



DEPARTMENT OF THE NAVY
 NAVAL EDUCATION AND TRAINING SECURITY
 ASSISTANCE FIELD ACTIVITY
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IMSO BULLETIN

BULLETIN NO.: 10 – 05

DATE: 18 AUGUST 2010

**Subject: Procedures for International Military Students in an Unauthorized
 Absence Status**

REFERENCE: DSCA Policy Memo 10-42 of 16 July 2010

Effective Date: Immediately

Bulletin Type:	X	ACTION		POLICY		INFORMATION
		New	X	Modification		Cancellation

Summary.

When an International Military Student (IMS) is absent from scheduled activities for more than 24 hours without proper authorization, the IMS will be considered in an Unauthorized Absence (UA) status. Prompt notification of UA is critical, and IMSOs are responsible for taking initial steps to ensure that appropriate DoD international training management offices, host-nation officials, in-country U.S. team members, and U.S. Law Enforcement agencies are notified promptly when an IMS is in a UA status.

Action.

IMSOs will carefully check student accountability records before making a determination of UA, to ensure that the IMS is not absent because of misunderstanding the schedule, sick in quarters, or for other plausible reasons. (Note: When a student is determined to be in an UA status while in travel from one training installation to a follow-on training elsewhere, the student’s last installation is responsible for completion of IMSO responsibilities.) When it has been determined that an IMS is UA, the IMSO will take the following actions:

1. Notify the following offices:
 - a. NETSAFA Country Program Manager
 Notification should be made immediately after determination of UA status. If the UA occurs after hours or during a weekend, contact the NETC Senior Duty Officer (SDO) at 850-452-4000 (DSN 922).
 - b. Defense Security Cooperation Agency (DSCA):
 JP Hoefling 703-601-3655 (john.hoefling@dsca.mil)
 Kay Judkins 703-601-3719 (kay.judkins@dsca.mil)

- c. Immigration and Customs Enforcement (ICE) office (both local and national office at alrceu@dhs.gov)
 - d. Local Naval Criminal Investigative Service (NCIS)
2. The notification information should include, but is not limited to:
 - a. IMS name and country
 - b. Passport and visa information
 - c. Known variations in name spelling
 - d. Effective date and time of absence
 - e. Last Known Location
 - f. Date of Birth
 - g. Place of Birth
 - h. Last Known Mobile Telephone Number of IMS
 - i. Case Identification/Work Control Number (WCN)
 - j. Type of training and any follow on training for which IMS is programmed
 - k. Travel circumstances (flight arrangements, layovers)
 - l. Any information concerning events that may have contributed to the situation
 - m. Known relatives in the United States
 - n. Information on U.S. driver's license (e.g. number, issuing State, expiration date)
 - o. Information and copy of any DoD identification (ID) cards issued
3. Notify the appropriate DoD ID card office to ensure the ID card is cancelled.
4. Notify the local Defense Finance and Accounting Center facility and finance officer to post UA information to the IMS DD Form 1588 to cancel service to preclude unauthorized payments.
5. Notify installation lodging and cancel service.
6. Ensure the proper progress message (AWOL-TG) is entered in the Security Assistance Network (SAN) database.
7. Notify the base Staff Judge Advocate who should be aware of U.S. Government consular notification requirements if the IMS is later arrested.
8. Request designated Security Cooperation Office (SCO) provide instructions for disposition of IMS personal effects from Ministry of Defense (MOD) of IMS. Cost for shipping and handling will be charged to corresponding funding line of IMS.
9. Notify the local and national ICE/DHS office, appropriate MILSRV country program manager and DSCA if an IMS previously reported as being in an UA status voluntarily returns to a DoD training installation or is known to be detained by the local authorities.

10. In the event an IMSO is notified of an IMS failing to return to home country after completion of training, NETSAFA should be notified. NETSAFA will verify the circumstances with IMS' home country and take appropriate action.
11. Media inquiries regarding the UA should be directed to the NETC Public Affairs Office at 850-452-4858. The base Public Affairs Office should also be informed of the UA. IMSOs should not make statements or provide information to the media.
12. In the course of the Training Site Arrival Briefing, IMS should be informed of the 24 Hour Notification Policy. The *IMSO Guide* Arrival Briefing Checklist (Fig. 2.6) will be amended to reinforce this time limit.
13. The NETSAFA Website copy of the *IMSO Guide* (Para. 2.10.2 – Unauthorized Absence and Figure 2.6 – Arrival Checklist) will be revised to reflect these expanded UA Notification requirements. IMSO's should revise their copy of the *IMSO Guide* accordingly.
14. Questions regarding this matter should be forwarded to Mari Abbate, NETSAFA Program Manager at 850-452-8849 (DSN 922) mari.abbate@navy.mil.

AUTHORIZING SIGNATURE:



DISTRIBUTION:

US Navy IMSOs

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