

IMSO CHECKLIST

- ___ Check NETSAFA website (www.netsafa.navy.mil) Web STATIS weekly for prospective students or, for activities not having internet capabilities, check Twelve Month Projection Report received via mail or e-mail from NETSAFA.
- ___ Check dates (either actual or reporting quarter)
- ___ Check appropriateness of training
 - ___ Share with instructors
 - ___ Are there prerequisites?
 - ___ Are the dates valid?
 - ___ Has course length or duration changed?
 - ___ Is pipeline valid?
 - ___ Is training classified? Has country received disclosure approval?
- ___ Call BOQ/BEQ at first opportunity
- ___ Consider transportation arrangements
- ___ Consider recruiting sponsor(s)
- ___ Send Welcome aboard package to SAO
- ___ Expect ITO anytime within 1 month prior to class start
 - ___ If you don't receive it, contact NETSAFA or contact SAO directly
 - ___ Read ITO carefully regarding travel, living allowances, dependents, etc.
- ___ Reconfirm BOQ/BEQ reservations
- ___ Expect arrival information 30 days prior (for accompanied IMSs) or 15 days prior (for unaccompanied IMSs) to class start
 - ___ If you don't receive it, contact NETSAFA or contact SAO directly
 - ___ Arrange for someone to meet IMS at airport (preferably of equal rank)
- ___ Prepare training record
- ___ Pick up IMS at airport
- ___ Ask if IMS had prior training in U.S. If so, use previous Student Control Number (SCN) or Social Security Number (SSN). (Note: Paragraphs 3.13 and 3.14 outline procedures for obtaining SSN's/assigning SCN's)
- ___ Day after arrival:
 - ___ Give arrival brief to IMS (See Figure 3.2)
 - ___ Discuss ITO with IMS
 - ___ Issue ID cards (IMS and dependents)
- ___ If ITO says IMET Program or FMS case pays living allowance, take student to PSD to collect money (usually, no more than two weeks at a time)

Figure 2.3

IMSO CHECKLIST

- Have TCO administer English Language Test if applicable
- Check passport/visa and ask if student has an airline ticket. Consider holding for safekeeping
- Determine follow-on travel arrangements if required. Recheck ITO. POV authorized?
 - Notify follow-on training activity 14 days prior to departure
 - If gap in training dates, gaining activity determines arrival date
 - Discuss itinerary with IMS
- Introduce sponsor if possible
- During the student's stay in school
 - Prepare commencement report
 - Prepare order modifications (if/when necessary)
 - Administer Informational Program
 - Be aware of IMS problems and what to do (call NETSAFA)
 - Disciplinary problems (cannot discipline, can only recommend disenrollment)
 - Academic problems
 - Civilian fines
 - Language deficiencies
 - IMS personal problems
 - Dependent problems
 - Medical problems
- Preparing for IMS departure
 - Obtain/prepare graduation certificates or Letters of Attendance
 - Prepare student to check-out of BOQ/BEQ (BEQ bills to be sent to NETSAFA N-31 for IMSs who receive living allowances)
 - Give departure brief to IMS (See Figure 3.16.)
 - Take IMS to airport
- Prepare completion and academic reports within three days after departure
- Within five days, mail training record/medical record to follow-on training site or if last training installation, mail to SAO
- Mail Retainable Instructional Material (RIM) to SAO (don't mail with training/medical record.
Make sure the WCN is on the outside of the package.

Figure 2.3