

U.S. NAVY INTERNATIONAL MILITARY STUDENT OFFICER
(IMSO) OF THE YEAR AWARDS 2015

1. U.S. Navy IMSO of the Year Awards for 2015 will be presented during the Department of the Navy Maritime IMSO Workshop 08-11 February 2016. Navy activities should submit nominations from their respective unit or activity via command letterhead endorsed by the Commanding Officer. The letter must reach NETSAFA NLT 09 January 2016 via email to PNSC_NETSAFA_IMSO_WORKSHOP@navy.mil

2. Nominees must be designated in writing as IMSO or Assistant IMSO by their Commanding Officer and may be an officer, enlisted, or civilian having served in the position for at least one year. The award will be based on overall IMSO knowledge, dedication and innovation. Justification must be reflected in the letter that shall include remarks pertaining to the following areas of consideration within the CY15 timeframe:

- a. Student Throughput for CY15
- b. Administration of International Military Students (IMS) in Compliance with Instructions
- c. Extraordinary IMSO Efforts Associated with Providing IMS and Dependent Support; and in Educating Activity Staff and/or Base Support Personnel Regarding IMS Support During CY15
- d. Creativity, Depth and Effectiveness of the Field Studies Program (FSP)
- e. Assistance Provided Other IMSOs and/or Other Initiatives for the Improvement of the Overall IMSO Program

(TEMPLATE SAMPLE)

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(Date)

From: Commanding Officer, (Command)
To: Commanding Officer, Naval Education and Training Security
Assistance Field Activity Pensacola, FL 32508-5269
Subj: U.S. NAVY INTERNATIONAL MILITARY STUDENT OFFICER (IMSO) OF THE
YEAR FOR 2015 NOMINATION ICO (RANK/RATE/TITLE, FIRST, MIDDLE
INITIAL, LAST NAME, SERVICE AS APPLICABLE)

Ref: (a) NETSAFA PENSACOLA FL 241417Z NOV 15

1. Per reference (a), the following information is submitted in support of the nomination of (rank/rate/title, full name) as the U.S. Navy IMSO of the Year for 2015.

a. Student Throughput for CY15: Describe student throughput to illustrate quantity and diversity of IMS student population. Be sure to include any unique circumstances associated with throughput (marked annual increase; surge periods; special training, etc.).

b. Administration of International Military Students (IMS) in Compliance with Instructions: Identify administrative processes and/or management methodologies instituted whereby the nominee ensured compliance with current IMSO policy directives and facilitated the execution and sustainment of IMSO best practices.

c. Extraordinary IMSO Efforts Associated with Providing IMS and Dependent Support; and in Educating Activity Staff and/or Base Support Personnel During CY15: Outline any extraordinary efforts associated with responding to day-to-day or unique IMS/dependent support requirements; and illustrate efforts to educate others about IMS needs related to the activity's IMS training and/or base support infrastructure.

d. Creativity, Depth and Effectiveness of Field Studies Program (FSP): Describe the nominee's FSP program efforts and outcomes by citing its creativity, depth and effectiveness.

e. Assistance Provided Other IMSOs and/or Other Initiatives for the Improvement of the Overall IMSO Program: (Explain if applicable)

2. Closing Commanding Officer comments.

(Signed)
Commanding Officer