

If you have been selected to be the International Military Student Officer (IMSO) at your command, first of all, congratulations! The role of IMSO may be the most unique and memorable assignment you will experience in your career.

**RESOURCES:** There are many resources available however, the two most important are:

- The IMSO Guide is a “must read”. It is updated regularly and the latest version can be found at [https://www.netsafa.navy.mil/IMSO/IMSO\\_Guide.pdf](https://www.netsafa.navy.mil/IMSO/IMSO_Guide.pdf).
- The official reference for international training is the Joint Security Assistance Training Regulation (JSAT), SECNAVINST 4950.4A (which will soon be replaced by the Joint Security Cooperation Education and Training Regulation (JSCET). Both of these instructions can be found at <http://www.disam.dsca.mil/itm/> (look for “JSAT” link on the left of the web page and “JSCET” link at bottom of the web page).

**FORMAL TRAINING:** All US Military Services have IMSOs, and joint training is provided and paid for (including TDY expenses) by the Defense Institute of Security Assistance Management at Wright Patterson AFB, Dayton, OH. The IMSO Course (called DISAM-SAM-TO) is designed for U.S. personnel assigned the supervision and administration of IMS in the U.S.

NETC learning site personnel should request a quota by calling Navy International Programs Office, Code 02C1Y at DSN 764-2565, or COMM (202) 764-2565.

NAVSEA personnel should request a quota by calling Code C-63 at DSN 781-2123 or COMM (202) 781-2123.

NAVAIR personnel should request a quota by calling Code 733 at DSN 442-4390 or COMM (215) 697-4390.

NAVSUP personnel should request a quota by calling NAVICP CODE 0FAX at DSN 442-4390 or COMM (215) 697-4390.

SPAWAR personnel should request a quota by calling CODE 054 at DSN 524-7269 or COMM (619) 524-7269.

**INTERNATIONAL STUDENT INFO:** Information regarding international students scheduled (or in training) at your command can be found by accessing the Security Assistance Network (SAN) Database. IMSOs who are not currently a registered user of the SAN should request registration by calling an administrator at one of the numbers below:

East Coast (850) 452-7200 #4930

West Coast (619) 556-8368 or (831) 656-2186

Instructions on using the SAN web are also provided IMSO SAN WEB Guidance.

**PHONE A FRIEND:** The Naval Education and Training Security Assistance Field Activity (NETSAFA) manages all international training for the U.S. Navy. Countries are assigned to different Country Program Managers (CPMs) and all of them are willing and available to help and train IMSOs. DSN 922- or Commercial (850) 452-

x8875	x8846	x8832
x8830	x8891	x8810
x8896	x5773	x8902
x8874	x8889	x8826
x8816	x8890	
x8894	x8901	
	x8852	
	x8848	

## IMSO SUMMARY CHECKLIST

This checklist can serve as a guide for all the tasks and events an IMSO should consider throughout the cycle of an International Military Student's (IMS's) training. This checklist is not all inclusive, and may be modified to reflect the circumstances at a particular training installation. This checklist is also included in the IMSO Guide.

### CHECK FOR NEW IMS.

	Check the SAN Projection Report, updated on the 1 <sup>st</sup> of each month. Go to <a href="https://www.idss.ida.org/san/login.prg">https://www.idss.ida.org/san/login.prg</a> .
	During the month, check SAN IMSO Web weekly for updated schedule of prospective students. Again, go to <a href="https://www.idss.ida.org/san/login.prg">https://www.idss.ida.org/san/login.prg</a> .
	If an IMS is scheduled for your training installation, is the course appropriate?
	Are there prerequisite courses?
	Is the training pipeline correct & complete?
	Are the reporting/start dates correct?
	Is the course length/duration correct?
	Are there disclosure issues? Are the country and the student cleared for the training? Is the Command in receipt of message authorizing disclosure?
	Inform instructor/other academic staff.

### PREPARATION BEFORE IMS ARRIVES.

	Send Welcome Aboard Package to SCO.
	Receive ITO at least 14 days prior to scheduled IMS arrival date.
	Contact SCO if ITO does not arrive.
	Confirm ITO is complete and accurate.
	Confirm transportation arrangements for IMS arrival.
	Arrange for an escort to meet at airport if appropriate (equal rank preferred).
	Confirm living quarters are available/reservations made.
	Are there dependents?
	Reconfirm quarters reservations prior to IMS arrival.
	Confirm dining facilities can accommodate any special dietary needs.
	Recruit/select Sponsor.
	Inform Country Liaison Officer (if available.)

### IMS ARRIVAL.

	Meet at airport/other transportation connection.
	Meet at main gate if IMS arrives by vehicle without escort.
	ITO confirmed and endorsed as necessary.
	Check passport/visa and I-94 for accuracy if first training site. Offer to hold for safekeeping if appropriate.
	ID Card reviewed for accuracy.
	ID Card issued if first training site.
	IMS (and dependents) checked into quarters.
	Confirm medical/healthcare issues are identified and addressed.
	Arrival Briefing conducted.
	Review Training Record.
	Establish Training Record if first training site.
	Ensure IMS receives necessary funds if living allowance is authorized.
	Arrange for TCO administer English Language Test if applicable.
	Introduce sponsor as appropriate.
	Introduce CLO as appropriate.

**DURING TRAINING.**

	Prepare commencement report.
	Maintain IMS Training Record as necessary.
	Prepare ITO endorsements as necessary.
	Administer Field Studies Program.
	Be aware of IMS problems and notify NETSAFA as necessary. Problems could include: Disciplinary problems (cannot discipline, can only recommend disenrollment) Academic problems Civilian fines/legal matters Language deficiencies IMS personal problems Dependent problems Medical problems

**PREPARATION FOR IMS DEPARTURE**

	Review ITO, and confirm follow-on travel arrangements to next destination.
	POV authorized?
	Arrange for escort to airport if appropriate.
	Notify follow-on training activity 14 days prior to departure.
	If gap in training dates, gaining activity determines arrival date.
	Discuss itinerary with IMS.
	Prepare student to check-out of quarters.
	Obtain/prepare Graduation Certificates or Letters of Attendance.

**IMS DEPARTURE**

	Departure Briefing conducted with IMS.
	Within five days of departure, mail training record/medical record to follow-on training site (or mail to SCO if last training installation.)
	Mail/ship RIM to SCO (don't mail with training/medical record. Ensure the WCN is on the outside of the package.)
	Prepare completion and academic reports within three days after departure