines various factors in cross-cultural communications, and provides techniques for overcoming communications and ethnocentric barriers. Topical discussions include the impact of the mass media, the role of a free press in communications media, minority issues, the dynamics of social change, and the way in which all of these elements of American democracy reflect the U.S. commitment to the basic principles of internationally recognized human rights. 2 ¼ hours

Introduction to Security Assistance Resources. Describes the nature and scope of currently authorized security assistance programs and provides an overview of the security assistance process. 1 hour

Introduction to the U.S. Military. The basic underpinnings of the U.S. military and general civilian control of the military are presented in the context of a tour of Wright-Patterson Air Force Base and meetings with various U.S. military and civilian officials. 3 ¼ hours

Day 2

Foreign and National Security Policy Considerations. Discusses the U.S. approach to using security assistance as a foreign and national security policy tool. 1 hour

Security Assistance Legislation and Policy. Presents the principle of the rule of law using the *Foreign Assistance Act* and *Arms Export Control Act* in assessing country eligibility and program restraints on the use of security assistance resources. 2 hours

Security Assistance Organization (SAO) Responsibilities. Examines the various types of SAOs and their respective responsibilities and working relationships with the DoS, DoD, Unified Command, the host country, and U.S. industry representatives within the constructs of the civilian control of the security assistance programs. 1 hour

Security Assistance Resource Management Process: The foreign military sales (FMS) preliminary, definition, and request phase. The FMS process originates with customer planning, definition of requirements, selection process, and requests for articles or services. These aspects and U.S. DoD ancillary activities are discussed. 2 hours

Day 3

Security Assistance Resource Management Process: Types of Foreign Military Sales Cases. Describes the format of the Letter of Offer and Acceptance (LOA), and identifies the various types and characteristics of FMS cases. 1 hour

Security Assistance Resource Management Process: Offer and Acceptance. Provides an introduction and outline of all the major events in a FMS. The customer request, the U.S. review process, the offer development and presentation to the customer, and the customer acceptance procedures, are examined in detail. 2 hours

Security Assistance Resource Management: Explanation of Letter of Offer and Acceptance (LOA) Entries. Detailed discussion of the source, content, and definition of the entries made by DoD activities on the LOA. 2 hours

Security Assistance Resource Management: FMS Case Implementation, Execution, and Completion. The procedures and tasks required to carry out U.S. DoD responsibilities under the LOA are described. 1 hour

Day 4

Security Assistance Resource Management Process: Exercise. This exercise covers the case process. 2 hours

Security Assistance Resource Management Process: FMS Agreements, Terms and Conditions. Describes the elements of a binding agreement, the various agreements used in security assistance programs, and a detailed explanation of the LOA standard terms and conditions. 3 hours

Security Assistance Resource Management Process: Amendments and Notices. Discusses the different purposes, applications, and criteria for amendments and modifications, which revise FMS cases. 1 hour

Day 5

Security Assistance Training. Examines security assistance training management policies and procedures, to include objectives, types of training, locations, constraints, pricing policies, the DoDIP, and program administration. Discussions of U.S. political issues related to security assistance training. 3 hours

Acquisition Policy and Process. Examines the FMS acquisition process, to include quality assurance, contract audit services, types of contracts, and unique FMS requirements. 2 hours

Technology Transfer and Export Controls. Examines the authorities for the transfer of technology or classified information in the various arms transfer programs, to include the rationale for these transfers; and the control mechanisms employed in technology transfers, in disclosures of classified information, and in the export licensing procedures of the DoS and DoC. 1 hour

Day 6

Introduction to Sustainment and Logistics. Provides an overview of DoD logistics systems and the role of selected activities within these systems. Considers the resource management issues relevant to the initial support phase of logistics. 2 hours.

Publications and Automation Initiatives. Describes the concepts and procedures associated with foreign purchaser acquisition of DoD publications and presents an overview of current data automation initiatives affecting security assistance. 1 hour

Informational Program Practicum. Provides a tour of various activities such as an industrial plant, prison, museum, developmental center, etc. Tour varies with availability. 5 ½ hours.

Day 7

Requisition Processing. Examines Military Standard Requisitioning and Issue Procedures (MILSTRIP) documentation generated as a result of FMS requisitions. 1 hour

Sustainment and Follow-on Logistics Support. Describes the concepts of follow-on logistics support and the methods of support that may be used following weapon system delivery. 2 hours.

Foreign Military Sales Transportation. Examines policies and procedures for the movement of FMS materiel, to include responsibilities and agencies involved. 1 ½ hours.

Role of DSCA. Guest speaker from Defense Security Cooperation Agency. 1 ½ hours.

Day 8

Discrepancy Reporting. Examines the policy and procedures involved in reporting and processing discrepancies associated with FMS cases. 1 hour

Direct Commercial Sales (DCS) and Foreign Military Sales: A Comparison. Examines the choice of purchasing defense articles, services and military training from either commercial sources or through FMS procedures. Emphasizes the USG position of neutrality and the customer's general option to choose either procurement channel. 1 hour

Logistics Exercise or Training Tutorial. Students are given the opportunity to participate in the security assistance logistics resource management exercise or the training tutorial, which is special individualized training for those students specializing in training. 3 hours.

Air Force Security Assistance Center Visit. Building upon the earlier introduction to the U.S. military, this visit presents a mission brief for a security assistance organization.
1 hour

Visit with AFSAC Country Managers. 1 hour

Day 9

Financial Management. Examines FMS pricing, financing, and billing policies and procedures. 5 hours.

Day 10

Financial Management Exercise. This exercise applies FMS pricing and billing concepts. 2 hours.

DISAM RACE (Retention and Comprehension Evaluation). Furnishes students (in groups) an opportunity to compete against other students in the class by providing rapid feedback of course material covered in response to questions prepared in advance. 1 hour

Closing, Remarks, and Graduation. ½ hour

Security Assistance Management
International Training Management (SAM-IT) Course
MASL IIN D178248
(3 Class Days)

Objective

This course is designed for international training managers representing international purchaser/recipient countries and international organizations. It provides students an opportunity to study the currently available automated systems that support the security assistance training program. The course provides an overview of management of the U.S. international training program and a functional use of the International Security Assistance Network, the International Training Management System, and the various internet web sites that provide management information for international training managers. General course objectives are as follows; to increase student understanding of the overall management of training acquired through the U.S. security assistance program; to improve student knowledge of the automated training management systems; and to enhance communications between purchaser and recipient country training managers and their U.S. supporting agencies, thereby enhancing the overall efficiency of security assistance training program management.

Course Description

This course is intended to follow and complement the two week SAM-F course. Any international employees of U.S. security assistance organizations (SAOs) who are attending the preceding SAM-F course may also attend the SAM-IT course. SAM-IT may be taught outside the U.S. or can be conducted for international employees at embassies within the U.S., i.e., Washington, DC. As discussed in the MET portion of the catalog.

A variety of educational techniques are employed. To reinforce the lectures and reading material, a number of computer based training exercises are provided in the curriculum. In these exercises, students have the opportunity to develop their functional security assistance training management skills.

Classes are presented in a seminar and computer laboratory mode. Emphasis is placed on the functional use of the specific international training management web sites and systems. Individual coaching and assistance on computer use is provided.

Eligibility Criteria

The Security Assistance Management Foreign Purchaser (SAM-F) course is the prerequisite for this course. Foreign government employees and U.S. government personnel are eligible. U.S. government employees are defined as Foreign Service National (FSN).

Personnel should be training managers who now occupy (or have been selected to occupy) security assistance management positions in international purchaser/recipient countries.

Requests for waivers of the above criteria will be reviewed on an individual basis by the Director, International Studies (DISAM/DI).

Applying for Admission

Foreign Purchasers. Prospective foreign purchaser students should request admission through their countries training office and coordinate through the U.S. Security Assistance Office (SAO) training manager. Quotas for students attending under a Foreign Military Sales (FMS) case or the International Military Education and Training (IMET) Program are managed by Air Force Security Assistance Training (AFSAT/SDS), 315 J Street West, Randolph Air Force Base, TX 78150-4354. Instruction is given in English. Because of the great amount of material to be read and the steady pace of instruction, an English comprehension level (ECL) of 80 is required. Students should be ECL tested in country before being selected for DISAM attendance.

Adequate temporary billeting (VOQ) facilities are available for students. DISAM will make VOQ reservations for students starting the Sunday prior to class start date. Reservations for rooms prior to Sunday are on a space available basis only. All travel itineraries for F-class students should be furnished to DISAM/DAS. VOQ facilities are generally not available for dependents of students. Students are discouraged from bringing family members. Students must make their own arrangements, including transportation, if they elect to live off base. Students will not be provided statements of non-availability for quarters when quarters for students are available at the VOQ.

Foreign Service Nationals (FSNs). Applications should be coordinated within your respective agency and submitted directly to DISAM at e-mail registrars@disam.dsca.mil, FAX COMM: (937) 255-3441, DSN: 785-3441, or mail to DISAM/DAS or mail to DISAM/DAS, Building 52, 2475 K Street, Wright- Patterson Air Force Base, OH 45433-7641.

DISAM pays all CONUS travel expenses for U.S. government students (from point of CONUS entry to Wright-Patterson Air Force Base, OH), but does not pay for any non-CONUS travel related expenses. DISAM also does not pay for the use of rental cars while in residence at courses; however, there is a shuttle van service from the student's quarters to area eating establishments. The shuttle van service is free of charge for DISAM students. Shuttle van service is also provided between student's quarters and the DISAM class building.

Fiscal Year 2004 Course Offerings

SAM-IT-1-2004	03 Nov - 05 Nov 2003
SAM-IT-2-2004	22 Mar - 24 Mar 2004
SAM-IT-3-2004	24 May - 26 May 2004
SAM-IT-4-2004	30 Aug - 01 Sep 2004

Syllabus

The syllabus which follows is organized to reflect daily classroom activities. Each lesson is identified by title, general content, and number of classroom hours.

Day 1

Administrative Orientation. Covers basic DISAM operating policies and procedures for students and inprocess students. ½ hour

Course Introduction/Background. Provides an orientation to course subjects, class materials, and student requirements. ½ hour

Training Program Management. Examines the essential elements of training program management in the overseas environment, with emphasis on the interaction between the U.S. overseas security assistance office (SAO) and the host country training managers. This includes: the training program cycle, requesting and programming of training requirements, interpretation of training documentation, program management, and administration of student candidates. 3 hours.

Use of Security Assistance Training Systems. Provides instruction, demonstration, and hands on use of the international - security assistance network, the international training management system, and the various military department training management web sites. 3 hours

Day 2

Use of the Training Management System. Provides detailed instruction and hands on use of the international version of the training management system (TMS). 3 hours (Additional time at the end of the day will be provided as required for personal assistance.)

Country Training Management Practical Exercise. Conduct a comprehensive exercise in the formulation and management of a model U.S. training program. Training functions from the development of a future year program to implementation of specific training requirements will be covered. 3 hours

Day 3

Training Program Analysis. Examination and analysis of the specific training programs of each individual student. This includes the various TMS generated training program reports for the specific country as well as the annual two(+) year training plan submitted for the most recent training program management review. 3 hours

Security Assistance Management
Logistics and Customer Support (SAM-CS) Course
MASL IIN D178238
(5 Class Days)

Objective

The Logistics/Customer Support Course (SAM-CS) is designed to provide personnel who are directly involved in or concerned with foreign military sales (FMS) requisitions and materiel movement with a comprehensive understanding and application of the policies, procedures, systems and actions necessary to move FMS materiel from its initial requisition to its shipment to the customer's final destination. The objective is to understand the functions of key organizations involved in materiel distribution, to include the International Logistics Control Organizations (ILCOs), Defense Logistics Agency (DLA), contractors and freight forwarders. Students will understand how to identify the proper procedures for processing requisitions, and the handling and movement of security assistance (SA) program materiel, with an objective of reducing or preventing deficiencies in the FMS materiel distribution process.

Course Description

The course focuses on specific aspects of logistics such as the integration of the elements of the total package approach, requisition processing, requirements determination, details of military standards, with an emphasis on shipping and transportation considerations throughout the FMS case and requisition life cycle. The course emphasizes the responsibilities and relationships between the case managers at the ILCOs, with the weapon system program manager, the contract administrative office, the military departments (MILDEP) and DLA item managers, the transportation coordinator, the freight forwarder, and the customer. The course will focus on reducing frustrated and misdirected shipments, reducing supply discrepancy reports, and improving case reconciliation. This course earns 27 continuous learning points for members of the acquisition workforce.

Eligibility Criteria

The Logistics/Customer Support Course is open to all personnel supporting FMS logistics, to include Department of Defense (DoD) personnel, contractor personnel, and freight forwarders, and customer foreign liaison officers. The course is specifically targeted at case managers, foreign customer representatives, system program managers, procurement and administrative contracting officers, contract specialists, quality assurance specialists, item managers, transportation coordinators, customer service representatives, foreign customers, freight forwarders, port facility managers, contractors, and supply specialists. Attendance at the two-week DISAM CONUS course or its on-site equivalent is NOT a prerequisite for the SAM-CS, as it would preclude

attendance at the SAM-CS by individuals who are not involved in FMS activities full-time.

Applying for Admission

Foreign Purchasers. Prospective foreign purchaser students should request admission through their countries training office and coordinated through the U.S. Security Assistance Office (SAO) training manager. Quotas for students attending under a FMS case or the International Military Education and Training (IMET) Program are managed by Air Force Security Assistance Training (AFSAT/SDS), 315 J Street West , Randolph Air Force Base, TX 78150-4354. Instruction is given in English. Because of the great amount of material to be read and the steady pace of instruction, an English comprehension level (ECL) of 80 is required. Students should be ECL tested in country before being selected for DISAM attendance.

U.S. defense industry personnel. U.S. citizens and U.S. persons (as defined in the *International Traffic in Arms Regulation* (ITAR) Section §120.15) representing the U.S. defense industry companies are admitted on a first come, first served basis upon receipt of a request for admission. The cost for U.S. industry personnel is $1,520 (subject to change).

United States industry personnel should submit the on-line registration form located on the DISAM website at: http://www.disam.dsca.mil/Registration/Industry/samcs_reg.htm

U.S. government personnel. Prospective military and civilian students in the MILDEPS and DoD should request admission using the training or educational procedures of their departments/agencies. The Defense Management Education and Training Catalog, DoD 5010.16-C, procedures apply. Personnel from other federal government organizations should coordinate their applications through their respective agencies and submit their applications directly to DISAM at e-mail registrars@disam.dsca.mil, FAX COMM: (937) 255-3441, DSN: 785-3441, or mail to DISAM/DAS, Building 52, 2475 K Street, Wright- Patterson Air Force Base, OH 45433-7641.

A DD Form 1556 is not required for this course. Each student is required to submit a student registration application for this course; see reproducible example at the DISAM web site at
http://www.disam.dsca.mil/Registration/student/student%20registration%20application.htm

Requests for attendance must go through the following:

USAF:
HQ AFMC/DPEE, Wright-Patterson AFB OH 45433-5000, DSN 986-0194/Comm(937)656-0194

USN:
NAVIPO/02C10, 4255 Mt Vernon Drive, Ste 17100, Washington DC 20393-5445, DSN 764-2461/Comm (202)764-2461.

USMC:
CG TECOM, 3094 Upshur Ave, Quantico VA 22134, DSN 278-1102/Comm (703)784-1102

USCG:
COMDT COGARD/G-CI, 2100 2nd Street SW, Washington DC 20593-1000, Comm. (202)267-2628

USA (Civilians, AMC Commands ONLY):
HQ USAMC/AMCPE-T 5001 Eisenhower Ave, Alexandria VA 22333-0001, DSN 767-8501, Comm.(757)617-8501

USA (Military, AMC Commands ONLY):
HQ USAMC/AMCPE-AM, 5001 Eisenhower Ave, Alexandria VA 22333-0001, DSN 767-9328/Comm (703)617-9328

All Other Army Commands – Enlisted:
PERSCOM/TAPC-EPT-F, 2461 Eisenhower Ave, Alexandria VA 22331-0450, DSN 221-4596/Comm (703)325-4596

All Other Army Commands – Officers:
PERSCOM/TAPC-OPB-D, 200 Stovall Street, Alexandria VA 22332, DSN 221-3159/Comm (703)325-3159

All Other Army Commands – Civilians:
HQ TRADOC/ODCST-ATOM-O, Bldg 10, Ft Monroe VA 23651, DSN 680-3001/Comm (757)788-3001

Defense Logistics Agency (DLA):
DLA Training Center, Bldg 11, Section 5, 3990 E Broad Street, Columbus OH 43216, DSN 850-5955/Comm (614)692-5955

Defense Finance Accounting Service (DFAS):
DFAS-DE, 6760 East Irvington Place, Denver CO 80279, DSN 926-7075/Comm (303)676-7075

Foreign Service Nationals (FSN's):
Applications should be coordinated within your respective agency and faxed to DISAM/DAS at DSN 785-3441/Comm 937-255-3441.

What if I'm told that quotas are not available?

DISAM wants to help the potential student in obtaining a quota for the appropriate DISAM course. If a student has applied for a DISAM course utilizing the approved procedures listed above and has been told the class is full or there are no available quotas remaining for your service, please contact the DISAM's registrar's office at DSN 785-4144/Comm (937) 255-4144 or use our e-mail registrars@disam.dsca.mil. The registrar's office will take your information and provide it via e-mail to your appropriate service representative for possible scheduling. You will be instructed to provide all the required paperwork to your service representative and to the DISAM registrar. If you have not received a quota within 30 days prior to the course start date, contact the DISAM registrar's office again. The Registrar will fill all unused quotas on a first come, first served basis to qualified candidates.

DISAM pays all CONUS travel expenses (from point of entry CONUS to Wright-Patterson Air Force Base, OH), but does not pay for any non-CONUS travel related expenses. DISAM also does not pay for the use of rental cars while in residence at courses; however, there is a shuttle van service from the student's quarters to area eating establishments. The shuttle van service is free of charge for all DISAM students. Shuttle van service is also provided between student's quarters and the DISAM class building.

Fiscal Year 2004 Course Offerings

SAM-CS-1-2004	09 Feb - 13 Feb 2004
SAM-CS-2-2004	24 May - 28 May 2004
SAM-CS-3-2004	30 Aug - 03 Sep 2004

Security Clearance

None required.

Classes and Hours

SAM-CS resident courses are held Monday through Thursday from 0800 to 1600 and Friday from 0800-1130. Due to increased airport security, commercial airline departures may be scheduled after 1400 on the final class day. Early departures are not authorized except in a bona fide emergency.

Syllabus

The following syllabus is organized to reflect daily classroom activities. Title and general content identify each lesson.

Day 1

Administration/Introduction. This block of instruction covers course requirements for

graduation, emphasizing course outline and reading assignments. 1 hour

Security Assistance Program Overview. Previews the SA programs, the U.S. foreign policy and legislation which directs the program, the Letter of Offer and Acceptance (LOA) process, the LOA terms and conditions, and the MILDEP case management organizations. This lesson is intended to introduce novices to the FMS program, and refresh those students who have not attended a DISAM course recently. 4 hours

DoD Logistics Programs and Organizations. Examines the role of the ILCO in requirements determination, requisition processing, and customer support functions, along with a look at the role of the Inventory Control Point (ICP) and the responsibilities of the item manager. This lesson examines the concepts of the total package approach and requirements determination, and discusses initial and follow-on support. 2 hours

Day 2

DoD Logistics Programs and Organizations (Continued). Continuing from the previous day, students will become familiar with the policies affecting item managers in filling FMS blanket order and defined order requisitions and for programmed and unprogrammed Cooperative Logistics Supply Arrangement(CLSSA) requisitions. This lesson will also examine various types of catalog data, and familiarize the student with security assistance initiatives such as Defense Security Assistance Management System (DSAMS), and the Worldwide Warehouse Redistribution System (WWRS). 1 ½ hours

The Role and Responsibilities of the Defense Logistics Agency. An examination of the organization, functions and policies of DLA, this lesson identifies the roles of the supply depots and supply centers, and the information DLA activities require from the ILCO and other MILDEP activities. This lesson also includes a discussion of the services and functions of the Defense Reutilization and Marketing Service (DRMS), the Defense Logistics Information Service (DLIS), and the role and responsibilities of the Defense Contract Management Agency (DCMA) in FMS. 1 ½ hours

FMS Acquisition Policy and Process. A discussion of the unique requirements in the FMS acquisition process to include the various FMS pricing exceptions allowable for FMS sales under DFARS 225.73, with a close examination of the role of the contract administration office, and the specific responsibilities of the administrative contracting officer that impact on materiel movement. This lesson will also include a discussion of direct vendor deliveries. 2 hours

The Requisition Process. An examination of the critical elements of Military Standard Requisitioning and Issue Procedures (MILSTRIP) transactions, the various types of requisitions, the interpretation of status documents and the requirements for processing requisitions with exception data. This lesson includes practical exercises designed to optimize the students' understanding of the MILSTRIP process. 2 hours

Day 3

Materiel Distribution and Transportation Policies. This lesson is conducted by the ILCO representatives. It will include discussions of challenges in the movement of materiel through commercial and government facilities and carriers, both to and from the customer's country, transportation system limitations, hazardous materials shipment documentation requirements, and special handling and movement requirements for classified items and explosives. This lesson traces the distribution and transportation system from the time a requisition is received at the ICP to the time the item is received by the customer. Covers the requirements for packaging and marking materiel for overseas shipment, and the appropriate markings and export documentation required for shipping standard (non-hazardous, unclassified) materiel as well as hazardous or sensitive material. It will examine the policies for moving classified, hazardous or sensitive materiel, and the requirements for a transportation plan. This course will examine the policy of self-insurance and how transportation charges are computed and billed. 7 hours

Day 4

The Defense Logistics Information Service (DLIS). An examination of the National Codification System, the cataloging process, and the services provided to FMS and domestic customers by DLIS. 2 hours

The Role of the Freight Forwarder. This lesson features a freight forwarder as a guest speaker. It will examine freight forwarder problems that are caused by the USG, and problems caused by the FMS customer. 2 hours

Supply Discrepancy Reporting (SDR). An examination of SDR submission and processing requirements. 1 hour

Publications Support. An examination of current publications support methods in a rapidly changing electronic environment. 1 ½ hours

Technology Transfer and Export Controls. An overview of licensing procedures, technology issues, and National Disclosure Policy. Focuses on the exchange of classified information, and planning considerations for the exchange of technical data. 1 hour

Day 5

Logistics Workshop. Practical application of the previous lessons. Students will break into work groups and determine appropriate solutions to logistics problems based on real-life situations. 3 hours

Closing Remarks and Graduation. ¼ hour

Security Assistance Management Overseas (SAM-O) Course (10-14 Class Days)

Objective

The Overseas Course is designed to provide a functional knowledge of security cooperation and assistance management policies and procedures for U.S. personnel with assignments to overseas security assistance organizations (SAOs), defense attaché offices (DAOs), the unified commands and their component elements. As an integral part of their studies, students are acquainted with international affairs concepts and business management principles.

Course Description

The curriculum offers students an opportunity to effectively translate theory into practical application. Thorough coverage is provided of the many complex and interrelated aspects of security assistance management, including the role of foreign policy, national defense, and legislative considerations in security assistance; and the roles of the Department of State (DoS) and Department of Defense (DoD), the unified commands, and the military departments (MILDEPs). The various topic areas covered in this course are listed in the syllabus. Special attention is given to the policies and procedures involved in the operational management of security assistance activities in an overseas environment. Associated studies include an examination of cross-cultural communications, anti-terrorism, force protection, overseas legal status, security assistance resource management, Security Assistance Network (SAN) procedures, and foreign training management responsibilities. This instruction will include practical exercises in which region-specific teams will be provided typical security assistance officer (SAO) scenarios. The student teams are expected to apply security assistance foreign military sales (FMS) program management skills learned during the course as they relate to their country or region.

The curriculum also includes a regional orientation program directed by five regional area specialists, covering regional and country specific political, military, economic, geographic, and cultural considerations, plus historic and current relationships with the U.S. This program employs presentations by guest lecturers from U.S. government (USG) agencies, civilian universities, and private organizations, as well as by DISAM faculty members. This course earns 29 continuous learning points for members of the acquisition work force and meets DoD requirements for Anti-Terrorism and Force Protection Level I Awareness and International Programs Security Training.

All students will receive FMS program management instruction during the course. Selected students identified by the gaining SAO, defense attaché office (DAO) and/or unified command will receive additional instruction during the third week in the specialized areas of management studies, security assistance training program management, and Management Studies, Training Program Management, Security

Assistance Automated Resource Management Suite (SAARMS). Workshop and exercise techniques will be used to familiarize the student with the work environment in which the student will be expected to operate.

Admission Information

Prospective military and civilian students in the military departments and DoD should request admission using the training or educational procedures of their departments/agencies. The Defense Management Education and Training Catalog, DoD 5010.16-C, procedures apply. Personnel from other federal government organizations should coordinate their applications through their respective agencies and submit their applications directly to DISAM at e-mail registrars@disam.dsca.mil, FAX COMM: (937) 255-3441, DSN: 785-3441, or mail to DISAM/DAS, Building 52, 2475 K Street, Wright- Patterson Air Force Base, OH 45433-7641.

A DD Form 1556 is not required for this course. Each student is required to submit a student registration application for this course; see reproducible example at the DISAM web site at
http://www.disam.dsca.mil/Registration/student/student%20registration%20application.htm
Requests for attendance must go through the following:

USAF:
HQ AFMC/DPEE, Wright-Patterson AFB OH 45433-5000, DSN 986-0194/Comm(937)656-0194

USN:
NAVIPO/02C10, 4255 Mt Vernon Drive, Ste 17100, Washington DC 20393-5445, DSN 764-2461/Comm (202)764-2461.

USMC:
CG TECOM, 3094 Upshur Ave, Quantico VA 22134, DSN 278-1102/Comm (703)784-1102

USCG:
COMDT COGARD/G-CI, 2100 2nd Street SW, Washington DC 20593-1000, Comm. (202)267-2628

USA (Civilians, AMC Commands ONLY):
HQ USAMC/AMCPE-T 5001 Eisenhower Ave, Alexandria VA 22333-0001, DSN 767-8501, Comm.(757)617-8501

USA (Military, AMC Commands ONLY):
HQ USAMC/AMCPE-AM, 5001 Eisenhower Ave, Alexandria VA 22333-0001, DSN 767-9328/Comm (703)617-9328

All Other Army Commands – Enlisted:
PERSCOM/TAPC-EPT-F, 2461 Eisenhower Ave, Alexandria VA 22331-0450, DSN 221-4596/Comm (703)325-4596

All Other Army Commands – Officers:
PERSCOM/TAPC-OPB-D, 200 Stovall Street, Alexandria VA 22332, DSN 221-3159/Comm (703)325-3159

All Other Army Commands – Civilians:
HQ TRADOC/ODCST-ATOM-O, Bldg 10, Ft Monroe VA 23651, DSN 680-3001/Comm (757)788-3001

Defense Logistics Agency (DLA):
DLA Training Center, Bldg 11, Section 5, 3990 E Broad Street, Columbus OH 43216, DSN 850-5955/Comm (614)692-5955

Defense Finance Accounting Service (DFAS):
DFAS-DE, 6760 East Irvington Place, Denver CO 80279, DSN 926-7075/Comm (303)676-7075

Foreign Service Nationals (FSN's):
Applications should be coordinated within your respective agency and faxed to DISAM/DAS at DSN 785-3441/Comm 937-255-3441.

What if I'm told that quotas are not available?

DISAM wants to help the potential student in obtaining a quota for the appropriate DISAM course. If a student has applied for a DISAM course utilizing the approved procedures listed above and has been told the class is full or there are no available quotas remaining for your service, please contact the DISAM's registrar's office at DSN 785-4144/Comm (937) 255-4144 or use our e-mail registrars@disam.dsca.mil. The registrar's office will take your information and provide it via e-mail to your appropriate service representative for possible scheduling. You will be instructed to provide all the required paperwork to your service representative and to the DISAM registrar. If you have not received a quota within 30 days prior to the course start date, contact the DISAM registrar's office again. The Registrar will fill all unused quotas on a first come, first served basis to qualified candidates.

DISAM pays all CONUS travel expenses (from point of entry CONUS to Wright-Patterson Air Force Base, OH), but does not pay for any non-CONUS travel related expenses. DISAM also does not pay for the use of rental cars while in residence at courses; however, there is a shuttle van service from the student's quarters to area eating establishments. The shuttle van service is free of charge for all DISAM students. Shuttle van service is also provided between student's quarters and the DISAM class building. International employees of the U.S. government should also submit their applications directly to DISAM. The e-mail address is registrars@disam.dsca.mil or the

mailing address is Registrar, DISAM/DAS, Building 52, 2475 K Street, Wright-Patterson Air Force Base, OH 45433-7641l.

Eligibility and Application Procedures

Only U.S. government employees are eligible. U.S. government employees defined as U.S. civilians, U.S. military, Foreign Service National (FSN), and support contractor equivalents.

All DoD personnel assigned to overseas security assistance management positions are required by DoDD 2055.3 to complete this course. The following exception has been agreed to by the Director, DSCA, and the DISAM Policy and Advisory Council: selected SAO chiefs (at the O-6 grade level), based on their country of assignment and prior experience, may, with the recommendation of the unified command and the approval of DSCA, attend the one-week Executive (SAM-E) Course in lieu of the SAM-O Course.

Overseas representatives of other federal government agencies, such as the Department of State, may also enroll in the course.

Personnel should be assigned to occupy (or have been selected to occupy) security assistance management positions as overseas DoD representatives in security assistance offices, DAOs, or unified component commands, and for DoS foreign service personnel performing security assistance management functions.

An overseas student must have at least one year remaining in his/her security assistance assignment to be eligible for DISAM training. Exceptions to this one-year minimum retention standard require the approval of the DISAM Commandant who, in turn, will coordinate such approval with the Defense Security Cooperation Agency (DSCA).

Requests for waivers of the above criteria will be reviewed on an individual basis by the Director, Management Studies (DISAM/DM).

Fiscal Year 2004 Course Offerings

SAM O-1-2004	20 Oct - 06 Nov 2003
SAM O-2-2004	26 Jan - 12 Feb 2004
SAM O-3-2004	01 Mar - 18 Mar 2004
SAM O-4-2004	19 Apr - 06 May 2004
SAM O-5-2004	10 May - 27 May 2004
SAM O-6-2004	07 Jun - 24 Jun 2004
SAM O-7-2004	16 Aug - 02 Sep 2004

Security Clearance

A Secret clearance is required (except for FSNs or contractor personnel [without the proper clearance level] who will be excused from selected instructional blocks).

Classes and Hours

SAM-O classes begin on Monday and are held daily, except Saturdays, Sundays, and U.S. holidays, between 0800 and 1630.

Pre-Requisite Online Instruction

Students are required to complete three areas of on-line computer based instruction prior to reporting to DISAM. These areas include: SAO Entitlements and Support Systems; Business Ethics and Standards of Conduct in the International Environment; and Anti-Terrorism in an International Environment. Instructions for accomplishing these pre-requisites are found in the DISAM Web Site in the SAM-O Student Information Welcome Letter (http://disam.dsca.mil/Registration/student/StudentInfo.asp) Each area should take no longer than 1 hour to complete.

Student Groups

Students are assigned to small, regionally oriented groups during workshops and simulation periods. Assignments are made to ensure the greatest amount of interaction among students with differing backgrounds and levels of experience.

International Program Security Certification

In accordance with Deputy Secretary of Defense Memorandum, 22 October 1999, *Training International Security and Foreign Disclosure Support to International Programs,* all DoD employees involved in international programs must receive training in International Programs Security. The SAM-O has been certified as of 1 October 2000 as meeting the requirements of this training and students who successfully complete this course will receive a certificate to that effect.

Academic Credit

The SAM-O course has been evaluated by the Office on Educational Credit of the American Council on Education (ACE), and recommended for three semester hours of upper division baccalaureate credit in supply chain management. This recommendation is published as course code DD-1408-0039 in the ACE's annual *Guide to the Evaluation of Educational Experiences in the Armed Services*, the standard reference for determining transfer credits among U.S.A Studies institutions of higher learning.

Syllabus

The syllabus that follows is organized to reflect daily classroom activities. Each lesson is identified by title, general content, and number of classroom hours. In addition to the classes described below, library research and computer orientation periods will supplement the instruction.

The course is divided into two phases as follows:

Phase I. An FMS Program Management and SAO phase consisting of ten days of common instruction for all students. This phase is designed to familiarize students with all aspects of the U.S. security assistance (SA) program as well as the day-to-day management and operation of an overseas SAO. Subjects are divided into the following areas:

- The political and economic environment of international defense cooperation.
- International sales process.
- International sales contractual instruments.
- Special international defense cooperation business practices.
- International sales resource and business management practices.
- Security assistance information management and technology.
- USG organizations, structures, relationships, and responsibilities.
- Regional and country studies.
- SAO and DAO housekeeping and management.
- Anti-terrorism and Force Protection Level 1 Awareness Training.

Phase II. Specialized studies in phase II will include up to four days of additional instruction for selected students during the third week. The appropriate SAO/DAO and unified command will identify whether the student receives detailed instruction in:

- Management studies.
- Security assistance training program management, including training management system (TMS) software.
- SAARMS software, including budget preparation, budget execution, and property management.

The FMS program management and SAO phase will consist of classroom lectures, guest speakers, regional studies, and one practical exercise. The specialized studies phase will include some classroom lectures as well as extensive practical exercises to give the student an opportunity to apply management principles to real world situations. Additionally, individualized instruction will be programmed for those students being assigned to unique SA billets requiring very extensive, detailed knowledge of a particular aspect of SA.

Day 1

Administrative Orientation. Covers basic DISAM operating policies and procedures for students and inprocesses students. ¼ hour

Course Introduction. Covers course requirements for graduation, emphasizing course outline and reading assignments. 1 ¼ hours

Introduction to Regional Studies and the Practical Exercises. Outlines the objectives of and materials available for the regional studies and the unified command operations seminar program which examines historical, political, economic, social, religious, cultural, military, and security assistance factors in specific overseas areas. Five regional studies are concurrently conducted during these periods: Africa, Asia, Europe, Western Hemisphere, and the Middle East/North Africa. The seminars are conducted throughout the course.

The practical exercises correspond to the material taught in each week of the course. The object of the exercises is to conduct research on topics applicable to a student's country of assignment, which have been determined by the faculty to be important in a representative day on the job. Designed to simulate typical customer inquiries, the exercise entails research from materials presented in class or available on the SAN or the internet. Students are required to establish contact with various desk and regional officers throughout the security assistance community. The solutions are discussed in class on days 4, 7 and 9 of the course. 1 ½ hours

Security Assistance Organization Responsibilities. Examines the various types of SAOs and their respective responsibilities and working relationships with the DoS, DoD, unified command, the host country, and U.S. industry representatives. 2 hours

Overseas Interagency Relationships (Country Team). Describes the role and interrelationships of a typical "country team", which consists of representatives of all agencies within an U.S. Embassy. Specific attention is directed to the responsibilities of members of the team, reporting relations to other agencies, and interaction with the members of the SAO. 1 hour

International Statutory and Regulatory Framework and Foreign Policy. Discusses security assistance legislation, foreign policy, national security considerations, and related statutes that govern the conduct of the U.S. security assistance program. 1 hour

Day 2

International Statutory and Regulatory Framework and Foreign Policy.
(Continued.)
2 hours

Introduction to the Security Assistance Network (SAN) and SAN Laboratory. By regional studies group, examines the automation system used by personnel assigned to SAOs overseas. Provides the fundamental concepts and applications of SAN and SAN

e-mail. This will include database use, search techniques and mail addressing setups. 2 hours

Unified Command Seminar. Examines the geographic unified commander's role in the security assistance program, as well as in the administration and support of SAOs. Four unified command seminars are conducted during these periods (EUCOM, CENTCOM, PACOM, and SOUTHCOM). Students will attend the seminar applicable to their duty assignment. During this seminar, students will examine the unified commander's role in security assistance as well as other regional specific assistance and engagement programs in which the SAO may become involved. 2 hours

International Sales Process. Sets the stage for thorough discussions on the sales process. Explains the letter of request (LOR), its purpose and elements, what constitutes an LOR, review and submission requirements, and the roles of the various agencies in the submission channels. The organization structure of the DoD will be discussed in detail. Provides a description and outline of all the major events in a FMS. Examines the roles and responsibilities of the SAO and the customer during the development and offering of the letter of offer and acceptance (LOA). Includes definition of the legal basis of the LOA, change instruments, terms and conditions, and key elements the customer must understand. 1 ½ hours

Day 3

International Sales Process. (Continued.) 2 ½ hours

Overseas Regional Terrorist Threat. Completes Anti-terrorism and Force Protection level 1 Awareness Training requirements for overseas travel as well as unified command predeployment requirements. Discusses regional and country specific threats, terrorist and otherwise – to make students aware of risks and measures needed to insure personal security. 1 hour

Regional Studies I. During this first study period, students will learn the U.S. foreign policy and security interests in the region. In addition, the student will examine the cultural, religious, and social factors in the region that will affect relationships with host country counterparts. 4 hours

Day 4

International Sales Process: LOA Terms and Conditions. Describes and discusses in detail the standard terms and conditions including delivery and transportation terms, financial and payment terms, warranty terms, indemnification and assumption of risks, and dispute resolution. 1 hour

International Acquisition Overview. Provides the student with an understanding of the legal relationships that exist between the USG and the foreign purchaser; the U.S. contractor and the USG; and the foreign government and the U.S. contractor within the context of government contracts and offset agreements. Emphasis will be on the

acquisition management process and its relationship to international programs security and current acquisition issues affecting the SAO. 1 hour

Practical Exercise I. Group discussions on given SAO-oriented problem situations and program management oriented challenges focused on legislative, regional and FMS process situations. Groups will be regional and country organized. Solutions shall be based on concepts discussed in the classroom and regional studies, as well as those discovered during independent research conducted the first week. 1 ½ hours

International Financial Management. Examines pricing policies and procedures which are applicable to FMS materiel and services, both from inventory and new procurement, as well as financial aspects of FMS, including flow of funds and methods of funding. Further provides an overview of foreign customer billing procedures with emphasis on the importance of financial reconciliation. Concludes with an introduction to the Defense Integrated Financial System (DIFS). 2 hours

Day 5

International Financial Management. (Continued.) 1 hour

International Logistics. Provides a general understanding of the supply chain available to a foreign purchaser under the FMS program. Topics include logistics organizations, life-cycle cost, order processing, materiel distribution, transportation, and the associated information systems. 3 hours

Technology Transfer and International Programs Security. This block will encompass the two major areas of concern in the DoD IPSR program. 4 hours

- **International Technology Transfer and Export Controls.** Discusses the agencies involved in controlling U.S. exports, with an emphasis on military and dual-use items. The lesson includes an overview of Controlled Unclassified Information, licensing procedures, technology issues, and national disclosure policy and provides the students with a general background concerning U.S. policy in regard to export controls. The lesson focuses on interagency roles among the DoS, DoC, and DoD.

- **International Programs Security.** This lesson covers the laws and national policies that form the basis for the security requirements for most DoD international programs, the composition and purpose of the multinational industrial security working group (MISWG), and the defense security service (DSS) role in international programs. In addition, this lesson covers the procedures and arrangements to assure accountability and control during international transfers of classified material; policies and procedures concerning visits and assignments of foreign nationals, security considerations of foreign government information and North Atlantic Treaty Organization (NATO) information; and laws and policies concerning the Committee on Foreign Investment in the U.S. (CFIUS) and the foreign ownership, control, or influence (FOCI) provisions of the national industrial security program (NISP).

Day 6

International Programs Security. (Continued.) 1 hour

International Defense Education and Training Management. Provides a general overview of SA training program management, including: international military education and training (IMET) and FMS training management considerations, a discussion of the SA training process, identification of the security assistance training community, training pricing policies, the DoD informational program, and training program development and implementation. 3 hours

International Sales Process: Comparison of the FMS and Direct Commercial Sales (DCS). Examines the choice of purchasing defense articles, services and military training from either commercial sources or through FMS procedures. Emphasizes the USG position of neutrality and the customer's general option to choose either procurement channel. 1 hour.

Day 7

International Armaments Cooperation Program (IACP). Provides students with an overview of joint venture/cooperative industrial program opportunities of defense industries associated with a rapidly changing global environment. Discussion will include topics such as co-production, co-development, procurement of foreign equipment, and private industry offsets. 1 hour

Practical Exercise II. Group discussions on given SAO-oriented problem situations and program management oriented challenges focused on logistics and FMS process situations. Groups will be regional and country organized. Solutions shall be based on concepts discussed in the classroom and regional studies, as well as those discovered during independent research conducted the first week. 1 ½ hours

Human Rights Awareness. Provides students with an overview of USG human rights policy; U.S. and international human rights laws, treaties, and conventions; discusses the need for U.S. personnel to discharge their duties in a manner consistent with the proliferation and promotion of internationally recognized human rights, and to avoid the identification of the U.S. with human rights abuses. 1 ½ hours

Regional Studies II. During this period, the students will study the historical and geopolitical aspects of the region and how these factors will impact relations with the U.S. and other nations in the region. Also, there will be an examination of the economic situation in the region and how this affects U.S. policies. 4 hours

Day 8

Security Assistance Organization Resource Management. Provides a general understanding of the unique aspects of SAO resource management; the major sources of funds and the budget submission channels; the international cooperative administrative support services (ICASS) agreement between the SAO and the

embassy; property management; representational funds; internal controls; and limitations on use of funds. 2 ½ hours

Security Assistance Automated Resources Management Suite Property Module. An introduction to the property management software and a detailed in-class practical exercise on the property module. Includes an overview of the software, introduction to property management principles and requirements and entering records. 1 ½ hours

Current Issues in International Defense Cooperation: DSCA Perspective. Guest lecturer describes the organizational role of DSCA, its mission, and how it interfaces with overseas personnel; and provides DSCA perspectives on current issues and problems which impact overseas security assistance programs. 1 ½ hours

Current Issues in International Defense Cooperation: DoS Perspective. A guest lecturer describes the organizational role of the Department of State, its mission, and how it interfaces with overseas personnel; and provides Department of State perspectives on current issues and problems which impact overseas security assistance programs. 1 ½ hours

Security Assistance Automated Resources Management Suite Budget Execution Exercise I. Prepares selected students to install, set-up, backup and restore data in the SAARMS budget execution program. Prepares selected students to create obligations, record reported payments, and generate selected reports. This exercise will provide the student with opportunity to create sample obligations representing a first quarter of a fiscal year to include recording selected reported payments made on the SAO's behalf. It will also include generation and printing of selected reports outside of class with the appropriate guidance materials furnished. This class is required for all budget officers and their assistants as directed by the unified commands. 2 ½ hours

Day 9

End-Use Monitoring (EUM). Familiarizes the student with the program promulgated by the DoS and DSCA to monitor the accountability and use of defense articles sold through FMS to insure that the purchaser is complying with U.S. law as incorporated into bilateral international agreements. 1 hour

Transfer and Disposal of U.S. Origin Defense Equipment. Provides an overview of the procedures, processes and regulatory requirements that recipient countries must follow to transfer or dispose of defense equipment of U.S. origin. 1 hour

Practical Exercise III. Group discussions on given SAO-oriented problem situations and program management oriented challenges focused on training and FMS process situations. Groups will be regional and country organized. Solutions shall be based on concepts discussed in the classroom and regional studies, as well as those discovered during independent research conducted the first week. 2 hours

Regional Studies III. The students will identify specific USG programs with countries in the region and how these relate to the position of the SAO. Of special interest is the DoS's report on human rights practices in the country of assignment. 4 hours

Day 10

The Defense Attaché System. A representative of the Defense Intelligence Agency (DIA) or the Joint Military Attaché system will discuss the interface of defense attachés with other USG agency representatives abroad. FSNs will be excused from this block of instruction. 1 ½ hours

International Armaments Cooperation Programs (IACP) Process. Lectures to familiarize selected students going to SAOs dealing specifically with cooperative programs, including co-development, co-production, and other international joint enterprises. Discussions will center on responsibilities within the host country to support U.S. interests in cooperative opportunities. Industry relationships, memorandums of understanding (MOU), funding, legal authorities, and reporting requirements are explored, and SAO responsibilities in these issues are clarified. 2 ½ hours

Current Issues in International Defense Cooperation: SAO and Customer Perspective. Guest speakers from the unified commands, and personnel presently serving in or returning from SAO assignments discuss current significant political-military and business management issues germane to the security assistance and unified command arenas. 1 ½ hours

Day 11

Selected students attend:

Management Studies: Relationships. Discusses embassy life and integration into the embassy country team. Provides tips for success in relating to unified command, embassy and host country personnel. Stresses SAO and DAO cooperative efforts and links programs to strategic planning documents. Provides open forum discussion on enhancing SAO and DAO teamwork. Required for SAO chiefs and DAs. 2 hours

Management Studies: Personnel Administration. Outlines correspondence, administrative and personnel policies applicable to SAOs. Discusses publications and correspondence management, use of operating procedures and instructions, and other administrative management activities. Also outlines DoD and MILDEP personnel requirements pertaining to leaves and passes, awards and decorations, physical fitness, counseling and performance reporting of military and civilian personnel. Available to personnel and administration officers and non-commissioned officers (NCOs) and DAs, required for SAO chiefs. 1 ½ hours

Management Studies: The Joint Manpower Program. Discusses the responsibilities of the SAO and DAO in reviewing and updating their joint manpower documents, explains the Joint Manpower and Personnel System (JMAPS) codes, identifies required

codes for SAO personnel, and provides the opportunity to use the joint manpower database through an exercise scenario. Required for administration and personnel officers and NCOs, as well as SAO chiefs and DAs having responsibility for SA funded billets. 1 ½ hours

Management Studies: Resource Management. Discusses the authorities, policies and processes for the legal expenditure and use of government resources and facilities. Identifies joint and service allowance documents and provides guidance on property and budget accountability. Includes discussions on budget preparation and execution, unfunded requirements, rules for the purchase and use of non-tactical vehicles and automatic data processing equipment, funds management, internal management controls, and contracting and purchasing rules. Discusses SAARMS documents and reports that will assist the SAO chief in the management of resources. Required for SAO chiefs and senior resource managers and comptrollers. 2 ½ hours

Management Studies: United States Defense Representative and Anti-terrorism and Force Protection (ATFP) Responsibilities. Outlines the responsibilities of the U.S. defense representative (USDR) to the unified command and the U.S. embassy. Discusses USDR representational and security functions. Identifies force protection policies, responsibilities and regulations pertinent to SAO and DAO personnel. Applicable to SAO and DAO force protection officers and NCOs, as well as SAO chiefs and DAs assigned as the USDR. 1 hour

Day 12

Selected students attend:

Security Assistance Automated Resources Management Suite Budget Execution Exercise II. A detailed discussion of the budgetary, accounting, and reconciliation principles incorporated into the budget execution module. This exercise proceeds with creating obligations, recording payments, generating reports, uploading end-of-month reports, and backup data. It simulates the documents that will generate data entries and report generation that an SAO would do over a 3-month period which will require editing, and adjusting obligations, payments, obligation and fund certification authorization authority. It will also discuss the process of data reconciliation and the roles of Defense Finance and Accounting Service/Denver (DFAS-AY/DE) and the SAO in reconciliation. 8 hours

Day 13

Selected students attend:

Training Program Management. A combination of lectures, demonstrations, and hands-on exercises used to illustrate all aspects of SA training program management at the SAO level. Specific items covered are successful functioning within the international training community, SAO training manager duties and functions, IMET and FMS training program management, development of realistic training program requirements, management of English language training requirements, interpretation of training documentation, successful use of the various training management systems, and other miscellaneous training manager requirements. 8 hours

Days 14 and 15

Training Program Management (Continued). Training program management at the SAO level continues with: training team management, English language training, training program implementation, and international military student administration. 8 hours

Security Assistance Management Program and Case Management (SAM-CM) Course (5 Class Days)

Objective

The Program and Case Management Course is designed for personnel who are directly involved in or concerned with the approval, negotiation, coordination, and management of foreign military sales (FMS) programs and cases involving major end items or follow-on support. Through instructor and student dialogue and workshops, the course will provide an enhanced understanding and application of the policies, procedures, methods, systems, and sequential actions necessary for the effective management of FMS programs and cases.

Course Description

The course encompasses a broad variety of topics, involved in total package support of international programs, including pertinent applications of the *Arms Export Control Act* and other statutory requirements; Department of Defense (DoD) and service implementing directives and instructions, such as the *Security Assistance Management Manual* (SAMM) (DoD 5105.38-M), AR 12-1, NAVSUP 541, and AFMAN 16-101; FMS policy, program requirements, and management actions; and available automated information systems. The course emphasizes the organizational relationships between the primary program manager in each military department (MILDEP) and the supporting service commands, as well as those between the primary program manager and other DoD, Department of State (DoS), and customer offices. This course earns 27 continuous learning points for members of the acquisition workforce.

Eligibility Criteria

U.S. government (USG) and U.S. FMS Case Management contractor support employees are eligible. USG employees include U.S. civilians, U.S. military, Foreign Service National (FSN), and support contractor equivalents.

Personnel involved in any aspect of FMS Case logistical or financial management are eligible to attend. <u>This course is not only for FMS Case Managers</u>. This includes personnel located in any USG organization including personnel located within the DOD, any MILDEP or DFAS organization. Also eligible to attend the course are S.A. O-CONUS personnel such as Security Assistance Office (SAO) military, civilian and Foreign Service Nationals (FSN's).

Graduation from the DISAM Security Assistance Management CONUS Course (SAM-C) or DISAM Security Overseas Course (SAM-O) or DISAM Foreign Purchaser Course (SAM-F) is a prerequisite. This prerequisite may be met by extensive security assistance experience, or a combination of the DISAM On-Site Course (SAM-OS), or Orientation Course (SAM-OC) on-line, and one year's SA experience. It is not

recommended that personnel attend SAM-CM until at least six months after graduation from SAM-C or SAM-OS, whichever applies.

An overseas student must have at least one year remaining in his/her SA assignment to be eligible for DISAM training. Exceptions to this one-year minimum retention standard require the approval of the DISAM Commandant who, in turn, will coordinate such approval with the Defense Security Cooperation Agency (DSCA).

Attendance may be repeated every three years as a refresher course to obtain updates on new policies and procedures.

Requests for waivers of the above criteria will be reviewed on an individual basis by the Director, Management Studies (DISAM/DM)

Applying for Admission

Prospective military and civilian students in the MILDEPs and DoD should request admission using the training or educational procedures of their departments/agencies. The Defense Management Education and Training Catalog, DoD 5010.16-C, procedures apply. Personnel from other federal government organizations should coordinate their applications through their respective agencies and submit their applications directly to DISAM at e-mail registrars@disam.dsca.mil, FAX COMM: (937) 255-3441, DSN: 785-3441, or mail to DISAM/DAS, Building 52, 2475 K Street, Wright-Patterson Air Force Base, OH 45433-7641.

A DD Form 1556 is not required for this course. Each student is required to submit a student registration application for this course; see reproducible example at the DISAM web site at
http://www.disam.dsca.mil/Registration/student/student%20registration%20application.htm
Requests for attendance must go through the following:

USAF:
HQ AFMC/DPEE, Wright-Patterson AFB OH 45433-5000, DSN 986-0194/Comm(937)656-0194

USN:
NAVIPO/02C10, 4255 Mt Vernon Drive, Ste 17100, Washington DC 20393-5445, DSN 764-2461/Comm (202)764-2461.

USMC:
CG TECOM, 3094 Upshur Ave, Quantico VA 22134, DSN 278-1102/Comm (703)784-1102

USCG: COMDT COGARD/G-CI, 2100 2nd Street SW, Washington DC 20593-1000, Comm. (202)267-2628

USA (Civilians, AMC commands ONLY) :
HQ USAMC/AMCPE-T 5001 Eisenhower Ave, Alexandria VA 22333-0001, DSN 767-8501, Comm.(757)617-8501

USA (Military, AMC Commands ONLY):
HQ USAMC/AMCPE-AM, 5001 Eisenhower Ave, Alexandria VA 22333-0001, DSN 767-9328/Comm (703)617-9328

All Other Army Commands – Enlisted:
PERSCOM/TAPC-EPT-F, 2461 Eisenhower Ave, Alexandria VA 22331-0450, DSN 221-4596/Comm (703)325-4596

All Other Army Commands – Officers:
PERSCOM/TAPC-OPB-D, 200 Stovall Street, Alexandria VA 22332, DSN 221-3159/Comm (703)325-3159

All Other Army Commands – Civilians:
HQ TRADOC/ODCST-ATOM-O, Bldg 10, Ft Monroe VA 23651, DSN 680-3001/Comm (757)788-3001

Defense Logistics Agency (DLA):
DLA Training Center, Bldg 11, Section 5, 3990 E Broad Street, Columbus OH 43216, DSN 850-5955/Comm (614)692-5955

Defense Finance Accounting Service (DFAS):
DFAS-DE, 6760 East Irvington Place, Denver CO 80279, DSN 926-7075/Comm (303)676-7075

Foreign Service Nationals (FSN's):
Applications should be coordinated within your respective agency and faxed to DISAM/DAS at DSN 785-3441/Comm 937-255-3441.

What if I'm told that quotas are not available?

DISAM wants to help the potential student in obtaining a quota for the appropriate DISAM course. If a student has applied for a DISAM course utilizing the approved procedures listed above and has been told the class is full or there are no available quotas remaining for your service, please contact the DISAM's registrar's office at DSN 785-4144/Comm (937) 255-4144 or use our e-mail registrars@disam.dsca.mil. The registrar's office will take your information and provide it via e-mail to your appropriate service representative for possible scheduling. You will be instructed to provide all the required paperwork to your service representative and to the DISAM registrar. If you have not received a quota within 30 days prior to the course start date, contact the DISAM registrar's office again. The Registrar will fill all unused quotas on a first come, first served basis to qualified candidates.

DISAM pays all CONUS travel expenses (from point of entry CONUS to Wright-Patterson Air Force Base, OH), but does not pay for any non-CONUS travel related expenses. DISAM also does not pay for the use of rental cars while in residence at courses; however, there is a shuttle van service from the student's quarters to area eating establishments. The shuttle van service is free of charge for all DISAM students. Shuttle van service is also provided between student's quarters and the DISAM class building. International employees of the USG should also submit their applications directly to DISAM. The e-mail address is registrars@disam.dsca.mil or the mailing address is Registrar, DISAM/DAS, Building 52, 2475 K Street, Wright-Patterson Air Force Base, OH 45433-7641l.

Fiscal Year 2004 Course Offerings

SAM-CM-1-2004	22 Mar - 26 Mar 2004
SAM-CM-2-2004	21 Jun - 25 Jun 2004

Security Clearance

None required.

Classes and Hours

SAM-CM classes are held daily between 0800 and 1545, with appropriate periods for research and study. Due to increased airport security, commercial airline departures may be scheduled after 1400 on the final class day. Early departures are not authorized except in a bona fide emergency.

Syllabus

The syllabus which follows is organized to reflect daily classroom activities. Each lesson is identified by title, general content, and number of classroom hours.

Day 1

Administrative Orientation. Covers basic DISAM operating policies and procedures and in-processes students. ½ hour

Course Introduction. Covers course requirements for graduation, emphasizing course outline, and reading assignments. 1 hour

Introduction to Case Management. Review of the FMS process. ½ hour

MILDEP Seminar 1. Discusses the MILDEP organizational structure and related the responsibilities of the case manager as specified in the *Security Assistance Management Manual* (SAMM). 1 ½ hours

Case Management Technology Transfer Considerations. Discusses current issues concerning DoD policy on technology transfer and the control of classified and unclassified military information. 1 hours

DSAMS Case Management Overview. A discussion and overview of the Defense Security Assistance Management System (DSAMS). Emphasis is placed on the identification and application of DSAMs reports that can be used by case managers. 2 hours

Day 2

MILDEP Seminar II. Discusses MILDEP actions and organizations required to process Letters of Request (LORs) and develop Letters of Offer and Acceptance (LOAs). 3 hours

Security Assistance Training Initiatives. Discusses current MILDEP training issues, policies and programs. Identifies and discusses training products available for case management purposes. 1 hour

LOA Quality Issues. Identifies and reviews common/recurring problems that preclude the development of quality LOA. Discusses current policy in regards to LOA development.
2 ½ hours

Day 3

Acquisition and Contract Performance Considerations. Reviews the planning and actions required to conduct the acquisition and case administration processes in a timely and effective manner. 2 hours

DSCA Financial Initiatives for the Case Manager. A DSCA-Comptroller representative identifies and discusses current financial policy and issues that impact effective case management. 3 hours

Case Activation and Program Support. Describes the management actions required to implement and execute a case, including a total package management plan, with emphasis on definitive management actions relating to required follow-on support and logistics considerations of case management. 1 ½ hours

Day 4

Case Activation and Program Support (continued). 1 ½ hours

MILDEP Seminar III. Encompasses the principles and organizational methodologies developed during case acceptance, activation, and execution. Instruction will be applied through exercises based on everyday problems and situations. 2 ½ hours

Case Control. Defines and describes the methods and procedures used by DFAS-Denver and the implementing agencies to interface with each other. A detailed review of the Defense Integrated Financial System reports used for case reconciliation and closure. 2 hours

Day 5

Case Control (continued). 1 ½ hours

DISAM Review Exercise of Concepts and Principles. A competitive exercise which provides a comprehensive review of the course. 1 ½ hours

Critique and Closing. ½ hour

Security Assistance Officer Advanced Resource Management (SAM-AR) Course (5 Class Days)

Objective

This course is designed for security assistance office (SAO) resource managers with a security assistance (SA) resource management background. Participants are USG employees who are previous SAM-O or SAM-F graduates and have two years of security SA resource management experience and experience using the Security Assistance Automated Resource Management Suite (SAARMS) of software programs. This course earns 18 continuous learning points for members of defense acquisition workforce.

Course Description

The primary goal of the seminar is to provide students the advance skills and learning experience necessary for effective management of resources (fiscal, property, and personnel) at the security assistance officer (SAO) level to include maximum use of the currently available automated systems that support the SA resource management program. Specifically, the workshop will focus on three major topic areas:

- Advanced Techniques in the use of the SAARMS Software Programs: lecture/discussion/exercise on getting the most out of your existing software. Specific topics will include reports, uses of the Miscellaneous Obligation Document, reconciliation with Defense Finance and Accounting records, budget preparation reports, use of the property register, etc.

- Resource Management Policy and Procedures: guest speakers, lecture and discussions on current personnel, material and funds resource management issues.

- Security Assistance Resource Management Topics of Interest: guest speakers (scattered throughout the week) addressing topics such as SAO automation support, Defense Travel System (DTS), use of IMPAC cards and legal aspects of funds management. Seminar participation is limited to 40 students to provide adequate instructor and student contact during computer laboratory exercises.

Eligibility Criteria

Only USG employees are eligible. USG employees include U.S. civilians, U.S. military, Foreign Service National (FSN), and support contractor equivalents.

Personnel should be assigned to the SAO resource management section or to Unified Command or CONUS activities that supports the SAO resource management activity. Graduation from the DISAM Security Overseas Course (SAM-O) or DISAM Foreign

Purchaser Course (SAM-F) is a prerequisite. A minimum of two years experience is a prerequisite.

An overseas student must have at least one year remaining in his/her security assistance assignment to be eligible for DISAM training. Exceptions to this one-year minimum retention standard require the approval of the DISAM Commandant who, in turn, will coordinate such approval with the Defense Security Cooperation Agency (DSCA).

Requests for waivers of the above criteria will be reviewed on an individual basis by the Director, International Studies (DISAM/DI).

Applying for Admission

Prospective military and civilian students in the military departments (MILDEPs) and Department of Defense (DoD) should request admission using the training or educational procedures of their departments/agencies. The Defense Management Education and Training Catalog, DoD 5010.16-C, procedures apply. Personnel from other federal government organizations should coordinate their applications through their respective agencies and submit their applications directly to DISAM at e-mail registrars@disam.dsca.mil, FAX COMM: (937) 255-3441, DSN: 785-3441, or mail to DISAM/DAS, Building 52, 2475 K Street, Wright- Patterson Air Force Base, OH 45433-7641.

A DD Form 1556 is not required for this course. Each student is required to submit a student registration application for this course; see reproducible example at the DISAM web site at
http://www.disam.dsca.mil/Registration/student/student%20registration%20application.htm
Requests for attendance must go through the following since quotas for attendance have been assigned:

CENTCOM:
USCENTCOM/CCJ8-FMS, ATTN: MAJ Nahas/SMSgt Thompson,7115 S. Boundary Blvd., MacDill AFB, FL 33621, (813)827-6424 Com. 651-6424 DSN.

EUCOM:
HQ USEUCOM/ECJ4, Unit 30400, Box 1000, Bldg. 2304, Room 220, APO AE, 09128 Phone, Comm 49-711-6806964 FAX NUMBER: 49-711-6805640 DSN: 430-6964

NORTHCOM:
NORAD-NORTHCOM/J8F, Programs and Resources Directorate, 250 Vandenberg St., Ste B016 Peterson AFB, CO 80914-3812, DSN. 692-4963/Comm (719) 676-7075.

PACOM:
Headquarters United States Pacific Command, Box 64037, ATTN: J051Camp Smith, HI 96881-4028, Comm (808) 477-5310.

SOUTHCOM:
HQ, USSOUTHCOM, ATTN: Ms. Sandra Goodman, ATTN: SCJ8-CM-B, 3511 NW 91st Ave, Miami FL 33172, Phone: (305) 437-1816 OR DSN 567-1816

Defense Finance Accounting Service (DFAS):
DFAS-DE, 6760 East Irvington Place, Denver CO 80279, DSN 926-7075/Comm (303)676-7075

DISAM pays all CONUS travel expenses (from point of entry CONUS to Wright-Patterson Air Force Base, OH), but does not pay for any non-CONUS travel related expenses. DISAM also does not pay for the use of rental cars while in residence at courses; however, there is a shuttle van service from the student's quarters to area eating establishments. The shuttle van service is free of charge for all DISAM students. Shuttle van service is also provided between student's quarters and the DISAM class building.

Fiscal Year 2004 Course Offerings

SAM AR-1-2004 23 Feb - 27 Feb 2004

Security Clearance

None required.

Classes and Hours

Classes will be held from 0800-1630 each day of the course including appropriate periods for research and study with departure by noon on Friday. Due to increased airport security, commercial airline departures may be scheduled after 1600 on the final class day. Early departures are not authorized except in a bona fide emergency.

Syllabus

The syllabus which follows is organized to reflect daily classroom activities. Each lesson is identified by title, general content, and number of classroom hours.

Day 1

Administrative Orientation. Covers basic DISAM operating policies and procedures for students and in-process students. ¼ hour

Course Introduction/Background. Covers course requirements for graduation, emphasizing course outline, and reading assignments. ½ hour

Legislation and Policy. Discusses SA legislation, national security considerations, and related statutes that govern the personnel and fiscal aspects of United .States SA program management overseas. 1 hour

DSCA Fiscal Policy and Procedures. Discusses the authorities, policies and processes for the legal expenditure and use of SA Administrative Trust Fund resources and facilities. Provides guidance on property and budget accountability, rules for the purchase of non-tactical vehicles and automatic data processing equipment, and contracting and purchasing rules. 1 hour

Defense Finance Accounting System (DFAS) Accounting Policy. A detailed examination of T-20 funds management concepts and procedures to include legal authorization, fiscal responsibility, funding methodology, obligation authority and Fund Cite Authority. Includes a discussion of the importance of obligation reporting requirements, and payment recording procedures. 1 hour

Fiscal Law/Accountability and Responsibility. A discussion of the accountability and responsibility of certifying officers, budget officers, and accounting technicians as mandated by current laws pertaining to fiduciary and fiscal requirements. 3 hours

Day 2

Department of State (DoS) Financial System. A discussion of the embassy budget and fiscal operation to include the Financial Service Center (FSC) in support of the SAO, as a customer of the Post International Cooperative Administrative Support System (ICASS) system. Discusses the types of documents used to support the SAO and provide documentation for estimated obligations and reports provided back to the SAO of actual final payments. Discusses the role of the embassy contracting officer in support to SAO requirements, to include PSAs. 2 hours

Fiscal Management for US and FSN Civilian Personnel. Discussion of the policies and procedures including feed back to the SAOs to assist the SAOs with fiscal management of the civilian personnel assigned. 2 hours

SAO ICASS Management. Discussion of the procedures and process for the SAO management of the ICASS agreement and auditing of the semi-annual bill, with emphasis on those discretionary services and negotiating the proper level of support to be provided. 3 hours

Day 3

Principles of Budgeting and Accounting for the SAO. Includes discussions on budget preparation and execution, unfunded requirements, funds management with the primary focus on T-20 funds. 2 hours

Management of Operation and Maintenance Funds. Includes discussions on budget preparation and execution, unfunded requirements, funds management to include the unique requirements different funding programs. 2 hours

Dependent Education. A discussion of the issues and procedures required for dependent education requirements for both T-20 and O & M funded billets. 1 ⅓ hours

Inspector General Perspective. A discussion of the issues and problems of resource management to include a discussion of the use of the Inspector General (IG) Inspection checklist. 1 ⅓ hours

Current DISAM Resource Management Instruction. A discussion of the adequacy of preparation of students to use the SAARMS software programs and understand the basics of resource management at the SAO level. ½ hour

Day 4

Reconciliation Procedures and Methods. Discusses the process and procedures for reconciliation of the SAARMS Budget Execution program records and the DFAS BQ System. Further it discusses the process and procedures used by the SAO to reconcile his records with those of the embassy B & F office. This will include discussions of the Tri-Annual Obligation Review. 3 hours

End-of-Year Procedures. Discusses the requirements and procedures necessary to close out obligations, including reducing obligations to release funds for other requirements and cut-off dates. 1 hour

Use of SAARMS Management Reports. Discusses SAARMS documents and reports that will assist the SAO/UC in the management of resources. 2 hours

Use of SAARMS Upload and Backup Procedures. Demonstration and practical exercise uploading end of the month data and creating backups on the SAN WEB. 1½ hours

Day 5

Unified Command Perspective. A panel of the UC representatives which will discuss each one's process for OA/FCA issue, funds control, end-of-year management procedures, processes and procedures for use of the Government Purchase Card, budget request and review process, TDY tracking, and other management issues. 3 hours

Distance Learning Discussion. A discussion of current and proposed distance learning projects to support resource management. ¾ hour

Course Closing. ¼ hour

Issue new SAARMS Programs. Discussion and demonstration of Version 8 Budget Preparation and Budget Execution Programs. 3 hours

Security Assistance Management Training Automation Workshop (SAM-TA) (5 Class Days)

Objective

The primary goal of the Training Automation Workshop is to provide the security assistance (SA) office training managers the skills and experience necessary to make maximum use of the currently available automated systems that support the SA training program. Emphasis is placed on advanced use of the Security Assistance Office (SAO) Training Management System (TMS) software and the use of Microsoft Access.

Course Description

The workshop will focus on two major topic areas:

Advanced SAO and TMS techniques including lecture, discussion, and training on getting the most out of your existing software. Specific topics will include custom reports, summary reports, default invitational travel orders (ITOs), program originator profiles, etc.

Using Microsoft Access®. The focus will be on building Microsoft Access® forms, tables, queries and reports to link into SAO and TMS to program unique functions for your country's program. This portion of the workshop will be comparable to a three day basic Microsoft Access® report development course.

Workshop participation is limited to twenty students to provide adequate instructor and student contact during computer laboratory exercises.

Eligibility Criteria

Only U.S. government employees (USG) are eligible. USG employees include U.S. civilians, U.S. military, Foreign Service Nationals (FSNs), and support contractor equivalents.

Personnel should be assigned to Security Assistance Office (SAO) training management section or to Unified Command activities that supports the SAO training management activity. Graduation from the DISAM Security Overseas Course (SAM-O) or DISAM International Training Management Course (SAM-IT), a minimum of two years experience are prerequisites, and considerable experience using the SAO and TMS software.

An overseas student must have at least one year remaining in his/her security assistance assignment to be eligible for DISAM training. Exceptions to this one-year minimum retention standard require the approval of the DISAM Commandant who, in turn, will coordinate such approval with the Defense Security Cooperation Agency (DSCA).

Requests for waivers of the above criteria will be reviewed on an individual basis by the Director, International Studies (DISAM/DI).

Applying for Admission

Prospective SAOs (U.S. military, U.S. civilians and Foreign Service Nationals FSNs) must contact their respective Unified Command for nomination into this course. See below for Unified Command Point of Contact information.

CENTCOM:
HQ US Central Command, CCJ5-E, 7115 South Boundary Blvd, MacDill AFB, FL, 33621-5101, DSN 651-5897 / Comm (813) 827-5897

EUCOM:
HQ USEUCOM, ECJ4-ID, Unit 30400, APO AE 09131, DSN 430-8396 / Comm 049-711-680-8396

NORTHCOM:
DISAM/DI, 2475 K. ST, Bldg 52, WPAFB, OH, 45433-7641, DSN 785-8186 / (937) 255-8186

PACOM:
HQ USCINCPAC, J4517, Box 64020, Camp Smith, HI, 96861, DSN 477-0942 / Comm (808) 477-0942

SOUTHCOM:
USSOUTHCOM, SCJ5-SA, 3511 NW 91st Avenue, Miami, FL, 33172-1217, DSN (312) 567-1522 / Comm (305) 437-1522

Prospective military and civilian students in the MILDEPs and DoD should request admission using the training or educational procedures of their departments/agencies. The Defense Management Education and Training Catalog, DoD 5010.16-C, procedures apply. Personnel from other federal government organizations should coordinate their applications through their respective agencies and submit their applications directly to DISAM at e-mail registrars@disam.dsca.mil, FAX COMM: (937) 255-3441, DSN: 785-3441, or mail to DISAM/DAS, Building 52, 2475 K Street, Wright-Patterson Air Force Base, OH 45433-7641.

Each student is required to submit a student registration application for this course; see reproducible example at the DISAM web site at http://www.disam.dsca.mil/Registration/student/student%20registration%20application.htm

DISAM pays all CONUS travel expenses (from point of entry CONUS to Wright-Patterson Air Force Base, OH), but does not pay for any non-CONUS travel related expenses. DISAM also does not pay for the use of rental cars while in residence at courses; however, there is a shuttle van service from the student's quarters to area

eating establishments. The shuttle van service is free of charge for all DISAM students. Shuttle van service is also provided between student's quarters and the DISAM class building.

Fiscal Year 2004 Course Offering

SAM-TA-1-2004 07 Jun - 11 Jun 2004

Security Clearance

None required.

Classes and Hours

Classes will be held from 0800-1630 each day of the course including appropriate periods for research and study with departure by noon on Friday. Due to increased airport security, commercial airline departures may be scheduled after 1400 on the final class day. Early departures are not authorized except in a bona fide emergency.

Syllabus

The syllabus which follows is organized to reflect daily classroom activities. Each lesson is identified by title, general content, and number of classroom hours.

Day 1

Administrative Orientation. Covers basic DISAM operating policies and procedures for students. ½ hour

Course Introduction. Provides an orientation to course subjects, class materials, and student requirements. ½ hour

Use of Security Assistance Training Systems. Provides instruction, demonstration, and hands on use of the International Security Assistance Network, the International TMS, and the various military department training management web sites. 1 hour

U.S. Government Security Assistance Automation Initiatives. Provides an overview of specialized information systems currently in use or being developed to support security assistance programs. 1 hour

Advanced Use of the Training Management System. Provides detailed instruction and hands on use of the TMS. 3 hours lecture and 1 hour group discussion.

Day 2

Advanced Use of the Training Management System. Provides detailed instruction and hands on use of the TMS. 3 hours lecture, 3 hours laboratory exercise, and 1 hour group discussion.

Day 3

Introduction to Microsoft Access® and the Security Assistance Officer Training Management System Structure. Using Security Assistance Officer TMS as the model, discuss the various functions and capabilities of a Microsoft Access® application. Introduces construction and linking of tables and MDB. 1 ½ hours lecture and ½ hour laboratory exercise**.**

Introduction to Rational Database Design. Introduce the concepts and typing of data which can be stored in a relational database. Demonstrate the topics using linked data from security assistance office TMS and student created tables. 1 ½ hours lecture.

Basic Query Definition and Report Construction. Introduce the concept of retrieving and formatting training data using Microsoft Access® queries and the Microsoft Access® report wizards. 2 hours lecture; 1 ½ hour laboratory exercise.

Day 4

Working with Advanced Queries. Discuss and implement linkage between tables, query parameters, advanced formatting, and expression builder. 2 hours lecture; 1 ½ hours laboratory exercise.

Introduction to Forms. Basic design of data input forms. 1 hour lecture and 1 hour laboratory exercise.

Basic Report Construction. Introduce the concept of using Microsoft Access® report wizards. 1 hour lecture and 30 minutes laboratory exercise.

Day 5

Creating Advanced Reports. Using the advanced reporting features within Microsoft Access® to customize and design special reports. 1 hour lecture and 1 hour laboratory exercise.

Security Assistance Management Training Officer (SAM-TO) Course (5 Class Days)

Objective

This course is designed to meet the needs of U.S. international military student (IMS) managers and administrative personnel at the installation level. The course objectives are to provide international military student office (IMSO) personnel with the tools to conduct the Department of Defense Informational Program (DoDIP) and to administer students attending courses of instruction at U.S. installations. IMSO personnel are also provided an in-depth examination of internationally recognized human rights with the overall objective of providing a like experience to all students receiving training in the U.S.

Course Description

The course provides a comprehensive overview of security assistance (SA) management and the interrelationships of the IMSO and the international student. The curriculum explores SA legislation, international policy, human rights considerations, organizations and functions, planning and programming, and the basic SA process. In addition, the curriculum examines the individual elements of the DoDIP, the processing of invitational travel orders (ITO), student legal status, cross-cultural communications, international students' health entitlements while attending SA training, and use of the Security Assistance Network (SAN). The curriculum further provides a review of service-unique organizations, student administration procedures, and DoDIP presentation practices and funding. Methodology in the presentation of human rights training within the DoDIP is also provided.

Eligibility Criteria

Only U.S. government employees are eligible. U.S. government employees are defined as U.S. civilians, U.S. military, and support contractor equivalents.

Personnel should be assigned to security assistance activities who currently occupy (or have been selected to occupy) identified Department of Defense (DoD) positions in international military student offices at an installation, who are involved in international student administration, or who conduct the DoDIP.

Requests for waivers of the above criteria will be reviewed on an individual basis by the Director International Studies (DISAM/DI).

Applying for Admission

Prospective military and civilian students in the military departments (MILDEPs) and DoD should request admission using the training or educational procedures of their

departments/agencies. The Defense Management Education and Training Catalog, DoD 5010.16-C, procedures apply. Personnel from other federal government organizations should coordinate their applications through their respective agencies and submit their applications directly to DISAM at e-mail registrars@disam.dsca.mil, FAX COMM: (937) 255-3441, DSN: 785-3441, or mail to DISAM/DAS, Building 52, 2475 K Street, Wright- Patterson Air Force Base, OH 45433-7641.

A DD Form 1556 is not required for this course. Each student is required to submit a student registration application for this course; see reproducible example at the DISAM web site at http://www.disam.dsca.mil/Registration/student/student%20registration%20application.htm
Requests for attendance must go through the following:

USAF:
AFSAT/SDS, 315 J Street West, Randolph AFB, TX 78150-4354, DSN 487-4574/Comm. (210) 652-4574

USN:
NAVIPO/02C10, 4255 Mt Vernon Drive, Ste 17100, Washington DC 20393-5445, DSN 764-2461/Comm (202)764-2461.

USMC:
CG TECOM, 3094 Upshur Ave, Quantico VA 22134, DSN 278-1102/Comm (703)784-1102

USCG:
COMDT COGARD/G-CI, 2100 2nd Street SW, Washington DC 20593-1000, Comm. (202)267-2628

USA:
SATFA/ATFA-RW, 173 Bernard Rd, Ft Monroe VA, 23651-1003, DSN 680-3257/Comm. (757) 788-3257

Defense Logistics Agency (DLA):
DLA Training Center, Bldg 11, Section 5, 3990 E Broad Street, Columbus OH 43216, DSN 850-5955/Comm (614)692-5955

Defense Finance Accounting Service (DFAS):
DFAS-DE, 6760 East Irvington Place, Denver CO 80279, DSN 926-7075/Comm (303)676-7075

What if I'm told that quotas are not available?

DISAM wants to help the potential student in obtaining a quota for the appropriate DISAM course. If a student has applied for a DISAM course utilizing the approved

procedures listed above and has been told the class is full or there are no available quotas remaining for your service, please contact the DISAM's registrar's office at DSN 785-4144/Comm (937) 255-4144 or use our e-mail registrars@disam.dsca.mil. The registrar's office will take your information and provide it via e-mail to your appropriate service representative for possible scheduling. You will be instructed to provide all the required paperwork to your service representative and to the DISAM registrar. If you have not received a quota within 30 days prior to the course start date, contact the DISAM registrar's office again. The Registrar will fill all unused quotas on a first come, first served basis to qualified candidates.

DISAM pays all CONUS travel expenses (from point of entry CONUS to Wright-Patterson Air Force Base, OH), but does not pay for any non-CONUS travel related expenses. DISAM also does not pay for the use of rental cars while in residence at courses; however, there is a shuttle van service from the student's quarters to area eating establishments. The shuttle van service is free of charge for all DISAM students. Shuttle van service is also provided between student's quarters and the DISAM class building. International employees of the U.S. government should also submit their applications directly to DISAM. The e-mail address is registrars@disam.dsca.mil or the mailing address is Registrar, DISAM/DAS, Building 52, 2475 K Street, Wright-Patterson Air Force Base, OH 45433-7641l.

Fiscal Year 2004 Course Offerings

SAM-TO-1-2004	20 Oct - 24 Oct 2003
SAM-TO-2-2004	02 Feb - 06 Feb 2004
SAM-TO-3-2004	10 May - 14 May 2004
SAM-TO-4-2004	13 Sep - 17 Sep 2004

Security Clearance

None required.

Classes and Hours

SAM-TO classes are scheduled from 0800 to 1630 Monday through Thursday, and from 0730 to 1130 on Friday. Due to increased airport security, commercial airline departures may be scheduled after 1400 on the final class day. Early departures are not authorized except in a bona fide emergency.

Syllabus

The syllabus which follows is organized to reflect daily classroom activities. Each lesson is identified by title, general content, and number of classroom hours.

Day 1

Administrative Orientation. Covers basic DISAM operating policies and procedures and provides a welcome address for new students. ½ hour

Course Introduction. This block of instruction is dedicated to properly cover course requirements for graduation, emphasizing course outline, reading assignments and goals of the instructors and suggested benefits to the students. The time is used to introduce the instructors and students. 1 hour

Introduction to Security Assistance. Describes the general nature and scope of currently authorized U.S. SA programs, to include the historical background, basic legislation, relevant constraints, and associated foreign policy objectives. 1 hour

Security Assistance Training Management. Examines the objectives, types of training, location, constraints, pricing policies, programming cycle, and administration by CONUS and overseas agencies in the development and administration of international military education and training (IMET) and foreign military sales (FMS) training. 2 hours

Student Administration. Describes required actions for processing international military students during the pre-arrival, training, and post-training phases, with emphasis on IMSO management concerns. Includes a joint security assistance training (JSAT) regulation exercise. 2 hours

Day 2

Student Administration. (Continued) 2 hours

DoD Informational Program. Includes discussions of the purpose and overall objectives of the DoD informational program, the subject area content of the program, DoD and military department (MILDEP) responsibilities for conduct of the informational program, and the relationship between the informational program and internationally recognized human rights. 1 hour

International Military Student Health Affairs. Provides instruction concerning medical entitlements of international military students and their authorized dependents. Specific health care items covered are eligibility, increased medical costs, payment of medical charges, reciprocal health care agreements, TRICARE, supplemental care, pre-existing medical conditions, HIV/AIDS policy, and dealing with medical treatment facilities. 1 hour

Training Program Automation. Provides a discussion and demonstration of the Security Assistance Network (SAN), the IMSO web site, and the various MILDEP SA training web sites. 1 hour

Training Program Automation Lab. A practical exercise that teaches the use of the SA training management systems discussed in the training program automation class. 1½ hours

Day 3

Human Rights Training. Provides a discussion of the purpose and overall objectives of the expanded-IMET program, the legislative and foreign policy issues involved, and human rights policy considerations as they relate to the IMSO and the IMS. Provides a model for conducting human rights training during DoDIP program activities. 3 hours

Legal Issues for IMSOs. Legal Issues. Provides a discussion of legal considerations that affect both the IMS and the IMSO. Specific items covered are civil and military court jurisdiction over criminal offenses, disciplinary actions, legal assistance, political asylum, and IMSO liability when involved in IMS support activities. Provides the IMSO with an overview of common legal issues encountered by IMSO's and students. 1 hour

MILDEP-Unique IMSO Instruction. Guest speakers from the three MILDEPs provide guidance on the unique policies and procedures of each service for the administration of international military students and the conduct of the informational program. 4 hours

Day 4

MILDEP-Unique IMSO Instruction (Continued). 3 hours

Intercultural Communications. An introduction to intercultural (cross-cultural) communications. A discussion of U.S. culture from a "contrast America" viewpoint, comparing American cultural patterns with those of more traditional societies. Sets the stage for regional cultural presentations conducted later in the course. 2 hours

Cultural Aspects - Asia. An overview of selected cultural factors of the region and its peoples that give it a unique identity. An emphasis is placed on intercultural communications considerations for that region. 2 hours

Day 5

Cultural Aspects - Middle East. An overview of selected cultural factors of the region and its peoples that give it a unique identity. An emphasis is placed on intercultural communications considerations for that region. 2 hours

Cultural Aspects - Latin America. An overview of selected cultural factors of the region and its peoples that give it a unique identity. An emphasis is placed on intercultural communications considerations for that region. 1 ½ hours

Review and Course Evaluation . A final review and critique of the course. ¼ hour

Closing Remarks. ¼ hour

SAM Non-Resident Courses

Security Assistance Management Case Reconciliation and Closure (SAM-CR) Course (5 Class Days)

Objective

The case reconciliation and closure course is designed to provide personnel who are directly involved or concerned with foreign military sales (FMS) case and financial management a comprehensive understanding and application of the policies, methods, systems, and actions necessary for effective and continuous case and line reconciliation from case and line implementation through final closure.

Course Description

This course encompasses a broad variety of topics including statutory requirements, DoD directives and manuals, military department (MILDEP) directives and manuals; an overview of FMS processes, including financial processes of pricing, funds management, and billing; as well as an overview of the Defense Finance Accounting System (DFAS) case reconciliation and closure processes. A presentation from the Defense Security Cooperation Agency (DSCA) comptroller discusses case financial management and both accelerated and enhanced accelerated closure from the DSCA perspective. MILDEP unique workshops make up the majority of course hours and are designed to provide hands on training in the tools available to MILDEP and DoD agency case and financial managers.

The course is conducted in two basic formats. The first 1½ days consist of classroom lecture and discussion covering the topics of FMS process, FMS financial management, a DFAS perspective and a DSCA perspective on case reconciliation and closure. The remaining 3 days are conducted as unique MILDEP workshops where the tools available for ongoing case reconciliation and ultimately closure are demonstrated, discussed, and analyzed in terms of exercises utilizing the MILDEP unique data systems and products. This course earns 9 continuous learning points for members of the acquisition workforce.

Eligibility Criteria

Only U.S. government employees are eligible. U.S. government employees defined as U.S. civilians GS-5 to GS-14, U.S. military E-7 to O-5, and support contractor equivalents.

Personnel should be assigned to positions in security assistance management, such as case managers, case financial managers, comptrollers, budget, accounting, and financial specialists, and price and cost analysts from such agencies as Department of

Defense (DoD) and DFAS Comptroller-Finance and Accounting Offices (DAOs), and all FMS case implementing agencies.

Graduation from the DISAM Security Assistance Management CONUS Course (SAM-C) is a prerequisite. This prerequisite may be met by extensive security assistance in financial management experience, or a combination of the DISAM On-Site Course (SAM-OS), or Orientation Course (SAM-OC), and one year's security assistance experience.

For the Air Force SAM-CR Course, completion of the Air Force Foreign Military Sales Case Reconciliation and Closure e-learning course is a prerequisite. Application to this course can be found at http://www.safia.hq.af.mil/extranet/KnowledgeCenter/.

Requests for waivers of the above criteria will be reviewed on an individual basis by the Director, Management Studies (DISAM/DM).

Applying for Admission

Since fiscal year 2003 this course has been offered as an on-site course only. DISAM will fund up to 50% of the students for travel to the on-site location. DISAM will fund the travel of all instructors (DISAM, DFAS, and MILDEP) to the on-site location. Below is a schedule by MILDEP of on-site offerings for fiscal 2003. Locations will be determined by the MILDEPs at a later date.

Fiscal Year 2004 Course Offerings

Army location and date TBD
Air Force location and date TBD
Navy location and date TBD

Security Clearance

None required.

Classes and Hours

SAM-CR classes are held daily, except weekends and holidays, and normally are scheduled between the hours of 0830 and 1600, Monday through Thursday and 0830-1130 on Friday.

Syllabus

This course is designed to provide the student the tools for on-going case reconciliation eventually leading to a more expeditious case closure. It provides an academic overview of the FMS processes, financial management of FMS cases, and case reconciliation and closure from the DoD perspective; and via specific military department workshops, hands-on training in case reconciliation methodology available to military department and DoD agency case and financial managers. By virtue of the

unique data systems utilized by each of the MILDEPs (SAMIS/CMCS, CISIL/PBAS, STARS/MISIL), the topics and presentation media will vary in the workshop phase.

Day 1

Administrative Orientation. Covers basic DISAM operating policies and procedures and in-processes students. ½ hour

Course Introduction. Covers course requirements for graduation, emphasizing course outline, and reading assignment. Also includes an overview of FMS financial management and selected topics. 1 hour

FMS Process and Financial Overview. 3 hours

Case Reconciliation and Closure DFAS Processes. 2 hours

Day 2

Data Automation Update. 1 hour

Case Reconciliation and Closure DSCA Perspective. 3 hours

MILDEP and Agency Workshop. 3 ½ hours

Day 3

MILDEP and Agency Workshop. 6 ½ hours

Day 4

MILDEP and Agency Workshop. 6 ½ hours

Day 5

MILDEP and Agency Workshop. 2 ½ hours (As required)

Graduation and Closing Remarks. ½ hour

Security Assistance Management
Introduction to Security Assistance On-Site (SAM-OS) Course
(3 Class Days)

Objective

The Introduction to Security Assistance On-Site course is designed to provide an overview of security assistance programs and their legislative requirements; a familiarity with the foreign military sales (FMS) process; contractual and acquisition aspects, financial management, and logistics systems policies and procedures which apply to FMS. Every attempt will be made to tailor the offering to meet the unique requirements of the requesting activity.

Course Description

The course provides an opportunity to simultaneously instruct up to forty people on-site (at the customer/organization's location) and is intended for personnel with less than full-time involvement in security assistance (SA) such that attendance at the resident CONUS Course is not justified. The SAM-OS course is not a substitute for attendance at the resident CONUS Course, since it does not provide an equivalent level of knowledge across the functional areas of security assistance. Completion of this course does not by itself meet the eligibility criteria for the SAM-CF or SAM-CM courses.

DISAM will provide appropriate instructors and the class textbook, The *Management of Security Assistance,* for each student. The requesting activity will be responsible for all instructor travel costs (including local transportation), and any special requirements that might arise. The requesting activity must arrange for a suitable classroom and necessary educational equipment, as specified by DISAM. Documentation of individual training is also considered to be a local activity responsibility. This course earns 17 continuous learning points for members of the acquisition work force.

Eligibility Criteria

Only U.S. government employees are eligible. U.S. government employees defined as U.S. civilians GS-5 to GS-14, U.S. military E-7 to O-5, and support contractor equivalents.

Personnel should be assigned to CONUS activities who currently occupy (or have been selected to occupy) identified DoD positions on the periphery of SA, who do not need the in-depth coverage of the SAM-C course which is intended for positions in security assistance management, or related positions in financial management, international logistics, operations, or training. Personnel in similar positions in other federal agencies may also attend.

Requests for waivers of the above criteria will be reviewed on an individual basis by the Director, Management Studies (DISAM/DM).

Requesting SAM-OS Course

All written requests should be addressed to DISAM/DM, Attn: On-Site Coordinator, Building 52, 2475 K Street, Wright-Patterson Air Force Base, OH 45433-7641. E-mail requests may be sent to: On-Site Coordinator or call (937) 255-5850 or call DSN 785-5850.

Fiscal Year 2004 Course Offerings

SAM-OS 01-04	07 Oct - 09 Oct 2003
SAM-OS 02- 04	15 Oct - 17 Oct 2003
SAM-OS 03-04	02 Dec - 04 Dec 2003
SAM-OS 04-04	02 Dec - 04 Dec 2003
SAM-OS-05-04	06 Jan - 08 Jan 2004
SAM-OS-06-04	13 Jan - 15 Jan 2004
SAM-OS-07-04	21 Jan - 23 Jan 2004
SAM-OS-08-04	27 Jan - 29 Jan 2004
SAM-OS-09-04	10 Feb - 12 Feb 2004
SAM-OS-10-04	10 Feb - 12 Feb 2004
SAM-OS-11-04	30 Mar - 01 Apr 2004
SAM-OS 12-04	06 Apr - 12 Apr 2004
SAM-OS 13-04	04 May - 06 May 2004
SAM-OS 14-04	13 Jul - 15 Jul 2004
SAM-OS 15-04	27 Jul - 29 Jul 2004
SAM-OS 16-04	03 Aug - 05 Aug 2004
SAM-OS 17-04	03 Aug - 05 Aug 2004
SAM-OS 18-04	21 Sep - 23 Sep 2004
SAM-OS 19-04	27 Sep - 29 Sep 2004
SAM-OS 20-04	27 Sep - 29 Sep 2004

It is prudent to request on-site training as far in advance as is possible to allow for allocation of resources. Requests will generally be honored in the order received.

Security Clearance

None Required

Classes and Hours

SAM-OS classes are normally held Tuesday through Thursday from either 0800 to 1530 or 0730 to 1500, as desired by the requesting activity.

Syllabus

The syllabus which follows is a generalization of the topics to be covered. Course content can be tailored to provide a particular emphasis for the requesting organization.

Day 1

I**ntroduction to Security Assistance.** Provides an orientation to course subjects, class materials, and student requirements. Describes the general nature and scope of currently authorized SA programs, and provides an overview of the SA process. 1 hour

Security Assistance Legislation and Policy. Discusses major legislative provisions and executive branch policies that shape and regulate SA programs and processes. 2 hours

Foreign Military Sales (FMS) Process. Covers the entire process of FMS, from the initial request by a foreign country to purchase U.S. defense articles, services, or training, through the processing and completion of a purchase agreement, including fulfillment of all requirements therein. 3 ½ hours

Day 2

FMS Agreements/Terms and Conditions. Describes the various forms used to effect an agreement for SA programs, and discusses in detail the letter of offer and acceptance (LOA) and its standard terms and conditions. 3 hours

Amendments and Modifications. Discusses the different purposes, applications, and criteria for an amendment and a modification to revise FMS cases. 1 hour

Direct Commercial Sales (DCS) and Foreign Military Sales: A Comparison. Examines the choice of purchasing defense articles, services and military training from either commercial sources or through FMS procedures. Emphasizes the USG position of neutrality and the customer's general option to choose either procurement channel. 1 hour

FMS Logistics. Provides an overview of the various DoD logistics systems, the role of selected logistics activities within these systems, and the total package approach. Discusses the development of concurrent spares packages and other elements of logistics support for FMS. 2 hours

Day 3

FMS Logistics (Continued). Describes the concepts of follow-on logistics support and the methods of support that may be used following weapon system delivery. Examines the policy and procedures for the movement of FMS and the policy and procedures involved in reporting discrepancies associated with FMS cases and the processing of these reports. 2 ½ hours

FMS Financial Aspects. Examines pricing policies and procedures which are applicable to FMS materiel and services, from inventory and from new procurement. Studies the financial aspects of FMS, to include payment terms, trust fund management, financial forecasting, and financial controls. Describes military department (MILDEP) delivery reporting, foreign customer billing, and disbursements by the Defense Finance and Accounting Service, Denver Center (DFAS-AY/DE). 4 hours

Security Assistance Management
Introduction to Security Assistance On-Site
(SAM-OS-INDUSTRY) Course
(2-3 Class Days)

Objective

The Introduction to Security Assistance On-Site course for industry is designed to provide an overview of security assistance programs and their legislative requirements; a familiarity with the foreign military sales (FMS) process; contractual and acquisition aspects, financial management, and logistics systems policies and procedures which apply to FMS. Every attempt will be made to tailor the offering to meet the unique requirements of the requesting activity.

Course Description

The course provides an opportunity to simultaneously instruct up to fifty people on-site (at the customer/organization's facility) and is intended for industry personnel who have a need to understand and are involved with security assistance programs. The cost of the class will be priced based on the location and length of the class (either 2 or 3 days). Industry costs include transportation of the instructors, lodging and rental cars where necessary. Each class (either the 2 or 3 day) will be priced in accordance with Volume 15 of the Financial Management Regulation (FMR), DoD 7000.14-R.

DISAM will provide appropriate instructors and the class textbook, *The Management of Security Assistance*, for each student. The requesting activity must arrange for a suitable classroom and necessary educational equipment, as specified by DISAM. Documentation of individual training is also considered to be a local function as determined by the employer of the student.

Eligibility Criteria

U.S. Industry personnel are eligible.

Personnel should be assigned to CONUS activities who currently occupy (or have been selected to occupy) identified DoD positions on the periphery of security assistance, who do not need the in-depth coverage of the SAM-C course which is intended for positions in security assistance management, or related positions in financial management, international logistics, operations, or training. Personnel in similar positions in other federal agencies may also attend.

This course is not a substitute for attendance at the CONUS course, and completion does not meet the eligibility criteria for the SAM-CF or SAM-CM course.

Requests for waivers of the above criteria will be reviewed on an individual basis by the Director, Management Studies (DISAM/DM).

Requesting SAM-OS Course

All written requests should be addressed to DISAM/DM, Attn: On-Site Coordinator, Building 52, 2475 K Street, Wright-Patterson Air Force Base, OH 45433-7641. E-mail requests may be sent to: Course Coordinator or call (937) 255-5850 or call DSN 785-5850.

Fiscal Year 2004 Course Offerings

SAM-OS 01-04	07 Oct - 09 Oct 2003
SAM-OS 02- 04	15 Oct - 17 Oct 2003
SAM-OS 03-04	02 Dec - 04 Dec 2003
SAM-OS 04-04	02 Dec - 04 Dec 2003
SAM-OS-05-04	06 Jan - 08 Jan 2004
SAM-OS-06-04	13 Jan - 15 Jan 2004
SAM-OS-07-04	21 Jan - 23 Jan 2004
SAM-OS-08-04	27 Jan - 29 Jan 2004
SAM-OS-09-04	10 Feb - 12 Feb 2004
SAM-OS-10-04	10 Feb - 12 Feb 2004
SAM-OS-11-04	30 Mar - 01 Apr 2004
SAM-OS 12-04	06 Apr - 12 Apr 2004
SAM-OS 13-04	04 May - 06 May 2004
SAM-OS 14-04	13 Jul - 15 Jul 2004
SAM-OS 15-04	27 Jul - 29 Jul 2004
SAM-OS 16-04	03 Aug - 05 Aug 2004
SAM-OS 17-04	03 Aug - 05 Aug 2004
SAM-OS 18-04	21 Sep - 23 Sep 2004
SAM-OS 19-04	27 Sep - 29 Sep 2004
SAM-OS 20-04	27 Sep - 29 Sep 2004

It is prudent to request on-site training as far in advance as is possible to allow for allocation of resources. Requests will generally be honored in the order received.

Security Clearance

None required

Classes and Hours

SAM-OS-Industry classes are normally held Tuesday through Thursday for the 3 day class from either 0800 to 1530 or 0730 to 1500, as desired by the requesting activity. Exceptions to the recommended dates and times will be negotiated with Industry and DISAM.

Syllabus

The syllabus which follows is a generalization of the topics to be covered. Course content can be tailored to provide a particular emphasis for the requesting organization/Industry.

Day 1

I**ntroduction to Security Assistance (SA).** Provides an orientation to course subjects, class materials, and student requirements. Describes the general nature and scope of currently authorized SA programs, and provides an overview of the SA process. 1 hour

Security Assistance Legislation and Policy. Discusses major legislative provisions and executive branch policies that shape and regulate SA programs and processes. 2 hours

International Sales (FMS) Process. Covers the entire process of foreign military sales program (FMS), from the initial request by a foreign country to purchase U.S. defense articles, services, or training, through the processing and completion of a purchase agreement, including fulfillment of all requirements therein. 3 ½ hours

Day 2

FMS Agreements/Terms and Conditions. Describes the various forms used to effect an agreement for SA programs, and discusses in detail the letter of offer and acceptance (LOA) and its standard terms and conditions. 3 hours

Amendments and Modifications. Discusses the different purposes, applications, and criteria for an amendment and a modification to revise FMS cases. 1 hour

Direct Commercial Sales (DCS) and Foreign Military Sales: A Comparison. Describes the circumstances and policies that dictate the use of DCS versus FMS channels in the export of defense articles or services. 1 hour

FMS Logistics. Provides an overview of the various DoD logistics systems, the role of selected logistics activities within these systems, and the total package approach. Discusses the development of concurrent spares packages and other elements of logistics support for foreign military sales. 2 hours

Day 3

FMS Logistics (Continued). Describes the concepts of follow-on logistics support and the methods of support that may be used following weapon system delivery. Examines the policy and procedures for the movement of FMS and the policy and procedures involved in reporting discrepancies associated with FMS cases and the processing of these reports. 2 ½ hours

FMS Financial Aspects. Examines pricing policies and procedures which are applicable to FMS materiel and services, from inventory and from new procurement. Studies the financial aspects of FMS, to include payment terms, trust fund management, financial forecasting, and financial controls. Describes military department (MILDEP) delivery reporting, foreign customer billing, and disbursements by the Defense Finance and Accounting Service, Denver Center (DFAS-AY/DE). 4 hours

Security Assistance Management
(Mobile Education Team)
International Training Management (SAM-IT) Course
MASL IIN D309015
(3 Class Days)

Objective

This course is designed for international training managers representing international purchaser/recipient countries and international organizations. It provides students an opportunity to study the currently available automated systems that support the security assistance training program. The course provides an overview of management of the U.S. international training program and a functional use of the International Security Assistance Network, the International Training Management System, and the various internet web sites that provide management information for international training managers. General course objectives are as follows; to increase student understanding of the overall management of training acquired through the U.S. security assistance program; to improve student knowledge of the automated training management systems; and to enhance communications between purchaser and recipient country training managers and their U.S. supporting agencies, thereby enhancing the overall efficiency of security assistance training program management.

Course Description

This course is intended to follow and complement the two week SAM-F course. Any international employees of U.S. security assistance organizations (SAOs) who are attending the preceding SAM-F course may also attend the SAM-IT course. This SAM-IT may be taught outside the U.S. or can be conducted for international employees at embassies within the U.S., i.e., Washington, D.C.

A variety of educational techniques are employed. To reinforce the lectures and reading material, a number of computer based training exercises are provided in the curriculum. In these exercises, students have the opportunity to develop their functional security assistance training management skills. Classes are presented in a seminar and computer laboratory mode. Emphasis is placed on the functional use of the specific international training management web sites and systems. Individual coaching and assistance on computer use is provided.

Eligibility Criteria

Foreign government employees and U.S. government personnel are eligible. U.S. government employees defined as Foreign Service National (FSN).

Personnel should be training managers who now occupy (or have been selected to occupy) security assistance management positions in international purchaser/recipient countries.

Requests for waivers of the above criteria will be reviewed on an individual basis by the Director, International Studies (DISAM/DI).

Applying for METS

A FMS Letter of Request should be directed to the Air Force Security Assistance Training (AFSAT/TO), 315 J Street West, Randolph Air Force Base, TX 78150-4354. The following information should be included: training location, number of students for each of the following as applicable (SAM-F MET and SAM-E option if desired, SAM-P and SAM-IT), service, rank, or grade, and functional areas to be represented in the classes; curriculum desired (standard SAM-F MET, modified, for logistics or financial emphasis for example, SAM-F MET, etc.); desired dates for MET; and a designated point of contact.

Syllabus

The syllabus which follows is organized to reflect daily classroom activities. Each lesson is identified by title, general content, and number of classroom hours. Lessons which are normally provided only when the course is conducted as a separate MET that does not follow the SAM-F Course, are indicated by an asterisk.

Day 1

Administrative Orientation. Covers basic DISAM operating policies and procedures for students. ½ hour

Course Introduction/Background. Provides an orientation to course subjects, class materials, and student requirements. ½ hour

Introduction to Security Assistance, Security Assistance Legislation, and Security Assistance Policy. Describes the nature and scope of currently authorized security assistance programs, provides an overview of the security assistance process, and emphasizes those legislative provisions and executive policies that affect the security assistance training program. 1 hour (*Only on separate MET.)

Security Assistance Training. Identifies the security assistance training process and the policies/procedures that guide the general conduct of the program. 1 hour (*Only on separate MET.)

Training Program Management. Examines the essential elements of training program management in the verseas environment, with emphasis on the interaction between the U.S. overseas security assistance office (SAO) and the host country training managers. This includes: the training program cycle, requesting and programming of training requirements, interpretation of training documentation, program management, and administration of student candidates. 1 hour (*Only on separate MET.)

Use of the Personal Computer in an Internet Environment. Provides instruction, demonstration, and hands-on use of the personal computer in those skills that are

required to successfully use a personal computer to access and obtain information from the internet. 3 hours (Additional time at the end of the day will be provided for those needing additional personal assistance.)

Day 2

Use of Security Assistance Training Systems. Provides instruction, demonstration, and hands on use of the International Security Assistance Network, the International Training Management System, and the various military departments training management web sites. 3 hours

Use of the Training Management System (TMS). Provides detailed instruction and hands-on use of the International version of the Training Management System. 4 hours (Additional time at the end of the day will be provided as required for personal assistance.)

Day 3

Country Training Management Practical Exercise. Conduct a comprehensive exercise in the formulation and management of a model U.S. training program. Training functions from the development of a future-year program to implementation of specific training requirements will be covered. 3 hours

Training Program Analysis. Examination and analysis of the specific training programs of each individual student. This includes the various TMS generated training program reports for the specific country as well as the annual two-year training plan submitted for the most recent Training Program Management Review. 3 hours

Security Assistance Management Orientation (SAM-OC) Course (Offered as Computer Based Training On-Line) MASL IIN D178258

Objective

SAM-OC is an entry-level course designed primarily for personnel who are new to the security assistance (SA) field, or who perform security assistance duties on a part-time basis. It provides an overview of the full range of security assistance activities, to include legislation, policy, foreign military sales (FMS) process, logistics, finance, and training management. The course offers the advantage of immediate training for employees as soon as they are assigned to a security assistance position, rather than waiting for the next scheduled DISAM resident course. Graduates of SAM-OC who require more training in SA should be scheduled for the two-week SAM-C course, or other follow-on instruction as determined by their supervisor and DISAM. For most personnel, SAM-OC should not be considered a substitute for initial DISAM SA education, but can always be used as a precursor to any appropriate DISAM course (i.e., the SAM-C, SAM-O, SAM-E, or SAM-F). For foreign personnel, especially those new to SA, SAM-OC would be beneficial prior to attendance at a resident SAM-F course, although it is not a prerequisite. This course is also ideal as a refresher for personnel who are returning to SA. The familiarization with basic terms and concepts of SA and cooperation will ultimately be very beneficial to students when supplemented with a DISAM resident course.

Course Description

SAM-OC is an on-line distance learning course that contains 12 lessons, on topics in functional areas of security assistance management. In progressing through each lesson the student will be able to; view graphics with key instructional points; listen to the instructor narrate text and address points on a graphic; and follow along by reading the text of the instructor's remarks at the bottom of the screen.

Lessons are divided into short segments varying in length. During each lesson, students can play a lesson from start to finish, but may also use navigation features to go directly to any specific area in a lesson. Each lesson has a built-in e-mail link to the DISAM faculty, which will allow student communication with the instructor in the event a student has a question or concern about the material. Students may register for the course at anytime and progress at their own speed. The course takes about 27 hours to complete and includes three timed 30-minute open book quizzes and a course evaluation, which are taken on-line. Students are required to achieve a minimum score of 70% on each quiz and to complete the course within a 90 day period. Registered students may take the course during duty hours or at home, depending on their supervisor's guidance and their personal preference. This course earns 18 continuous learning points for members of the defense acquisition work force.

Computer System Requirements

1. A PC running Windows 95/98/ME with 64Mb RAM, Windows 2000/NT with 128 Mb RAM (Macintosh and UNIX operating systems are not supported), or newer systems.

2. An internet connection (ISDN or better recommended).

3. Internet Explorer 4.0 or later (Netscape Navigator is not supported at this time) with JavaScript enabled.

4. A 256-color monitor capable of a resolution of 800 X 600*.

5. *QuickTime player version 5 or higher.

6. *Macromedia Flash Player version 5 or higher.

   *Available as free downloads within the course. Administrator privileges may be required to download this software for Windows NT4, Windows 2000, and Windows XP operating systems.

Eligibility Criteria

U.S. government employees, U.S. Industry personnel, and Foreign government employees are eligible. U.S. government employees are defined as U.S. civilians, U.S. military, Foreign Service National (FSN), and support contractor equivalents.

Personnel should be assigned to security assistance activities. The portion of security assistance can be any percentage of their time. This includes personnel stationed in CONUS and overseas. Other U.S. government agencies with security assistance responsibilities include but is not limited to the Department of State (DoS), the Department of Commerce (DoC), the U.S. Coast Guard, the National Imagery and Mapping Agency (NIMA).

U.S. Industry personnel should be managers who now occupy (or have been selected to occupy) security assistance management positions. This course is not a substitute for the DISAM Executive Course (SAM-E).

Foreign government personnel should be managers who now occupy (or have been selected to occupy) SA management positions in international purchaser countries. This course is not a substitute for the DISAM Foreign Purchaser Course (SAM-F).

Requests for waivers of the above criteria will be reviewed on an individual basis by the Director, Management Studies (DISAM/DM).

Applying for Admissions

U.S. government personnel. Prospective military and civilian students in the military departments and Department of Defense should submit the on-line registration form located on the DISAM website at: http://www.disam.dsca.mil/DistLearn/sam_oc_reg.htm

A security assistance textbook (*DISAM Green Book*) will be mailed to the student. A nominal (TBD) tuition fee is not applicable to USG employees.

U.S. defense industry personnel. U.S. citizens and U.S. persons (as defined in the *International Traffic in Arms Regulation* (ITAR) Section §120.15) representing the U.S. defense industry companies are admitted on an availability basis. United States industry personnel should submit the on-line registration form located on the DISAM website at: http://www.disam.dsca.mil/DistLearn/sam_oc_reg.htm
A security assistance textbook (*DISAM Green Book*) will be mailed to the student.

Foreign Purchasers. Prospective foreign purchaser students should request admission through their countries training office and coordinated through the U.S. Security Assistance Office (SAO) training manager. Reference MASL number D178258. Quotas for students attending under a Foreign Military Sales (FMS) case or the International Military Education and Training (IMET) Program are managed by Air Force Security Assistance Training (AFSAT/SDS), 315 J Street West , Randolph Air Force Base, TX 78150-4354. A waiver from DSCA is required for use of IMET funds for this course.

Instruction is given in English. Because of the great amount of material to be read, an English comprehension level (ECL) of 80 is required. Students should be ECL tested in country before registering for this course.

The DISAM text book (*Green Book*) provided to all students will be mailed to the SAO as retainable instructional material (RIM) for the student. The SAO is NOT required to proctor student quizzes. DISAM will notify SAO by email of successful completion of course and mail a certificate of completion to SAO for presentation to the student.

Fiscal Year 2004 Course Offering

Registration and enrollment occurs continuously throughout the year. Students apply on-line and may begin the course as soon as DISAM validates their eligibility.

Security Clearance

None required.

Syllabus

Lecture 1. Introduction to Security Assistance. Provides a general course orientation, describes the general nature and scope of currently authorized SA programs, and provides an overview of the SA process. 1½ hours

Lecture 2. Foreign Policy, Security Assistance Legislation and Policy. Reviews U.S. foreign policy principles and considerations. Discusses major legislative provisions and executive branch policies that shape and regulate SA programs and processes. Examines the roles played by the country team, various elements of the DoS, DoD agencies, and other government organizations in formulating programs and budgets for security assistance. 3 hours

Lecture 3. Security Assistance Organization Responsibilities. Examines the organization, responsibilities, and working relationships of the SAO, Unified Command, Defense Attaché, and other U.S. in-country representatives (TAFTs, METs, TATs, et al). 1 ½ hours

Lecture 4. The Foreign Military Sales (FMS) Process. Introduces the process of FMS, the basic legal and policy requirements, and the distinct phases of a sale. Examines the process of FMS from the initial request by a foreign country for the purchase of U.S. defense articles, services, or training, through the processing and completion of a purchase agreement, including the fulfillment of all requirements therein. Reviews crisis procedures as well. 4 hours

Quiz #1 – 17 Questions pertaining to lectures 1 – 4 ½ hour

Lecture 5. International Defense Acquisition Policy. Describes the DoD weapon system acquisition process as it applies to FMS. Examines the FMS acquisition pricing considerations, offsets, and contract type selection. 2 hours

Lecture 6. International Sales Contractual Instruments. Reviews the various agreements used in SA programs, and examines the Letter of Offer and Acceptance (LOA) Standard Terms and Conditions. 2 hours

Lecture 7. Technology Transfer and International Programs Security. Discusses the agencies involved in controlling U.S. exports. An overview of licensing procedures, technology issues, and National Disclosure Policy provides a general background concerning U.S. policy in regard to export controls. Focuses on interagency roles among the DoS, DoC, and DoD. Overview of basic security requirements and fundamental principles that apply to all programs with foreign government or international organization involvement. 2 hours

Lecture 8. International Armaments Cooperation Programs. Overview of cooperative programs that are associated with a rapidly changing global environment and the policies, procedures, and authorities for security assistance cooperative production programs.
1 hour

Quiz #2– 16 questions pertaining to lectures 5 – 8. ½ hour

Lecture 9. Security Assistance Training Management. An overview of the security assistance training program with emphasis on IMET and FMS training programs and training as a vital part of the total package approach. Introduces the international

training management process and identifies the principal training management organizations. Provides insight into the availability of essential international training management information via the Internet. 1 hour

Lecture 10. DoD Logistics. Provides an overview of the various DoD international logistics systems; describes the concepts and methods of follow-on logistics support; examines the policies and procedures for the transport of FMS materiel; and outlines the procedures for reporting and processing discrepancies associated with FMS cases. 3 hours

Lecture 11. FMS Financial Management. Examines FMS pricing, financing, and billing policies and procedures. 3 hours

Lecture 12. A Comparison: DCS and FMS. Examines the choice of purchasing defense articles, services and military training from either commercial sources or through FMS procedures. Discusses policy guidance regarding which channel may be appropriate for a particular sale. Emphasizes the U.S. government position of neutrality and the customer's general option to choose either channel. 1 hour

Quiz #3 – 17 Questions pertaining to lectures 9 – 12. ½ hour

Critique. On-line student evaluation of the course. ½ hour

Security Assistance Management
Mobile Education Team (MET)
Foreign Purchaser (SAM-F) Course
MASL IIN D305024
Planning and Resource Management (SAM-P) Course
MASL IIN D305013

Objective

These courses are designed for security assistance managers representing international purchaser/recipient countries, international organizations, and international employees of U.S. security assistance organizations (SAOs) overseas. The primary objective of both courses is to address the planning and resource processes of requirements generation, budgeting, acquisition, and sustainment within a United States–host country security assistance relationship. It provides students an opportunity to study U.S. laws, policies, and procedures governing the security assistance program. The courses are tailored to present the significant aspects of the foreign military sales (FMS) program and the management concerns of purchaser and recipient countries. General course objectives are fourfold: to increase student understanding of the management of U.S. security assistance resources; to improve student knowledge of their responsibilities as individual security assistance resource managers; to enhance communications between purchaser/recipient country security assistance agencies and U.S. supporting agencies, thereby enhancing the overall efficiency of security assistance management; and to demonstrate the role of security assistance within the context of a civilian controlled military.

Because the courses are tailored to specific country needs, the mobile education team (MET) may or may not qualify for E-IMET. If subjects identified with an * in the syllabus provide a clear majority of the material presented, the course will use MASL IIN D305013 and is available for E-IMET credit. METs which primarily cover only the technical issues of security assistance will use MASL IIN D3050324 and are not available for E-IMET credit.

Educational Methods

Classes are presented in both lecture and seminar mode to encourage a free and open exchange of ideas between student and instructor. To reinforce the lectures and reading material, a number of practical exercises are woven into the curriculum. In these exercises, the student has the opportunity to directly apply what has been learned in the classroom.

The foreign purchaser course is typically conducted over a 10 day period by four DISAM instructors. The Planning and Resource Management course is typically a 5 day course. Student class size is at the discretion of the country consistent with facility limitations and course objectives. Cost of the course varies upon length, number of students, and

location; but the typical range is $35,000 - $70,000 for a 10 day course or combination of courses completed within a 10 class day span. With the possible addition of 1 instructor, the purchaser may request a concurrent 5 day Foreign Executive (SAM-FE) course and/or an Information Technology (SAM-IT) course.

Lead Time for Preparation

At least six months lead time is necessary from the time of submission of the official Letter of Request to the actual training start date in country. The schedule on the following page indicates the dates METs can normally be provided. All requests for specialized instruction must be coordinated in advance.

Applying for METS Admission

A FMS Letter of Request should be directed to the Air Force Security Assistance Training (AFSAT/SDS), 315 J Street West, Randolph Air Force Base, TX 78150-4354. The following information should be included: training location, number of students for each of the following as applicable (SAM-F MET and SAM-FE (Foreign Purchaser Executive) option if desired, SAM-P and SAM-IT), service, rank or grade, and functional areas to be represented in the classes; curriculum desired (standard SAM-F MET, modified, for logistics or financial emphasis for example, SAM-F MET, etc.); desired dates for MET; and a designated point of contact. An information copy of your request should also be sent to: DISAM/DI, ATTN: MET Coordinator, 2475 K Street, Wright-Patterson AFB, OH, 45433-7641.

Fiscal Year 2004 Course Offerings

SAM MET-1-04	02 Oct - 17 Oct 2003
SAM MET-2-04	02 Oct - 17 Oct 2003
SAM MET-3-04	13 Nov - 21 Nov 2003
SAM MET-4-04	08 Jan - 23 Jan 2004
SAM MET-5-04	08 Jan - 23 Jan 2004
SAM MET-6-04	25 Mar - 09 Apr 2004
SAM MET-7-04	01 Apr - 09 Apr 2004
SAM MET-8-04	29 Apr - 07 May 2004
SAM MET-9-04	08 Jul - 23 Jul 2004
SAM MET-10-04	15 Jul - 30 Jul 2004
SAM MET-11-04	22 Jul - 06 Aug 2004
SAM MET-12-04	09 Sep - 24 Sep 2004

English Comprehension Level

METs are normally conducted in English only. Each student should possess an English Comprehension Level (ECL) of 80 or above. The United States SAO in the requesting country should be contacted for ECL testing assistance where required. If students do not possess the required ECL, the course can still be provided if the host country provides adequate simultaneous translation services. For courses funded by E-IMET, translation services can be funded by the E-IMET program funds. For courses funded

under the IMET program, DSCA can allow for inclusion of translator service under IMET funding.

Syllabus

The syllabus, which follows, describes in order the subjects available for a typical two-week MET course. A classroom day should be a maximum of six hours long. Student English language capability or use of a translator can have a significant impact on the pace of the classroom discussions. Classroom time must be allotted for instructor lectures, student questions, answers, and substantial practical exercises in FMS process, logistics and financial management. Every country has unique requirements. DISAM will be as flexible as possible to allow for schedule adjustments to meet unique country requirements. For example, it is possible for selected subject areas to be emphasized or de-emphasized based on country or ODC suggestions. Some countries have followed DISAM instruction on the FMS process or logistics with their own instruction on internal FMS process and logistical procedures. It is recommended that an ODC representative be present on the first course day to highlight ODC-country programs and interface procedures.

Welcome Remarks. Welcoming remarks from DISAM, ODC, and country representatives. 1 hour

Course Introduction/Background. Provides an orientation to course subjects, class materials, and student requirements. 1 hour

Introduction to Planning and Resource Management. Discusses concept of a country's available or potential resources for defense. Introduces integrated planning and resource management framework, including requirements generation, planning and budgeting, acquisition, and sustainment. 1 hour*

Introduction to Security Assistance Resources. Describes the nature and scope of currently authorized security assistance programs and provides an overview of the security assistance process. 1 hour*

Exercise in Security Assistance Planning. This exercise covers the planning and resource environment, and the necessity to prioritize requirements to meet available resource levels. 2 hours*

ODC Brief. An ODC led discussion on ODC organizational structure, customer interface procedures and country program statistics presented within the constructs of the civilian control of the security assistance programs. 2 hours*

Foreign and National Security Policy Considerations. Discusses the U.S. approach to using security assistance as a foreign and national security policy tool. 1 hour*

Security Assistance Legislation and Policy. Presents the principle of the rule of law according to the *Foreign Assistance Act* and *Arms Export Control Act* in assessing

country eligibility and program restraints on the use of security assistance resources. 2 hours

Requirements Identification and Generation. Examines mission need analysis; benefits of configuration control, standardization and interoperability. Discusses how U.S. planning data may be acquired and utilized by the host country in the process of generating requirements. 2 hours*

Requirements Identification and Generation Exercise. Focuses on the planning and resource questions which should be asked, e.g., tradeoffs among releasability, time, cost, and infrastructure issues. 2 hours*

Security Assistance Resource Management Process: FMS Preliminary, Definition, and Request Phase. The FMS process originates with customer planning, definition of requirements, selection process, and requests for articles or services. These aspects and U.S. Department of Defense ancillary activities are discussed. 2 hours

Security Assistance Resource Management Process: Types of Foreign Military Sales Cases. Describes the format of the Letter of Offer and Acceptance (LOA), and identifies the various types and characteristics of foreign military sales cases. 1 hour

Security Assistance Resource Management Process: Offer and Acceptance. Provides an introduction and outline of all the major events in a foreign military sale. The customer request, the U.S. review process, the offer development and presentation to the customer, and the customer acceptance procedures, are examined in detail. 2 hours

Security Assistance Resource Management: Explanation of Letter of Offer and Acceptance (LOA) Entries. Detailed discussion of the source, content, and definition of the entries made by Department of Defense (DoD) activities on the LOA. 2 hours

Security Assistance Resource Management: FMS Case Implementation, Execution, and Completion. The procedures and tasks required to carry out U.S. Department of Defense responsibilities under the LOA are described. 1 hour

Security Assistance Resource Management Process: Exercise. This exercise covers the case process. 2 hours

Security Assistance Resource Management Process: FMS Agreements/Terms and Conditions. Describes the elements of a binding agreement, the various agreements used in security assistance programs, and a detailed explanation of the LOA standard terms and conditions. 3 hours

Security Assistance Resource Management Process: Amendments and Notices. Discusses the different purposes, applications, and criteria for amendments and modification; which revise FMS cases. 1 hour

Security Assistance Training. Examines SA training management policies and procedures, to include objectives, types of training, locations, constraints, pricing policies, the Department of Defense Informational Program (DoDIP), and program administration. Discussions of U.S. civilian and political issues related to SA training. 3 hours

Acquisition Policy and Process. Examines the FMS acquisition process, to include quality assurance, contract audit services, types of contracts, and unique foreign military sales requirements. 2 hours

Acquisition Planning. Discusses legal concepts and the role of contract law in defense acquisition. Looks at host country infrastructure resources needed to maintain an acquisition system, and the impact of incorporating security assistance and defense sales processes into overall host country acquisition planning. 4 hours*

Exercise. Covers acquisition-related issues affecting a country's ability to accomplish "make or buy" decisions, and the impact of using different acquisition approaches (including U.S. security assistance and defense sales). 2 hours*

Technology Transfer and Export Controls. Examines the authorities for the transfer of technology or classified information in the various arms transfer programs, to include the rationale for these transfers; and the control mechanisms employed in technology transfers, in disclosures of classified information, and in the export licensing procedures of the U.S. Department of State and U.S. Department of Commerce. 1 hour

Introduction to Sustainment and Logistics. Provides an overview of Department of Defense logistics systems and the role of selected activities within these systems. Considers the resource management issues relevant to the initial support phase of logistics. 2 hours*

Publications and Automation Initiatives. Describes the concepts and procedures associated with foreign purchaser acquisition of Department of Defense publications and presents an overview of current data automation initiatives affecting security assistance. 1 hour

Requisition Processing. Examines military standard requisitioning and issue procedures (MILSTRIP) documentation generated as a result of foreign military sales requisitions. 1 hour

Sustainment Planning: Follow-on Logistics Support. Describes the concepts of follow-on logistics support and the methods of support that may be used following weapon system delivery. 2 hours

Foreign Military Sales Transportation. Examines policies and procedures for the movement of foreign military sales materiel, to include responsibilities and agencies involved. 1½ hours

Discrepancy Reporting. Examines the policy and procedures involved in reporting and processing discrepancies associated with foreign military sales cases. 1 hour

Direct Commercial Sales and Foreign Military Sales: A Comparison. Examines the choice of purchasing defense articles, services and military training from either commercial sources or through FMS procedures. Emphasizes the USG position of neutrality and the customer's general option to choose either procurement channel. 1 hour

Sustainment Planning and Logistics Exercise. Students are given the opportunity to participate in the security assistance logistics resource management exercise. 3 hours*

Financial Management. Examines foreign military sales pricing, financing, and billing policies and procedures. 5 hours

Financial Management Exercise. This exercise applies foreign military sales pricing and billing concepts. 2 hours

Closing Remarks and Graduation. 1 ½ hours

Security Assistance Management Course
Scheduled Regional Mobile Education Team (METs)
International Purchaser Orientation (SAM-FO) Course
MASL IIN D262706
(5 Class Days)
Advanced International Logistics Management (SAM-IL) Course
MASL IIN D251302
(4 Class Days)
Advance International Financial Management (SAM-IF) Course
MASL IIN D256013
(4 Class Days)
Advanced International Training Management (SAM-IT) Course
MASL IIN D262707
(3 Class Days)

Objective

Each year DISAM plans to offer regionally focused Mobile Education Teams (METs). These teams will offer four courses over a period of two weeks. The course content will focus on security assistance operations in particular AORs.

The 2004 Regional MET is scheduled for PACOM in July 2004 and will offer the following courses:

International Purchaser Orientation (SAM-FO) Course
30-40 students, Week One

Advanced International Logistics Management (SAM-IL) Course
10-20 students, Week Two

Advanced International Finance Management (SAM-IF) Course
10-20 students, Week Two

Advanced International Training Management (SAM-IT) Course
5-10 students, Week Two

The SAM-IL, SAM-IF, and SAM-IT courses are held concurrently and are intended for graduates of SAM-F residence or MET courses. Completion of the SAM-FO course will meet this requirement.

Admission Information

Quotas for these courses are scheduled through the country managers at AFSAT. A request should be directed to the Air Force Security Assistance Training (AFSAT/TO), 315 J Street West, Randolph Air Force Base, Texas 78150-4354. The following information should be included: number of students for each course as applicable (SAM-FO, SAM-IL, SAM-IF, and SAM-IT), funding method (IMET or specific FMS/FMF Case), and waiver requests if needed (IMET, ECL, etc).

Lodging will be reserved by DISAM for each student at the training location. Lodging costs and working lunches will be included in the tuition for these courses.

Although these courses will be emphasizing security assistance in the UCOM region, attendance is open to interested participants as appropriate from any security assistance customer.

Limited seats are available to U.S. security assistance personnel who wish to accompany their host nation students to the SAM-IF, SAM-IL, SAM-IT course. Contact DISAM and your Unified Command Training Manager for SAO (including FSN) approval to attend this training.

Security Assistance Management International Purchaser Orientation (SAM-FO) Course MASL D262706, 80 ECL required

The course is designed to meet the educational requirements of mid to senior level security assistance partners who do not need the in-depth coverage of the SAM-F course. This course has three objectives: to provide a brief overview of the entire security assistance management system to include legislation, policy, planning and programming, finance, transportation, logistics, and training management; to provide an understanding of the Foreign Military Sales process in comparison to direct commercial sales with the U.S. defense industry; and to review U.S. programs in a specific U.S. military regional unified command.

The overview will prove very beneficial to managers of personnel who perform the technical and administrative details associated with security assistance.

SAM-FO is intended to be offered only once each year. The course will be held regionally, to increase the possibility that nearby senior officials will be able to attend.

Security Assistance Management
Advanced International Logistics Management (SAM-IL) Course
MASL D251302, 80 ECL required

This course is designed to provide personnel who are directly involved in or concerned with FMS requisitions and materiel movement with a comprehensive understanding and application of the policies, procedures, systems and actions necessary to move FMS materiel from its initial requisition to its shipment to the customer's final destination. The objective is to understand the functions of key organizations involved in materiel distribution, including the International Logistics Control Organizations (ILCOs), Defense Logistics Agency (DLA), contractors and freight forwarders. Students will learn to understand the proper procedures for submitting requisitions, how to read delivery documents, and other important FMS logistical documents.

Previous attendance at SAM-F and at least six months of security assistance experience is highly encouraged. Previous completion of SAM-F, SAM-FO, or SAM-OC is required.

SAM-IL is intended to be offered only once each year. The course will be held regionally following SAM-FO and concurrent with SAM-IF and SAM-IT.

Security Assistance Management
Advanced International Financial Management (SAM-IF) Course
MASL D256013, 80 ECL required

The international financial management course is designed to provide overseas personnel who are directly involved in or concerned with FMS a comprehensive understanding of pricing, funds management, and billing. The course will also cover the application of the policies, methods, systems, and actions necessary for the effective overseas financial management of FMS cases – emphasizing the understanding of critical financial documents.

Previous attendance at SAM-F and at least six months of security assistance experience is highly encouraged. Previous completion of SAM-F, SAM-FO, or SAM-OC is required.

SAM-IF is intended to be offered only once each year. The course will be held regionally following SAM-FO and concurrent with SAM-IL and SAM-IT.

Security Assistance Management
Advanced International Training Management (SAM-IT) Course
MASL D262707, 80 ECL required

This course is designed for international training managers representing international purchaser/recipient countries and international organizations. It provides students an opportunity to study the currently available automated systems that support the security assistance training program. The course provides an overview of management of the U.S. international training program and a functional use of the International Security Assistance Network, the International Training Management System, and the various internet web sites that provide management information for international training managers. General course objectives are threefold; to increase student understanding of the overall management of training acquired through the U.S. security assistance program; to improve student knowledge of the automated training management systems; and to enhance communications between purchaser/recipient country training managers and their U.S. supporting agencies, thereby enhancing the overall efficiency of security assistance training program management

SAM-IT is also taught in residence at DISAM four times each year following each SAM-F residence course.

Previous attendance at SAM-F and at least six months of security assistance experience is highly encouraged. Previous completion of SAM-F, SAM-FO, or SAM-OC is required.

The course will be held regionally following SAM-FO and concurrent with SAM-IL and SAM-IF.

Other Courses

International Programs Security Requirements IPSR(2) Course (2 Class Days)

Objective

In October 1999, the Deputy Under Secretary of Defense (DUSD) directed that every Department of Defense (DoD) employee involved in international programs receive training in the security arrangements that protect sensitive and classified U.S. technology and military capabilities, and the laws, policies and procedures that govern foreign involvement in DoD programs. This mandatory training requirement for international program security can be satisfied by one of the following DISAM courses: The IPSR(2) two-day class described below; the IPSR(5) five-day course; graduation from DISAM SAM-C or DISAM SAM-O as of October 2000, or the IPSR-OL on-line course.

[***Note*:** Defense Acquisition University course, PMT 203 International Security and Technology Transfer, also fulfills the training requirement]

Course Description

The International Programs Security Requirements two-day course covers the principles and procedures that facilitate international technology transfer, export controls, and foreign disclosure. This course covers the minimum requirements to meet the DUSD directive. For the personnel working in the subject areas on a routine basis, the IPSR(5) course is more appropriate. Specific lessons discuss the acquisition process for international program security, controlled unclassified, foreign government and NATO information and the National Disclosure Policy. The export approval and license process is covered along with the role of the Defense Security Service (DSS). Other topics include; visits and assignments of foreign nationals, Multinational Industrial Security Working Group (MISWG) and the transfer of classified information, and the Committee on Foreign Investment in the U.S. (CFIUS) and foreign ownership, control or influence (FOCI) of U.S. companies. The IPSR(2) is offered in several locations including the DISAM facilities. The course earns 11 continuous learning points for members of the acquisition workforce.

Eligibility Criteria

U.S. government employees and U.S. Industry personnel are eligible. U.S. government employees defined as U.S. civilians, U.S. military, Foreign Service National (FSN), and support contractor equivalents.

U.S. government and Industry personnel should be programmed for or assigned to positions related to international cooperation.

Applying for Admission

U.S. defense industry personnel. U.S. citizens and U.S. persons (as defined in the *International Traffic in Arms Regulation* (ITAR) Section §120.15) representing the U.S. defense industry companies are admitted on a first come, first served basis upon receipt of a request for admission. There is no course fee for U.S. Industry employees with a need-to-know. United States industry personnel should submit the on-line registration form located on the DISAM website at: http://www.disam.dsca.mil/Registration/ipsr_short_reg_form.htm

U.S. government personnel. There is no course fee for U.S. government employees with a need-to-know. United States Government personnel should submit the on-line registration form located on the DISAM website at: http://www.disam.dsca.mil/Registration/ipsr_short_reg_form.htm

A DD Form 1556 is not required for this course.

U.S civilian government employees in possession of identification cards that are for overseas use only must bring another form of U.S. government identification in order to be allowed access to Wright-Patterson Air Force Base.

Fiscal Year 2004 IPSR(2) Course Offerings

For Fiscal Year 2004 offerings and locations please check the registration form.

Security Clearance

None required.

Classes and Hours

The IPSR(2) classes are held daily, except Saturdays, Sundays, and U.S. holidays. Classes are normally conducted from 0800 to 1600.

Syllabus

The syllabus which follows is organized to reflect daily classroom activities. Each lesson is identified by title, general content, and number of classroom hours.

Day 1

Administrative Orientation. Covers basic DISAM operating policies and procedures and in-processes students. ½ hour

International Programs Security Course Overview. This introductory session covers the organization of the course, explains how the course material is to be used, and identifies the objectives of the course. It also covers the types of programs addressed during the course, the legal and regulatory basis for those programs, including a brief history and the key players. ½ hour

International Programs Security Basics. This lesson covers the laws and national policies that form the basis for the security requirements for most DoD international programs. It also covers basic security principles that must be understood to properly safeguard sensitive military information. 1 hour

Acquisition Process for International Programs Security. This lesson introduces the international documentation required during the requirements generation process and early in the systems acquisition management process, and shows how they are inter-dependent. The four security related documents covered are the Cooperative Opportunities Document (COD), Program Protection Plan (PPP), Technology Assessment/Control Plan (TA/CP) and Delegation of Disclosure Authority Letter (DDL). 1 hour

Controlled Unclassified Information (CUI), Foreign Government Information (FGI) and NATO Information. This lesson covers three types of information that usually are involved in international programs. These are CUI, FGI, and NATO information. The basis for protecting the information is explained, and protection measures are discussed. 1 hour

National Disclosure Policy (NDP). This lesson emphasizes that the NDP is derived from requirements set forth in the Arms Export Control Act, Executive Order 12958, and the National Security Decision Memorandum 119, and provides the framework for making foreign disclosure decisions on Classified Military Information (CMI) and material. 2 hours

Laws and Clauses. This lesson looks at the content of the security agreements and specifically how security principles, terms, and conditions are applied in international programs in order to obtain a commitment on the proper protection of CUI and CMI. ½ hour

Multilateral Control Regimes. This lesson covers the purpose of multilateral regimes and the impact of these regimes on technology transfer decisions. ½ hour

Day 2

Export Approval/License Process. This lesson covers the regulatory process governing the export of classified and unclassified defense articles and services under the Arms Export Control Act (AECA) and the International Traffic in Arms Regulation (ITAR). 2½ hours

Defense Security Service Role in International Programs. This lesson covers the role of the DSS in international programs. DSS provides support to international programs involving defense contractors by providing security guidance and ensuring compliance with national and DoD policies and international agreements. 1 hour

Multinational Industrial Security Working Group and International Transfers of Classified Material. This lesson describes the MISWG, the composition of the MISWG,

and its documents and their use. It also covers the transfer of classified material. 1½ hours

Committee on Foreign Investment in the U.S. (CFIUS) and Foreign Ownership, Control, or Influence (FOCI). This lesson covers the Exon-Florio amendment to the Omnibus Trade and Competitiveness Act which amends the 1950 Defense Production Act to authorize the President to investigate and suspend or prohibit certain acquisitions, mergers or takeovers of U.S. companies. It also covers the FOCI provisions of the National Industrial Security Program (NISP) which provides mechanisms and procedures to protect classified information in the possession of U.S. companies under FOCI. 1 hour

Visits and Assignments of Foreign Nationals. This lesson covers the basic types of international visits and visits and assignments of foreign nationals to DoD organizations and to contractor facilities, and visits by the contractor personnel abroad. 1 hour

Course Evaluation and Closing Remarks. ¼ hour

International Programs Security Requirements
IPSR(5) Course
(5 Class Days)

Objective

In October 1999, the Deputy Under Secretary of Defense (DUSD) directed that every Department of Defense (DoD) employee who is involved in international programs would receive training in the security arrangements that protect sensitive and classified U.S. technology and military capabilities, and the laws, policies and procedures that govern foreign involvement in DoD programs. This mandatory training requirement for international program security can be satisfied by one of the following courses: The IPSR(5), five-day class described below; the IPSR(2), two-day class; graduation from DISAM SAM-C or DISAM SAM-O as of October 2000; or the IPSR-OL on-line course.

[***Note*:** Defense Acquisition University course, PMT 203 International Security and Technology Transfer, also fulfills the training requirement]

Course Description

This International Programs Security Requirements Course [IPSR(5)] covers the principles and procedures that facilitate international Technology Transfer, Export Controls, and Foreign Disclosure in greater detail than the IPSR(2), course and is therefore more appropriate for personnel working in the subject areas on a routine basis. Specific lessons discuss the acquisition process for international program security, controlled unclassified, foreign government and NATO information and the National Disclosure Policy. The Export Approval and License process is covered along with the role of the Defense Security Service (DSS). Other topics include; visits and assignments of foreign nationals, Multinational Industrial Security Working Group (MISWG) and the transfer of classified information, and the Committee on Foreign Investment in the U.S. (CFIUS) and Foreign Ownership, Control or Influence (FOCI) of U.S. companies. There are practical exercises on arms licensing and security support documents such as; the Program Protection Plan, Technology Assessment/Control Plan, Delegation of Disclosure Authority Letter, and the Program Security Instruction. The course earns 19 continuous learning points for members of the acquisition workforce.

Eligibility Criteria

U.S. government employees and U.S. Industry personnel are eligible. U.S. government employees defined as U.S. civilians, U.S. military, Foreign Service National (FSN), and support contractor equivalents.

U.S. government and Industry personnel should be programmed for or assigned to positions related to international cooperation.

Applying for Admission

U.S. defense industry personnel. U.S. citizens and U.S. persons (as defined in the *International Traffic in Arms Regulation* (ITAR) Section §120.15) representing the U.S. defense industry companies are admitted on a first come, first served basis upon receipt of a request for admission. There is no course fee for U.S. Industry employees with a need-to-know. United States industry personnel should submit the on-line registration form located on the DISAM website at: http://www.disam.dsca.mil/Registration/ipsr_long_reg_form.htm

U.S. government personnel. There is no course fee for U.S. government employees with a need-to-know. United States Government personnel should submit the on-line registration form located on the DISAM website at: http://www.disam.dsca.mil/Registration/ipsr_long_reg_form.htm

A DD Form 1556 is not required for this course.

U.S. civilian government employees in possession of identification cards that are for overseas use only must bring another form of U.S. government identification in order to be allowed access to Wright-Patterson Air Force Base.

Fiscal Year 2004 IPSR(5) Course Offerings

For Fiscal Year 2004 offerings please see the DISAM web site at www.disam.dsca.mil/Registration.

Security Clearance

None required.

Classes and Hours

The IPSR(5) classes are held daily, except Saturdays, Sundays, and U.S. holidays. Classes are normally conducted from 0800 to 1600, with appropriate periods for research and study. The course is normally completed by 1200 on the fifth day.

Syllabus

The syllabus which follows is organized to reflect daily classroom activities. Each lesson is identified by title, general content, and number of classroom hours.

Day 1

Welcome and Orientation. ½ hour

International Programs Security Course Overview. This introductory session covers the organization of the course, explanation of how the course material is to be used, and identifies the objectives of the course, history and importance of DoD international

programs. It also covers the types of programs to be covered during the course, the legal and regulatory basis for those programs, and the key players. ½ hour

International Programs Security Basics. This lesson covers the laws and national policies that form the basis for the security requirements for most DoD international programs. It also covers basic security principles that must be understood to properly safeguard sensitive military information. 1 hour

Controlled Unclassified Information (CUI), Foreign Government Information (FGI) and NATO Information. This lesson covers three types of information that usually are involved in international programs. These are Controlled Unclassified Information (CUI), Foreign Government Information, and NATO information. The basis for protecting the information is explained, and protection measures are discussed. 1 hour

National Disclosure Policy (NDP). This lesson emphasizes that the NDP is derived from requirements set forth in the *Arms Export Control Act*, *Executive Order 12958*, *National Security Decision Memorandum 119*, and provides the framework for making foreign disclosure decisions on CUI and Classified Military Information (CMI) and material. 2 hours

Government-to-Government Agreements. This lesson looks at the content of the security agreements and specifically how security principles, terms, and conditions are applied in international programs in order to obtain a commitment by foreign governments on the proper protection of CUI and CMI. 1 hour

Quiz, Discussion and Review. 1 hour

Day 2

The Acquisition Management Process and How International Programs Security Supports That Process. This lesson shows how the various security, technology transfer, and acquisition policies and procedures relate one to the other. 1 hour

Cooperative Opportunities Document (COD) and Program Protection Plan (PPP). This lesson stresses the close relationship between the four security related documents that are required during the systems acquisition process (COD, PPP, Technology Assessment/Control Plan (TA/CP), and the Delegation of Disclosure Authority Letter (DDL). This lesson specifically addresses the COD and the PPP. 1 hour

Technology Assessment/Control Plan (TA/CP) and Delegation of Disclosure Authority Letter (DDL). This lesson describes the TA/CP and the DDL, their purpose, and how they relate to the other security documents to be used in system acquisition management. 1 hour

Multinational Industrial Security Working Group (MISWG) and the MISWG Documents. This lesson describes the MISWG, the composition of the MISWG, and its documents and their use. 1 hour

Practical Exercise (PPP, TA/CP, DDL, and PSI). 2 hours

Quiz, Discussion and Review. 1 hour

Day 3

Visits and Assignments of Foreign Nationals. This lesson covers visits and assignments of foreign nationals to DoD organizations and to contractor facilities, and visits by the contractor personnel abroad. 2 hours

Committee on Foreign Investment in the U.S. (CFIUS) and Foreign Ownership, Control, or Influence (FOCI). This lesson covers the Exon-Florio amendment to the Omnibus Trade and Competitiveness Act which amends the 1950 Defense Production Act to authorize the President to investigate and suspend or prohibit certain acquisitions, mergers or takeovers of U.S. companies. It also covers the FOCI provisions of the National Industrial Security Program (NISP) which provides mechanisms and procedures to protect classified information in the possession of U.S. companies under FOCI. 1 hour

Arms Export Control Act (AECA) and the International Traffic in Arms Regulation (ITAR). This lesson covers an explanation of the legal and regulatory process governing the export of classified and unclassified defense articles and services under the AECA and the ITAR. 2 hours

Practical Exercise (Licensing). 1 hour

Discussion and Review of Licensing Basics. 1 hour

Day 4

The Defense Security Service (DSS) Role in International Programs. This lesson covers the role of the DSS in international programs. DSS provides support to international programs involving Defense contractors by providing security guidance and ensuring compliance with national and DoD policies and international agreements. 3 hours

International Transfers. This lesson covers the procedures and arrangements to assure accountability and control during international transfers of classified material. 1 hour

International Transfers (A Contractor's Perspective). 2 hours

Quiz, Discussion and Review. 1 hour

Day 5

Final Exam. 1½ hours

Course Review and Evaluation. ½ hour

Guest Speaker. Current issues. 1 hour

Graduation. 1 hour

International Programs Security Requirements (Offered as Computer Based Training On-Line) (IPSR-OL)

Objective

IPSR-OL is designed as an on-line equivalent to the two-day IPSR(2) course listed separately in this catalog. This course satisfies the mandatory training requirement for international programs security directed by the Office of the Deputy Under Secretary of Defense for Policy Support (ODUSD(PS)) which states that every Department of Defense (DoD) employee involved in international programs must receive training in the security arrangements that protect sensitive and classified U.S. technology. IPSR-OL provides an overview of the full range of program security issues including an understanding of technology transfer, export controls, and the key players, laws, policies and procedures that govern foreign involvement in DoD programs. The course offers the advantage of immediate training for employees as soon as they are assigned to an international position, rather than waiting for the next scheduled course. Graduates of IPSR-OL who require more training in international programs security should be scheduled for the five-day IPSR(5) course.

Course Description

IPSR-OL is an on-line distance learning course that contains 11 lessons, including an introduction and topics in all functional areas of International Programs Security. Participants are familiarized with principles and procedures that can be applied to facilitate foreign disclosure, export decisions, and technology transfer arrangements. Security support documents are reviewed, as well as the role of the Defense Security Service (DSS) and Visits and Assignments of Foreign Nationals. Committee on Foreign Investment in the United States (CFIUS) and the foreign ownership, control or influence (FOCI) are also presented.

Lessons are divided into short segments varying in length. During each lesson, students can “play” a lesson from start to finish, but may also use navigation features to go directly to any specific area in a lesson. The course has a built-in e-mail link to the DISAM faculty, which will allow student communication with the instructor in the event a student has a question or concern about the material.

Students may register for the course at any time and progress at their own speed. The course takes approximately 16 hours to complete. It includes a timed, “open book” test and a course evaluation, both of which are taken after completion of all lessons. Registered students may take the course during duty hours or at home, depending on their supervisor’s guidance and their personal preference. Students are required to achieve a minimum score of 70% on the test. This course earns 10 continuous learning points for members of the defense acquisition work force.

Computer System Requirements

1. A PC running Windows 95/98/ME with 64Mb RAM or Windows 2000/NT with 128 Mb RAM (Macintosh and UNIX operating systems are not supported), or newer systems.

2. An internet connection, (ISDN or better recommended).

3. Internet Explorer 4.0 or later (Netscape Navigator is not supported at this time) with JavaScript enabled.

4. A 256-color monitor capable of a resolution of 800 X 600*.

5. *QuickTime player version 5 or higher.

6. *Macromedia Flash Player version 5 or higher.

   *Available as free downloads within the course. Administrator privileges may be required to download this software for Windows NT4, Windows 2000, and Windows XP operating systems.

Eligibility Criteria

U.S. government employees and U.S. Industry personnel are eligible. U.S. government employees defined as U.S. civilians, U.S. military, Foreign Service National (FSN), and support contractor equivalents.

U.S. government and Industry personnel should be programmed for or assigned to positions related to international cooperation.

Applying for Admission

U.S. defense industry personnel. U.S. citizens and U.S. persons (as defined in the *International Traffic in Arms Regulation* (ITAR) Section §120.15) representing the U.S. defense industry companies are admitted on a first come, first served basis upon receipt of a request for admission. There is no course fee for U.S. Industry employees with a need-to-know. United States industry personnel should submit the on-line registration form located on the DISAM website at: http://www.disam.dsca.mil/Registration/ipsr_short_reg_form.htm

U.S. government personnel. There is no course fee for U.S. government employees with a need-to-know. United States Government personnel should submit the on-line registration form located on the DISAM website at: http://www.disam.dsca.mil/Registration/ipsr_short_reg_form.htm

A DD Form 1556 is not required for this course.

Fiscal Year 2004 Course Offering

Registration and enrollment occurs continuously throughout the year. Students apply on-line and may begin the course as soon as DISAM validates their eligibility.

Security Clearance

None required.

Syllabus

International Programs Security Course Introduction. This introductory session covers the organization of the course, explanation of how the course material is to be used, and identifies the objectives of the course. It also covers the types of programs to be covered during the course, the legal and regulatory basis for those programs, a brief history and the key players. 1 hour

International Programs Security Basics. This lesson introduces the laws and national policies that form the basis for the security requirements for most DoD international programs. It also covers basic security principles that must be understood to properly safeguard sensitive military information. 1 hour

Acquisition Process for International Programs Security. This lesson will show the international documentation required during the Requirements Generation process and early in the Systems Acquisition Management process and show how they are inter-dependent. The four security related documents covered are the Cooperative Opportunities Document (COD), Program Protection Plan (PPP), Technology Assessment/Control Plan (TA/CP) and Delegation of Disclosure Authority Letter (DDL). 1 hour

Controlled Unclassified Information (CUI), Foreign Government Information (FGI) and NATO Information. This lesson covers three types of information that usually are involved in international programs. These are Controlled Unclassified Information (CUI), Foreign Government Information (FGI), and NATO information. The basis for protecting the information is explained, and protection measures are discussed. 1 hour

National Disclosure Policy (NDP) and Laws. This lesson emphasizes that the NDP is derived from requirements set forth in the Arms Export Control Act, Executive Order 12958, and the National Security Decision Memorandum 119, and provides the framework for making foreign disclosure decisions on Classified Military Information (CMI) and material. The lesson goes on to cover security agreements and specifically how security principles, terms, and conditions are applied in international programs in order to obtain a commitment on the proper protection of CUI and CMI. 2 ½ hours

Export Approval/License Process. This lesson describes the regulatory process governing the export of classified and unclassified defense articles and services under the Arms Export Control Act (AECA) and the International Traffic in Arms Regulation (ITAR). 2 ½ hours

Defense Security Service (DSS) Role in International Programs. This lesson covers the role of the DSS in international programs. DSS provides support to international programs involving Defense contractors by providing security guidance and ensuring compliance with national and DoD policies and international agreements. 1 hour

Multinational Industrial Security Working Group (MISWG) and International Transfers of Classified Material. This lesson describes the MISWG, the composition of the MISWG, and its documents and their use. It also covers the transfer of classified material. 1 ½ hours

Committee on Foreign Investment in the U.S. (CFIUS) and Foreign Ownership, Control, or Influence (FOCI). This lesson covers the Exon-Florio amendment to the Omnibus Trade and Competitiveness Act which amends the 1950 Defense Production Act to authorize the President to investigate and suspend or prohibit certain acquisitions, mergers or takeovers of U.S. companies. It also covers the FOCI provisions of the National Industrial Security Program (NISP) which provides mechanisms and procedures to protect classified information in the possession of U.S. companies under FOCI. 1 hour

Visits and Assignments of Foreign Nationals. This lesson covers the basic types of international visits and visits and assignments of foreign nationals to DoD organizations and to contractor facilities, and visits by the contractor personnel abroad. 1 hour

End-of-Course Test. Timed, submitted and graded on-line. 1 hour.

Course Evaluation. Submitted on-line after completion of all course work. ½ hour

Missile Technology Control Regime Course (MTCR) (2 Class Days)

Objective

The primary purpose of the Missile Technology Control Regime (MTCR) is to assist nations in controlling missile technology and related technology that have the potential for use in development of weapons of mass destruction and associated delivery systems. The regime and supporting documentation were designed to assist in the implementation of national export controls to monitor, control, and deny exportation of these critical technologies. The objective of this course is to familiarize the student with the requirements of the MTCR guidelines, including the annex of controlled items, and the role of the MTCR in the management of security cooperation programs.

Course Description

The two-day MTCR course is designed to familiarize students with the basic guidelines of the MTCR and the MTCR review process for foreign military sales (FMS) cases. A discussion of the FMS process and the relationship of the MTCR to the Arms Export Control Act (AECA) and International Traffic in Arms Regulation (ITAR) provide the students a framework for understanding the need for thorough reviews of items provided on Letters of Offer and Acceptance (LOA). The course includes a basic missile overview to assist students in understanding the general terminology, types of missiles, and components associated with controlled items on the MTCR annex. In addition, students are introduced to the roles and responsibilities of the Departments of State (DoS), Department of Commerce (DoC), and Department of Defense (DoD).

Eligibility Criteria

U.S. government employees and U.S. Industry personnel are eligible. U.S. government employees defined as U.S. civilians, U.S. military, Foreign Service National (FSN), and support contractor equivalents.

U.S. government and Industry personnel should be programmed for or assigned to positions related to missile technology including services program management offices, key service acquisition personnel, Department of Defense Agencies, security assistance personnel responsible for foreign military sales cases, and U.S. contractors .

Applying for Admission

U.S. defense industry personnel. U.S. citizens and U.S. persons (as defined in the *International Traffic in Arms Regulation* (ITAR) Section §120.15) representing the U.S. defense industry companies are admitted on a first come, first served basis upon receipt of a request for admission. There is no course fee for U.S. Industry employees with a need-to-know. United States industry personnel should submit the on-line registration form located on the DISAM website at: http://www.disam.dsca.mil/Registration/

U.S. government personnel. There is no course fee for U.S. government employees with a need-to-know. United States Government personnel should submit the on-line registration form located on the DISAM website at:
http://www.disam.dsca.mil/Registration/

A DD Form 1556 is not required for this course.

Fiscal Year 2004 Course Offerings

Future course dates will be posted on the DISAM On-line Catalog
http://www.disam.dsca.mil.

Security Clearance

None required.

General Information

Student Funding

DISAM generally provides TDY funds for U.S. government DoD personnel. DISAM student funds are authorized for the sole purpose of TDY at Wright-Patterson Air Force Base, to attend this school. Training officers, orders-publishing officials, and finance and accounting personnel should insure that other items are not charged to the DISAM fund citation, such as PCS moves, other TDYs enroute, and car rentals, unless specifically authorized in advance by DISAM/DA. Special precautions should be taken to avoid charging the total advance authorized to the DISAM fund citation when other TDY is involved. Failure to follow these guidelines will only delay reimbursement actions and detract from effective financial management. All students traveling under DISAM funds are required to provide DISAM/DAB with a copy of their voucher upon completion of travel.

DISAM funding is not provided for the International Program Security Requirements Course (IPSR). Funding for this course is the responsibility of the students' organization.

Except as indicated below, all domestic (CONUS) travel and costs for DoD military and civilian personnel, including foreign nationals employed by the U.S. government, are funded by DISAM through direct citation. In the case of an overseas student, the DISAM fund citation may be used for TDY travel and per diem expenses from CONUS port of entry to DISAM and return to CONUS port of exit. All other associated travel and per diem expenses are the responsibility of the individual's unit of assignment.

Funding for members of dedicated specialty teams, such as Technical Assistance Field Teams (TAFTs), Technical Assistance Teams (TATs), and Extended Training Service Specialists (ETSSs), selected for DISAM courses should be funded through the foreign military sales case written to support the customer's needs. In addition, U.S. officers involved in the Personnel Exchange Program (PEP) or Foreign Area Officer (FAO) Program In-Country Studies, who are selected for DISAM courses, should be funded by their parent military department, since these PEP and FAO officers are assigned in-country under legal authorities other than the *Foreign Assistance Act* or the *Arms Export Control Act*. Do not use the DISAM fund cite in these instances.

Funding of CONUS Travel

The DISAM fund cite is used for; travel to DISAM from a CONUS activity and return to the CONUS home station; travel to DISAM while enroute to a PCS assignment. Funds may be used to travel from the last duty station (CONUS only). PCS or other TDY fund citations must be used for travel from DISAM and for other expenses to the next station; and travel to DISAM prior to a PCS move. Funds may be used to travel to DISAM and return to the assigned CONUS unit prior to PCS.

Funding of Overseas Travel for students already assigned to an overseas theater; if training is performed as an adjunct to travel in support of DoD programs, then overseas travel shall be funded by the applicable DoD appropriation; if training is performed as an adjunct to travel in support of an FMS case, then overseas travel shall be funded by applicable FMS case funds; if the sole purpose of travel is to attend a DISAM course, DISAM will only fund travel from CONUS port-of-entry (POE) and return to CONUS POE, plus per diem for that portion of travel. The sending organization must pay the expenses for travel outside the CONUS; and overseas students must have at least one year remaining in their current assignment to be eligible for DISAM training. Exceptions to this one-year minimum retention standard require the approval of the DISAM Commandant who, in turn, will coordinate such approval with the Director of Plans, Policy, and Programs, Defense Security Cooperation Agency.

Special Authorizations

Special authorizations are not permitted using DISAM funds at any time for any student in and around the TDY area, (e.g., mileage, rental car, taxis). However, the Director of Academic Support (DISAM/DA) may approve requests for roundtrip travel to DISAM via rental car when the total cost is demonstrably more cost effective to the U.S. government. Fax requests for travel by rental car not less than two weeks in advance of desired departure date to DISAM/DA. Fax number (937) 255-4319 or DSN 785-4319 or e-mail to registrars@disam.dsca.mil to include complete cost comparison of rental costs, fuel, and tolls, versus commercial airfare. A sample rental car authorization request is available on the DISAM web site at http://www.disam.dsca.mil/Student_Info/rental_auth_rqst.htm. The request must include a recommendation for approval from the student's supervisor and the special authorization approval authority for the student's organization. Otherwise, if the student desires a rental car while at DISAM, the cost must be funded by the student's organization, not DISAM.

Should a student decide to use privately owned vehicle, mileage reimbursement and per diem will be limited to the constructive cost of common carrier transportation and related per diem as determined in the JTR. Travel time is limited as indicated in JTR.

U.S. civilian government employees in possession of identification cards that are for overseas use only must bring another form of U.S. government identification in order to be allowed access to Wright-Patterson Air Force Base.

A detailed DISAM student information guide and related administrative materials are available on the DISAM web site located at http://www.disam.dsca.mil/Student_Info/guide.htm. The following general information is provided for student planning purposes.

Location and Climate. DISAM is located in Building 52, 2475 K Street, Area B, Wright-Patterson Air Force Base, OH. The base is located at Fairborn, OH, approximately 10 miles northeast of Dayton, OH.

Precipitation averages about 37 inches per year and is evenly distributed throughout the year. High relative humidity prevails most of the time. On the average, there are about 129 days per year with measurable precipitation. The seasonal snowfall average is 19 inches. Average monthly temperatures range from about 30 degrees in January to 75 degrees in July. The extreme temperatures recorded are 106 degrees in July, and -19 degrees in February.

Airport Transportation. Charter Van Inc. Airport Limousine Service from Dayton International Airport to Wright-Patterson Air Force Base, is available between the hours of 0900-2400 Sun, 0530-2400 Mon-Fri and 0530-2200 Sat. at a cost of $30.00 one way. At other times, a commercial taxi must be used at a cost of approximately $50.00 one way. Consult the limousine counter, located near carousel 1 of the baggage claim area. Travel time from the airport to either DISAM or the Visiting Officers Quarters is approximately 30 minutes.

Private Vehicles and Rental Cars

1. Rental cars are not required while attending class at DISAM.

2. Base transportation is provided from the VOQ to and from the DISAM facility on weekdays.

3. DISAM has contracted for a shuttle van service from the VOQ to off base eating establishments during non-duty hours. This service is free of charge for all DISAM students. It only runs when DISAM classes are in session.

   a. Shuttle Van (Charter Vans): 898-4043

   b. Shuttle Hours: Monday – Friday 1800-2100
      Saturday & Sunday 1200-2100
      Departs from the VOQ each hour

   c. Most base facilities such as the Base Exchange, Commissary, clubs and recreational facilities are not located near the VOQ. Government transportation is available but extremely limited and inconvenient. The DISAM contracted shuttle van can also be used for transportation to these areas. Each student will receive a card from DISAM with the Charter Van phone number and the contracted hours of operation. This service does not operate during the weekends unless DISAM classes are currently in session and extend through the weekend.

   d. DISAM has determined that it is not cost effective for the USG to provide rental cars to students due to the availability of the above resources. If you are traveling on a DISAM fund cite and your organization determines that a rental car is justified and elects to fund a rental car, then you are required to include this authorization and the organizational fund cite on your TDY orders.

e. Private vehicles can be useful for off-duty activities although not required. Limited parking for student cars is provided in the lots adjacent to the VOQ. Car passes must be obtained at one of the Welcome Centers if your vehicle does not have a DoD Installation sticker on it. You will need to present a copy of your TDY orders and photo identification. The use of seat belts is mandatory for all occupants of vehicles driven on Wright-Patterson Air Force Base, and is also OH law.

Quarters and Messing Facilities. All VOQ reservations will be made by the DISAM registrar office. Reservations for TDY officer, enlisted, and civilian students are made at the VOQ office, Building 825, Area A. Current VOQ daily rate is $27.00. If students are checking into the VOQ after 1800 hours, they must contact the VOQ at (937) 257-3810 or DSN 787-3810 sometime during the week prior to class to confirm a late check-in by providing credit card information. DISAM will not fund a hotel should a student lose their reservations by failing to contact the VOQ.

Students of SAM-O are encouraged to bring their spouses since some blocks of instruction have information of value to spouses accompanying sponsors to overseas locations. Decisions to bring spouses, however, must be personal ones since DISAM cannot authorize funding for spousal TDY. Wright-Patterson Air Force Base Transient Billeting facilities for accompanied students are limited.

Students must make their own arrangements, including transportation, if they choose to lodge off-base. They will not be provided statements of non-availability for quarters when student quarters are available. Government messing facilities are available at Wright-Patterson Air Force Base for officer, enlisted and civilian personnel. Use of the Wright-Pat Club and Banquet Center (formally the Officers' Open Mess) is available to all military officers and enlisted, civilian students, and retired military serving in DoD positions while in TDY status at WPAFB, A field ration mess is available for all officer, enlisted, and civilian personnel in the Kittyhawk area but is impractical for use by DISAM students. Club cards from home stations are honored.

Clothing. Military personnel may wear any authorized uniform combinations to class. Military personnel <u>must</u> be in uniform during class hours. Civilians are expected to dress appropriately for business. Sandals, jeans, sweatshirts, and shorts are inappropriate. The minimum standard for men is an open neck sport shirt with collar and dress slacks. Students not observing this policy will be excused from class.

Registration and Graduation Procedures. DISAM students should report to the third floor of Building 52 by 0800 for a formal orientation on the first day of class. With the exception of the SAM-O course, which ends at 1630, all other courses normally terminate by noon on the final day. Students should plan on approximately 30 minutes travel time and 1 and ½ hours for check in and security checks at the Dayton International Airport. Plans for departure should be made accordingly. Except in cases of emergency leave, early departure approval must be obtained from the student's military department or agency and coordinated in advance with DISAM, providing a strong, compelling justification for considering an early departure.

Special Requirements. DISAM and Wright-Patterson AFB are not staffed to handle service unique requirements for TDY students. Classroom absences to fulfill special training and administrative obligations cannot be permitted since such absences would detract from the learning process. These obligations are more appropriately accomplished at the student's normal duty station. For example, the following requirements may not be accomplished by students while attending DISAM courses: periodic physical examinations; altitude chamber physiological training; marksmanship training; and the obtaining of leave orders, passports, dependent identification cards, and shipments of household goods and automobiles. Students should make every effort to insure the completion of all such obligations prior to their arrival at DISAM.

School Supply Items. Expendable supplies are not issued to students, but may be purchased at the Air Force Institute of Technology (AFIT) Bookstore in Building 642.

Welfare and Recreational Facilities. Welfare and recreational facilities are typical of those found on any large military installation. Hospital, dispensary, and outpatient clinic facilities are available at WPAFB. Chapel activities provide for the religious needs of persons of all faiths. Other welfare activities include the American Red Cross, the Air Force Aid Society (which can support members of other services as well), and Family Services. Golf, bowling, tennis, racquetball, swimming, gymnasium, and limited hunting and fishing areas are available for the sportsman.

Shipment of DISAM Training Materials. All DISAM training materials will be mailed to the student's permanent duty station by DISAM/DAS at the conclusion of the course.

TDY Civilian Personnel and Exchange Facilities. Civilian personnel who reside in the VOQ and who have their orders certified by the VOQ Office are authorized to use the Base Theater and to purchase certain necessities at the Base Exchange.

Telephone Messages. All incoming calls for students should be directed to the DISAM Student Operations Office at the following numbers:

DSN: 785-5421/5333/2962
Commercial: (937) 255-5421/5333/2962
Fax: (937) 255-3441
Fax DSN: 785-3441

Student Registration Application

Defense Institute of Security Assistance Management (DISAM/DAS)
2475 K Street , Bldg 52
Wright-Patterson AFB, OH 45433-7641
Voice (937)255-4144, DSN 785-4144
FAX (937)255-3441, DSN 785-3441

Forward this registration form through the appropriate training office to arrive at DISAM no later than 30 days prior to course start date. Accurate completion of this form will enable determination of student eligibility and act as a survey of overall DISAM attendance.

PLEASE PRINT OR TYPE

1. Name (Last, First, MI): _____

2. Rank/Grade: _____

3. Date of Rank: _____

4. Service: _____

5. Social Security Number: _____

6. If handicapped/disabled, please explain any special requirements:

_____

_____

7. Complete Official Mailing Address: _____

_____

8. Office Phone: DSN_____ COMM _____

9. Position/Title: _____

10. Functions you perform in Security Assistance Management: _____

_____

_____

_____

11. DISAM course you are applying for: _____

12. Course dates:_____

13. Security Clearance (REQUIRED FOR SAM-O ONLY): _____

14. Country of new assignment (REQUIRED FOR SAM-O ONLY): _____

15. Previous DISAM courses attended, including month/year of attendance:

_____

16. State briefly why you feel attendance will enhance your job skills: _____

_____

_____

17. Number of months in present position: _____
Number of months remaining: _____

18. Percent time you currently spend/anticipate spending on Security Assistance:_____

19. Total number months you have spent in Security Assistance: _____

20. SIGNATURE: _____DATE: _____

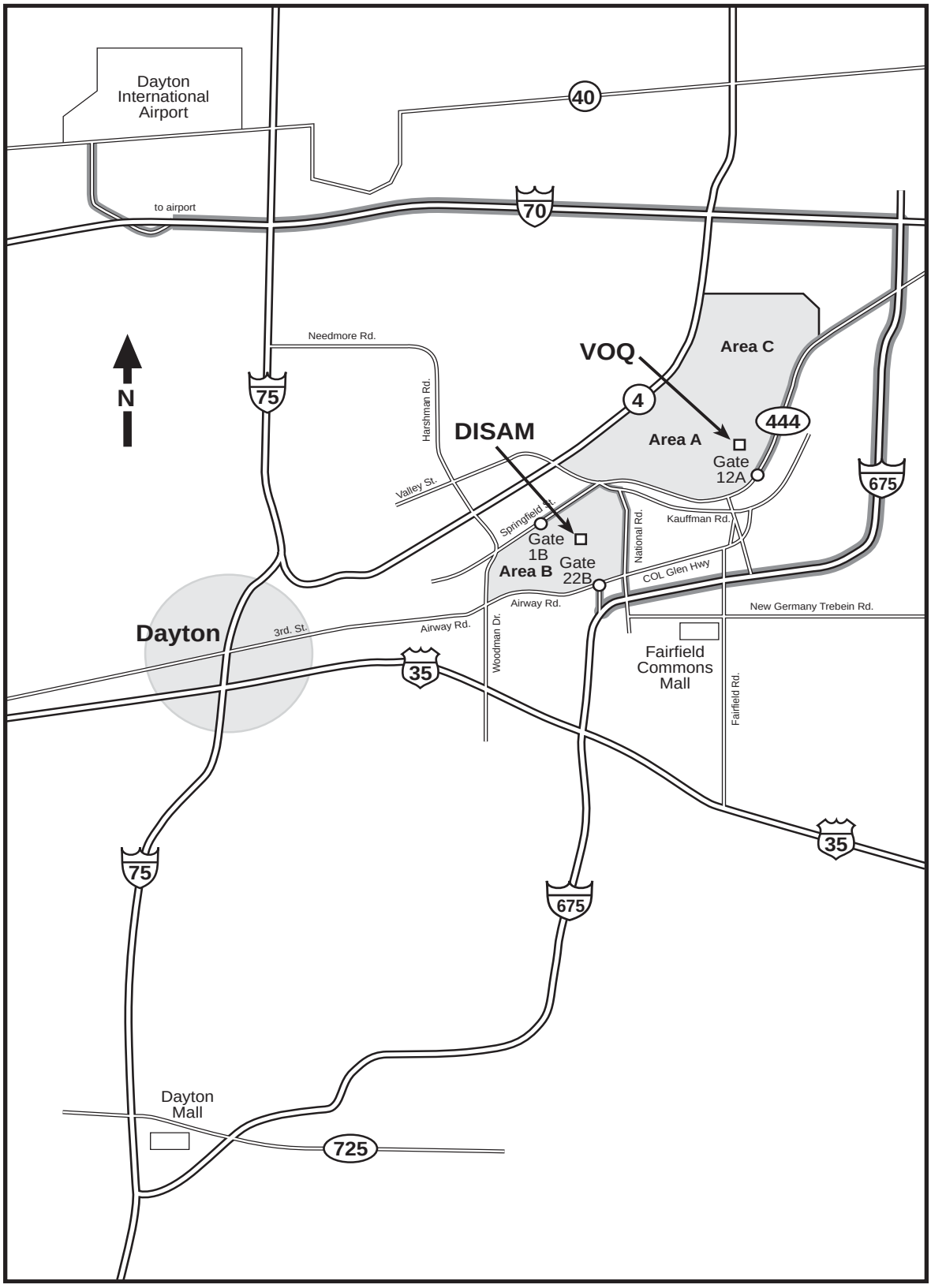
21. E-Mail address: _____

22. "Applicant needs course and meets the eligibility criteria set forth by DISAM".

SIGNATURE OF SUPERVISOR: _____DATE: _____

SUPERVISOR'S TITLE: _____PHONE: _____

Privacy Act Statement-Authority:44USC 3130;E.O.9397 **Principal Purpose**: Used for locator, emergency notification, statistical reports and analysis. A ready reference for on-going courses and development of new courses. **Routine Uses**: To confirm student eligibility for DISAM courses. **Disclosure is Voluntary**: Failure to provide information requested could hinder or prevent acceptance of students into DISAM courses. SSAN is necessary to make positive identification of individual and his/her records.


Dayton International Airport
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DISAM
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Kauffman Rd.
National Rd.
Gate 1B
Area B
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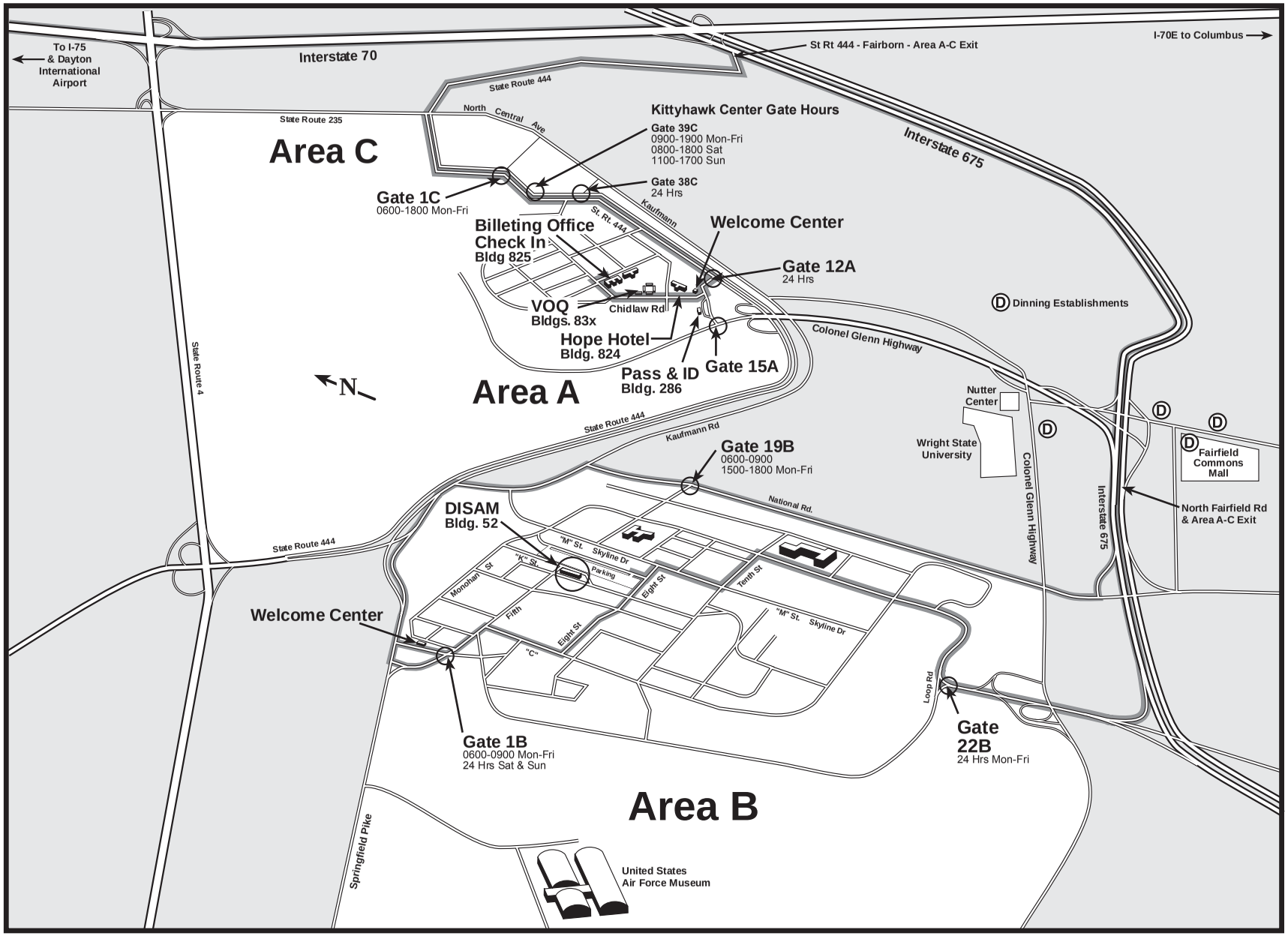
To I-75
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Airport
Interstate 70
State Route 444
State Route 235
North Central Ave
St Rt 444 - Fairborn - Area A-C Exit
I-70E to Columbus
Interstate 675
Area C
Kittyhawk Center Gate Hours
Gate 39C
0900-1900 Mon-Fri
0800-1800 Sat
1100-1700 Sun
Gate 38C
24 Hrs
Gate 1C
0600-1800 Mon-Fri
Kaufmann
St. Rt. 444
Billeting Office
Check In
Bldg 825
Welcome Center
Gate 12A
24 Hrs
VOQ
Bldgs. 83x
Chidlaw Rd
Hope Hotel
Bldg. 824
Pass & ID
Bldg. 286
Gate 15A
Dinning Establishments
Colonel Glenn Highway
State Route 4
N
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Center
Wright State
University
Fairfield
Commons
Mall
Kaufmann Rd
Gate 19B
0600-0900
1500-1800 Mon-Fri
National Rd.
Colonel Glenn Highway
Interstate 675
North Fairfield Rd
& Area A-C Exit
DISAM
Bldg. 52
"M" St.
Skyline Dr
"K" St.
Parking
Monahan St
Fifth
Eight St
Tenth St
"M" St.
Skyline Dr
Welcome Center
"C"
Loop Rd
Gate 1B
0600-0900 Mon-Fri
24 Hrs Sat & Sun
Gate
22B
24 Hrs Mon-Fri
Area B
Springfield Pike
United States
Air Force Museum

International Affairs Mission Statement

The purpose of United States international leadership is to create a more secure, prosperous, and democratic world for the benefit of the American people. In an increasingly interdependent and rapidly changing world, international events affect every American. Successful United States leadership is essential for security at home, better jobs and a higher standard of living, a healthier environment, and safe travel and conduct of business abroad.

Under the direction of the President and the Secretary of State, the United States conducts relations with foreign governments, international organizations, and others to pursue United States national interests and promote American values. The International Affairs goals of the United States are:

- **National Security.** Protect vital interests, secure peace, deter aggression, prevent and defuse crises, halt the proliferation of weapons of mass destruction, and advance arms control and disarmament.

- **Economic Prosperity.** Expand exports, open markets, maintain global growth and stability, and promote economic development.

- **American Citizens and U.S. Borders.** Protect American citizens abroad, manage the entry of visitors and immigrants, and safeguard the borders of the United States.

- **Law Enforcement.** Combat international terrorism, crime, and narcotics trafficking.

- **Democracy and Human Rights.** Support the establishment and consolidation of democracies, and uphold human rights.

- **Humanitarian Response.** Provide humanitarian assistance to victims of crisis and disaster.

- **Environment, Population, and Health.** Improve the global environment, achieve a sustainable world population, and protect human health.

To advance the interests of the nation and the American people, the United States government requires a strong international presence; highly qualified, motivated, and diverse people serving at home and abroad; extensive communication with publics, both foreign and domestic, and the political, military, and economic means to carry out the nation's foreign policies.

Extracted from the *Congressional Budget Justification*
for Foreign Operations for Fiscal Year 2003.