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 NAVAL EDUCATION AND TRAINING SECURITY  
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## IMSO BULLETIN

**BULLETIN No.:** 09 – 005

**DATE:** MAY 15, 2009

**Subject:** Academic Evaluation Reports on the SAN Web

**Effective Date:** Immediately

<b>Bulletin Type:</b>	<input checked="" type="checkbox"/>	<b>ACTION</b>	<input type="checkbox"/>	<b>POLICY</b>	<input type="checkbox"/>	<b>INFORMATION</b>
	<input checked="" type="checkbox"/>	<b>New</b>	<input type="checkbox"/>	<b>Modification</b>	<input type="checkbox"/>	<b>Cancellation</b>

**Summary:** The SAN Web can now accept the IMS Academic Evaluation Report (AER). This will enable the Security Cooperation Officers (SCOs), Military Service CPM, COCOM staff, and other authorized persons to view the AER as soon as the IMS has completed a course, and eliminates the need for hard copy documents. The system will also generate an automatic e-mail to the SCO when an AER is uploaded into the SAN.

**Action:** IMSO's should begin utilizing the online AER capability of the SAN. AER's can be uploaded to the SAN as follows:

- Log onto the SAN – (IMSO Web).
- Go to "My Options" → Upload "Academics Rpt".
- Locate the student.
- Browse to find the AER File on your computer.
- Then click Upload.

There can only be one AER upload per student per training line.

Perform ONE UPLOAD at a time.

The maximum file size is 25MB, but the ZIP File should be used for files of this size.

The "Action" column permits you to view or delete an uploaded AER.

This new AER reporting procedure will be reflected in amendments to the JCET and the IMSO Guide.

Questions should be forwarded to your appropriate SAN Web Manager.

**AUTHORIZING SIGNATURE:**

**DISTRIBUTION:**  
 US Navy IMSOs