Headquarters
Department of the Army,
Navy, and Air Force
Washington, DC
1 October 1985

Security Assistance

Joint Security Assistance Training (JSAT) Regulation

Summary. This joint regulation is a consolidation of several regulations that cover the education and training of foreign personnel. It prescribes policies, responsibilities, procedures, and administration for the education and training of foreign military trainees by the Departments of the Army, Navy, and Air Force as authorized by U.S. security assistance legislation. It deals specifically with training under the International Military Education and Training (IMET) program and the Foreign Military Sales (FMS) program and contains instructions on the Department of Defense Informational Program.

Applicability. This joint regulation applies to Active and Reserve Components of the Army, Navy, Air Force, Marine Corps, and Coast Guard (for security assistance).

Impact on New Manning System. This joint regulation does not contain information that affects the New Manning System.

Supplementation. Supplementation of this joint regulation is prohibited without prior approval from HQDA (DAMO-SSA), WASH DC 20310-0427.

Interim changes. Interim changes to this joint regulation are not official unless they are authenticated by The Adjutant General, Headquarters, Department of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this joint regulation is the Office of the Deputy Chief of Staff for Operations and Plans. Army users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA(DAMO-SSA), WASH DC 20310-0427. Navy department users should send comments directly to CNO (OP-631), WASH DC 20350. Air Force users should send comments directly to HQ USAF/PRIM, WASH DC 20330.

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*This joint regulation supersedes AR 12-15, 15 November 1980; OPNAVINST 4950.1G, 4 January 1980; AFR 50-29, 17 March 1981; and MCO 4900.1B, 21 May 1984

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Chapter 1
Introduction

1-1. Purpose
This joint regulation prescribes policies, procedures, and responsibilities for training foreign personnel. It applies to the entire security assistance training process--from congressional and State Department authorization, through the country's identification of its training needs, through the programming and financial management process, and through all aspects of the student's travel and training.

1-2. References
Required and related references are listed in appendix A.

1-3. Explanation of abbreviations and terms
Abbreviations and special terms used in this joint regulation are explained in the glossary.

1-4 Security assistance training program (SATP)
The security assistance training program (SATP) consists of U.S. military training assistance to eligible countries. Security assistance (SA) training includes all training of foreign personnel conducted within Department of Defense (DOD) activities under the Foreign Assistance Act (FAA) of 1961, as amended, and the Arms Export Control Act (AECA), as amended. The two components of the SATP are as follows:

a. International Military Education and Training (IMET) (under the FAA) represents education and training provided for which the military departments (MILDEPs) are reimbursed from foreign assistance appropriations.

b. Foreign Military Sales (FMS) (under the AECA) covers the sale of defense articles, services, and training to eligible foreign governments and international organizations. These sales are reimbursed as required by law.

1-5. Objectives of the SATP
The objectives of the SATP are as follows:

a. Develop skills needed for effective operation and maintenance of equipment acquired from the United States.

b. Assist the foreign country in developing expertise and systems needed for effective management and operation of its defense establishment.

c. Foster the foreign country's development of its own professional and technical training capability.

d. Promote U.S. military rapport with the armed forces of the foreign country.

e. Provide an alternative to Soviet military training by reducing country training dependence on the USSR and its allies.

f. Promote better understanding of the United States, its people, political system, institutions, and way of life.

g. Increase the foreign military trainee's (FMT) awareness of the U.S. commitment to the basic principles of internationally recognized human rights.

Chapter 2
Responsibilities

Section I
General

2-1. Secretary of State
The Secretary of State is responsible for the supervision and direction of SA, determination of eligibility of countries to receive SA, and the dollar value of country programs.

2-2. Secretary of Defense (SECDEF)
The SECDEF is responsible for supervision of training of foreign military trainees (FMTs) under the SATP.

2-3. Undersecretary of Defense for Policy (USD/P)
The USD/P will act for the SECDEF in SA policy matters.

2-4. Director, Defense Security Assistance Agency (DSAA)
Under the authority and direction of the USD/P, the Director, DSAA, is responsible for establishing SATP policy and for directing and supervising the administration and implementation of the SATP within the policies established by the USD/P. The Director, DSAA will--

a. Maintain the DOD management information systems.

b. Publish the Security Assistance Management Manual (SAMM).

c. Publish the Military Articles and Services Lists (MASLs).

d. Budget and allocate International Military Education and Training (IMET) funds by issuing IMET orders.

e. Administer the President's Ceiling Management Program.

2-5. Security Assistance Accounting Center (SAAC)
The SAAC is the single DOD agency responsible for billing the purchaser for Foreign Military Sales (FMS) cases. Head of SAAC will--

a. Receive Letter of Offer and Acceptance (LOA) and monetary instruments from foreign purchasers.

b. Maintain FMS trust funds.

c. Issue obligational authority (OA) to military departments (MILDEPs).

d. Receive performance delivery reports from MILDEPs.

e. Reimburse MILDEPs.

f. Prepare DD Form 645 (Foreign Military Sales Transactions) and forward it to the purchaser.

2-6. Commanders of unified commands
Unified commanders are assigned responsibilities by DOD Directive 5132.3 for SA matters within their respective areas of cognizance. These responsibilities include--

a. Correlating military SA plans and programs with US military plans and IMET budgetary limitations.

b. Supervising and directing the development of recommended country IMET plans and programs according to guidance in the SAMM and other instructions provided by the Joint Chiefs of Staff and the MILDEPs.

c. Monitoring and supervising the activities of the Security Assistance Organizations (SAOs) and arranging for assistance and administrative support.

d. Initiating management recommendations or actions for the evaluation of SA programs, requests, and proposals before submitting to SECDEF.

2-7. Commanders of component commands
Component commanders will participate, as appropriate, in program development and will support the approved SATP.

2-8. Chief of security assistance organization (SAO)
Chief of SAO responsibilities for the Defense English Language Program (DELP) are in chapter 3. Chiefs of SAOs are under military command of the unified commander. They are under the direction and supervision of the Chief of the U.S. Diplomatic Mission, who is responsible for coordinating the full range of USG objectives and activities in the country. Direct communication is authorized between the SAO and the MILDEPs on technical, administrative, and other matters concerning implementation of approved SA program. Chiefs of SAOs will

a. Assist foreign countries in--

(1) Planning and programming SATP requirements.

(2) Submitting requirements to appropriate agencies.

(3) Administering approved programs in-country.

b. Make recommendations concerning SATP.

c. Develop SATP and submit appropriate program data.

d. Observe and report on the use of FMTs trained under the IMETP.

e. Provide appropriate services concerning training and technical assistance to recipient countries for SATP.

f. Assist in the selection of FMTs and insure that FMTs meet security, medical, English language, and technical requirements for training provided under SATP.

g. Insure all FMTs are briefed before their departure from the home country. (See chap 10, sec VI, for briefing guide.)

h. Prepare necessary administrative documents related to training as required within this regulation.

i. Interview returning FMTs as to the training, travel arrangements, and administrative support provided in continental United States (CONUS).

2-9. Commandant, Defense Language Institute, English Language Center (DLIELC)

The Commandant of DLIELC exercises policy, operational, and technical control of the Defense English Language Program (DELP).

Section II
Department of the Army

2-10. Deputy Chief of Staff for Logistics (DCSLOG)

a. The DCSLOG will--

(1) Have responsibility for English language laboratories and laboratory installation teams. (See chap 3.)

(2) Coordinate the development and issuance of Army-wide SA policy and the development of Army input to SA programs in conjunction with the Army Staff.

(3) Discharge SA responsibilities primarily through the Assistant Deputy Chief of Staff for Logistics (ADCSLOG) assisted by the Security Assistance Policy Coordinating Office.

b. The ADCSLOG is the principal Army Staff representative and is the focal point within the Army Staff for SA. The ADCSLOG will--

(1) Work together with the Office of the Secretary of the Army (OSA), OSD, and other agencies dealing with SA.

(2) Coordinate Army SA policy.

(3) Provide guidance to the Army executive agent and other agencies for SA when required.

2-11. Deputy Chief of Staff for Operations and Plans (DCSOPS)

The DCSOPS will exercise Army Staff policy responsibility for foreign training programs under IMET and FMS. The DCSOPS will--

a. Monitor timely implementation of approved training programs.

b. Review pricing guidance and MACOM-developed course costs with Comptroller of the Army (COA) and assess the impact on Army foreign training programs.

c. Allocate foreign training spaces to the U.S. Army Command and General Staff College (USACGSC) course.

d. Coordinate and recommend to the Chief of Staff, U.S. Army (CSA) foreign attendees to U.S. Army War College International Fellows Program (USAWCIFP).

e. Resolve foreign training problems between two or more major Army commands (MACOMs), MACOMs and foreign government, Security Assistance Training Field Activity (SATFA), and foreign government representatives.

f. Establish and publish with ADCSLOG, DA policies and procedures in keeping with DOD directives governing all aspects of the U.S. Army SATP.

g. Act as point of contact (POC) on all SATP procedural and operational matters.

h. Act as POC for procedural and operational training matters with foreign attaches or embassies in the Washington, DC area.

i. Comment on and make recommendations to the U.S. Army position on foreign training programs that affect U.S. Army resources.

j. Provide DA representation at training conferences, as proper.

k. Program IMET and FMS CONUS training requirements in the Army Program for Individual Training (ARPRINT); task Army trainers to accomplish the training.

l. Analyze and determine, during staffing of FMS cases and other SA agreements, Army training installation capability to support individual training and mobile training team (MTT) requirements; give impact and recommendations as appropriate.

2-12. Deputy Chief of Staff for Personnel (DCSPER)

The DCSPER will recommend policies to procure, distribute, manage, retain, and separate U.S. military and civilian personnel in support of SA.

2-13. Comptroller of the Army (COA)

The COA will--

a. Establish financial management procedures for SA programs within the framework of requirements prescribed by higher authority.

b. Establish and issue policy, principles, and systems for financing, funding, accounting, and financial reporting for FMS and IMET.

c. Make and issue uniform policy and principles for use in setting up and maintaining uniform application of pricing and cost criteria. These criteria are for sales of defense articles, services, and training courses furnished to foreign governments and international organizations under IMET and FMS.

d. Receive IMET funds from DSAA.

2-14. Assistant Chief of Staff for Intelligence (ACSI)

The ACSI will--

a. Approve disclosure of classified military information to foreign governments on the following:

(1) Sale, grant, or loan of equipment.

(2) Training of FMTs.

(3) Tours and visits.

(4) Requests for documentary data.

(5) Foreign representatives accredited to DA.

b. Act as foreign liaison.

c. Provide Army POC for FMTs in the United States and for foreign visitors to U.S. Army installations and defense contractors (self-invited visits).

d. Carry out DA-sponsored "very important person" (VIP) tours.

e. Administer orientation tours and schools tours in coordination with SATFA.

f. Coordinate orientation and schools tour itineraries with Army and OSD staff agencies and other governmental agencies in the Washington, DC area.

g. Determine releasibility, with DCSOPS, of classified training information to foreign countries; process exceptions to the National Disclosure Policy.

2-15. Commanding General, U.S. Army Training and Doctrine Command (CG, TRADOC)

The CG, TRADOC will develop and carry out the SATP. TRADOC is responsible for the central financial management and distribution of FMS training funds for all operating agencies as well as the distribution of IMET funds to appropriate Army commands. The CG, TRADOC will operate and administer the SATP through the Commander of SATFA. The Commander, SATFA will--

a. Expedite training requirements of approved programs. Priority guidance will be in keeping with that furnished by DA and the executive agent (Army Materiel Command (AMC)/ USASAC).

b. Review foreign country requirements for CONUS training; determine the CONUS Army capability and which agency will fulfill the requirement; identify costs of the training programs involved.

c. Task lateral U.S. Army CONUS-based commands, as required, for SATP requirements; coordinate with U.S. Army oversea commands on SATP requirements.

d. Implement, supervise, administer, and carry out the foreign military training program within established policies, directives, and guidance.

e. Develop training plans to support equipment purchases; insure training is time-phased in keeping with equipment delivery date required for total package approach; develop unique career-skills training as requested by FMS customer.

f. Manage FMS cases for U.S. Army CONUS-conducted training and MTT, field training services (FTS), technical assistance team (TAT), and technical assistance field team (TAFT) support. In this capacity, SATFA will--

(1) Prepare letter of offer and acceptance (LOA) and monitor FMS cases.

(2) Submit LOA data.

(3) Maintain FMS case designator register.

(4) Coordinate LOA with DSAA as required.

(5) Obtain DSAA countersignature before release to country. (Act as agent for USAREUR and WESTCOM in achieving the above.)

(6) Insure implementation and OA before FMT deployment.

(7) Advise country when case requires amendment.

(8) Prepare amendments and notices of change as required.

(9) Insure timely submission of billings against case.

(10) Receive TAFT OA only for predeployment aspects of the TAFT. Oversea command SAO will be provided OA for subsequent phases of TAFT.

g. Act as point of contact with all foreign attaches, SAOs, and U.S. country representatives for established SATP (except CGSC and the USAWC IFP), to include--

(1) Program changes.

(2) FMT disposition.

(3) FMT administrative and personal problems.

(4) Serious-incident reporting.

h. Develop and maintain management information to evaluate the magnitude, trends, and effects of SATP.

i. Develop TRADOC course costs for inclusion in the MASL; consolidate other MACOM data and inform DSAA for the maintenance and update of the Army training part of the MASL; distribute approved MASLs within Army. (These data are obtained under authority of DSAA(AR)-1000.)

j. Supervise, prepare, distribute, and monitor allocations of training furnished to foreign countries by CONUS Army activities and defense contractors (IMET or FMS). Formal courses, observer training (OJT), orientation training tours (OTTs), MTTs, FTS, TAFTs, TATs, and surveys are included.

k. Administer nonregional IMET funds (N6A, N7B, and N7C) and those country IMET funds (N7B) designated for CONUS OTT escort officers; prepare and submit to DSAA the Army requirements for nonregional IMET funds and those country IMET funds (N7B) designated for CONUS OTT escort officers.

l. Review and approve all CONUS Army MACOM informational program (IP) plans.

m. Determine releasibility of country requests for training, training literature, training aids, and training devices with OACSI, HQDA.

n. Develop and maintain the Army SA training handbook.

o. Review initial IMET and FMS country program requests and program changes as received from the SAOs, and submit to DSAA in the proper automated data processing (ADP) card format.

p. Support DA at all oversea and CONUS foreign military training conferences; develop and refine U.S. Army training capabilities; allocate CONUS training; insure compliance with DA policies and directives.

q. Plan and coordinate CONUS orientation and school tours funded under IMET and FMS for selected officers.

r. Insure that each school and activity commander appoints a Foreign Training Officer (FTO). The FTO will monitor and coordinate activities for the FMT's training including implementation of the IP. FTOs will be assigned for a minimum of 2 years, when possible, and will receive the necessary training to carry out this important function.

2-16. Commanding General, U.S. Army Materiel Command (CG, AMC)

The CG, AMC will--

a. Serve as the DA executive agent for the operation of approved FMS cases and MAP and IMET programs. SA executive agent responsibilities are discharged primarily through USASAC. AMC responsibilities are in AR 12-2.

b. Develop AMC course costs and advise SATFA for inclusion in the MASL.

2-17. Heads of other MACOMs and Army Staff agencies

Based on guidance furnished by HQDA, heads of other MACOMs and Army Staff agencies will, within their respective functional areas, perform the following:

a. Support and supervise the administration and training of FMTs, including--

(1) Formal training, OBT, and OJT.

(2) Orientation tours at Army Service schools and installations under their jurisdiction.

b. Develop course costs, as proper, and advise SATFA for inclusion in the MASL.

2-18. Oversea Army commanders

Oversea Army commanders will conduct FMT training programs in accordance with policies and regulations prescribed by their unified commander, using this regulation as a guide.

2-19. Port of embarkation and debarkation

The Foreign Liaison Office or Protocol Bureau is responsible for the processing and transportation of all FMTs arriving and departing CONUS through New York terminals, regardless of the country or Service concerned.

Section III
Department of the Navy

2-20. Chief of Naval Operations (CNO)

The CNO will--

a. Coordinate all aspects of a foreign request for SA.

b. Prepare LOAs and subsequent changes.

c. Work together with the Office of the Secretary of Defense (OSD) and other Federal agencies concerned with SA matters.

d. Coordinate and present SA program status reports to Secretary of the Navy (SECNAV), OSD, and other USG officials.

e. Work together with each foreign requester on negotiations, major problems, and policy issues.

2-21. Head of OP-63

The head of OP-63 will--

a. Execute sales, loans, leases, or other contractual instruments with foreign governments.

b. Plan, prepare, coordinate, and implement SA programs conducted according to applicable legislation, executive orders, and regulations.

c. Formulate, implement, and direct Navy, Marine Corps, and Coast Guard SA programs.

d. Act as point of contact for Navy, Marine Corps, and Coast Guard SA with the ASD/ISA, the Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) (OASD/MRA&L), DSAA, the Joint Staff, State Department, Treasury Department, Commerce Department, Army, Air Force, Defense Supply Agency, and other offices in the DON.

e. Prepare DON position on SA matters coming from or directed to the above agencies.

f. Arrange for and manage training of FMTs in the United States and overseas under SA procedures.

g. Administer the DON informational program (IP) for FMTs.

h. Budget, program, and administer the DON extraordinary expense account (N6) as it pertains to the SA program.

i. Maintain up-to-date information on available foreign training and on plans to establish, disestablish, or change future training capabilities.

j. Establish English language proficiency levels required for all categories of DON training.

k. Provide the DON portion of the MASL to DSAA.

l. Coordinate SA-sponsored and funded orientation visits to and within CONUS for which the USN is executive agent, not including foreign CNO or higher level visits.

m. Prepare SECNAV and OPNAV instructions pertinent to SA matters.

n. Coordinate the DON portion of training workshops conducted by unified commands.

2-22. Chief of Naval Education and Training (CNET)

The CNET will--

a. Carry out shore-based education and training under its cognizance and such other tasks as may be assigned by CNO.

b. Act as the case administering office (CAO) for FMS training cases.

c. Act as the CAO for FMS cases where the single major claimant is other than CNET and desires that CNET act as CAO, when mutually agreeable.

d. Maintain and consolidate the MASL.

2-23. Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM)

The COMNAVSUPSYSCOM (SUP-07), as agent for the Naval Material Command (NAVMAT), will--

a. Carry out OJT, factory training, and nonstandard training provided by the systems commands (SYSCOMs) and any formal courses provided at its headquarters.

b. Direct the project management effort involved in integrating the training and material aspects of major weapon systems transfer.

2-24. Commandant of the Marine Corps (CMC)

The CMC will--

a. Support, within its capabilities and priorities, and supervise the training of FMTs, to include formal, observer, and on-the-job training in schools and installations under CMC cognizance, as well as OTTs and MTTs.

b. Support and supervise the implementation of the IP for FMTs and program-sponsored visitors in the United States in areas under CMC cognizance.

2-25. Fleet Commanders in Chief

The Commander in Chief Atlantic Fleet (CINCLANTFLT) and Commander in Chief Pacific Fleet (CINCPACFLT) will--

a. Carry out the Fleet SA program provided in connection with assigned units, ships, and aircraft.

b. Carry out Fleet training for FMTs.

2-26. Program manager, Saudi Naval Expansion Program (PM5)

a. The PM5 will--

(1) Plan, formulate, prepare, coordinate, and implement SA programs for the Royal Saudi Naval Forces (RSNF) in accordance with applicable legislation, execution orders, and regulations.

(2) Act as the case administering officer (CAO) for RSNF training cases.

(3) Act as the central reviewing authority for all MTT requests relating to the RSNF.

b. The CNO (OP-63) retains the policy and management responsibility for the execution of FMS agreements relating to the RSNF and maintains cognizance over DON SA policy matters.

c. Program management for other Navy FMS training for Saudi Arabia is retained by CNO (OP-63).

2-27. Chairman of Foreign Military Sales Steering Group (FMSSG)

The chairman of the FMSSG (Vice CNO) will--

a. Review major FMS programs on a regular basis.

b. Insure continuing coordination among the various Offices of the Chief of Naval Operations (OPNAV) and ASN (I&L).

c. Establish and monitor detailed program implementation.

d. Update and improve programs to insure that required actions and problem areas are given proper OPNAV priority.

Section IV Department of the Air Force

2-28. Director of International Programs (HQ USAF/PRI)

HQ USAF/PRI has overall responsibility for implementing approved USAF SATP and is the focal point for SATP matters with foreign countries. The HQ USAF/PRI will--

a. Review recommended training requirements to determine if appropriate and if capability is available to provide requested training and obtain costing data for the training requirements.

b. Direct implementation of approved programs in accordance with policies, instructions, and procedures established by or on behalf of DSAA.

c. Establish procedures governing AF training furnished under SA to FMTs.

d. Plan, program, manage, and direct foreign military training programs.

e. Monitor SA training given FMTs at USAF service schools, units, installations, and other governmental agencies.

f. Monitor Military Assistance/Other Agency Funded (MAOAF) training provided to FMTs at USAF installations.

g. Coordinate with other Government agencies and USAF commands as necessary on matters concerning AF SA training.

h. Coordinate, determine the availability of, and establish training programs with the assistance of other appropriate Air Staff officers or other agencies to support security assistance requirements.

i. Negotiate LOAs with foreign governments and monitor FMS training cases.

j. Correlate costing information and guidance with AF/ACMS relating to IMET and FMS SA training.

2-29. Director of Plans (HQ USAF/XOX)
The HQ USAF/XOX will develop USAF SA politico-military policy and planning.

2-30. Director of Cost and Management Analysis (HQ USAF/ACMS)
The HQ USAF/ACMS will--

a. Establish policies and procedures relating to financial management of the USAF SATP. Note: If there is any conflict with AFR 170-3 will apply.

b. Establish training tuition rates for SA training requirements.

c. Coordinate with OSD on financial issues relating to AF SATP.

d. Establish and direct implementation of financial policies and procedures used by the USAF to manage and control SATP.

e. Coordinate all training LOAs to insure adherence to congressional, DOD, and AF policies.

f. Issue obligational and expenditure authority.

g. Establish reporting systems to insure that all appropriate training costs are identified and billed.

2-31. Director of Personnel Programs (HQ USAF/MPP)
This directorate establishes Air Force policy for under-graduate flight training (UFT) and technical training (TT) including language training. It acts as the focal point for submission of approved UFT and TT requests into the planning, programming, and budgeting system (PPBS). HQ USAF/MPPT is the office of primary responsibility for aircrew UFT and technical training matters.

2-32. Commanders of major commands (MAJCOMs)

a. All Commanders of MAJCOMs will--

(1) Provide training as required to support the SATP.

(2) Insure that current SA training capabilities are accurately reflected in applicable programming documents.

(3) Assist SAOs and unified commands in developing and reviewing training programs.

(4) Implement approved and funded IMET and FMS programs as requested by HQ USAF or Foreign Military Training Advisory Group (FMTAG).

(5) Administer SATP funds and submit financial and training reports.

(6) Monitor the progress of training and the welfare of FMTs.

(7) Insure compliance with chapter 11 and support actions necessary to insure effectiveness of the IP at pertinent installations within the command.

b. The following commands have these additional responsibilities:

(1) Commander of Air Training Command/FMTAG will--

(a) Assist in the development of training LOAs.

(b) Determine suitability, staff availability of training with the appropriate major command (MAJCOM), and develop training schedules as requested by HQ USAF.

(c) Negotiate contracts specifically identified as training to be conducted in CONUS or overseas.

(d) Implement and monitor approved and funded CONUS SATP.

(e) Maintain and update the AF training MASL.

(f) Provide quarterly and annual update and input to programmed flying training and programmed technical training documentation for SATP requirements.

(g) Monitor the progress of training and welfare of FMTs as well as provide administrative assistance pertaining to FMT transportation.

(h) Administer and account for SATP funds allocated for the training, administration, and support of FMTs in CONUS; and for MTTs, Air Force Engineering and Technical Service (AFETS), and Language Training Detachments (LTDs) provided from CONUS resources.

(i) Provide guidance for implementation of the IP for all CONUS FMTs.

(2) Commander of Air Force Logistics Command (AFLC) will--

(a) Establish charges for Depot Maintenance Industrial Funding (DMIF) training.

(b) Implement and react to N90 (Books/ Maps/ Publications) requirements approved and funded under IMET (AFLC/International Logistics Center).

(3) Commanders of Oversea Air Force Component Commands will--

(a) Implement the oversea portion of the approved and funded SATP.

(b) Monitor the progress of training and welfare of FMTs in oversea areas and supervise their administration and movement.

(c) Administer and account for SATP funds allocated for training, administration, and support of FMTs in oversea areas and for MTTs provided from oversea resources.

(d) Provide guidance and assistance to the contractor field services (CFS) program as outlined in AFM 66-18, paragraph 7-5.

(e) Submit the FMT performance information for the HAF PRI 7101 and 7111 reports.

2-33. Chiefs of security assistance organizations (SAOs)
The chief of SAOs will--

a. Provide appropriate FMT records to the initial training installation.

b. Release information in the FMT's training record to the country personnel when appropriate. However, records should be screened carefully to insure that information of a sensitive nature is removed.

2-34. Port of embarkation and debarkation

The US Air Force is responsible for all FMTs arriving or departing through Charleston AFB, SC; McGuire AFB, NJ; and Travis AFB, CA.

Chapter 3
English Language Training

Section I
General

3-1. Prerequisites

Training in all U.S. military schools and installations is conducted in English, except at the Panama Canal Area Military Schools (PACAMS). FMTs usually attend classes with their U.S. counterparts. Therefore, the first prerequisite for FMTs is the ability to understand, speak, read, and write the English language with a functional level of proficiency commensurate with that required by the course of training undertaken so that they can participate in the training with their U.S. counterparts. This prerequisite cannot be overemphasized; any deficiency in this area will defeat or severely limit the primary purpose of the SATP--that FMTs attain required skills and professional competence. All FMTs selected for US training must be carefully screened to determine that their English comprehension level (ECL) meets the minimum MILDEP standard before issuing Invitational Travel Orders (ITOs) and sending FMTs to U.S. training installations. This screening requirement applies to all FMTs except those from countries--

a. Exempt from all ECL testing requirements (Australia, New Ireland, New Zealand, and United Kingdom).

b. Granted a waiver by DSAA from in-country screening ECL testing requirement.

3-2. Guidance and responsibilities

a. The Secretary of the Air Force is designated Executive Agent for the DELP. The Commandant of DLIELC, under USAF Air Training Command, is directly responsible for the operational and technical control of English language training within CONUS for FMTs and for the technical control of DOD-sponsored English language training in CONUS and overseas. The Commandant of DLIELC will--

(1) Command and operate the Defense Language Institute, English Language Center, Lackland AFB, San Antonio, TX.

(2) Develop and distribute ECL tests and related directives to be used by all DOD agencies required to test ECL candidates.

(3) Develop, refine, approve, and arrange for procurement of American Language Course (ALC) texts, tests, tapes, and other instructional materials and aids.

(4) Train and deploy English language specialists overseas.

(5) Coordinate with the MILDEPs as to English language requirements peculiar to each MILDEP or to specific technical courses.

(6) Provide English language instruction to FMTs and offer basic and advanced instructor training and language program management courses for FMTs who serve in military language programs in their own countries.

(7) Perform English language evaluations to assess mission accomplishment.

(8) Publish, maintain, and update DLIELC publications.

b. DLIELC publications.

(1) DLIELC Manual 1025.1-M. This document provides detailed information pertaining to programming DLIELC services and material in support of the foreign country's in-country English language training program (ELTP).

(2) DLIELC Catalogs 1025.2-C (IMET) and 1025.3-C (FMS). These catalogs list information and prices for ALC materials available for purchase through regular supply channels. They contain a brief description and prices of the ALC materials and recommend the amount to be ordered. Inquiries about English language training (ELT) materials should be sent to Commandant, DLIELC (LESS), Lackland AFB, TX 78236.

(3) DLIELC Instruction 1025.7. This regulation provides guidelines for planning and programming CONUS English language training including Specialized English Training (SET).

(4) DLIELC Instruction 1025.15. This regulation provides instructions for the SAO training officer and the Test Control Officer (TCO). It includes details on ECL testing kits, appointment of TCO, and procedures for ECL test administration.

(5) DLIELC Pamphlet 1025.16P. This pamphlet describes DLIELC training systems and presents guidance on administration and academic features of intensive ELTPs.

(6) ELT books, tapes, and publications. These materials may be provided under IMET, Generic Code N90; however, Military Standard Requisitioning and Issue Procedure (MILSTRIP) requisitions must be processed through AFLC/International Logistics Center, Wright-Patterson AFB, OH 45433, with an information copy to DLIELC.

c. All SAOs (except Australia, Canada, Ireland, New Zealand, and United Kingdom) will--

(1) Encourage the teaching of English in foreign country military schools, particularly for prospective FMTs.

(2) Assist the country in procuring English language laboratories, spare parts, portable tape recorders, course materials, and personnel service requirements.

(3) Arrange for additional English language training, as necessary, to meet the highest ECL requirement of scheduled CONUS courses. This additional training should be conducted in-country whenever possible.

(4) Appoint a U.S. member as TCO to supervise

the administration of in-country screening ECL tests to insure proper testing procedures and test security (except for countries granted waiver by DSAA from in-country screening ECL testing requirement).

(5) Determine the FMT's ECL and enter the information in item 7 of the ITO (fig 7-1) (except for countries granted waiver by DSAA from in-country screening ECL testing requirement).

d. Commanders of training installations will appoint TCO to supervise the administration of the CONUS course entry ECL test at the installation level. The CONUS course entry ECL test will be administered to all direct-entry FMTs (except those from Australia, Canada, Ireland, New Zealand, and United Kingdom).

3-3. Technical control

Maintaining an effective DELP is predicated on technical control of the program by DLIELC. This technical control is, in turn, predicated on a viable DLIELC.

a. Those LOAs for FMS cases (DD Form 1513, United States Department of Defense Offer and Acceptance) that include provisions for ECL will be coordinated with DLIELC before negotiation.

b. DLIELC will conduct all ELT--basic, intermediate, and advanced--to achieve the ECL required for entry into technical training and all ELT provided in CONUS under IMET or FMS. Exceptions may be approved on a case-by-case basis by the Director, DSAA.

c. Specialized English language (technical terminology) training and supplemental technical terminology training may be conducted by agencies other than DLIELC when the following conditions are met:

(1) The trainees have achieved the prerequisite ECL proficiency as prescribed by MILDEP regulations for entry into technical training.

(2) Training is given in conjunction with equipment-specific, hands-on training or familiarization.

(3) Training is effective and economical to the USG or foreign government and meets the technical standards set by DLIELC.

d. In those cases where the Director, DSAA approves that ELT be provided by a commercial contract, DLIELC will provide technical advice and assistance during the contracting process.

e. When ELT is contracted, DLIELC will periodically evaluate the ELTP to insure it is meeting the needs of the students.

Section II In-Country and CONUS English Language Training Programs

3-4. Services

The purpose of the in-country ELTP is to produce English- language-qualified FMTs to directly enter U.S. military, technical, or professional courses conducted in English, or to qualify FMTs for entry into DLIELC for additional intensive English language training. DLIELC furnishes the following in support of the in-country ELTP:

a. Field training services. English language technical services are provided by DLIELC Language Training Detachment (LTD) personnel under the DOD Engineering and Technical Services (ETS) concept.

b. Mobile training team (MTT) English language specialists. English language MTTs are available under SA and are furnished by DLIELC on a temporary duty (TDY) basis to provide short-range assistance in establishing an in-country ELTP. DLIELC Manual 1025.1-M describes the types of assistance in detail.

c. Services and material. Information on obtaining training personnel assistance and language materials is contained in DLIELC Manual 1025.1-M, which is available upon request from Commandant, DLIELC, Lackland AFB, TX 78236. Direct communication with DLIELC is authorized for requesting this pamphlet and assistance.

d. English language laboratories. The Department of Army (DA) is the cognizant MILDEP. English language laboratory logistical support for language training equipment furnished to foreign countries under SA is the responsibility of the U.S. Army Television-Audio Support Activity (TASA), Sacramento Army Depot, Sacramento, CA 95813; this is an activity of the U.S. Army Communications Electronics Command (CECOM). MILSTRIP requisitions for language laboratories will be submitted to the Commander, U.S. Army Security Assistance Center (USASAC), New Cumberland Army Depot, PA 17070. Requests for laboratory installation team, regardless of Service, will be submitted to CDR SATFA (ATFA-R) with information copies to Security Assistance Training Management Office (SATMO), DLIELC, and TASA. These teams will be programmed as MTTs.

3-5. General English language training

a. The DLIELC offers courses designed to develop the English language capability of FMTs so they can attend DOD schools. Regular revisions of the ALC materials are made to insure that they are up to date in technical content and reflect the most effective method of language instruction. SAOs will be notified of changes through official channels and revised editions of the DLIELC directives.

b. DLIELC is dedicated to the language preparation of FMTs for the wide spectrum of training provided by the MILDEPs. Its mission is to teach FMTs to understand, speak, read, and write English. It assists training installations in resolving problems related to English language training.

3-6. Specialized English training (SET) (MASL ID P, D, or B 177008)
SET is a 9-week course taught at DLIELC. It emphasizes the specialized and technical language of a particular broad military occupational skill (MOS) such as flying, ordnance, medical, or electronics. MILDEPs have identified in the MASL those courses for which SET is either required (SR) or advised (SA). This identification has been accomplished by adding "SR" or "SA" as a suffix to the required ECL.

a. The "SR" designation is normally limited to flying, hazardous, and highly technical courses (for example, ECL80SR).

b. The "SA" designation is assigned to those courses not qualifying under a above but which are sufficiently technical to warrant MILDEP advisement of SET in CONUS (for example, ECL70SA).

c. Normally, nontechnical and hands-on type courses are not SET oriented and are identified only with the prerequisite ECL without an SET suffix (for example, ECL80).

3-7. Forfeiture charge
Guidelines in paragraph 5-2 (forfeiture charge) are amplified, as follows, for FMTs at DLIELC:

a. Late cancellation/reschedule/no-show. Assess 50 percent of the tuition for the training line.

b. Adjustment to training schedule. Charge only for the number of weeks ELT completed.

c. Late arrival. For training priced on a per-week basis, assess 50 percent of the tuition for the number of weeks late, up to a maximum of 50 percent of the scheduled training.

d. Attrition. Charge for the actual number of weeks completed, but not less than 50 percent of the training line.

3-8. Minimum entry score and waiver policy

a. DSAA has established a minimum score of 55 ECL for entry of IMET FMTs into CONUS English language training at DLIELC. Exceptions will be granted only where clearly justified in support of major programs, and with DSAA approval on a case-by-case basis, within the capability of DLIELC. Based on an in-depth review of in-country ELTPs, DSAA publishes annually a list of IMET countries granted a waiver from the 55 ECL requirement.

b. FMS FMTs are not restricted to a minimum ECL score for entry training will be addressed to the MILDEP.

c. Request for waiver of ECL prerequisites for direct-entry training will be addressed to the MILDEP.

3-9. Objective of English comprehensive level (ECL) scoring SAOs are responsible for insuring that FMTs meet the minimum ECL score prescribed for direct entry into each follow-on course of instruction or for entry into DLIELC. The highest ECL required within a sequence of training will be the governing factor. The training MASL may indicate minimum ECL requirement for each course listed. The word "minimum" as used here is significant because it indicates the lowest possible ECL the FMT should possess to enter training. It should not be interpreted as an optimum ECL. ECL tests to screen FMTs for CONUS training and instructions for administering ECL tests are provided annually by DLIELC.

3-10. English language refresher program

a. Although FMTs may achieve a passing score in the ECL test, they are unable, in many cases, to keep pace with U.S. students. Lack of English language capability not only affects the FMTs in a purely academic atmosphere, but also hinders their adjustment to the military and civilian community. In some instances, it has resulted in the FMTs becoming isolated, which is both discouraging and frustrating, and negates a fundamental purpose of the DOD IP objectives.

b. The emphasis should be on acquainting FMTs with military and technical terminology and colloquialisms and on improving their English language proficiency. Where feasible, facilities should be made available to allow FMTs and their dependents to improve their English fluency. Where such facilities are provided, DLIELC will have approval and technical control as prescribed in existing directives.

Section III
Tests

3-11. Types
Two tests are currently in use: the American Language Course Placement Test (ALCPT) and the ECL test. The ALCPT can be used by the foreign country to ascertain English language proficiency. The ECL test is a general proficiency English test, also referred to as the in-country screening ECL test and the CONUS course entry ECL test. It is a controlled item to be administered by U.S. personnel only.

a. The ALCPT is prescribed for all other testing purposes and is releasable to countries for ECL equivalent testing. ALCPT materials are available from DLIELC through SA channels for use in oversea ELTP. The ALCPT should be carefully controlled in order to preserve its validity.

b. The ECL tests have been developed to determine the ECL of FMTs considered for assignment to CONUS or oversea schools or training installations. The examinations are designed to determine the language requirements to enter DLIELC or for direct entry into MILDEP courses of instruction. These tests measure listening and reading comprehension skills and not

speaking and writing abilities. The ECL requirement for each DOD course conducted in English is determined by the school, approved by the MILDEPs, and contained in the training MASL. ECL tests cannot be procured through normal channels. These tests are strictly controlled by DLIELC and are provided without cost to appointed TCOs only. The ECL is used for final certifica- tion of FMTs for SA-sponsored training.

3-12. Format
The examinations are multiple choice. The aural portion is recorded on magnetic tapes and is designed to determine the FMT's ability to understand spoken English. The reading portion is designed to test the ability of an FMT to recognize vocabulary items and correct grammatical forms, and to understand written material.

3-13. Reliability and Retesting
a. In-country screening ECL test scores are valid for 105 days. When the date of testing is more than 105 days from the reporting date, the FMT will be retested with a different form of the ECL test before his or her departure for CONUS. Tests will not be given to the same individual within 30 days.

b. One of the greatest concerns in language testing is the reliability of tests administered overseas. Some of the causes of lower test reliability are--

(1) Test compromise.

(2) Substandard procedures in test administration.

(3) Errors in scoring.

(4) Changes in test administration facilities.

(5) Errors in conversion of raw scores.

(6) Human errors in recording data.

c. To check test reliability and to insure that FMTs entered into training are English-language-qualified, the following retesting procedures will be used at all training installations:

(1) The TCO will administer the CONUS course entry ECL test to all direct-entry FMTs (except those from Australia, Canada, Ireland, New Zealand, and United Kingdom) within 3 to 5 calendar days after FMTs' arrival at the first training location and, if possible, before course entry. FMT answer sheets will be sent by regular mail to DLIELC (LEAX), Lackland Air Force Base, TX 78236 within 10 calendar days of administration. Answer sheets will reflect the name of the FMT, country of origin, IMET worksheet control number (WCN) or FMS case designator and WCN, and test site number. DLIELC will provide MILDEPs and unified commands a report of the test results quarterly.

(2) The TCO will adhere to testing procedures defined in DLIELC Instruction 1025.15. Measures will be taken to insure careful control over the administration of the ECL examinations and security of test material to prevent possible compromise.

(3) If the FMT fails to achieve the prerequisite ECL at first testing, the Foreign Training Officer (FTO) will schedule the FMT for another ECL test within the next 2 to 3 working days to confirm the score using an alternate ECL test form. If the score achieved on the second ECL test is less than the established prerequisite, the FTO will immediately notify the appropriate MILDEP and DLIELC by telephone of the score achieved. MILDEPs will determine required action and disposition of the FMT.

(4) FTOs will be assigned as the responsible points of contact (POCs) for CONUS course entry ECL test scheduling and reporting.

(5) Forfeiture charge of 50 percent will be imposed in all instances when direct-entry FMTs fail to achieve the prerequisite ECL on the CONUS course entry ECL test, and when failure results in rescheduling or cancellation of the direct-entry training due to a language deficiency. This forfeiture policy applies to all direct-entry FMTs, including those from countries granted waiver from in-country screening ECL testing.

Section IV Department of the Army

3-14. TCO appointment
U.S. Army CONUS training installations will provide one copy of TCO appointment forms to both CMDT DLIELC (LEAX) and CDR SATFA (ATFA-R).

3-15. Minimum entry score and waiver policy
Request for waivers of ECL requirement for direct entry into formal training will be addressed to CDR SATFA (ATFA-R).

3-16. English language refresher program
English language refresher program will be conducted under AR 350-20.

3-17. Reliability and retesting
FTOs will notify CDR SATFA (ATFA-R) of scores achieved by FMTs who fail to achieve prerequisite ECL on the CONUS course entry ECL tests.

Section V
Department of the Navy

3-18. English language training (ELT) actions required
All affected DON major claimants are responsible for the following actions:

a. Evaluate English proficiency of FMTs in respective schools and installations and recommend to DLIELC through OP-63 measures for improvement, both as to FMTs who receive all language training in their own country and those who attend DLIELC.

b. Provide DLIELC through OP-63 with information on DON courses under their cognizance that require special language training.

c. Recommend to OP-63 changes to ECL requirements as experience dictates.

d. Schedule ELT at DLIELC as required by OP-63 (CNET, CMC, and COGARD only).

e. Recommend to OP-63 changes in language curricula to enhance the English proficiency of FMTs scheduled for flight training (pilot/NFO), aviation technical training, or other technical training.

f. Recommend to OP-63 to either schedule the FMT for additional ELT at DLIELC or terminate training upon determination that an FMT does not possess an ECL adequate for the course.

(Training installations are not expected to formally test the English comprehension of FMTs for this determination except for direct-entry FMTs; that is, FMTs going directly into courses of instruction from their country without receiving formal ELT at DLIELC.)

3-19. ECL scores required for direct entry into Department of the Navy (DON) courses

a. See table 3-1 for a list of the minimum ECL scores required for direct entry into DON courses.

b. There are no specific requirements for ship transfer crews, but a qualified interpreter is required in the ratio of one interpreter to 10 crew members. Ship shakedown training is greatly enhanced if all or most of the crew understand English.

3-20. Waivers of ECL requirements for Navy Department courses

Requests for waivers of ECL requirements for Navy Department training will be forwarded to OP-63 for determination. Requests for waivers will be considered on a case-by-case basis taking into account numerous factors (for example, method of presentation of course, level of difficulty of material presented, experience level of the prospective FMT, and the presence of other FMTs from the same country in the class). As a general guideline, with the exception of hazardous training and PME courses, waivers of up to three points are routinely approved; up to five points are more closely scrutinized but frequently approved; and waivers of 10 or more points are discouraged.

Section VI
Department of the Air Force

3-21. CONUS English language training

a. FMTs who meet the minimum requirements for entering technical courses which do not require SET may be sent directly to the technical school. Others will be programmed for the required language training in accordance with DLIELC Instruction 1025.7. FMTs programmed for SET only must have the minimum ECL required for entry into the USAF course before entering DLIELC. Those FMTs entering DLIELC who have less than end-of-course (EOC) ECL will be entered into the general English phase of training and will not be entered into SET until EOC ECL is achieved.

b. FMTs selected for undergraduate flying training, air traffic controller, weapons controller, and other courses that require SET who meet minimum ECL prerequisites usually will proceed first to DLIELC, regardless of ECL. A minimum of 9 weeks for processing, physical examination, and additional language testing is required. This requirement may be reduced or waived if the FMT meets all AF administrative and training prerequisites and has had recent, frequent contact with English-speaking personnel in his or her country.

(1) Requests for waiver or reduction of the 9-week course requirement will be forwarded to the Foreign Military Training Advisory Group (FMTAG). Requests will cite the appropriate AF medical and physiological training certification and circumstances of contact with English-speaking personnel.

(2) FMTs who have previously received CONUS pilot training and are selected for advanced pilot training courses who meet minimum ECL prerequisites usually will proceed first to DLIELC for 5 weeks of advanced flying refresher English training.

c. Air War College (AWC), Air Command and Staff College (ACSC), Squadron Officers School (SOS), Academic Instructor Course (AIC), and Aerospace Medicine/Primary courses are preceded by the International Officers School (IOS) at Maxwell AFB, Alabama. The prerequisite course for ACSC and SOS includes supplemental language training and is of 8 weeks' duration. The prerequisite IOS for AWC, AIC, and medical FMTs includes supplemental language of 6 weeks' duration. Direct entry into AIC is commensurate with ECL and AFM 50-5 requirements.

d. FMTs programmed for Air Force Institute of Technology (AFIT) courses are expected to be of such caliber that attendance at DLIELC will not be necessary.

3-22. Additional language training

a. Extension of language training will be requested from FMTAG, and FMTAG will then advise the country representative. FMTs who require more than 6 weeks' extension may be considered for faculty board action if they reported to DLIELC with the required ECL specified in DLIELC Instruction 1025.7.

b. If an FMT with a language deficiency reaches a flying training, technical, or professional course, either as a graduate of DLIELC or as a direct entry from his or her country language installation, he or she may be provided additional training at DLIELC on a one-time basis.

Request for this training, along with full details, will be forwarded to FMTAG with an information copy to DLIELC. Upon completion of the additional English language training, the FMT will normally return to the same training installation to continue training.

3-23. Proficiency advancement in language training

FMTs who meet the language prerequisites for their follow-on training in less time than scheduled will be reported to FMTAG for earliest entry into the next school.

3-24. Executive agency

The Air Force has been designated as executive agency for the DLIELC. All requests for in-country English language training programs (for example, MTTs and LTDs) should be forwarded to HQ USAF/PRI. English language training provided under security assistance, whether in CONUS or in-country, will generally be provided by DLIELC.

Table 3-1
ECL scores required for direct entry into DON courses

Course or category	ECL
All Senior Foreign Officer (SFO) Courses	80
[1] All Professional Military Education (PME) Courses	80
[2] Naval Post Graduate School	80-85
[3] All Hazardous Courses (EOD, UDT, Diving)	80SR
[3] All Flying Training	80SR
Doctor, Dentist, and Nurse Training	80SR
Medical Service Specialists/Technicians	70SR
Electronics Technical and Maintenance Courses and Aviation Technical Equivalent (consult MASL)	70
All Submarine Training	80SR
All Supply Training (less Supply Mgt SFO)	70SA
All Other Formal Training (consult MASL)	70
All On-the-Job Training	70

[1] Naval Command College, Naval Staff College, Marine Corps Command and Staff College, Amphibious Warfare School (USMC), Armed Forces Staff College.
[2] Depends on Curriculum.
[3] In addition, FMTs from countries in which English is not a primary language are required to attend 13 weeks of ELT at DLIELC regardless of ECL score; 80SR is the minimum acceptable ECL for these types of training.

Chapter 4
Planning and Programming

Section I
General

4-1. Introduction
This chapter delineates the policies and procedures to be followed in planning and programming the SATP.

4-2. Policy
a. Training assistance will be provided in response to specific requests presented through appropriate channels by an authorized representative of the foreign government or international organization concerned. The SAO may advise the foreign country on needed training that is available from U.S. sources, but must insure that no US commitment is made or implied by such recommendations. Training of FMTs in MILDEP schools will not take precedence over the training of U.S. personnel unless specifically directed by DOD.

b. Where practical, the foreign government will assist in supervising and administering its training program.

c. Special courses will not normally be conducted in CONUS schools.

d. Foreign countries authorized participation in SATP through IMET are to be encouraged to participate in cost-sharing to pay travel and living allowances to FMTs and use IMET to cover only tuition costs. This will allow countries to maximize training opportunities.

e. Consideration should be given to the quantity and complexity of equipment in-country, the level of education, and the technical aptitude of foreign country military organization to assimilate and maintain modern equipment.

4-3. General constraints
a. Training listed in the MASL is currently provided to eligible foreign governments. In those cases where training not listed in the MASL is required by the foreign government, the SAO must submit the request with justification to the cognizant MILDEP.

b. Classified courses of instruction will be offered to foreign governments on a "need-to-know" basis. Prior to programming, approval must be obtained from the MILDEP.

c. All training requirements will be reviewed by the MILDEP. Where training requirements are potentially sensitive, approval of DSAA will be obtained.

d. Technical skills and information acquired through U.S. training may not be used by the purchasing country to train FMTs from a third country unless approved in advance. Countries should submit requests for USG consent to the transfer of training, to third parties via diplomatic note to the Department of State. If such requests are received by the MILDEPs, they should be referred to DSAA (Comptroller) for forwarding to the Department of State.

e. The FAA, section 660, places restrictions on police, internal intelligence or surveillance, or civilian law enforcement training conducted in a foreign country or in the United States. "Police" as used in this prohibition includes military as well as civilian police if the military police perform civilian law enforcement functions. Neither the name given to a unit by the foreign government nor the ministerial authority under which it operates is sufficient in and of itself to determine whether a particular force is a police unit. The determining factor is the nature of the function performed by that unit. Certification is required from the country that the students to attend military police training will not be involved with or assigned to a unit performing in any civilian law enforcement functions for a period of at least 2 years. Similar certification is required for any training provided on an individual rather than a unit basis, if the individual is from a unit which performs ongoing civilian law enforcement functions. The certification must be forwarded to DSAA with an information copy to the appropriate MILDEP. Military police courses purchased under FMS must have prior approval from DSAA if the FMT is a member of a country unit having civilian police functions.

f. The scope of intelligence training normally available is limited to that which is directly related to combat, operation, or joint staff intelligence.

g. Follow-on training in civilian agencies constitutes termination of SA sponsorship unless DSAA grants a waiver.

4-4. International military education and training (IMET) constraints
a. The training must support U.S.-approved programs, plans, and objectives for the country concerned.

b. The country must make optimum use of personnel previously trained under SATP.

c. The country must make maximum use of its own training resources.

d. Emphasis must be placed on the training of instructor and career personnel.

e. Training must be in skills where actual deficiencies exist and to further overall objectives; the ability to meet the requirements must be clearly beyond the capability of the country.

f. Training requiring DSAA or another type of waiver will be approved on a case-by-case basis.

g. All requirements for orientation tours, MTTs, and ETSS personnel will be programmed on the basis of the U.S. fiscal year (FY)(1 Oct/30 Sep) and not implemented under the fifth quarter concept.

h. Contract field services (CFS) may be programmed on a 1-year basis for total man-months, including costs, regardless of whether the duration extends into the succeeding FY; however, justification must be forwarded and approval received from DSAA before programming.

i. SAOs will not request training for weapon systems or equipment that is not in or scheduled for delivery to the country.

j. IMET training will not be programmed to support FMS equipment purchase unless specifically identified as part of the FMS agreement or approved by DSAA.

k. Training benefits must warrant the high cost of the travel involved. When oversea transportation costs to and from United States are borne by IMET, training in the United States will be arranged only when the total training in formal school courses or in a combination of formal school and on-the-job training is a minimum of 8 weeks. An exception to policy must be obtained by the SAO from DSAA for training of less than 8 weeks, exclusive of ELT.

4-5. References used for security assistance (SA) training

The principal references used in planning and programming SA training are as follows:

a. DOD SAMM (DOD 5105.38-M), published by DSAA, provides guidance and information for programming, costing, and funding of SA training. The SAMM is divided into 15 chapters; chapter 10 addresses IMET and FMS training.

b. The FMS Financial Management Manual (DOD 7290.3-M), published by OASD (Comptroller), establishes the pricing and costing criteria for FMS sales of defense articles and services (including training) under the AECA.

c. The training MASL is one of the documents most used in programming SA training. It is maintained by DSAA as a portion of that agency's automated data base, and its format is detailed in the SAMM, chapter 15, section IV. The training MASL is a list of courses available from MILDEPs to eligible foreign countries under the SATP. In many cases, a course listed for a particular piece of equipment is not available to certain countries because the country does not possess the equipment for which the course provides training. The MASL, therefore, should not be used as a shopping list but as a reference and guidance document for programming training. When inquires concerning training are received by the SAO from a foreign government, response should be made by selections from the MASL and not providing the country with a complete MASL listing.

d. The MASL provides only brief course information; therefore, MILDEP course catalogs should be used to supplement the MASL to determine specific course details and prerequisites.

e. Execution agency (EXA) codes for identifying MILDEP training activities are in the SAMM, chapter 10, table 10-II-3.

4-6. Foreign military sales (FMS) guidance

a. FMS training requirements pursuant to the sale of major equipment and weapon systems (ships, aircraft, missiles) should be made a part of sale negotiations.

b. The same general initial and annual programming process applies to FMS as for IMET. Eligible foreign purchasers may initiate training requests through several channels; for example, designated SAOs, foreign embassy,or purchasing mission located in the United States. Foreign purchases, with assistance of SAOs are encouraged to develop annual FMS training programs.

c. For annual FMS training programs, blanket order (BO) FMS LOAs will normally be used. Details concerning LOAs are in chapter 6. The program presented by the SAO should be fully coordinate with the requesting government and reflect the country's annual training requirements. FMS training programs will be accepted for planning, determine capabilities, and allocating quotas.

d. Upon determining capabilities, the MILDEP will assign an FMS case identifier, prepare th LOA, and submit it to the appropriate country representative for acceptance and deposit of funds as required. The MILDEP will implement training only after the case has been accepted and obligational authority has been issued by SAAC.

e. The IMET fifth quarter planning and programming concept does not apply to FMS training.

4-7. Total package approach (TPA)

The TPA outlines training requirements related to the purchaser of major equipment or systems. (See fig 4-1 for Training Plan Checklist for new equipment.)

a. When a country plans to add a new item of US equipment to its inventory, a "total package approach" to the problem must be used rather than focusing only on the price of equipment. Components of the "total package approach" include the following:

(1) Quantity of end items required for operational elements, training base, and maintenance support.

(2) Training requirements including training aids, training ammunition, and such necessary additional facilities as ranges, airfields, and port facilities.

(3) Publications.

(4) Foreign country facilities and available manpower.

(5) Logistics support.

(6) Initial logistics support includes those items required to field the item or system, such as communications

and electronic equipment; basic items; ancillary equipment; ammunition and basic load; repair parts; special tools, test sets, and calibration equipment; and technical assistance and technical manuals.

(b) Sustaining support consists of those items required to maintain the item or system in operational condition and includes replenishment repair parts, over-haul requirements, ammunition requirements.

b. The time required to conduct adequate training as well as to develop an in-country maintenance or support capability often becomes the pacing factor and must be considered in relationship to delivery dates of equipment. In developing a training plan for a particular end item of equipment or weapon system, each country must be considered individual. While general training requirements can be determined for any item, exact composition and duration of the training program will vary based on the individual requirements and capabilities of each country.

c. A comprehensive training support package cannot be developed by MILDEP trainers operating without knowledge of the in-country specifics. Thus, the important role of the SAO and survey teams cannot be over-emphasized. The SAO and MILDEP must begin planning when the country initially expresses an interest in a weapon system or equipment. This will require close and continuous coordination between the training and materiel personnel of the various organizations involved, both in the United States and in the purchasing country. Essential information should be included in the initial request for planning and review (P&R) and price and availability (P&A) on the major item. In-country information on such items as existing facilities, training software and hardware items in inventory, and levels of experience and training of the FMTs is essential to the "total package approach" concept. Using this information as a point of departure, the training support package would reflect the P&A of those additional software and hardware items required to support the end items, as well as an appropriate training plan. A survey team may be required. A trainer should routinely be included as a member of the team.

d. Training programs must be planned realistically, taking into account the skills that must be developed, the background and experience of the individuals selected for the training, and the time required to plan, implement, and complete the program. In the final analysis, the success of any training program will depend on FMT capability and potential for success. The individual and collective performance of the FMTs will set the pace and measure the true progress of a program.

e. Training in support of FMS equipment purchases should be coordinated with the equipment sales case. Training under the IMETP will not be provided to support FMS equipment purchases. Requests for exceptions to this policy should be referred to DSAA with appropriate justification for consideration on a case-by- case basis.

f. Suggested guidance concerning development of comprehensive training plans for new equipment is contained in figure 4-1.

Section II
Programming

4-8. Programming cycle

a. The Annual Integrated Assessment of Security Assistance (AIASA) is the US country team document that supports the proposed program for the foreign country concerned. It provides the level of detail of the proposed requirements for IMET and for FMS credit recommended by the country team. Training is categorized by generic code and dollar level. It is submitted through State Department channels and provides the details to support the Congressional Presentation Document (CPD). The CPD is the supporting document submitted to Congress with the annual legislative proposal for the SA program authorization and appropriations. The AIASA also includes all known FMS requests for the budget years (BYs).

b. Based on established IMET program (IMETP) dollar ceilings, SAOs should prepare the BY training program for presentation to unified commands and MILDEPs at least 30 days before the annual SA training workshops, or as directed by the appropriate unified command.

c. Program submission will be by markup of the existing BY country program made available by DSAA. Desired deviations to the program listing will be forwarded to MILDEPs.

d. Annual SA training workshops are hosted by the unified commands.

(1) Workshop schedules are based on coordination between unified commands and MILDEPs.

(2) SAO representative must be prepared to present, discuss, and justify each training line in the proposed program. In this regard, each request for on-the-job training (OJT), observe training (OBT), and familiarization training will be submitted as shown in figure 4-2. Written justification must be submitted for all programmed orientation training teams (MMTs). If no justification is included, the SAO representative will be required to prepare one before departure from the workshop. Failure to submit proper justification will result in deletion of training from the program.

(3) SAO must stipulate factors to be used in IMET costing for travel and living allowances to be paid by the USG or by the foreign government (cost-sharing).

(4) The purpose of the workshop is to accept, reject, change, or add training lines to country programs

within approved policy guidelines. Training is accepted by the MILDEP for programming only, subject to determining the capability to furnish that training in relation to total worldwide requirements.

(5) On completion of the workshop, each MILDEP should have a complete copy of the refined country program.

(6) Based on a refined country program, MILDEP will process requirements into the DSAA data bank. After the workshops, SAOs will submit program deviations to the MILDEP with accompanying backup documents.

e. Unprogrammed training requirements, not included in the annual program, will be handled on an exception basis. Unscheduled requirements often have an adverse impact on the total training effort. This is particularly true in training courses where quota availability is a major constraint. It also happens in those courses involving short-notice assignment of MTT personnel from operational units for specializes requirements and preparation of tailored curricula. In addition, unprogrammed training requirements distort planning and make forecasting ineffective. Every reasonable effort should be made to develop programs that will not require revision after review at the workshops.

f. Deferred items requiring special authorization will not be approved until DSAA has obtained the necessary certification or a waiver has been granted.

g. Upon receipt of funding authority, the MILDEPs will authorize the SAOa to prepare ITOs to send FMTs to training. Exceptions to implement before receipt of the IMET order must be requested from DSAA by the SAO.

4-9. Programming procedures

Strict programming procedures are necessary to achieve training objectives and to account for expenditures.

a. The worksheet control number (WCN) is the most important element identifier used in the SATP. It is used for a multitude of purposes. The most important is to track the FMT. Normally, one WCN will be assigned per FMT. This procedure reduces administrative effort on the part of the scheduling commands and training installations and allows effective tracking and billing.

a. The policy for cross-service training is as follows:

(1) When an FMT from one MILDEP is selected for training exclusively within schools of another MILDEP, such training will be made part of the program of the MILDEP providing the training.

(2) When an FMT is selected for training involving courses of more than one MILDEP, the training will be programmed by the MILDEP providing the greater number of total training weeks, exclusive of ELT.

(3) When orientation tours are for FMTs assigned to organizations equivalent to the U.S. DOD or when such tours are not clearly identifiable to a particular MILDEP, the SAO will include the tour in the program of the MILDEP having predominant interest or DSAA will designate the MILDEP.

(4) Joint courses such as the Armed Forces Staff College (AFSC) and the Defense Institute of Security Assistance Management (DISAM) will be included in the program of the MILDEP having executive agency responsibility for the course.

c. Training requirements must be included in the FY program in which training is scheduled to start, with the exception of scheduled fifth quarter training. The fifth quarter concept applies only to IMET training scheduled to begin after 30 September and before 1 January, although training must be accepted and obligated by 30 September. It shoes not apply to MTTs, OTTs, or training materials in support of the ELTP.

d. Congressional scrutiny of the IMETP requires an indication of the relative priority of the training requirements within each country program. These priority indicators are used in responding to Congressional Resolution Authority (CRA) funding, and adjusting programs to conform with executive branch decisions and legislative actions when response time will not permit consultation with SAOs or unified commands. Accordingly, a training requirements priority code system has been established in accordance with following standardized designations:

(1) Priority Code A (highest priority)--Prime training requirement considered most essential for meeting in-country training objective.

(2) Priority Code B--Essential training requirement needed to--

(a) Support a prime training requirement.

(b) Provide a much needed professional or management capability.

(3) Priority Code C--Training requirement needed to satisfy training needs but of lower priority than requirements under codes A or B.

(4) Priority Code D--Lowest priority requirement ; considered in "nice to have" category.

(5) The total training requirements in priority codes A and B((1) and (2) above) will not exceed more than 80 percent of the country’s total training level.

e. All correspondence on program actions will include appropriate commands and training activities as information addressees.

4-10. Civilian foreign military trainees (FMTs)

a. Training of foreign civilian personnel is permissible only if they are employees of the foreign country defense organization.

b. Training of civilian FMTs under IMET is authorized only if approved by DSAA.

c. The foreign government must agree to the same administrative control over civilians in training as

applies to military personnel. Equivalent grade civilians will be afforded the same status and privileges as military personnel.

d. Non-DOD USG agencies may sponsor civilian FMTs for training at DOD activities under special procedures established for this purpose in accordance with the FAA, section 607(a).

4-11. Training at civilian institutions

a. Training of FMTs at civilian institutions is authorized under the IMETP only if equivalent training is not available from U.S. military installations. DSAA approval is required prior to offer or programming.

b. The requirement to train FMTs at civilian institutions under FMS is more appropriately handled by direct negotiation between the civilian institution and the purchasing country. Training at civilian institutions, therefore, generally will not be accomplished under FMS. Requests for exceptions to this policy should be addressed to DSAA comptroller.

c. Training at civilian institutions under ongoing MILDEP contracts may be requested from the MILDEP.

4-12. DOD Informational Program (IP)

Details concerning DOD IP are covered in chapter 11.

4-13. Orientation tours

Details concerning orientation tours are covered in chapter 12.

4-14. Mobile training assistance

Details concerning mobile training assistance are covered in chapter 13.

Section III
Training Aids

4-15. General

a. Training aids and devices, equipment, and books, tapes, and publications used in establishing or supporting in-country ELTP may be programmed and funded in the country IMETP. The dollar value of items obtained under IMETP will be applied against the country's training dollar ceiling. Training materials programmed under Budget Project N90 will be identified to DSAA when requesting funding and will include an indication that the materials support the in-country ELTPs.

(1) Training aids, devices, and equipment in support of ELTP will be in the U.S. Army IMETP (N9A).

(2) Books, tapes, and publications in support of ELTP will be in USAF IMETP (N9B).

(3) Packing, crating, and handling costs of the items in (1) and (2) above will be in the respective MILDEP's program (N9X).

b. Training aids, devices, equipment, films, books, tapes, and publications not in support of in-country ELTP will be obtained through FMS channels. Requests for exceptions to obtain these items through programming and funding under IMETP must be addressed on a case-by-case basis to DSAA. DSAA exceptions will be granted on a one-time basis and will not apply automatically to similar future requirements. Requests must be completely justified in writing and include the following:

(1) Why provision of training materials under IMETP is necessary.

(2) Why it is in the U.S. interest.

(3) What the impact is on the country training program (for example, specific courses and training to be deleted and how this training will be accomplished).

c. In view of the long lead time required in programming, procurement, and delivery, items must be programmed sufficiently in advance to be available in-country when needed. After funding, timely requisitioning is essential to allow MILDEP obligations before 1 August of each year.

4-16. Training films

Training films will not be provided to foreign countries on a loan or nonreimbursable basis. The term "loan" does not apply to SATP. Foreign governments should be encouraged to purchase training films for their training requirements. Training films may be leased, however, under the provision of AECA, chapter 6. Under the terms of a lease, the foreign government incurs an obligation to rent the training film and maintain it in an original condition. Lease arrangements present cost-recoupment problems. The costs of cleaning and repairing damaged training films, producing additional film prints to meet foreign government demands, and packing, crating, handling, and postage are difficult to factor into the low cost of single training-film lease arrangements. These costs must, however, even though minimal, be recouped by the USG. The following policy applies when providing training films to SA activities, foreign governments, and international organizations:

a. Training films will not be leased to foreign governments without the authorization of DSAA.

b. SA activities receiving foreign government requests for lease of training films will screen the requests carefully to insure that full justification is provided with the request. SA activities are authorized to state that the lease, if approved, will be on an exception basis only.

c. SA activities borrowing films will retain physical custody of the films at all times. The films will not be given to foreign governments while in custody of the SA activity. The films may be shown to foreign government representatives in accordance with authorized disclosure, but must be retained at all times by the borrowing SA activity.

Section IV
Department of the Army

4-17. General constraints
An information copy of the certificate required for police-related training will be sent to SATFA.

4-18. Training references
a. DA Pamphlet 351-4 lists all formal courses conducted in CONUS Army schools. This document lists training activity, course number and title, duration (peacetime and mobilization), purpose, scope, prerequisites, and special instructions (if proper). Many of these courses are not available to all countries; however, references to this pamphlet and the MASL should give SAOs all necessary data to assist the host country in obtaining the best training to meet requirements.
b. Both USAREUR and USARSA publish catalogs on training available in their respective commands.
c. MASL.
(1) Distribution. MASLs are automatically distributed as required by DSAA to unified commands, SAOs, and DA. MASLs are not distributed to training activities as reference documents; however, SATFA is responsible for making the MASL available to Army commands having a training mission.
(2) Changes. SATFA processes MASL changes to DSAA. These changes are made when needed (for example, entering new courses, eliminating courses, and changing course location, length, and cost). Other major training commands must inform SATFA by letter or cable when changes occur. MASLs have fixed issue dates, but changes are provided by DSAA as required. The date printed on the bottom of the MASL listing includes all incorporated changes as of that date.
(3) Annual update. An update of the MASL is required each year to reflect courses and costs for the next fiscal year. SATFA will request this annual update from major training commands. RCS DSAA (AR)-1000 applies.

4-19. General course prerequisites
a. FMTs must meet all course prerequisites, except Service retainability and US security clearances as prescribed for U.S. personnel in DA Pam 351-4, the proper oversea school catalog, or other prerequisites set up by the U.S. Army component commander providing the training.
b. If FMTs selected for advanced branch courses do not meet grade prerequisites, biographical data and complete justification to waive grade prerequisites will be submitted to SATFA and the proper school for approval of course attendance before preparing an ITO. Approvals will be granted by SATFA in coordination with schools concerned.

4-20. Special courses
a. Applicants for airborne, aviation, ranger, and special forces courses will be rigidly screened. Only FMTs who meet the prerequisites in the Army school catalog will be selected. These courses entail "danger to life and limb" activities. These activities can endanger not only the FMT, but accompanying FMTs and instructors. Physical, language, and motivation weaknesses of the FMT cannot be accepted.
b. Airborne, ranger, and special forces courses require exceptional physical capabilities. Prerequisites for each course are detailed in the Army school catalog. The various required tests must be administered, with satisfactory results, before the FMT is selected for training. FMTs will be retested after arrival at the school; those who do not pass the test will not start training. Also, the ranger course is primarily conducted in the field under uncomfortable and dangerous conditions; therefore, the FMT must be physically capable and motivated to pursue the training.
c. FMTs taking other than airborne training, but who are airborne qualified, may be placed on airborne status for the duration of CONUS training to maintain proficiency. Such status must be approved by the FMT's government. Specific authority must be included in item 15h of the ITO. Implementation of this authority will depend on the school's capability.
d. Prospective flying FMTs must have proven adaptability for flight training, including solo flight in light aircraft when possible before reporting to the primary fixed wing or rotary wing courses.
e. FMTs who are scheduled for flight training in U.S. Army service schools will be required to meet class I, IA, or II medical standards. (See AR 40-501, chap. 4.) FMTs who have received a current, valid aviator rating in the armed forces of their respective countries will be considered the same as U.S. Army aviators and will be required to pass a class II flight medical examination.
f. A US Army aviation medical examination will be given to FMTs selected for pilot training by a qualified U.S. Army flight surgeon, U.S. Air Force flight surgeon, or U.S. Naval flight surgeon before the FMT's departure from his or her home area. If the country does not have a U.S. Armed Forces Aviation Medical Officer, the FMT candidate, upon approval of the chief, SAO, will report to the closest U.S. Armed Forces Aviation Medical Officer for examination. The proper SAO will issue the necessary travel order and cite the appropriate IMET order number or FMS case designator as funding authority. The medical examination will be given as soon as possible to prevent cancellation of training because of physical nonqualification. The examining officer will determine the individual's physical qualification for the flying course and approve or disapprove his or her application. When waiver of a medically disqualifying condition is appropriate, the

results of the medical examination will be referred by the examining officer to Commander, US Army Aeromedical Center (ATZQ-MD-MA-ER), Fort Rucker, AL 36360, for advice and recommendation.

g. Flight physical examination records will be handcarried by the FMT and will accompany the individual throughout aviation training.

h. FMTs undergoing physical reexamination in the United States prior to beginning flight training will be required to meet class II medical standards for flying (AR 40-501).

i. An individual selected for initial-entry flight training in CONUS must attend the SET course in DLIELC before attending flight courses. SAOs may request exceptions from SATFA only when the FMT has recent experience in English language flight or navigational environment.

4-21. U.S. Army War College (USAWC) International Fellows Program (IFP)

The USAWC IFP is unique to the Army schools. The program provides fellowships of approximately 1 year to selected senior Army officers from allied and other friendly nations. International fellows are given a chance to study and research in close association with the USAWC faculty and student body. To best suit the unique nature of the IFP, the Commandant, USAWC may adjust the requirements of this regulation for ELT, dependents, academic reports, biographical data, and the IP in coordination with SATFA.

a. Objectives. The objectives of this program are to--

(1) Offer a chance for senior officer FMTs from allied and friendly countries to study, research, and write on subjects of significance to the security interests of their own and allied nations.

(2) Establish mutual understanding and good working relationships between senior U.S. officers and senior officers of selected foreign countries.

(3) Extend and improve the professional qualifications of military leaders of other nations.

(4) Enrich the educational environment of the USAWC.

(5) Improve the fellows' first-hand knowledge of U.S culture and institutions through study and travel in CONUS.

b. Prerequisities. Officer selection should be governed by past demonstrated professionalism and estimated potential for future service at the national policy-making level. Specifically, officers selected should--

(1) Be destined to hold national level policymaking positions within their respective armies or defense agencies.

(2) Have completed at least 15 years of active military service.

(3) Be serving in a rank equal to U.S. lieutenant colonel, colonel, or newly promoted brigadier general.

(4) Have completed the country equivalent of 4 years' education at a U.S. college or university (baccalaureate level).

(5) Have completed U.S. Army Command and General Staff College or its country equivalent.

(6) Have both command and high-level staff experience (preferably battalion or brigade command and unified command or Service department level staff).

(7) Have the requisite academic ability and motivation to undertake study and research on military problems and issues at theater through national level.

(8) Score 80 or higher on the in-country screening ECL test. This prerequisite does not apply to countries exempt from all ECL testing requirements or granted a waiver by DSAA from in-country screening ECL testing requirement.

c. Program description.

(1) The IFP adds a dimension to the college that broadens the academic environment of both FMTs and faculty. The association of senior officers destined for high-level leadership positions in their respective armies can improve mutual understanding of national security problems, operations, and preparedness.

(2) International fellows arrive before the start of the academic year to allow for reception, orientation, and administrative processing. At this time, fellows will also participate in the development of a specific academic program under the direction and supervision of the department chairman or director and the faculty advisor. The college does not provide remedial language or other instruction to upgrade the overall entry qualification of international fellows.

(3) The status of fellow as opposed to student makes individual initiative an essential part of this program. Academic programs consist of a combination of study, research, and perhaps some teaching based on the fellows' preferences, skills, and professional needs. The program includes all unclassified resident course classes to insure that the fellows receive the broad scope of the common overview part of the college curriculum. Also, fellows will take part as student members of seminar groups where they will have a chance to exchange views with U.S. as well as other international fellows. A large part of each program will be dedicated to individual study and research and to travel in CONUS.

(4) When assess to U.S. classified military information is mutually beneficial to both U.S. and international fellows, disclosure authority will be solicited through HQDA(DAMI-CIS), WASH DC 20310. Access to NATO or Central Treaty Organization (CENTO) classified information will be provided to international fellows from treaty nations upon receipt of access certifications as prescribed be treaty regulations.

(5) Fellows are assigned, based on their interests and background, to the teaching departments; that is the Department of National and International Security Studies (DNISS), Department of Command and Management (DCMGT), and Department of Military Strategy, Planning, and Operations (DMSPO). Each fellow is assigned a faculty counselor within the sponsoring department. Fellows are assigned to student seminar groups, but are given office space within the sponsoring department. Fellows are fully integrated into both the academic and social environment of the college.

(6) USAWC is authorized to perform direct travel coordination with CONUS Army installations to be visited by IFP participants as part of curriculum requirements.

d. Selection procedures.

(1) Each year DA, with the unified commands and USAWC, will decide those countries to be invited to select an Army officer to take part in the IFP. Chief of Staff, U.S. Army (CSA) will send formal letters of invitation to the selected governments through the SAO. Selection of a country one year does not mean that the same country will be invited the next year. The SAO will not program attendance in IFP before receipt of formal letter of invitation from the CSA and acceptance by the country chief of staff.

(2) An IFP information booklet will be sent by the USAWC to the SAO in those countries invited to participate in IFP. The booklet describes the program and contains the information necessary to determine a fellow's qualifications and interests for conducting research and study in a certain field. A registration form is included in the booklet for use by selectees in furnishing the USAWC with data required before their arrival.

(3) The SAO will insure that the foreign CSA is aware of the recommended criteria specified in this regulation and will assist designated fellows with administrative requirements.

(4) Countries that select qualified officers to fill fellowships will return registration forms through the SAO to the Cdr, USAWC (AWCA-IFP), Carlisle Barracks, PA 17013, in accordance with the schedule provided in the information booklet.

4-22. U.S. Army Command and General Staff College (USACGSC)

The following guidelines govern the attendance of FMTs at the USACGSC:

a. All FMT officers selected for course 1-250-C2 at USACGSC are required to have an ECL of 80 and attend the proper phases of the Allied Officer Preparatory Course at USACGSC. The preparatory course, 5 weeks in length, is divided into two phases.

(1) Phase I (2.8 weeks) is a course of instruction designed to enhance knowledge and usage of English of those FMTs with ECLs of 80 to 90. FMTS with above 90 ECL will achieve limited benefit from this course.

(2) Phase II (2.2 weeks) in a course in U.S. military terminology, organization, and tactics designed to prepare FMTs to enter the regular course. IP topics are also presented through selected tours and guest speakers. (For programming purposes, Phase II is included as a part of the regular course.)

(3) FMTs with ECLs of 80 to 90 will be required to attend both Phase I and Phase II of the preparatory course. FMTs with ECL of above 90 may attend Phase I if the chief of the proper SAO so decides. All FMTs are required to attend Phase II.

b. USACGSC Special Correspondence Course--Graduate Refresher.

(1) This course, as outlined in DA Pam 351-30, is available for FMTs under FMS. The Graduate Refresher Course provides a means for graduates of resident and nonresident courses to become current on Army organizations, doctrine, and procedures. The applicant must have successfully completed the resident or nonresident Command and General Staff Officer Course offered by the college.

(2) Upon request, and with prior SATFA approval, USACGSC will forward all lessons, solutions, and summaries for the Graduate Refresher Course to the SAO. The lessons and their solutions are to be administered by the SAO. Lesson solutions and summaries may released to FMTs upon completion of each lesson. There are no examinations for the Graduate Refresher Course. After SATFA approval, direct communication between SAO and USACGSC is authorized to administer the course.

4-23. Extension or correspondence courses

a. FMT participation in the Army Correspondence Course Program on a reimbursable basis will be encouraged by service schools and SAOs to the extent proper for the country concerned. Countries wishing to take part in the correspondence course program will be required to set up an FMS case with SATFA. IMET expenditure is not authorized.

b. Applications for enrollment will be sent through, approved, and serviced by the appropriate SAO of the country. Applications will be forwarded to SATFA (ATFA-P), Hampton, VA 23666 for fund certification and forwarding to the proper school or activity.

c. DA Pam 351-20 series outlines those correspondence courses available. Within security limitations, copies of correspondence course subcourses, including instructional material, tests, and answer sheets, can be furnished to the SAO. The SAO will distribute the lesson material to the FMT. The U.S. Army Training Support Center (ATSC), Fort Eustis, VA, or the school distributing the course will grade the answer sheets and

subcourse examinations and maintain the academic record of the student.

d. All correspondence with the FMT in administering the correspondence course program will be routed through the SAO who will monitor the progress of the FMT.

4-24. Programming cycle

a. Before annual workshops, SAOs or unified commands will submit a copy of program markup and/or 4-cards to HQDA (DAMO-SSA), SATFA (SATFA and US Army Security Assistance Agency, Latin America (USASAALA) for Southern Command (USSOUTHCOM) countries), and other DA agencies and commands as directed. DA agencies may then analyze training requirements before the workshop.

b. Army workshop participation will normally include the unified command, HQDA, SATFA, SAO, and other subordinate oversea Army commands and DA agencies, as appropriate.

c. SATFA will enter workshop-approved programs into the DSAA data bank.

d. When program change is required, message transmittal in appropriate card format may be used. USSOUTHCOM countries will submit program changes to Commander, USASAALA (MOLA), Fort Clayton, Republic of Panama. USASAALA, in turn, will submit all initial program changes (CONUS and USSOUTHCOM region) directly to DSAA. USASAALA will send all later program changes for CONUS to Commander, SATFA (ATFA-R), Hampton, VA 23666. For training conducted by US Army School of the Americas (USARSA), USASAALA will send program changes directly to DSAA. U.S. Central Command (CENTCOM), U.S. European Command (EUCOM), U.S. Atlantic Command (LANTCOM), and U.S. Pacific Command (PACOM) SAOs will submit changes directly to SATFA (ATFA-R). The information copy will be sent to the unified command.

e. Training commands (TRADOC, USAREUR, and USASAALA) will allocate school spaces as soon as total requirements and school schedules are available. SATFA will coordinate with other CONUS training commands and DOD schools to obtain required FMT spaces, as proper. SAOs should accept or decline allocated spaces as soon as possible. All acceptance or declination messages must include the following:

(1) Proper school as information addressee.

(2) WCN.

(3) Course number or title.

(4) Course start date.

(5) Other information as directed in the SATFA formal training allocation letter.

f. Schools will be provided a monthly training activity program roster (TAPR) by SATFA. The TAPR will include data on projected FMT load for current and coming FYs.

g. SATFA will be notified of cancellation of programmed CONUS training a minimum of 60 days before class start date. Cancellation notification will include HQDA (DAMO-SSA), unified commands, and all interested installations. It will also identify the WCNs, FMS case designator (if applicable), and courses being cancelled by starting dates. If medical training is involved, the Commander, U.S. Army Medical Department Personnel Support Agency (CDRUSA-MEDDPERSA) (SGPE-EDS), WASH DC 20324, will be included as an information addressee.

4-25. Civilian FMTs

Requests for U.S. Army activities to train non-DOD USG-sponsored civilians will be submitted to SATFA. Training will be costed at IMET prices. SATFA will prepare ITOs for such students.

4-26. Training at civilian institutions

DSAA may grant an exception to train FMTs at civilian institutions if the training is degree-producing and if it is part of or a follow-on to a formal U.S. Army course of instruction. This training would be paid for under FMS.

4-27. Training with Army National Guard of the United States (ARNGUS) and US Army Reserve (USAR) units

The procedure and conditions for providing training with ARNGUS and USAR units, for those active and reserve military personnel of foreign nations who are currently residing in the United States in other than a training capacity, are as prescribed below.

a. Application for training will be made by the individual to his or her military attache. The military attache will submit the application to HQDA (DAMO-SSA), WASH DC 20310-0427.

b. The applicant must be in an active or reserve status with the military forces of a nation currently entitled to military training in the United States by intergovernmental agreement.

c. Participation will be voluntary and without costs or other liability to, or claim against, the USG.

d. Training will be unclassified.

e. Application for training with military intelligence, counterintelligence, or Army security units will not be considered.

f. None of the services authorized IMET or FMS FMTs will be provided to individuals participating in this training or to their dependents.

g. During training, foreign personnel will wear the uniform prescribed and furnished by their country. If this uniform is not suitable for the training being conducted (for example, field work or maintenance and repair training), foreign personnel are authorized to purchase

and wear U.S. Army fatigue uniforms if U.S. insignia are not worn.

4-28. Training aids

a. Training expertise, literature, and general information on training aids should be requested from Commandant, US Army John F. Kennedy Special Warfare Center (USAJFKSWC) (ATSU-SATMO), Fort Bragg, NC 28307.

b. The adjutant General (TAG) is the Army point of contact (POC) for requisitioning all DA-approved publications and forms.

c. The CG, USASAALA is the Army POC for the Spanish language publications program.

d. The Commander, USASAC is the Army POC for requisitioning training aids, devices, and equipment.

4-29. FMS general policy

a. FMS training requirements for Australia, the United Kingdom, New Zealand, Israel, and Canada are submitted directly to SATFA by their respective country representatives in Washington, DC as follows:

(1) Australian Army and Air Force Staff.

(2) British Army Staff.

(3) New Zealand Defense Staff.

(4) Israeli Defense Attache.

(5) Canadian Defense Liaison Staff.

b. SATFA will take appropriate action on such requests. Approval or disapproval of requirements is provided to the country representatives, in a(1) through (5) above, by SATFA without referral to in-country U.S. representatives.

4-30. On-the-job training (OJT) and observer training (OBT)

a. In OJT the FMT learns by actually doing a specific task. In OBT the FMT trains beside U.S. personnel and learns by observation. Neither escorts nor interpreters are authorized for this training.

b. Current assets with U.S. Army training activities and units prevent offering OJT or OBT on a large scale. Training should be requested only when completely justified as a definite requirement to accomplish the in-country training mission. It will not be used to acquire minimum training time to satisfy SAMM requirements or country regulations.

c. OJT and OBT at HQDA or major Army commands is not encouraged and will be held to an absolute minimum. Requests will include complete justification and, if determined valid and feasible, will be approved by exception and only on a case-by-case basis.

d. OJT and OBT will normally be conducted on an unclassified basis. If classified information is to be disclosed during the training, SATFA must be provided a detailed narrative of the information, so that disclosure authority can be requested.

4-31. Limitations of OJT and OBT

OJT or OBT will be provided FMTs at CONUS Army installations under the following conditions:

a. OJT.

(1) The FMT is scheduled to attend two or more courses at the same school with an interval of more than 5 working days between the end of one course and the beginning of the next. The type of training to be furnished will be decided by the school commandant.

(2) The FMT is scheduled to attend two or more courses at separate service schools with an interval between schools of more than 5 working days, exclusive of processing and travel time. In these courses, school commandants will conduct OJT before the FMT travels to the next school.

(3) The FMT is removed from classroom instruction during classified portions of courses because access to the classified information has not been granted. The type of training to be furnished will be as decided by the school commandant.

(4) The FMT requires OJT to develop a specific skill, not covered during the formal course of instruction, which is directly related to home-country duty assignment. This training will be planned in advance and included in the country’s training program. Detailed requirements for the training must be furnished, as well as specific areas of interest and type of materiel used by the country.

(5) OJT will not exceed 3 weeks except when strong justification is furnished by the country and approved by SATFA.

(6) Requests for unprogrammed OJT will be forwarded to SATFA, or USASAALA for the USSOUTHCOM region, no later than 120 days before requested start date. Requests will include the information contained in figure 4-2.

b. OBT.

(1) OBT will be authorized only when no course covering the desired training is available. The length will be determined by the training objectives. CONUS OBT normally will be scheduled for at least 8 weeks and not more than 6 months.

(2) OBT will be planned in advance and included in the country’s training program. Detailed requirements for training and specific areas of interest will be furnished, as outlined in figure 4-2.

(3) Requests for unprogrammed OBT will be forwarded to SATFA, or USASAALA for USSOUTHCOM region, no later than 120 days before requested start date.

4-32. Administration of OJT and OBT

a. OJT or OBT programmed in accordance with paragraph 4-31 will be included in the basic ITO (fig 7-1).

b. OJT or OBT included in ITO, but not requested in

accordance with procedures in paragraph 4-31, will not be arranged.

c. OJT or OBT will not be scheduled at CONUS schools, installations, and units during the Christmas holidays. (This period is approximately 17 December through 5 January.)

d. Requests for medical OBT will be accompanied by one copy of the complete biographical data for each FMT and will include specific data as follows:

(1) Prior training, including an estimate of the professional stature of medical schools and hospitals where training was received, as compared with recognized institutions in the United States.

(2) Actual professional experience.

(3) English language proficiency, both written and oral.

(4) Other pertinent available data.

e. Medical residency training is not available in U.S. Army medical facilities.

f. OJT or OBT at oversea schools and installations will be provided in accordance with the policies established by the commander of the unified command.

g. Normally, OJT FMTs have had formal courses of instruction and should have already been introduced to the IP. Therefore, primary emphasis should be to give FMTs practical instruction experience. In the off-duty time available, FMTs should be made to feel welcome in the community where they are undergoing training and should be encouraged to take advantage of local activities. A resume of IP topics previously presented during the formal school phase will be forwarded to the installation commander designated to provide OJT.

h. For those observer FMTs with no prior IP experience, more emphasis should be placed on the specific type of technical training for which they have been selected. However, since they have not participated in the normal program presented by a school, arrangements should be made to present as many of the IP topics as possible within the time available.

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4-33. Program documents

DON activities not on the SAMM mailing list may submit an official request to OP-63 to be placed on distribution for this publication. DON activities engaged in SA training should obtain copies of OPNAVINST 5510.48 series in addition to other directives issued by DOD, CNO, CMC, U.S. Navy Medical Command (NAVMEDCOM), CNET, and other major activities and commands involved in the SATP.

4-34. Foreign military sales training (FMST) programming

Sales of DON FMST are handled in a variety of ways depending on the country and area and the type of training involved. Annual FMST requirements are submitted, in many cases, at the unified command annual training workshops together with the IMET programs. FMST is also arranged directly between the Washington, DC country representative and OP-63, or directly between the SAO and OP-63. FMST programs do not follow the IMET programming cycle. Generally, there is no 5-year plan for FMST.

4-35. Medical and dental observership training

SAOs scheduling observerships must include a format with their program submission. OP-63 will forward program items on medical and dental observerships to NAVMEDCOM for details as to convening dates and location. Observer training will normally be scheduled for periods of either 12 or 26 weeks.

4-36. Contracting for FMST

In fulfillment of DON responsibilities to provide training for FMTs in connection with the sale of equipment, weapon systems, or services, situations will arise that preclude training in DON schools as they are presently organized. Contractor services may have to be obtained to provide the desired training.

a. When foreign training is conducted in CNET schools but requirements cannot be met because of a shortage of instructors, CNET is responsible through the appropriate Navy Field Procurement Activity (NFPA) for contracting civilian instructors. CNET will then prepare the statement of work and will monitor performance of the contractor.

b. When foreign training is conducted in CNET schools but requirements cannot be met because of limited capacity, availability of training equipment, or national disclosure policy, CNET is responsible through the proper NFPA for contracting training services to be conducted at a contractor’s site. CNET will then prepare the statement of work and monitor performance of the contractor.

c. When a system command (SYSCOM) is adding new equipment or systems to the U.S. Fleet or is procuring new equipment peculiar to the foreign customer (not Service-approved or supported by the DON system), the SYSCOM is responsible for contracting factory training.

4-37. Visiting units

In the absence of statutory or other legal authority to the contrary, training of foreign aircrews visiting DON aircrews will be subject to the AECA and fully reimbursable. This policy applies to other types of operational units such as sea, air, land (SEAL) teams. It is left to the discretion of the appropriate fleet commander or similar authority to determine

when a "visit" or another type of activity involving foreign personnel constitutes "training" within the meaning of the AECA.

4-38. Navy training catalogs

Most training available for foreign personnel is reflected in the Department of Navy Security Assistance Training Program Programming Guide. The Catalog of Naval Training Courses (CANTRAC) (NAVEDTRA 10500) is no longer available in hard copy but is on microfiche. Copies of CANTRAC may be obtained by official request to OP-63.

4-39. Additional training for FMTs while at U.S. installations

a. Training in addition to that initially scheduled for FMTs must be agreed to by the foreign government, SAO, unified commander, and OP-63, with final approval by DSAA.

(1) As a general rule, FMTs' requests for additional training should be discouraged. Exceptions to this policy may be made in unusual circumstances when such request is in the best interests of the United States and the foreign government. In this event, FMTs will be advised that additional training should be requested through their own military service, via their Naval or military attache or other official representative, a minimum of 60 days before completion of the current training course. IMET requests must be processed with an information copy to OP-63 and the unified commander.

(2) When time does not permit the above procedure and, in the opinion of the training installation, additional training or modification of the schedule is warranted, recommendations for such changes should be made to OP-63 with information addresses as appropriate.

b. Paragraph a above does not apply to modifications necessary to complete scheduled training. However, such changes must be coordinated with OP-63 to insure that adequate funding is arranged.

c. Requests for modifications of ITOs to change such data as convening dates or course duration should be addressed to OP-63, with copies to the cognizant major claimant and others as appropriate.

4-40. Explosive Ordnance Disposal (EOD) training

a. The U.S. Naval School EOD (NAVSCOLEOD), Naval Ordnance Station, Indian Head, MD, provides courses in EOD for FMTs.

(1) EOD Surface, MASL ID P123711, duration 8 weeks, provides training in the methods and procedures for recovery, evaluation, and disposal of surface explosive ordnance devices.

(2) EOD Surface/Subsurface, MASL ID P123712, duration 4 weeks, provides training in the procedures for identification, recovery, evaluation, and disposal of underwater explosive ordnance.

b. FMTs must be fluent in English. The minimum ECL of 80 will not be waived. FMTs should also have had previous experience in ordnance with demonstrated mechanical and leadership ability. FMTs entering the underwater course (MASL P123712) must meet the following prerequisites:

(1) Must be a qualified diver. A signed statement to this effect is required in addition to a copy of the FMT's diving record and a brief history of experience, indicating the equipment on which the diver is qualified.

(2) Must meet the physical and psychological standards set forth in Manual of the Medical Department, U.S. Navy, Article 1530. The FMT must bring a copy of the most recent diving-physical report.

c. Background, education, and experience data on each FMT nominated for this hazardous training are essential to assist NAVSCOLEOD in providing an optimum training experience. NAVSCOLEOD is authorized to communicate directly with SAOs to obtain this information. NAVSCOLEOD will coordinate with U.S. Army and U.S. Air Force training commands if crosstraining involves another MILDEP. The school will provide information copies to OP-63, CNET, and others as appropriate.

d. FMTs should not be accompanied by dependents, as there is a critical military housing shortage, and offbase housing is expensive and distant. In addition to civilian clothing and dress uniforms, FMTs should bring work fatigues for field work.

e. Countries may request EOD technical orders only for those munitions that they have purchased. Requests should be addressed to OP-62 via the SAO or appropriate channel.

4-41. Acceptance of training

Within 5 days after receipt of each IMET order, SAOs will validate all line items contained therein by message to COMNAVSUPSYSCOM (SUP-0143), with an information copy to CNO (OP-63), to indicate that all items have been accepted by the recipient country and will be used, or to indicate exceptions. This action is required as the basis for the obligation of funds before the issuance of ITOs. Each IMET order will be validated separately without reference to prior IMET orders. Validation applies to deletions and decreases of previously funded items, as well as to newly funded items, as a check against errors. Validations should be submitted by message, with the unified commander as an information addressee, using the format below.

"The Government of (foreign country) accepts all line items approved under IMET order _____" or "The Government of (foreign country) accepts all line items approved under

IMET order _____ with the following exceptions:

WCN	RCN	COMMENT
0024C	AB49	Deletion action being initiated.
0038	CD51	Quantity decreased by one by my series 1234 of (date).
0045	EF18	Deleted by my 150422Z JUN ____."

Failure to validate an IMET order may result in cancellation of the training line, as funds will not be obligated until the validation has been received by the DON.

4-42. Professional or specialized officer training courses

The DON has several training courses available to FMTs in the area of professional or specialized training. The types available are PME, SFO, junior officer/officer candidate, post-graduate (PG), and resources management (REMAN) courses. The following paragraphs provide a brief synopsis of course content. For complete information, see applicable Navy course catalogs.

a. PME courses.

(1) The Naval War College (NAVWARCOL) offers two schools--Naval Command College (NCC) and Naval Staff College (NSC). Invitations to NCC and NSC are extended by CNO message. Under no circumstances will an invitation be authorized or implied before receipt of such message. Specific reporting and convening dates will be provided in subject invitations. ITOs should contain the phrase "and to such other places as may be determined by the Chief of Naval Operations or the President, Naval War College." Confidential security clearance is required. FMTs accompanied by dependents should plan to provide themselves adequate funds.

(a) The Naval Command College (MASL P171001) duration is 47 weeks. The objective of this course is to prepare specially selected senior foreign naval officers for higher command responsibilities in their own navies and to familiarize them with U.S. Navy methods, practices, and doctrines. The course is available to captains and commanders only on a one quota per invited country per class basis. FMTs will report to the President, NAVWARCOL, Newport, RI. The course convenes each year in August.

(b) The Naval Staff College (MASL P171002) duration is 23 weeks. The objective of this course is to provide professional military education to mid-career naval officers of other nations to prepare them for increased responsibility in command and staff positions in their own navies. The course familiarizes FMTs with U.S. Navy methods, practices, and doctrines. The curriculum includes an orientation period and studies in strategy, management, and naval operations with emphasis on naval planning and the decision process. Particular attention is devoted to broadening understanding of the importance and role of sea power in international affairs through studies in international law and ocean affairs, revolutionary warfare, and logistics. The Naval Operations study places special emphasis on the military planning process and the use of electronic war gaming and other simulation techniques. The course is available to lieutenant commanders and lieutenants only and convenes twice each year (January and July).

(2) The Marine Corps Command and Staff College (MCC&SC) (MASL P171801) is located at the Marine Corps Development and Education Command (MCDEC), Quantico, VA. The duration is 44 weeks. This course provides professional education for Marine Corps officers and selected officers from other Services and foreign countries to prepare them for command and staff duty within departmental, combined, joint, and high-level service organizations. The course is available only to majors (and lieutenant colonels by exception) on the basis of one quota per class per invited country. The course is unclassified. FMTs report to the Commanding General, Marine Corps Development and Education Command, Quantico, VA. Specific reporting dates will be made known by the invitation message. The course convenes each year in August. ITOs should contain the phrase "and to such other places as may be determined by the Chief of Naval Operations; Commanding General, Marine Corps Development and Education Command; or The Commandant of the Marine Corps." Under no circumstances will an invitation be authorized or implied before receipt of the invitation issued by the CNO.

(3) The Amphibious Warfare Course, USMC (MASL P171802) is provided at the Amphibious Warfare School, MCDEC, Quantico, VA. The duration is 40 weeks. The purpose of this course is to provide intermediate level professional military education with emphasis on air-ground task forces to prepare U.S. Marine Corps captains, and selected officers from other Services and foreign countries, for the general duties of command and staff functions such as planning, directing, and supervising the operational employment of Fleet Marine Force (FMF) organizations at battalion/squadron and at regiment/aircraft group levels.

(4) The basic Course, USMC (MASL P121801) is provided at the Basic School, MCDEC, Quantico, VA. The duration is 23 weeks. The purpose of the course is to educate newly commissioned officers in the high standards of professional knowledge, esprit de corps, and leadership traditional in the Marine Corps to prepare them for the duties of a company grade officer in the Fleet Marine Force. Particular emphasis is placed on problem-solving and decision-making duties, and the responsibilities of a rifle platoon commander in helicopter high mobility and mobile seabased environments.

(5) Surface Warfare Officer Basic Course (MASL P179117) is taught at the Naval Amphibious School (NAVPHIBSCOL), Coronado, CA. The duration is 22 weeks. The course is

structured for newly commissioned officers or junior officers with limited experience, prior to an initial sea tour. It is designed to prepare officers for first sea duty on any size craft or ship. The course provides basic skill and knowledge training in such areas as shiphandling, navigation, watch standing, administration and management, vessel, and as junior officers assigned to patrol gunboats or smaller craft. Course normally convenes once each year.

b. SFO courses. The DON SATP includes several courses developed solely for SFOs. These courses combine a meaningful training experience and orientation, and are programmed in the same manner as other formal training courses. Support of the FMTs, although senior in rank, will generally be the same as for other officer FMTs. SFO nominees must agree to waive prerogatives of grade in the interest of academic freedom of discussion to facilitate administration of the training being provided. In this connection, aides are not authorized to accompany flag or general officers. SFO courses currently available are listed below.

(1) The ASW Course for SFOs (MASL P171006) is taught at the fleet Antisubmarine Warfare Training Center, Pacific (FLEASWTRACENPAC), San Diego, CA. The duration is 8 weeks. The purpose of this course is to train selected SFOs in the procedures used in ASW operations and the theory of selected equipment. The course also provides an introduction to air control and naval control, and protection of shipping (NCAPS). It includes general ASW, ASW organization, ASW environment, ASW material, ASW tactics, ASW coordinated tactics, general problems, NCAPS, and an at-sea phase. Course is open to foreign officers in the rank of commander through rear admiral or equivalent. Confidential clearance is required. The course normally convenes once a year in the third quarter of the fiscal year. ITOs should contain the phrase "and to such other places as may be determined by the Chief of Naval Operations or the Commanding Officer, Fleet Antisubmarine Warfare Training Center, Pacific."

(2) The Naval Supply Management Course for SFO (MASL P171003) is taught at Naval Supply Systems Command Headquarters, Washington, DC, and convenes each April. The duration is 7 weeks. The course provides SFO FMTs with an understanding and appreciation of the principles and techniques of supply management. It consists of formal instruction at NAVSUPSYSCOMHQ and orientation visits to various supply activities in the United States. Nominees should be in the rank of commander through rear admiral. The course is unclassified. ITOs should contain the phrase "and to such other places as may be determined by the Chief of Naval Operations or the Commander, Naval Supply Systems Command."

(3) The Amphibious Warfare Course for Senior International Officers (MASL P171007) is taught at the Naval Amphibious School, US Naval Amphibious Base, Coronado, San Diego, CA. The duration is 13 weeks. This course provides officers of the ranks of commander through rear admiral with an insight into U.S. concepts and procedures for amphibious operations. It is designed specifically to foster more effective use of U.S.-furnished amphibious warfare-related equipment provided under SA, both MAP and FMS. Attendance of foreign Marine Corps, Army, and Air Force officers of the equivalent rank is encouraged. Confidential clearance is required. The course convenes each year, usually in the second quarter of the fiscal year. ITOs should contain the phrase "and to such other places as may be determined by the Chief of Naval Operations or the Commander, Naval Surface Force, U.S. Pacific Fleet."

(4) The Naval Ordnance Management Course for SFOs (MASL P171005) is provided by the Naval Sea System Command, Washington, DC. This course does not convene at regular intervals, but is provided as required. The course provides an understanding of U.S. Navy principles and methods of naval ordnance management. For officers of the rank of lieutenant commander through rear admiral, it provides training tailored to the individual requirements of the country concerned. If this course is desired, the SAO should submit the following to COMNAVSEASYSCOM: (1) areas of specific interest with a detailed description of the FMT’s background and current responsibilities; (2) special items or information highly beneficial to his or her job. Level of security clearance required will depend upon the information to be imparted and will be determined on a case-by-case basis. Since this course is conducted at numerous NAVSEA activities, the ITO should list each activity or contain the phrase "and to such other places as may be determined by CNO or COMNAVSEASYSCOM." Since the course is specifically tailored to the requirements of each FMT, additional OJT will not normally be approved. Sixty-day lead time to develop this tailored course is required once NAVSEA has been requested to prepare P&A.

c. Junior officer and officer candidate courses. The following courses are available for junior officers and officer candidates:

(1) The Foreign Officer Supply/ Maintenance Aviation Training Course (FOSMAT) (MASL P152212) is located at the Naval Supply Corps School (NSCS) in Athens, GA, and convenes in January and May, if sufficient requirements exist. The course is designed to provide a basic understanding of aviation supply and maintenance support procedures at the organizational and intermediate levels to junior foreign officers in the grades of ensign through lieutenant commander. The 7 week course is divided into four phases. The first two phases are conducted in Athens, GA. During the first phase, the students receive 3 weeks of intensive training in FMS. The second phase involves 2 weeks

of training in aviation supply and maintenance procedures. The third phase of the course is conducted at the Naval Air Station (NAS), Pensacola, FL, where the students spend 1 week visiting the Naval Air Rework Facility and the base supply, squadron supply, and maintenance facilities. The last phase of the course, which lasts 1 week, includes visits to Philadelphia, PA, and Washington, DC. In Philadelphia, the students hear presentations by program managers at the Navy Aviation Supply Office (ASO) and Navy International Logistics Control Office (NAVILCO). In Washington, DC, the students attend IP functions including tours of the city and the Pentagon.

(2) The Foreign Officer Supply Course--Basic (FOSCO) (MASL P152002) is taught at NSCS, Athens, GA, and convenes in March and October each year. The course is designed for junior foreign officers in the grades of ensign through lieutenant commander and includes 7 weeks of training. It covers the following:

(a) Organization of the U.S. Navy supply system and the Defense Logistics Agency.

(b) Basic concepts and operating techniques of inventory control point operations.

(c) Use of material identification catalogs.

(d) Supply Operations Assistance Program (SOAP).

(e) Use of coordinated shipboard allowance lists (COSAL).

(f) Requisition and followup of material through the security assistance program.

(g) Receipt, custody, and storage of material.

(h) Stock control, issue control, inventory procedures, and reports.

(3) Functional Supply Training Course (3 weeks) follows the Foreign Officer Supply Course--Basic. Functional supply training is conducted at two separate activities. The first week is at the Navy International Logistics Control Office (NAVILCO), Philadelphia, PA (MASL P152003), where the foreign officers meet their respective country managers. Instructions, by means of observational tours and lectures, is given in the areas of requisition control, financial control, and report analysis. The next 2 weeks are at the Naval Supply Center (NSC), Norfolk, VA (MASL P152009). During the first week, an overview of all functions performed by an NSC are reviewed. During the second week, the foreign officer is permitted to concentrate his or her studies in a specific functional area.

(4) The International Officer Candidate School (INTOCS) (MASL P171012) is located at the U.S. Navy Officer Candidate School, Naval Education and Training Center (NETC), Newport, RI, and convenes in the second and fourth quarters. The mission of INTOCS is to provide, by a system of training and instruction in essential naval subjects, a source from which allied nations may obtain professional training for designated naval officer candidates. The course of instruction is 18 weeks in duration, covering general military training in Naval operations, engineering, navigation, and leadership and management.

(5) The international Officer Program (INTOP) (MASL P179013) is located at U.S. Navy Officer Candidate School, NETC, Newport, RI, and convenes in the second and fourth quarters. This program trains junior officers from foreign nations at an accelerated pace in those skills required of a surface line officer. The subject matter areas of the course are the same as those taught in INTOCS. Duration is 14 weeks and time is spent delving into the specialty area of the officers enrolled.

d. Postgraduate training. Postgraduate education is available for foreign officers and eligible civilians at the Naval Postgraduate School (NAVPGSCOL), Monterey, CA. Detailed information on the school and its curricula is contained in the current edition of the NAVPGSCOL Catalog.

(1) Training at NAVPGSCOL requires DSAA approval before funding under IMET. Because of the lead time involved in approval for entry of candidates nominated for PG training, it is necessary to submit specific information to the NAVPGSCOL, with an information copy to OP-63, 6 months before the convening date for which the PG training is planned.

(2) The cost of living in Monterey is high, and IMET FMTs should not plan, nor should they be expected, to defray all living costs from the living allowance paid to IMET FMTs. FMTs accompanied by dependents should plan to provide themselves with adequate funds.

(3) A limited number of approved junior foreign military officers (ensign (01) through lieutenant commander (04)) and their equivalents are permitted to enroll in certain curricula at the school. The availability of these curricula for foreign officers is limited to specially qualified personnel, and the prerequisite standards for entry are high. U.S. candidates for these PG courses are chosen on a highly competitive basis by a selection board. This U.S. board does not select FMTs. In the interest of the success of instruction, however, it is necessary that foreign candidates be equally qualified. Therefore, it is mandatory that the selection requirements contained in existing Navy course catalogs be followed regarding qualifications for foreign candidates.

(4) Programming action involving PG training (such as entry of a training line in a country’s training program) neither assures acceptance of an FMT in a graduate school course nor is it a substitute for submission of entrance documentation. Although a convening date may be provided by OP-63 for planning purposes, the FMT may not proceed to CONUS for PG training until NAVPGSCOL has reviewed the transcripts, has

determined that the FMT is acceptable for entry into the curriculum, and has so advised OP-63. Upon receipt of this certification by OP-63, the convening information will be either provided or confirmed and authority granted to issue the ITO. This rule applies to all types of programming, both IMET and FMS.

(5) Based on academic performance of individual FMTs, the superintendent of NAVPGSCOL may recommend additional continuation for one, two, three, or four 13-week quarters. This recommendation will include the programs (by academic degree) to be completed. If additional study is recommended, a deviation (addition) to the program must be submitted and approved by the appropriate commands. In the case of IMET FMTs, an extension, which is for the express purpose of providing an advanced degree beyond that initially programmed for the FMT, will not be approved until coordinated with DSAA.

(6) Classified courses are listed in the school catalog. Where classified information contained in a course has not been authorized by CNO (OP-62) for disclosure to the foreign government that the FMT represents, the FMT will not be allowed to enter the course. In other courses, FMTs will be excused from certain classes when the classified information presented therein has not been approved by OP-62 for disclosure to the foreign government that the FMT represents. FMTs should be thoroughly briefed before their departure for the United States to insure they understand and accept these limitations. Also, the inclusion of certain DOD installations in the itinerary for FMTs' field trips may have to be omitted because of nonreleasable classified information involved in such a visit.

e. Resources management training. The Defense Resources Management Education Center (DEFREMANEDCEN) is a DOD-sponsored activity located at the NAVPGSCOL, Monterey, CA. It conducts both resident and on-site (in a foreign country) defense management courses for U.S. and foreign military personnel of all services in grades 0-4 and above, and defense-related civilian personnel of equivalent grades. The focus of all programs conducted by the center is on the development of knowledge and the improvement of understanding of the concepts, techniques, and applications of modern defense management systems. Specific emphasis is on effective resources management. Programs conducted solely for international participants include both course in residence at the center and courses (or consulting activity) conducted by MTTs from the center in the recipient countries. Limited numbers of international participants may also be enrolled in courses presented for U.S. personnel. The following courses are offered:

(1) International Defense Management Course (IDMC) (MASL P162003). This course is offered twice each year, and the duration is 11 weeks. The second-quarter course convenes early in January, and the fourth-quarter course usually convenes in September. The course is designed for participants in the grades of 0-4 (major or lieutenant commander) through 0-6 (colonel or captain) and civilians of equivalent rank on a four quota per country per class basis. The course is unclassified. It provides a series of lectures on environmental factors; quantitative and economic analysis; and management systems in the context of strategy, implementation, and operations. Throughout the course, a lecture series is presented in which professors from the center's staff, the NAVPGSCOL, and visiting representatives of outside military and industrial activities discuss subjects not otherwise included in the curriculum. At the end of the course, a general review integrates the formal course material, individual study areas, and field trip experiences.

(2) Senior International Defense Management Course (SIDMC) (MASL P162004). This 4-week course is conducted once each year usually during the month of June. Enrollment is restricted to flag and general officers (grades 0-7 and above) and defense-related civilians of equivalent rank on a four quota per country basis. For countries where the 0-6 grade is comparable to flag or general rank, such officials may be enrolled on a waiver basis. A maximum of 50 participants can be accommodated. Participants are encouraged to present and discuss information with respect to the defense management systems in their countries. They are also encouraged to examine how the management concepts and techniques discussed by both the center faculty and the other participants may be applied in their own situations. Comparative study by means of interaction among participants is extremely valuable. The field trip (normally 2 to 3 days in length) provides the opportunity to visit several governmental, military, and commercial activities in the central California area and to observe and discuss management concepts and techniques in practice.

(3) Defense Resources Management Course (DRMC) (MASL P162002). Limited numbers of international personnel with highly developed English language skills may be enrolled in the courses presented for U.S. officials. The language requirement is critical. Since these courses are designed for persons for whom English is the native language, no modifications for language considerations are made. International enrollment in these classes is normally six to eight of a total of 40 to 60 attendees. Course content is similar to the resident international courses described above.

(4) Defense Resources Management Course (flag and general officer) (MASL P162005). This course is 1 week in length and is conducted periodically. Enrollment is limited to officers of grades 0-7 and above and civilians in the Senior Executive Service. Selectees to these grades are also eligible. A minimum ECL of 80 is required. The objective of the course is to provide senior military and civilian executives with an

appreciation of the concepts, principles, and methods of defense management as they concern resource management systems and related activities.

(5) Mobile training assistance. In addition to the resident programs in (1) through (4) above, the center is prepared to conduct on-site (in-country) courses suited to the particular needs of requesting countries. These courses are generally 2 weeks in length, but courses of from 1 to 4 weeks in duration are feasible. The objective of this assistance is to help countries establish comparable courses of their own. Requests for mobile training assistance should be addressed to OP-63, with an information copy to CNET and DEFREMANEDCEN.

4-43. Training at nonmilitary institutions

This training is authorized for IMET FMTs only if equivalent training is not available from U.S. military facilities. DSAA approval is required before programming. If a country eligible for FMST only desires training at a civilian institution, this training will be negotiated directly by the country with the civilian institution concerned. In these cases, issuance of ITOs will not be authorized by OP-63, as training will not be within the purview of the SATP N-9.

4-44. Accompaniment by dependents

a. Although the practice of FMTs bringing their dependents to CONUS while attending courses is generally not encouraged, they are encouraged to bring their dependents while attending the following courses:

(1) Naval Command College.

(2) Naval Staff College for International Officers.

(3) Marine Corps Command and Staff College.

(4) Marine Corps Amphibious Warfare School.

(5) Long-term resident postgraduate courses at NAVPGSCOL (excludes those in the aviation safety curriculum and at DEFREMANEDCEN).

b. IMET FMTs bringing their dependents to the courses in a(1) through (5) above will receive the full IMET per diem allowable; for example, that per diem based on nonavailability of USG quarters and messing facilities.

4-45. Ship transfer, overhaul, and refresher training

Subject to appropriate Congressional approval or notification, it is the policy of CNO to transfer ships under SA to eligible foreign governments or international organizations with a minimum use of U.S. Navy personnel. An adequate degree of training in general operational readiness is expected. Training of crews incident to the transfer of a U.S. ship by sale, grant, lease, or loan to the foreign government is coordinated by OP-63 under the SA program.

a. Guidelines. Guidelines for disclosure of classified information relating to foreign military training and associated procedures incident to the transfer by sale, loan, lease, or grant of ships under the SA program are set forth in the OPNAVINST 5510.48 series. The OPNAVINST 4900.90 series provides information and instruction pertinent to implementing the transfer of U.S. Navy ships to foreign governments.

b. Ship overhaul training. When the SAO requests an overhaul for a foreign naval vessel, it will also prepare, as a portion of the basic program, a request for suitable training to be given to the crew of the foreign naval vessel during the overhaul period.

c. Medical and dental screening. If FMTs of foreign naval ships being overhauled use messing and berthing facilities at U.S. Navy activities ashore, the local U.S. Navy authority concerned will insure that such FMTs are medically screened. FMTs of foreign ships undergoing overhaul who receive training at U.S. Navy activities during the overhaul period will also be medically screened. The activity accomplishing the medical examination will endorse the ITOs to the effect that a physical examination was conducted in accordance with this regulation.

d. Classified material related to ship turnover. The release of classified material in connection with a ship turnover will be processed in accordance with the OPNAVINST 5510.48 series.

e. Authorization for transfer crew training. All requests for foreign transfer crew training, classified or unclassified, will be submitted through the chain of command to OP-63, with copy to cognizant offices, for determination of feasibility. Upon receipt of approval, it is the responsibility of the requester to insure that such training, if classified, is authorized by competent authority. This can be accomplished as follows:

(1) When it has been positively established that the training uses no classified information other than those manuals or publications that have been authorized for release in conjunction with turnover of the ship, U.S. Navy commands may provide ship transfer crew training without additional training disclosure authorization from higher authority. If any doubt exists, a request for authorization will be submitted to CNO (OP-62) with a list of classified material proposed for release. The OPNAVINST 5510.48 series applies.

(2) If the classified information exceeds that turned over with the ship, disclosure authorization must be requested from higher authority as follows:

(a) If the training is to be accomplished at U.S. Navy commands or activities subordinate to a Fleet CINC, the disclosure authorization should be requested from the pertinent Fleet CINC who has authority to authorize disclosure in accordance with OPNAVINST 5510.48 series.

(b) All other cases must be submitted to OP-62 for disclosure authorization.

(c) All training, classified or unclassified, to be conducted in a naval shipyard requires the prior approval of COMNAVSEASYSCOM.

(3) In certain instances, a country or international organization will require refresher-type training in which its own ships are used. Some of this training involves ships built in the United States for a foreign government or international organization or transferred under the SA program. In almost all instances, the ship has U.S. equipment in varying quantities. SAOs desiring this type of training for a country should follow the procedures below.

(a) As far in advance as possible, submit total requirements to OP-63 and OP-62, with an information copy to all concerned and with minimum distribution being Fleet CINC, Unified Commander, COMTRALANT/COMTRAPAC, COMNAVSURFLANT, COMNAVSURFPAC, COMNAVAIRLANT/ COMNAVAIRPAC, COMNAVSUBLANT/ COMNAVSUBPAC, CNET, COMNAVSUPSYSCOM, COMNAVSEASYSCOM, COMNAVAIRSYSCOM, FLETRAGRUs, and all others involved.

(b) These requirements will be in as complete detail as possible. The types of training desired, length of training, dates of commencement and termination, and method of funding formal training courses envisioned for members of the crew must be provided. MTT or technical assistance requirements for such things as weapon systems and communications systems, and level of competence of the crew must be addressed.

(c) OP-63 will issue a request to the appropriate major claimant for feasibility of the training requested, recommendations as to alternate dates and training arrangements, and cost of the training. OP-63 will authorize direct liaison as appropriate.

(d) The selected major claimant may recommend that minimum safety-related training (for example, firefighting and damage control) be conducted before underway training to provide assurance of safety of observers.

(e) Countries or international organizations eligible for IMET may, if they deem feasible, program such training using IMET funds, provided that such program is submitted via the unified commander in accordance with existing directives. FMS countries or international organizations will be issued a training LOA to cover estimated expenses of the training cruise. In some instances, a training cruise may involve the issuance of both material and training LOAs, or may provide for the training as a line item in a material LOA. The OP-63 training program manager for the country or international organization concerned will be the focal point within OPNAV for all queries concerning the training cruise. Countries and/or international organizations should be thoroughly briefed by the SAO on all points contained in the LOA.

(f) It is usually helpful to all concerned if a preliminary meeting is convened at which the country or international organization and U.S. representatives have the opportunity to discuss in detail the aspects of the training cruise.

4-46. On-the-job training (OJT)

OJT is training conducted on a planned program of supervised instruction devoted to practical application of a previously achieved skill usually related to a formal course of instruction.

a. Policy.

(1) Programmed OJT will normally supplement formal technical training received at a school. This training will be planned in advance in the country's training program. It will include detailed requirements for training in specific areas of interest and on types of material used by the country concerned. OJT conducted independently and not in conjunction with formal courses of instruction will be authorized in CONUS only when no course covering the desired training is available. Detailed OJT requirements must be submitted at the time of initial OJT request.

(2) OJT on board U.S. units, afloat or ashore, regardless of duration, is fully reimbursable, either from IMET or FMS funds. Note: OJT provided to a U.S. Navy employee (direct or indirect hire regardless of nationality or location) will be paid from MILDEP appropriated funds.

(3) Any training provided a foreign country that results in identifiable expenses to the USG is fully reimbursable. In some instances these expenses may be minimal, such as OJT for an FMS FMT aboard a fleet unit where the only identifiable expense is the dedicated service of U.S. military personnel, or transportation of an IMET FMT to and from a unit using US resources. Regardless of the amount, identifiable expenses must be recouped.

b. OJT with fleet units.

(1) Requests for OJT aboard US SIXTHFLT units will be coordinated directly by the SAO with CINCUSNAVEUR, with an information copy to the unified command, OP-63, and others as appropriate, including CNET for tracking and billing.

(2) Requests for OJT aboard U.S. SEVENTHFLT units will be coordinated directly by the SAO with CINCPACFLT, with an information copy to the unified command, OP-63, CNET, and others as appropriate.

(3) Requests for OJT aboard fleet units other than specified in (1) and (2) above, will be directed to OP-63, with an information copy to the cognizant unified command and all concerned.

(4) As indicated in a(1) above, OJT will normally be included in the country's planned fiscal year training program. OJT requests submitted after training workshops will be

directed to OP-63, with an information copy to the appropriate major claimant (CMC, Washington, DC; COMNAVSUPSYSCOM, Washington, DC; CINCLANTFLT, Norfolk, VA; CINCPACFLT, Pearl Harbor, HI; COMMANDANT, US Coast Guard, Washington, DC; CNAVRES, New Orleans, LA; COMNAVMEDCOM, Washington, DC; and CNET, Pensacola, FL). OP-63 will coordinate with the appropriate major claimant to determine feasibility and cost. An update to the country program will be made if required.

c. OJT with naval industrial fund (NIF) activities. OJT with activities such as NAVAIREWORKFACS; NAVORDSTA, Indian Head, MD; NAVORDSTA, Louisville, KY; NAVWPNSTA, Concord, CA; and NAVWPNSTA, Seal Beach, CA, must be fully funded before commencement of training.

4-47. Correspondence and self-study courses

OSD policy precludes programming of correspondence or self-study courses under IMET. There is no objection, however, to programming this type of training under FMS provided the established criteria for enrollment are met. The FMS case must be requested from OP-63. Classified correspondence or self-study courses are not available to FMTs. Correspondence courses are available from CNET, Pensacola, FL; NAVPGSCOL, Monterey, CA; NAVWARCOL, Newport, RI; Marine Corps Institute, Washington DC; MCDEC Extension School, Quantico, VA; and COMNAVMEDCOM, Washington, DC. Catalogs listing courses in detail are available from the foregoing activities upon direct request. Direct liaison is authorized as necessary to obtain these publications.

a. Programming procedure.

(1) Requests for correspondence or self-study courses, once the particular course is determined, will be submitted to OP-63 with all available data to expedite processing. The SAO or other official requestor should use the appropriate MASL ID when programming or requesting these courses. OP-63 will authorize the cognizant activity to provide the course to the country via the SAO. OP-63 will advise all concerned of the cost involved and amount to be charged against the case. OP-63 will also monitor the progress of the transaction. The request will be an integral part of the training program.

(2) A WCN will be assigned to each request. At the option of the SAO or requesting country, a WCN may cover one course or a number of courses. For instance, the country may desire to request a block of courses as part of its initial submission of the annual training program at the unified command workshop. In this manner, funds may be included in the annual open-end training case to cover an estimated number of courses, thus precluding repeated processing. As the courses are ordered and provided, the appropriate case will be billed. The country will pay for only those courses received, as in the case of formal training courses.

(3) CNET is responsible for tracking and billing, as with other FMS training.

b. Costing. CNET is responsible for developing course costs for correspondence and self-study courses. Each course will be assigned all appropriate course costs. In developing these prices, the cost of printed matter will be computed in addition to other appropriate factors. Billing and collecting procedures prescribed for FMS training will be used in connection with recovery of costs for correspondence and self-study courses. These costs will be revised on an annual basis as part of the general MASL update. However, once these costs are established for a particular fiscal year, they will remain unchanged for the duration of that year.

c. Self-study courses at NAVPGSCOL. It is advantageous to the NAVPGSCOL and to officer FMTs entering its curricular programs to have completed graduate preparatory studies before entry. Self-study materials prepared in English can be made available on a loan basis to specific FMTs who have an assigned entry date at the NAVPGSCOL. A publication entitled "Catalogue of Off-Campus Self-Study Credit Courses," prepared by the Office of Continuing Education, Code 500, Naval Postgraduate School, Monterey, CA 93940, is available upon request from that activity. Direct liaison is authorized between SAOs and the school for administrative queries concerning the courses available. For programming, however, the requests must be submitted to OP-63. Any specific programming requests received by the NAVPGSCOL from an SAO or foreign country will be referred to OP-63 for official processing. This catalogue is divided into six sections.

(1) The Naval Postgraduate School.

(2) International Off-Campus Self-study Program.

(3) In-country Self-study Management Organization (ISMO).

(4) Purchase and Application Procedure.

(5) Typical Course Application-Completion Scenario.

(6) Credit Course Description.

d. Constraints. Correspondence or self-study courses will not be provided to FMTs (either military or civilian) unless they are officially requested by an appropriate customer country representative. Requests from individuals will be returned to the individual with a statement that only requests submitted through the SAO will be honored and given consideration. Requests that OP-63 receives by telephone (such as from Washington-based foreign representatives) will be reduced to an official document such as a message or letter and processed as with an official written request.

e. Sales of course materials. Countries desiring to purchase correspondence or self-study course materials,

but not for the purpose of enrolling a trainee, will do so under current procedures involving material as opposed to training. These materials will be purchased through a direct requisitioning procedures (DRP) case, for instance, or through a material FMS case established specifically for this purpose. Correspondence or self-study courses involving enrolled FMTs will be handled as a training matter.

f. Questionable situations. In instances where an SAO is doubtful as to how to proceed in a case involving the courses and materials discussed in e above, OP-63 should be queried.

Section VI
Department of the Air Force

4-48. Training standards

a. FMTs will attend classes with their USAF counterparts except for courses specifically established for them. FMTs enrolled in formal training courses will be required to achieve the same standards of proficiency established for USAF students as far as possible. Special training methods, individual attention, additional training time, and oral or practical tests may be employed to maintain class standards. Actions taken in this respect will be reported to the applicable implementing command (FMTAG or USAFE/PACAF/USAFSO) immediately by electrical transmission or AF Form 1761 (Foreign Student Status Report), identifying the FMT country project and line number, WCN, and new graduation date.

b. Flying FMTs may be held over one class when necessary to overcome either flying or academic deficiency. These FMTs will be credited with the skill level equivalent to the average flying hours of the class to which they are being held over. When it becomes apparent that additional flying hours are required, the MAJCOM will advise FMTAG, with an information copy to HQ USAF/ACMS. Cost data will be identified, the SAO/country advised, and the training line adjusted, as appropriate.

c. Physiological training qualification of foreign countries is recognized by HQ USAF/SGPA on a case-by-case basis. Countries requesting such training must apply through HQ USAF/SGPA, with full details of standards, course outlined, altitude chamber training, and overall program.

d. Professional and technical FMTs may be held over not to exceed 30 days when it appears reasonably certain that the additional training will enable them to complete the course successfully.

e. Proficiency advancement is used in instances when an FMT is fully qualified and can complete scheduled formal training, familiarization, or qualification in less than the scheduled time.

f. Holdover actions for CONUS FMTs in excess of those authorized in d above are subject to prior approval from FMTAG, the SAO, or country. All advancement and holdover sections will be reported to the appropriate implementing command as stated in a above.

4-49. Military Assistance Articles and Services List (MASL) items

The training items listed in the MASL are not necessarily restrictive. Full consideration will be given to providing other training when required, if requests are accompanied by justification and sufficient detail to identify the requirement when forwarded to the appropriate implementing command conducting the training; for example, FMTAG/FAP for CONUS training and PACAF/XPK, USAFE/DPATM, or USAFSO/LAT for oversea-provided training.

4-50. Classified training

Dates or availability of classified training will not be provided unless the country has been cleared to receive the training through disclosure channels.

4-51. FMT training

Interpreters will not be used to conduct USAF training since all FMTs attending CONUS courses of instruction are required to be English-language proficient.

4-52. Military assistance/other agency funded (MAOAF) guidance

MAOAF refers to training of foreign civilians at CONUS USAF service schools and installations under other than Air Force established training programs. MAOAF provides training to foreign civilians on a space-available basis at USAF service schools and installations under the sponsorship of other USG agencies (AID, FAA). All costs, including tuition, are the responsibility of the sponsoring U.S. agency and the foreign government concerned.

a. MAOAF channels are from the requesting agency to HQ USAF/PRIM. After approval by the International Development Cooperation Agency (IDCA), training projects will be issued by FMTAG with subsequent publication of appropriate orders by the sponsoring agency.

b. Transportation for MAOAF will be paid by the recipient country or the U.S. agency sponsoring the FMTs, and travel will be other than MAC aircraft.

c. The tuition rate charged for MAOAF-sponsored training is the lowest FMS rate for which the country qualifies.

4-53. Contractor training

a. ATC/FMTAG is the focal point for all contractor- provided training whether in CONUS or in the territory

of the purchaser. Assistance may be required from other major commands in preparing the statement of work (SOW), or the contracting process may be delegated to another major command when deemed appropriate. However, all requests for contractor-provided training will be forwarded to and monitored by ATC/FMTAG.

b. P&R or P&A requests will be processed in accordance with current guidance under AFR 400-3, DOD 7290.3-M, and DOD supplement to part 25 of the Federal Acquisition Regulation (FAR).

4-54. FMS training programs

Eligible countries interested in USAF training may initiate their request through various channels; for example, the SAO, U.S. Embassy in the country concerned, U.S. Embassy air attache, purchasing mission, or other designated representatives in the United States or overseas. Usually, such requests are for P&A of a certain course or a number of courses for a number of FMTs. Although requests for P&A may be submitted through the Department of State or DOD channels, all AF requirements are forwarded to HQ USAF/PRI. Except for specially developed training programs approved by HQ USAF/PRI, the price charged for FMS cases will be for course tuition and medical services as determined by HQ USAF. All other expenses, including transportation, housing, and subsistence, are the responsibility of the purchaser.

4-55. Implementation of FMS

Upon receipt of the signed DD Form 1513, HQ USAF/PRI directs the appropriate implementing command to implement the FMS training case. The directive is issued by message or letter.

a. The applicable implementing command (FMTAG/USAFE/PACAF/ USAFSO) receives obligation or expenditure authority, and develops and issues a training project or instruction to the SAO or designated FMS representative. The implementing instruction generally authorizes the issuance of ITOs.

b. AF appropriations initially finance FMS training cases and are reimbursed immediately upon notification of the FMT’s entry into training by the training installation. Tuition rates indicated on the FMS cases (DD Form 1513) are estimates only.

4-56. Medical requirements

For a rated FMT, the SAO must insure that all available medical records, in English, arrive at the flying training installation 30 days before training start date. This is required so that the Director of Base Medical Services (DBMS) can determine if the FMT has had an adequate physical examination for flying within the preceding 3 months and is qualified under class II standards (AFR 160-43). If the FMT does not meet both conditions under the provisions of AFR 160-39, the FMT will be further examined and processed according to AFR 160-43. If he or she qualifies, the DBMS clears the individual without further examination. If the rated FMS does not meet the physical qualifications when the records are screened by the DBMS, ITOs should not be issued.

4-57. FMT selection

a. FMTs selected for training under SA must meet the ECL requirements for their particular training. Waiver of ECL requirements for entry into courses other than language will be considered on a case-by-case basis. In addition, FMTs must meet the prerequisite qualifications for CONUS formal training as outlined in AFR 50-5. Requests for waiver of prerequisites outlined in AFR 50-5 and ECL will be submitted to FMTAG/FAP, with information copies to the major command providing the training and to HQ USAF/PRI.

b. FMTs are classified as officers, warrant officers, officer candidates, NCOs, or airmen, according to their equivalent USAF military grade as specified in their original ITOs. Accordingly, FMTs assume the same responsibilities as US personnel.

4-58. Correspondence courses

FMTs attending training in CONUS under SATP sponsorship may be enrolled in correspondence courses offered by the Extension Course Institute (ECI) if funded under an FMS publication "P" case.

a. Correspondence courses, or any other off-duty education or training, must not be in conflict with SA training.

b. Correspondence course requirements for FMTs not attending CONUS training should be processed in accordance with provisions in the ECI catalog, with the exception of PME correspondence courses.

c. The ECI Catalog and Guide and changes to this publication may be obtained by direct request from the SAO to ECI/DA, Gunter Air Force Station, AL 36118.

4-59. Professional military education (PME) correspondence courses

Foreign officer or civilian applications for enrollment in the professional military education courses will be submitted by the in-country U.S. representative. The U.S. representative will sponsor the applicant and insure that criteria as outlined in AFR 53-8, chapter 11, is adhered to for PME correspondence courses (Air War College, Air Command and Staff College, and Squadron Officer School).

a. The US in-country representative will determine that an FMS publication "P" case exists for the country or advise the country to establish a case through AF Logistics Command International Logistics Center (AFLC ILC) channels.

b. The applications for PME correspondence courses

will be forwarded to HQ USAF/CVAI by the U.S. sponsor endorsing the application. HQ USAF/CVAI will advise the sponsor if the application is disapproved; if approved, the requirement will be forwarded to AFLC ILC to apply against the applicable "P" FMS case. AFLC ILC will notify the Air University to enroll the applicant in the appropriate PME correspondence program.

c. All course materials must be transmitted through U.S. channels to and from the Air University and the US sponsor in-country.

4-60. PME seminar programs

International students stationed at USAF installations or under SATP sponsorship may attend PME seminar programs. Applications should be submitted to CVAII through FMS channels and should cite an FMS "P" case for reimbursement purposes.

4-61. Training aids

Country requests for English language equipment under IMET will include requirements in the Army IMETP (N9A). Air Force training aids must be requested under an FMS "E" case.

4-62. Publications

Country requests for English language publications under IMET will include requirements in the USAF IMETP (N9B). Requisitions should be forwarded to AFLC ILC, with an information copy to DLIELC. Countries not eligible for IMET will process requirements or requisitions through AFLC under an FMS "P" case.

a. Countries requiring large quantities of USAF directives will process requests through normal FMS channels.

b. Air Force manuals, regulations, forms, and pamphlets for SAO use are ordered through the Publication Distribution Office (DPO) of the SAO.

4-63. Training films and film strips

Available films are listed in DOD 5040.2C. Guidance for processing requests is in AFR 400-3. Request should be sent to the Defense Audio Visual Agency (DAVA-N-OA-9/FMS), Norton AFB, CA 92409. Training films and film strips are provided under an FMS "F" case.

4-64. Scheduling and implementation

a. Upon receipt of implementing directive, the implementing command, in coordination with other functional commands, will tentatively schedule training to meet requested requirements. The implementing command will also forward training project records or planning documents to the SAO or designated FMS representative at the earliest possible date. Upon receipt, the SAO or designated FMS representative will review class starting dates and advise FMTAG, or the appropriate implementing command, of dates that cannot be met so rescheduling may be accomplished or spaces deleted from the existing documents. Rescheduling or cancellation of line items must be submitted to FMTAG/FAP or the appropriate oversea implementing command, with an information copy to HQ USAF/PRI at least 60 days before class entry dates to preclude a forfeiture charge. To preclude a cancellation, action should be taken by the SAO or country representative to select and process alternate FMTs as back-ups (complete in-country language training and briefings).

b. FMTS will be enrolled only in the training indicated in the applicable ITOs, and in the project record or implementing command instruction. Requests for additional training must originate with the country concerned and through established deviation channels.

4-65. Acceptance of training

Upon receipt of authority to publish ITOs, which constitutes a commitment of funds, SAOs, or the FMS designated representative will advise the implementing command by project line number or WCN of acceptance or nonacceptance of training. Acceptance of training by line or WCN numbers constitutes an obligation. The acceptance must be forwarded before the ITOs are published. Deviation action is necessary to delete any line items that the country does not accept. Nonacceptance or cancellation of training must be processed to arrive at least 60 days before scheduled class start date to avoid a forfeiture charge, regardless of when authority to publish the ITO is received.

4-66. Familiarization and qualification training

Familiarization and qualification training are terms common to those who provide observer or qualification training at CONUS units. Either type of training may be programmed or requested. Familiarization training under security assistance is normally for a period of not less than 1 week at one location. Familiarization training involving more than one location for short durations must be considered as an orientation training tour (OTT) since planning, scheduling, and arrangements are the same as an OTT.

a. For all familiarization and qualification training requirements, the SAO will forward the request to the appropriate implementing command for evaluation of training capability. (The format for this request is in fig. 4-2.) When requesting this type of training, the requirements must be as specific as possible. To estimate the duration of training, the SAO must consider the complexity of the training desired, level of proficiency, and the individual’s prior experience.

b. The implementing command will review the request for validity and forward the requests to the applicable

MAJCOM or separate operating agency for determination of training capability and location. The implementing command will--

(1) Process the request.

(2) Advise the SAO of training dates, location, and security requirements.

(3) Provide an information copy of the request to the base FTO after MAJCOM or separate operating agency approves the training.

(4) Notify host MAJCOM by message or letter of training to be conducted by a tenant unit.

(5) Coordinate with the SAO if additional information is required by the MAJCOM or separate operating agency.

(6) Insure that all deviations are coordinated with the MAJCOM or separate operating agency and the base FTO.

c. The MAJCOM or separate operating agency will evaluate the requests and will--

(1) Review requests for training received by the implementing agency to determine capability.

(2) Determine the disclosure of classified information or access to secure areas in accordance with AFR 200-9 and MAJCOM's Delegation of Disclosure Letter (DDL).

(3) Notify the requesting implementing agency on determination of training capability.

(4) Monitor the training program of all FMTs.

(5) Inform the applicable implementing command of any changes in training capability.

(6) Provide copy of the request to the base FTO and or the project NCO.

4-67. Documentation for familiarization and qualification training

The following AF Forms are used to plan, request, and document familiarization or qualification training for FMTs:

a. AF Form 623 (OJT Record). This form will be initiated and maintained for all FMTs engaged in either familiarization or qualification training. Because of special requirements, OJT upgrade skill levels may be required. The following procedures will be used:

(1) Section I (Identification Data). Enter only the FMT's name and USAF equivalent grade. Enter the project and line number or WCN in the SSAN block.

(2) Section II (Orientation and Certification). Leave blank.

(3) Remarks. Enter each supervisor and all trainers by name, rank, and organization with dates of supervision or training. Enter on AF Form 623a (continuation sheet) other appropriate data as required. Do not record unfavorable comments about the FMT.

b. AF Form 797 (Job Proficiency Standard Continuation Sheet). This form, strictly for AF use, will be used for familiarization and qualification training in excess of 4 weeks. (See fig 4-3.) The SAO will list all task and knowledge items to be accomplished during the training. In addition, the FMT's name, project number, and line number or WCN will be entered in the trainee name and SSAN block. The date started, date completed, FMT initials, and trainer's initials will be entered on the upper line of each task block by the training installation.

c. AF Form 1098 (Special Task Certification and Recurring Training). This form will be used to record all training requiring special certification, such as Class A welder certification, egress familiarization, engine run, and flight control rigging. This form will be attached to the AF Form 797. The identification section will reflect only the FMT's name, project, line number, and WCN. All other entries will be according to AFR 50-23.

4-68. Air Force Institute of Technology (AFIT) programs

a. AFIT will review academic records upon a country's request. Selection for attendance in a graduate program, however, is the sole prerogative of the institution concerned, and the Air Force cannot influence the decision. Placement and attendance policies are as follows:

(1) Nonresident courses. These courses are not available under the SATP; the country negotiates directly with the civilian institution concerned.

(2) Air Force Institute of Technology (AFIT) resident courses. FMTAG provides the SAO with training dates after the candidate has been accepted by AFIT, and when availability of a quota is confirmed.

b. The following constraints apply to AFIT resident degree-granting school programming:

(1) DSAA must approve programming for training to obtain a degree or to accumulate credits toward a degree under IMET.

(2) Personnel in approved and funded programs must have current or anticipated military duties requiring education beyond the capabilities of the in-country education system or U.S. military education training facilities.

(3) Personnel destined for assignment in the country's military establishment, in regional security organizations, or in high governmental positions may be programmed for AFIT training if the training is in the interest of continued US influence in the establishment or organization, or is in the interest of political or economic stability of the country or region.

(4) Instructors programmed for AFIT training must be assigned to a military academy, a military school, or command-and-staff level and above.

4-69. Duration of AFIT graduate programs

a. FMTs selected for AFIT programs will be directed to complete their degree requirements in the shortest possible time. SAOs will inform them that they must return

to their homeland as soon as they complete requirements for the degree for which training was approved, regardless of the duration initially authorized. FMTs will be advised that the AFIT monitor will have the authority to determine whether the programs are adequate or not and when they should be able to complete their degrees.

b. For degree programs, the following statement will be included in item 16 of the ITO (fig 7-1):

"FMT is a candidate for the (Baccalaureate, Masters, PhD) degree and must complete degree requirements in the shortest possible time. FMT will return to (home country) upon completion of degree requirements or as otherwise terminated. Further education beyond the degree sought will (or will not) be considered during this tour."

c. English language prerequisite is shown below.

(1) FMTs entering AFIT degree-granting resident school programs administered by AFIT must attain a score of 500 on the Test of English as a Foreign Language (TOEFL). The TOEFL is available at testing centers throughout the world. Information on TOEFL may be obtained from the Education Testing Service, Princeton, NJ 08541.

(2) To permit validation of records and placement of FMT, TOEFL scores and other credentials will be forwarded to AFIT/RRD, Wright-Patterson AFB, OH 45433, once P&A or P&R data have been requested, but not later than the end of February for each year. ECL scores may not be substituted for the TOEFL.

4-70. Eligibility for attendance

It is the responsibility of the country concerned to provide the necessary credentials for review by AFIT or colleges where the FMT is seeking admission. Complete academic records and the TOEFL scores are required for all degree programs.

a. In addition to the academic requirements, candidates must successfully complete the Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) as required by AFR 50-5. All transcripts for institutions previously attended, TOEFL scores, and GMAT/GRE scores will be forwarded to AFIT/RRD, Wright-Patterson AFB, OH 45433.

b. Evaluation by AFIT is not a commitment. If AFIT accepts a candidate, FMTAG will then determine availability.

c. AFIT will provide an estimate of the duration of the course when the FMT is determined eligible; however, the number of credits a university will transfer or accept and how rapidly the FMT will progress cannot be determined until the FMT is enrolled. AFIT, therefore, will quote the maximum estimated course duration.

4-71. AFIT short courses

Quotas for short courses taught at the AFIT School of Systems and Logistics (AFIT/LS) and School of Civil Engineering (AFIT/DE) are requested by FMTAG from the appropriate school at least 120 days in advance of the course starting date. Therefore, requirements to FMTAG should consider the necessary lead time to insure availability of the course.

a. Once a quota in an AFIT short course has been obtained, the appropriate SAO will provide AFIT with a complete itinerary of the FMT's travel plans. Travel should provide for arrival of the FMT at AFIT at least 2 days before the course starting date. Arrival notice must arrive at AFIT not later than 2 weeks in advance of the planned departure date. Included will be--

(1) Foreign service rank and its equivalent to US grade structure.

(2) Date and time of departure en route to the United States.

(3) Planned or anticipated delays en route.

(4) Anticipated date and time of arrival at Wright-Patterson AFB.

b. FMTs programmed for AFIT/DE and AFIT/LS must have achieved the following ECL test scores before departure for direct entry into training:

(1) School of Civil Engineering: 70 ECL.

(2) School of Systems and Logistics: 80 ECL.

Step 1. Analysis of organization being developed.

a. Will organization be similar to U.S. organization?

b. Will organization have a specialized mission?

c. Is this a new organization or one being upgraded with new equipment?

d. What is the general organizational structure?

e. What is the desired initial operational capability date?

Step 2. Service support analysis.

a. Does the country logistical system reflect U.S. defense systems?

b. What is present maintenance philosophy and capability?

c. What level of maintenance capability is to be developed? Is this level practical with regard to weapons density and facilities or personnel available?

d. What is experience with similar weapons systems or end items (United States and foreign)?

Figure 4-1. Training Plan Checklist for New Equipment--Total Package Approach

e. Are contractor services available in-country?

f. Should contractor maintenance, technical assistance field teams (TAFTs), or technical assistance teams (TATs) be considered?

Step 3. Training plan preparation.

a. What are the total skill requirements to support steps 1 and 2 and the density of each skill? Total requirement less number available in-country equals training requirements. Training requirements can generally be best satisfied by training a cadre, which will in turn accomplish the majority of the required training in-country.

b. Has the country expressed its intended approach to training? If not, try to obtain this information. For example, does the customer want the training to be conducted in CONUS, in-country, or a combination; does the customer object to contractor training?

c. What is the current in-country training capability to produce the needed skills?

d. Can in-country training be upgraded to support the new equipment? If so, what is required?

e. What is the in-country English language training capability?

f. What is the availability of English-speaking personnel? Do these people have the necessary technical or educational background?

g. Where can the required skills best be developed, in-country or in CONUS? If U.S. training is desired, first consideration should be CONUS cadre training which will provide best quality training in a formal classroom environment.

h. What specialized facilities (for example, ranges, structures, airfields, and port facilities) will be required in-country?

i. What is the availability of qualified interpreters and translators?

j. Are there constraints on CONUS training?

k. Should contractor training be considered from in-country or CONUS source?

l. Is an in-country training requirements or predeployment team required?

Step 4. Refinement of concept requirements.

a. Have all requirements been considered? These requirements include--

(1) Major end items.

(2) Support items and ammunition to include training ammunition.

(3) Tool sets, tool kits, shop sets.

(4) Publications.

(5) Repair parts and services.

(6) Training aids and devices. (Lead time frequently exceeds equipment delivery schedules.)

(7) Ranges, classrooms, airfield, port facilities.

(8) Maintenance facilities and warehouses.

(9) Support of U.S. personnel.

b. Will equipment list support--

(1) Organization being developed?

(2) Maintenance and support capability being developed?

(3) Initial and subsequent training?

c. Are training plan and equipment delivery dates compatible?

d. Is a survey required?

Figure 4-1. Training Plan Checklist for New Equipment--Total Package Approach--Continued

A . Requesting Country: _____ B. Service Branch: _____
C. FMS Case or IMET FY: _____ D. WCN: _____
E. MASL Number: _____ F. Duration (Wks): _____
G. Course Description:
1. MASL title or short narrative of desired course (if no MASL number).
2. Specific objective to be accomplished by training.
3. Specific individual task or skills expected to be accomplished by trainee, or knowledge to be acquired.
4. Specific items of equipment on which training emphasis is to be placed.
H. Time frame desired (if stand-alone request), or list of preceding formal training courses.
I. Latest acceptable graduation date (if established by country).
J. Student Information:
1. Full name (if known) and current duty position.
2. Rank/rate and U.S. equivalent grade.
3. Background/experience by weapon system and skill level.
4. Prior CONUS training (or other known formal training).
5. Expected duty assignment following training.
6. Required level of security clearance of individual.
K. Additional comments or amplifying information.

Notes:

1. This format will be used in submitting all requests for OJT/observation/familiarization training, both at the country program presentation at the unified command workshops and for out-of-cycle requests. The more detail presented in this format, the better the training can be programmed to meet the need.

2. For requests directed to the USAF, requested training durations in excess of 4 weeks require supplemental detail information on tasks, skills, and knowledge. AF Form 797 (Job Qualification Standard Continuation Sheet) will be used.

Figure 4-2. Format for an OJT, observation, or familiarization training request

JOB QUALIFICATION STANDARD CONTINUATION SHEET

PARA-GRAPH NO.	TASKS, KNOWLEDGES, AND STUDY REFERENCES	PROFI-CIENCY LEVEL	DATE OJT STARTED	DATE OJT COMPLETED	TRAINEE INITIALS	SUPER-VISOR INITIALS
1.	Familiarization of maint officer duties and responsibilities	G				
		G				
		G				
2	Observance of the maint supervisor (M/O) monitoring each branch.	G				
		G				
		G				
2a	Field maintenance (all branches)	G				
		G				
		G				
2b	Organization maint (periodic maint, T-37 flights, T-38 flights)	G				
		G				
		G				
2c	425th TAC Fighter Tng Sq (Flt line weapons shops)	G				
		G				
		G				
3	Observance of chief of maint staff functions & responsibilities	G				
		G				
		G				
3a	Observance of quality contl functions & responsibilities (inspections, deficiency, analysis & functional check flt)	G				
		G				
		G				
3b	Observance of maint contl branch functions & responsibilities (job contl, plans & scheduling, materiel control)	G				
		G				
		G				
4	Proper usage of technical orders and related publications	G				
		G				
		G				
5	Ground safety policies & procedures	G				
		G				
		G				
		G				
		G				
		G				

DATE	TRAINEE NAME AND SSAN	PAGE NUMBER
1 Jan 85	Jorge Martins, WSCN 0040, XX-D-TAA/TAB	1

Figure 4-3. Sample of a completed AF Form 797

JOB QUALIFICATION STANDARD CONTINUATION SHEET						
PARA-GRAPH NO.	TASKS, KNOWLEDGES, AND STUDY REFERENCES	PROFI-CIENCY LEVEL	DATE OJT STARTED	DATE OJT COMPLETED	TRAINEE INITIALS	SUPER-VISOR INITIALS
		G				
		G				
		G			

Chapter 5
Financial Management

Section I
General

5-1. Policy

a. FMS training is financed through payments in U.S. dollars.

b. FMS training will be provided at no cost to the USG except as authorized by law. All costs, as specified in the AECA and DOD 7290.3-M, will be identified and included in tuition pricing.

c. FMS training cannot commence until SAAC has provided OA to the MILDEP and the MILDEP has authorized the SAO to issue an ITO.

d. IMET is financed through annual congressional appropriations. Pricing will be as specified in the FAA and DOD 7290.3-M. Under IMET, an IMET order must be issued by DSAA.

5-2. Forfeiture charge

a. When an FMT does not complete a course of instruction, the country will be charged a proportionate share of the course completed, but no less than 50 percent of the course cost. If this action is necessary, appropriate adjustment will be made to the country program.

b. If a scheduled training space is cancelled or rescheduled at the request of the country but cancellation or rescheduling is requested less than 60 days prior to the scheduled course start date, the program will be billed for 50 percent of the cost of the course or phase starting within the 60-day period.

(1) The date the request is received from the country by the SAO, or other duly appointed and recognized U.S. representative, will constitute the official notification date. The SAO must immediately comply with the cancellation procedure established by the MILDEP, indicating the date that formal cancellation was received from the country.

(2) Forfeiture charges will not be applied when cancellation is the fault of the USG, such as deletion of classes or rescheduling, nor will it be applied when the cancellation is due to unavoidable circumstances within the country, such as national disasters, airline strikes, or last-minute illness of FMTs. It is the responsibility of the MILDEP to submit justification for the penalty reimbursement, based upon the SAO notification of cancellation.

(3) The 60-day notification provisions will be effective on the date the training is accepted by the country.

c. The following guidelines should be used to determine assessment for forfeiture charges:

(1) Before arrival at the first CONUS or oversea training activity-

(a) When fault of the foreign government, assess forfeiture charges for all courses commencing within the 60-day notification period.

(b) When due to unavoidable circumstances such as national disaster, airline strikes, last-minute illness of the FMT, or fault of USG, assess no forfeiture charges.

(2) After arrival at the first CONUS or oversea training activity--

(a) When the FMT fails the CONUS course entry ECL test, see paragraph 3-13c(5).

(b) When the FMT is recalled by his or her country for official reasons or the FMT has disciplinary problems, illness, or disability incurred before departing country, assess forfeiture charges for the current course or phase and for the follow-on course or phase that starts within a 60-day period.

(c) When the FMT has academic failure, injury, illness incurred during training, or compassionate return, assess forfeiture charges; do not assess forfeiture charges for the follow-on course.

5-3. Tuition pricing

The tuition price as shown in the MASL is a unit cost (per FMT) and may consist of such factors as direct, indirect, and asset use costs.

a. Direct costs are all costs related to the presentation of instruction. They include the following:

(1) Operations and maintenance--course support items, civilian pay, and benefits.

(2) Military pay--pay and benefits for military personnel.

b. Indirect costs are the installation operation costs that support the training activity.

c. Asset use charge is a charge made for the use of DOD facilities and equipment.

Section II International Military Education and Training

5-4. Funding

a. Normally, the State Department, in consultation with the Office of the Secretary of Defense (OSD), will determine IMET dollar levels for each IMET country. They will notify all concerned during the second quarter of each fiscal year (FY) of anticipated ceilings to be used for budget year (BY) programs. Actual annual IMET appropriations may be less than anticipated in the congressional presentation document (CPD); therefore, country dollar ceilings may be reduced, with a consequent loss of available training dollars. Contingency planning should be considered if losses of IMET dollars occur.

b. Even though the military assistance appropriation is not part of the DOD budget, the program and its budgeting, funding, and financial administration are subject to the same controls and regulations as all DOD appropriations.

c. Within a country ceiling, U.S. funds are made available to defray costs of approved IMET lines in the FY program. Generally, these costs are initially financed by MILDEP appropriations with subsequent reimbursement from IMET funds. Some countries pay the cost of transportation and/or living allowance. Care must be taken to identify such arrangements and assure the USG does not also pay these expenses.

d. IMET program lines are funded by DSAA. These funds are made available to MILDEPs on IMET orders, which in effect authorize execution of the programmed line of training. Simultaneously, this funding information is transmitted by mail to the SAO by an updated program run. In many cases, the transmission time may preclude receipt of the IMET order information before the student is to depart for training. If authority to issue an ITO is required before receipt of the IMET order, the SAO should address a request to DSAA.

e. IMET under Budget Project N10 commencing during October, November, and December may be programmed and funded in the previous year's IMET under the fifth quarter concept. Project N10 includes CONUS and outside CONUS (OCONUS) formal courses, OBT, OJT, and familiarization training. If this method is desired, FMTs reporting for initial training in October, November, and December will be programmed in the preceding FY; for example, FMTs reporting in October, November, and December of calendar year 1984 (FY 1985) could be programmed and financed with FY 1984 funds. Any such training, however, will be coded fifth-quarter and costed using BY course costs. BY course costs will be used for all sequential training covered in the FMT's ITO where the start date for the initial course begins in the fifth quarter. The availability date for all sequential training will be the same as the initial course. Training requirements programmed in the current year with an availability of fifth quarter must be repriced as soon as BY course costs are known.

f. Current year course costs will be used for all sequential training covered in the FMT's ITO where the start date for the initial course begins in the first, second, third, or fourth quarter. The availability quarter for all sequential training will be the same as the initial course.

g. IMET funds must be obligated before the close of each FY. This includes funds for training programmed under the fifth-quarter concept and for FMTs who have follow-on training that will commence after the end of the current FY.

5-5. Travel and living allowance (TLA)

a. When TLA funds are obligated by MILDEPs, SAOs are authorized to issue travel and baggage authorization to and from training installation, unless the country pays its own travel costs.

b. Required TLA must be programmed; SAOS will then correctly prepare the ITO. Installation fiscal officers must disburse living allowances in accordance with the ITO to preclude overobligation of funds with resultant fiscal violation.

c. Each original payment voucher for IMET FMTs for travel or living allowance will be certified by an authorized USG fiscal officer. The accounting data cited on each voucher will be derived from the FMT's ITO. A copy of each paid voucher, as well as a copy of each collection voucher, will be forwarded promptly to the activity maintaining the specified allotment records. This is required to assure proper liquidation of the established obligation. Sufficient copies of each completed voucher will be prepared so as to give one copy to the FMT. The FMT will be instructed that vouchers are to be retained and presented to the next finance officer from whom he or she requests payment.

d. The finance officer of the first training installation will prepare DD Form 1588 (Record of Travel Payments) to establish a continuous record of payments made to the FMT.

e. Following completion of training, the finance officer at the last U.S. military installation where the FMT has been receiving training will compute the living allowance and, if authorized, travel mileage; the finance officer will then pay the FMT (less any partial payments and living allowances previously paid) before the FMT's departure. The finance officer will also forward a copy of the paid voucher to the appropriate ITO issuing authority. A living allowance will be computed through 2400 hours of the scheduled date of arrival in the FMT's home country. A living allowance not to exceed constructive travel by common carrier will be allowed when the FMT is authorized to travel by privately owned conveyance or at personal expense. The FMT should be scheduled to depart by the earliest available transportation after completion of training, taking into consideration any CONUS leave authorized by his or her country. If the FMT reports to the port of entry (POE) before completing leave, he or she will be given assistance in obtaining an earlier departure. If the FMT is delayed involuntarily at the POE, beyond the scheduled date of departure, a living allowance is authorized while awaiting transportation.

f. If the FMT returns to his or her home country before collection of a TLA overpayment, no action will be taken against the FMT to effect collection. Underpayments will be resolved by the SAO in local currency.

g. For country programs that include full living allowances,

funds are programmed to defray costs of meals and personal necessity items.

(1) Officer FMTs personally pay custodial fees and meals.

(2) Enlisted FMTs personally pay for custodial fees if required. Reimbursement to the training activity for meals provided will be accomplished by an SF 1080 (Voucher for Transfers Between Appropriations and/or Funds) billing, charging the fund citation in the individual FMT's ITO. Training installations should insure that billings for reimbursement are submitted promptly.

h. Installation checkout procedures will include payment for personal expense items before departure; for example, custodial fees, telephone bills, club dues. Bills arriving after departure of FMTs will be forwarded to the next training location or to the SAO for collection or resolution. (See para 10-20).

Section III
Foreign Military Sales Training

5-6. General policy

a. The law requires that the United States recoup all expenses from a country under FMS. Training provided to a foreign country that results in identifiable expenses to the USG is fully reimbursable from the purchaser country. Unless identifiable expenses are authorized through independent statutory or other legal authority, they are considered to be under the SATP and must be fully recouped.

b. Bilateral, combined, or multilateral exercises conducted to test and evaluate mutual capabilities do not require authorization or funding under the SATP. In the absence of independent, statutory, or other legal authority, costs of foreign participation in such exercises will not be directly paid for or reimbursed from DOD funds. DOD funds will bear only the costs of U.S. Armed Forces participation in such exercises. The costs of any U.S. support provided to the participating countries of international organizations for training exercises for defense service is pursuant to the AECA. The extension and receipt of services furnished as reciprocal international courtesies (10 USC 7227), when authorized under the general provisions of the DOD annual Appropriations Act, may serve as authority for bearing certain costs of providing these services to foreign participants when such services are offered to U.S. forces on a reciprocal basis.

c. In the absence of statutory or other legal authority to the contrary, visits of eligible FMTs to U.S. units that are conducted for training purposes will be fully reimbursable through FMS procedures. Visits by FMTs to U.S. units extended for periods beyond 3 working days at one location will be considered as training subject to reimbursement. Visits of 3 working days or less at one location will be considered as nontraining and administered as a self-invited visit.

5-7. Funding

FMS training will not commence until the purchasing country has deposited sufficient funds against the appropriate FMS case, and SAAC has issued obligational authority. The use of MILDEP-appropriated funds for training under FMS is not Permitted by law.

Section IV
Department of the Army

5-8. Forfeiture charge

When SATFA recommends a CONUS FMT be recycled (set back) because of illness, injury, emergency leave, or academic failure, the training installation will not assess forfeiture charges for the current or follow-on training. Additional course costs (if any) associated with the recycling actions should be assessed.

a. Any cancellation or rescheduling of courses not covered in chapter 5 must be addressed on a case-by-case basis.

b. SATFA (ATFA-P) will assist activities in assessing the appropriate reimbursement pertaining to cancellation or rescheduling.

5-9. Tuition pricing and reporting

a. The Comptroller of the Army (COA) is responsible for establishing policy and procedures for pricing the training tuition of FMTs in U.S. Army schools. (AR 37-60 contains this information.)

b. Based on requirements to reply to periodic inquiries from higher authority and for input to the BY planning cycle, SATFA must maintain current cost data on all courses offered to MMTs.

c. Other training installations will insure that SATFA is furnished a tuition cost analysis for all standard courses included in the MASL. Tuition data will be forwarded to SATFA--

(1) To correspond with the MASL update.

(2) When a tuition cost change is approved by the training installation that will reflect a MASL price change.

5-10. General funding

a. The COA will develop fiscal policies and related procedural guidance on the SATP.

b. AR 37-80 outlines accounting procedures for IMET and FMS.

c. In preparing unit budgets, course costs prepared for a BY will be used to compute the amount of anticipated reimbursements in the command operating budget (COB). The source of anticipated reimbursements for IMET FMTs will be shown in the COB as "IMET (other)." The source of anticipated

reimbursement for FMS training will be shown in the COB as "Trust Fund." Dollar amounts will be computed by multiplying the latest course cost times the number of anticipated FMTs. All anticipated reimbursements for FMTs will be shown in the COB as automatic reimbursements. Estimates on the number of FMTs for the new FY will be based on--

(1) Program guidance received from HQDA (DAMO-SSA) or SATFA if available.

(2) Actual number of FMTs trained in prior FYs.

(3) Command estimate of future FMT requirements, especially as pertains to courses for which no course cost has been established in the past.

5-11. IMET funding

a. IMET funds for Army school training are allocated by the COA to agencies as listed in the applicable AR 37-100 series from funds provided by DSAA.

b. To obtain reimbursement for IMET, the training activity submits an SF 1080 (with copy of FMT's ITO) through funding channels. This is required so that IMET Budget Project N10 funds will be collected as reimbursement to the DA appropriations indicated in the approved course costs.

5-12. IMET travel and living allowance

DD Form 1588 (Record of Travel Payments) will be maintained as prescribed in AR 37-106, chapter 1, section V. This record will be forwarded to the next training installation. Upon completion of CONUS training, DD Form 1588 will be closed out and forwarded to the fiscal station funding the travel.

Section V Departments of the Navy and the Air Force

5-13. Navy financial management

Follow chapter 5, sections I-III, for DON financial management.

5-14. Air Force financial management

a. IMET. Generally, the cost of foreign training under IMET is initially financed by Air Force appropriated funds with subsequent reimbursement from IMET funds. Reimbursement includes indirect costs such as tuition, training aids, publications, and proficiency flying hours. Direct costs reimbursable from IMET funds are as follows:

(1) Travel.

(2) Living allowances.

(3) Certain medical and burial costs.

(4) SJA approved claims.

(5) IP activities.

(6) Extraordinary expenses.

(7) Travel and per diem of US personnel in support of IMET.

b. FMS. FMS training is paid for by the recipient countries. Payment for FMS cases is generally on a cash-in-advance basis. Normally, the CONUS or oversea implementing command notifies the AF Accounting and Finance Center/Security Assistance Accounting Center (AFAFC/SAAC), Denver, CO 80279, of the costs of the country's quarterly training requirements. SAAC provides the purchasing country with a quarterly statement of charges for training. Training is considered "delivered" as of the date the FMT enters the course, or the date funds are released for an MTT. (See AFR 170-3 for details.)

c. Inter-American Air Forces Academy (IAAFA). The cost of operating this school in Panama is financed by Air Force appropriated funds for which the Air Force receives reimbursement for training provided from IMET appropriated funds and FMS case funds.

d. Military Assistance Other Agency Funded (MAOAF). MAOAF training is provided without charge to the recipient country with subsequent reimbursement to the Air Force by the sponsoring U.S. agency. Reimbursement for training is accomplished by FMTAG/FAR. All other costs are the responsibility of the sponsoring U.S. agency.

5-15. Penalties

If an FMT is eliminated before completing a course, tuition costs are assessed as follows:

a. Flying courses--pro-rated basis but not less than 50 percent.

b. Technical courses--100 percent.

c. Training costed on a per week basis--for the number of weeks training was received.

5-16. Transportation allowances

IMET FMTs are authorized transportation as prescribed in their ITOs. (See chaps 7 and 8.)

5-17. Living allowances

IMET FMTs are authorized living allowances as prescribed in their ITOs. (See chaps 7 and 9.)

5-18. Subsistence

a. All USAF installations that forward billing to higher headquarters for payment will submit invoices on a controlled transmission basis for those accounts receivable involving receipt accounts and open allotments.

b. Reimbursement from funds cited in the ITO is authorized for subsistence furnished to enlisted FMTs in Government dining facilities.

c. The food service officer will submit a monthly certified invoice (in triplicate) to FMTAG/FAR through the FTO for payment. This invoice will list the following data:

(1) Names and nationalities of the FMTs.

(2) Number and type of meals furnished.

(3) Total amount.

5-19. Housing SATP personnel

a. For IMET enlisted personnel provided TDY quarters and IMET officer personnel with dependents authorized in their ITOs and furnished family housing, reimbursement for quarters is made as follows if these trainees are receiving a living allowance under IMET. The base billeting or housing officer must submit monthly certified invoices in three copies to the local AFO through the FTO for payment. Invoices must list names, nationalities, number of days that quarters were furnished, and total amount of charges. A copy of each student's ITO must be furnished with the invoice. The AFO prepares an SF 1034 (Public Voucher for Purchases and Services other than Personal) upon receipt of the FTO verification for reimbursement to the base billeting or housing office. The accounting classification cited in the ITOs is charged for these services.

b. Other IMET trainees and all FMS students assigned Government housing are required to pay the cost from personal funds.

c. The charge for Air Force unaccompanied personnel housing is the service fee. Rates for family housing are provided in DODM 7290.1 and AFR 87-16.

5-20. Budget and funding

Procedures for SATP are contained in AFM 172-1, volume 1, chapter 17.

5-21. Costing

Course costing will be accomplished by HQ USAF/ACMS in accordance with pertinent directives. The SATP unit cost for each course or item will be listed in the MASL. For those items marked "EST" (estimate), separate pricing will be used as required.

5-22. Accounting and finance

Accounting, paying, collecting, and reporting will be as stated in the AFM 177-100 series of manuals, AFR 50-4, AFR 170-8, AFR 170-11, and AFR 170-13. FMT's entitlement to expenses and eligibility such as travel, transportation, living allowances, subsistence, medical care, and burial will be as stated in chapters 8 and 9.

a. All AFOs or other offices that forward invoices to higher headquarters for payment will submit invoices on a controlled transmission basis for those accounts receivable involving receipt accounts and open allotments. Generally, this involves subsistence and medical receivables.

b. The AFO or other office will include in each applicable invoice package a preaddressed acknowledgement form letter, AF Form 74 (Communication Status Notice/Request), that can be returned to the originating office. If acknowledgement is not received within 15 days after forwarding, the sending office will conduct a followup.

Chapter 6
Letters of Offer and Acceptance for Sale of U.S. Military Training

Section I
Use and Procedures

6-1. General
The U.S. DOD letter of offer and acceptance (LOA) (DD Form 1513), when signed, is an international binding agreement used by the U.S. Government to offer to sell defense articles and defense services to a foreign country or international organization. The LOA lists the items, services, estimated costs, terms, and conditions of the sale, and requires the signature of a representative of the foreign country or international organization to indicate acceptance.

a. Detailed guidance on the use and processing of DD Form 1513, DD Form 1513-1 (Amendment to Offer and Acceptance), and DD Form 1513-2 (Notice of Modification of Offer and Acceptance) is in the SAMM, chapter 7.

b. Highlights stressing preparation of DD Forms 1513 for training will be provided in paragraph 6-2 through 6-10. For the purposes of this regulation, DD Form 1513 will be referred to as a Letter of Offer and Acceptance (LOA).

6-2. Purpose of the Letter of Offer and Acceptance (LOA)
The LOA will be used for all foreign military sales of defense articles and defense services, which includes training. Also, when authorized for release to the foreign purchaser, the LOA becomes the official offer by the USG.

a. The following denote acceptance on the part of the purchaser of the terms and conditions:

(1) Signature by an authorized representative of the purchasing country.

(2) Receipt of the initial deposit and copies of the LOA by SAAC and the MILDEP.

b. Additional terms and conditions as may be appropriate for a particular sales case will be set forth in one or more attachments or continuation sheets to the LOA. All attachments, including notes, annexes, and appendixes, are an integral part of the LOA.

6-3. LOA development
Development of an LOA may involve one or more of the statutory conditions in the AECA, which authorizes foreign military sales.

a. Those AECA sections that pertain to FMS cases are as follows:

(1) Section 21. Cash sale of defense articles and services.

(2) Section 22. DOD procurement for cash sales.

(3) Section 23. DOD direct credit extended to a purchaser.

(4) Section 24. DOD guaranteed credit extended by the Federal Financing Bank.

b. FMST cases normally involve only a(1) above, cash sale from DOD stocks; for example, training services provided by DOD installations and activities. If an LOA involves more than one of the terms of sale, the MILDEP will cite on the LOA all of the applicable terms of sale. Unless the purchaser makes arrangements to use existing country funds on deposit at SAAC, the purchaser must pay cash in full with acceptance or make an initial cash deposit as specified in the LOA. In the absence of such payment, there is no legally binding FMS agreement.

c. The SAMM, chapter 7, lists in detail the various types of assistance codes and an explanation for each.

6-4. LOAs for training
a. Training in support of major equipment sales can include the development of operator, maintenance, logistical, and other support skills. In support of such sales, accurate and early planning must be accomplished to complete the following before equipment arrival:

(1) Conduct a training assessment survey.

(2) Determine both CONUS and OCONUS training requirements.

(3) Develop training P&A information for country approval.

(4) Request, process, and accept LOAs and complete financial requirements.

(5) Screen and select FMTs for required ELT and other preparatory training.

(6) Conduct training required to operate and maintain equipment.

b. Each LOA will include the date upon which the offer expires.

c. Requests by the purchaser for extensions to expiration dates must be in writing. These requests will be granted only after a full review by the preparing agency to insure that all data included in the LOA remain valid. The purchaser will be advised by message of the new expiration date, along with the authorization to make a pen and ink change to the expiration date listed on the LOA or amendment. SAAC and DSAA must be provided an information copy of the message.

d. It is not FMS practice to provide a detailed description of the components of costs included in estimated prices for line items on LOAs. When such queries are received from the purchaser, the elements of tuition cost, as outlined in DOD 7290.3-M, may be provided. Detailed information on tuition computation will not be provided unless specifically authorized on a case-by-case basis by DSAA.

e. The obligation authority (OA) will be issued by SAAC only after the receipt of the duly executed DD Form 1513

and initial deposit if required.

f. To insure uniformity of LOAs for training, certain notes or supplemental conditions must be included on the DD Form 1513. These various notes or conditions are published by each MILDEP. Special training cases involving long lead-time and special training assets will necessarily require various caveats, notes, and explanations to legally and administratively define the case. These notes will be prepared to adequately protect the interests of the USG and the purchaser.

g. LOAs for defined training should, wherever possible, include firm scheduling of FMTs into specific training courses. When this is not feasible, a statement or statements will be included in the LOA to the effect that the convening date and scheduling information will be provided when available. LOAs must specify the purchasing government's responsibilities; for example, providing pay and allowances, funds for housing, qualified FMTs, and any required supervision of these FMTs.

6-5. Notes, supplemental conditions, and annexes to LOAs

Notes or supplemental conditions to LOAs will include general coverage of information or an estimate of when specific information can be provided to the purchaser. The LOA should include information sufficient to establish follow-on channels of communication between the purchaser and the MILDEP responsible for implementing the case.

6-6. Amendments to the LOA

DD Form 1513-1 should be used to meet only minimum essential administrative needs. This form may be used for minor changes in scope when such use of the form is essential for administrative reasons.

6-7. Modifications

DD Form 1513-2 is used to record modifications to an existing LOA, other than modifications which constitute a change in scope.

6-8. FMS price increases

For price increase notifications, the following information, if applicable, will be included:

a. Detailed reason for the increase.

b. Options the purchaser has, if any, with respect to avoiding the price increases; for example, contract termination or reduction of quantities.

c. Estimated financial consequences of selecting such options.

d. Time limits, if any, for notifying the USG of the purchaser's desire to cancel or reduce quantities.

6-9. Medical expenses

FMS cases reflecting estimates for reimbursable medical expenses will include such estimates as a separate line in the case.

6-10. Liability for damages

Training cases which involve the use of U.S. equipment (for example, aircraft and trucks), and which, due to special pricing requirements, do not include an asset-use charge, will include a statement on liability for damages. It will state that the foreign government will be liable for any damage to such equipment due to negligence on the part of the student.

Section II
Department of the Army

6-11. Responsibilities for LOA

a. The FMS Control Division of DSAA will submit FMS cases to Congress, as required. It will also countersign FMS cases before release of the formal offer. No implementing agency is authorized to release LOAs without a DSAA countersignature.

b. SATFA will--

(1) Maintain the LOA training case designator file.

(2) Assign case designators for all Army FMS training cases to include those prepared overseas. (Designators consist of three letters starting with the letter "O" in alphabetic sequence; for example, OAA, OAB. . . OBA, OBB. . . OCA, OCB.)

(3) Prepare automated data processing (ADP) transcript sheets for entry of training case designators into the front-end record of the management information system (RCS DSAA 1200).

(4) Issue the obligation authority-customer order to each CONUS school based on the implemented FMS case.

(5) Prepare LOAs, amendments, modifications, and related forms according to AR 12-8 for CONUS training and CONUS-furnished SA teams by the US Army.

(6) Forward copies of all proposed LOAs, amendments, and modifications to USASAC.

(7) Obtain from each CONUS school or training activity all required bills, using SF 1080, supported by copies of each FMT's ITO or other obligating documents.

(8) Reimburse each CONUS school, or training installation or command for training and services.

c. USASAC will--

(1) Coordinate the release of LOAs to the country in accordance with prescribed procedures.

(2) Receive accepted (signed DD 1513) FMS cases and, upon completion of financial requirements, forward the form to SATFA, other appropriate training commands, and each service school conducting training.

(3) Make required input into the management information system (RCS DSAA 1200).

d. FORSCOM will make required inputs for USASAALA into the Army customer order control system (ACOCS).

e. Oversea Army commands and agencies (USAREUR and USASAALA) will prepare LOAs for training that they provide. Before releasing formal offers to the customer country, these commands or activities will obtain release authority from DSAA according to current operating procedures. They will insure that proper action is taken to update the DSAA ADP system. SATFA will act as the agent for USAREUR in accomplishment of the above.

f. MACOMs will provide SATFA with data to support the preparation of LOAs pertaining to training or SA teams provided by their commands. For SA teams, such data will be provided by SATMO, but in all cases will include a complete cost estimate for training provided by the MACOM.

6-12. Blanket order (BO) FMS cases

a. FMS annual training programs and implementation are subject to time constraints. In the case of CONUS training, availability of class schedules, accumulation of requirements, allocation of spaces, development of pricing data, administrative time to prepare and process DD Form 1513, and time for a country to accept and deposit funds, all entail 5 to 7 month's time. Thus, LOA processing constraints for detailed allocation of training would normally dictate that no first quarter training courses could be offered since no FMS funds would be available. This restriction is not acceptable to the countries or to the schools. As an alternative, BO FMS cases will be used for annual FMS training programs.

b. BO FMS cases are prepared in an estimated dollar amount. (See c(4) below.) When the country accepts a BO FMS case and deposits funds and SAAC issues the OA, execution of the program is authorized without all the time constraints outlines in a above. As the defined program develops, SATFA will forward the country program listing (CPL) to the SAO for appending to the DD Form 1513.

c. The following policies and procedures govern BO FMS cases:

(1) Upon presentation of annual FY training programs, the SAO will indicate acceptance or nonacceptance by the country of the BO procedure. Separate BO FMS cases can be issued for various country services if required.

(2) If the country does not accept a BO FMS case, no training spaces will be programmed or allocated to start during the first quarter of the FY. This will result in probable loss of training spaces since all requirements cannot be absorbed by the schools in the latter three quarters of the FY. In these cases, normal allocation and administrative procedures, as in a above, will be followed. The earliest training date will be at least 90 days after the date the LOA is forwarded to the country.

(3) If the country will accept a BO FMS case, SATFA will, without delay, calculate total cost of the requested country training program, including medical costs as proper. SATFA will then prepare the LOA. Normal allocation procedures will then be followed.

(4) BO FMS cases are normally prepared in one of two ways.

(a) For a dollar amount specified by the country, with the detailed list of required courses to be developed as required throughout the life of the case.

(b) For a dollar amount at least 10 percent in excess of the detailed training requirement as known at the time of preparation.

6-13. Procedures

a. Upon receipt of a request from a country for P&R or P&A for U.S. Army training, SATFA will coordinate the providing of such data, and the requestor will be informed. The requestor will also be queried as to acceptance, and whether the new or existing FMS case should be used and, if not known, what country agency should receive the case for signature. Any agency receiving a request for P&R data directly from the SAO or country will insure that DSAA coordination is obtained on responses to requests that apply to major defense agreements.

b. SATFA, SATMO, and the potential training agency (if different from TRADOC) will be expeditiously informed of client requests for an LOA stimulated by the P&A data or of the client rejection of a P&A proposal. SATFA will assign a case designator upon acceptance of the P&A, inform all concerned, and take action to enter the data into the letter of request (LOR) ADP system. This action is required to comply with U.S. legislation and to preclude delays in the release of the LOA if the case is to be completed.

c. SATFA prepares LOAs for CONUS training and CONUS-furnished SA teams, obtaining the necessary data from the training command, if other than TRADOC, or from SATMO in the case of SA team cases.

d. If a case designator is assigned and entered into the LOR system, it is important that SATFA be notified of any later cancellation of the case, so that it may be transferred to an inactive or cancelled status.

e. The preparing agency will forward the required data to SATFA to facilitate the preparation of the LOA. SATFA will prepare the LOA and forward it to DSAA for DSAA countersignature before release to the country according to prescribed procedures.

Section III Departments of the Navy and Air Force

6-14. Navy procedures

The DON will follow procedures in section I of this chapter.

6-15. Air Force procedures

The Air Force will follow procedures in section I of this chapter.

Chapter 7
Invitational Travel Orders

Section I
Use and Procedures

7-1. Basic document
The issuance of ITOs, whether under IMET or FMS, is required for all FMTs under SATP sponsorship to provide recognition of the military status of the FMTs. It is the controlling document for authorized training terms, conditions, and privileges. The ITO is also the basic document used for accounting purposes. In addition, it provides guidance to the appropriate agencies to determine which support is payable. When all prerequisites have been met, the SAO will issue individual ITOs for each FMT.

7-2. Format
a. The standard ITO, DD Form 2285 (Invitational Travel Order (ITO) for Foreign Military Trainees (FMT)) (fig 7-1), is the only authorized document that will be used for FMTs furnished training under the provisions of this regulation. It will be used and is valid only for FMTs entering U.S. training under the FAA or the AECA. The form will not be altered or shortened.

b. Paragraphs 7-9 and 7-10 give instructions for completing DD Form 2285.

c. For training in PACAMS, countries in the SOUTHCOM and LANTCOM regions may attach a native language translation to the DD Form 2285.

7-3. Original ITO and copies
a. A signed original of the ITO will be considered by the training installation as final authorization for admission of the FMT named therein to the courses listed in item 14 of the ITO. If an FMT arrives at a training installation without a signed original, the training installation will notify higher headquarters and will not enter the FMT into training until approval is received. It is emphasized that each FMT must have in his or her possession the original ITO, bearing an original signature and not a facsimile. Certain U.S. commands and activities will not disburse funds on a document bearing a nonoriginal signature.

b. If it has been determined that the original ITO of the FMT has been lost, a copy of such orders may be certified as an original by adding in item 16 the following certification: "I certify that my original ITO was lost and that if the original is located later, no further claims will be submitted on the basis of recurrent copy of orders. If the original is located, it will be returned by direct mail to the appropriate MILDEP." This certification must be signed by the FMT with his or her name and rank listed in full.

7-4. Distribution
a. FMTs scheduled for training will report with the original ITO and the following copies in their possession:

(1) All FMTs reporting to DLIELC as first training installation--10 copies.

(2) Direct entry FMTs--5 copies.

b. ITOs will be distributed to addressees as shown in the appropriate MILDEP section of this chapter. ITOs will be prepared and copies mailed to reach these addressees at least 2 weeks before the FMT's scheduled arrival at the first training installation.

c. If copies of the FMT's ITO are not received 2 weeks before the first training report date, the first training installation, after coordination and with concurrence of higher headquarters, may query the SAO concerned on the status.

d. Distribution, by activity, will be listed in item 17 of the ITO. A local distribution formula (such as "DIST A") will not be used.

7-5. Amendments and indorsements
a. All amendments and indorsements to the ITOs will be prepared separately on standard size paper. Headings will contain as a minimum the following data:

(1) Office symbol and official address of publishing activity.

(2) Original ITO number and date.

(3) Rank and name (surname (all capitals), first, middle) of FMT.

(4) Country.

(5) Funding and WCN.

(a) For IMET FMT, indicate FY IMETP and WCN.

(b) For FMS FMT, indicate FMS case identifier and WCN.

b. All amendments and indorsements to ITOs will be signed by an authorized representative and distributed in the same way as listed in item 17 of the original ITO.

c. The originating office, normally the SAO, amends or must authorize in writing all amendments to the ITO. One exception is that commanding officers of training installations may, with approval of higher headquarters, amend ITOs to reflect minor administrative training changes, such as a nominal increase in course duration and recycling into a succeeding class. The SAO will be notified immediately of such amendments. Upon receipt of conclusive written evidence of the promotion of an FMT while in training, the higher headquarters may also authorize the training installation to amend the ITO to reflect the FMT's change in rank. Conclusive evidence is defined as notification from the SAO, the FMT's attache in Washington, DC, or the CLO. Evidence may also be received from a staff maintained by a foreign government in the United States for the purpose of administering training in CONUS. All changes

in rank involving entitlement to additional IMET funds will be by amendment to the ITO by the SAO only.

d. ITOs will be indorsed on issuance of transportation requests and meal tickets. They will also be indorsed on payment of a living allowance, change of installation, and issuance and return of the Uniformed Services Identification and Privileges Card (USIPC). Certificates or indorsements indicating that Government quarters and subsistence were or were not available will be provided and affixed by appropriate commanding officers.

(1) On arrival at the U.S. POE, MILDEP port authorities will indorse the original ITO and at least five copies, indicating the date and time of arrival at the port and the mode of transportation from the port to the next installation (commercial or military carrier).

(2) Appropriate authorities at each training installation visited will indorse the original and at least five copies of the ITO showing dates and times of arrival and departure and the mode of transportation.

(3) Upon arrival at the U.S. port of departure, MILDEP port authorities will indorse the original and five copies of the ITO showing the date and time of arrival at the port, mode of transportation, and date of departure from the United States.

7-6. Security

a. Compliance with security requirements will be indicated by selection one of the statements contained in item 8 of the ITO. The ITO will not be classified on the basis of these statements.

b. U.S. training installations will not train FMTs until the above security requirements are met. If the appropriate statement is not checked in item 8 of the FMT's ITO, the training installation will contact the SAO for compliance. The statement of country security as stated in the ITO only specifies the level of security clearance of the FMT as granted by his government. It is not in itself authority to disclose U.S. classified information to the FMT. The course content must be authorized by appropriate MILDEP disclosure authority for release to that country.

7-7. Appropriation citation

a. ITOs for IMET FMTs will cite the appropriation to which travel, living allowance, and other authorized expenses are chargeable if appropriate. These fund cites are the responsibility of the appropriate MILDEP. It is important that all segments of the IMET accounting data be carefully developed and accurately cited in item 9 of the ITO.

b. FMS ITOs do not contain fund cites as all expenses are the responsibility of the purchasing country.

7-8. Dependents

Dependents accompanying or joining FMTs must be authorized in item 15 of the FMT's ITO to be eligible for privileges; for example, identification (ID) cards, exchange and commissary privileges, and medical services.

7-9. General instructions for completing DD Form 2285

a. Use a typewriter to complete the form (See sample ITO at fig 7-1.)

b. Starting at the left hand corner, enter the FMT's surname, rank, country code, WCN, and ITO number at the top of each of the four pages.

c. Select the applicable statement by placing "X" in the block; for example, /X/.

d. Enter all dates as two digits for day of month, three alphas for month of year, and last two digits of calendar year (for example, 05Dec83).

e. If an item requires additional information but contains no block that refers to item 16 (Special Conditions), type "see item 16" after the title of the item.

7-10. Instructions for completing DD Form 2285 relating to specific items

Items not addressed below are considered self-explanatory.

a. Item 1, ITO number. Number consecutively within each fiscal year. Also indicate the fiscal year and, if required, a one-alpha suffix program originator for internal SAO control purposes. In large country programs, this suffix would preclude duplication of ITO numbers (for example, 121-84 or 39-84-B).

b. Item 7, language prerequisites.

(1) Check block a and complete the statement for those countries that have not been granted a waiver from in-country screening or are not exempt from all ECL testing.

(2) Check block b and complete the statement only for those countries that have been granted waiver from in-country screening ECL testing. This waiver is granted annually by DSAA message, and the date-time group (DTG) of that message will be cited as documentation (for example, SECDEF MSG DTG 131329Z OCT 83).

(3) Check block c only when the five countries exempt from all ECL testing are involved. These countries are Australia, Canada, Ireland, New Zealand, and United Kingdom. Cite annual DSAA message as documentation.

c. Item 10a, US MILDEP document. Indicate, as proper, MILDEP CPL, STATIS, CPR, message, letter, or other documentation authorizing implementation of training. If authority is granted by DSAA to issue an ITO prior to receipt of the IMET order, cite that document as authority.

d. Item 14a-f(1), authorized training. The record control number (RCN) applies to IMET only. For FMS, enter "NA" for not applicable.

e. Item 15a(3), dependents. Check block (3) only for

those IMET FMTs, with authorized accompanying dependents, who are attending ACSC, SOS, AWC, CGSC, NCC, NSC, AFIT, MCC&SC, AWS, and PGS.

f. Item 15b(2), medical services, dependents. If block 15a(1) has been checked, do not check any blocks under 15b(2). Enter "NA" after the word "dependents."

g. Item 15c, Living allowances.

(1) Check block (1) and complete the statement only for FMS countries and those IMET countries participating in full cost-sharing of living allowances.

(2) Check block (6) only for those IMET countries for which blocks 15c(1) through (5) do not apply in whole. Specific living allowance conditions will be outlined in detail in item 16, special conditions.

h. Item 15d, travel.

(1) Check block (1) and complete the statement only for FMS countries and those IMET countries participating in full cost-sharing of travel.

(2) Check block (5) only for those IMET countries for which blocks 15d(1) through (4) do not apply in whole. Specific travel allowance conditions will be outlined in detail in item 16, special conditions.

i. Item 15e(1), baggage. Check block (1) and complete the statement only for FMS countries and those IMET countries participating in full cost-sharing of travel.

j. Item 16, special conditions. If required, use this space to clarify or amplify information in items 1 through 14, to list any special conditions not covered in item 15, or to list variations in conditions as listed in item 15. Indicate the item numbers to which the information applies. Other desired information that is not applicable to any specific item (for example, embassy address and telephone number in Washington, DC) will be entered last under the title of "additional information." Examples of types of entries suitable under item 16 are as follows:

(1) 7a--three-point waiver will be granted for direct entry by SATFA message, ATFA-R, DTG 131817Z Oct 83.

(2) 15b(1) (c) 3 and (2)a2--bills for medical care or hospitalization will be forwarded to the embassy in Washington, DC, for payment.

(3) 15d(2)--FMT has been issued only one-way ticket from home country to Harrisburg, PA. Return transportation will be arranged by last training installation.

(4) 15g--Request for leave upon completion of training will be submitted directly by the FMT to his or her embassy in Washington, DC Written approval in English from the embassy to the FMT will constitute approval for leave.

k. Item 17, distribution. See paragraph 7-4a and the appropriate MILDEP section.

Section II

Department of the Army

7-11. General

a. ITO blank forms (DD Form 2285) may be obtained from the Commander, USA AG Publications Center, 2800 Eastern Blvd, Baltimore, MD 21220. (A sample ITO is at fig 7-1.)

b. In item 10 of the ITO, reference the SATFA CPL, message, or letter which allocates the training.

(1) Authorization to implement an IMET line before receipt of an IMET order can be granted only by DSAA. If authorization is granted, that document will be cited as the additional authority.

(2) On receipt of a signed FMS case, OA from SAAC, and letter of implementation (LOI) from USASAC, SATFA will provide the SAO authority to release ITOs for FMS FMTs. Authority to issue an ITO on an FMS training case, before the LOA is signed and the OA is available, can only be granted by SATFA when OA is available from another FMS case and the country has approved the use of funds for this purpose.

7-12. Distribution

a. ITOs for FMTs under US Army sponsorship for CONUS training will be distributed to addressees as shown below.

(1) Each FMT.

(a) All FMTs reporting to DLIELC as first training installation--10 copies.

(b) Direct-entry FMTs--five copies.

(2) Commander, SATFA, ATTN: ATFA-R, P.O. Drawer T, Hampton, VA 23666--one copy.

(3) Commanders of other CONUS MACOMs as proper (see US Army SATP Handbook)--one copy.

(4) Commanders of WESTCOM and USASAALA as proper--one copy.

(5) FTO at each U.S. Army service school or installation at which the FMT will be training--one copy.

(6) Deputy Commander, USAINSCOM, ATTN: IAOPS-H-C-B, Fort Meade, MD 20755--one copy.

(7) Fiscal station cited in accounting classification (IMET only)--one copy.

(8) Commander, HSC, ATTN: HSCM-A, Fort Sam Houston, TX 78234 (CONUS training only)--one copy.

(9) Government of country concerned and its Washington Embassy--as requested.

(10) Commander, NYAC, ATTN: ATZDFH-FLO, Brooklyn, NY 11252 (if POE is JFK airport in New York)--one copy.

(11) Other addresses--as considered proper by the issuing authority.

(12) For orientation training tours only, add HQDA (DAMO-SSA) WASH, DC 20310-0427, and

HQDA (DAMI-FLT) WASH, DC 20310-1043--one copy each.

(13) For USAWCIFP and USACGSC only, add HQDA (DAMO-SSA) WASH, DC 20310-0427--one copy.

b. In addition to appropriate distribution in a above, the SAO will be provided two copies of all amendments or indorsements prepared by other agencies.

Section III
Department of the Navy

7-13. Distribution

The distribution list of an ITO should be tailored to the training listed therein. A distribution guide for both CONUS and oversea training is provided in table 7-1.

7-14. Amendments

The originating office (normally the SAO or CNO (OP-63)) must authorize all amendments to ITOs. In certain instances, such as the SNEP, this authority has been delegated to a lower echelon. Copies of all amendments must be provided to CNO (OP-63) and the appropriate addressees.

Section IV
Department of the Air Force

7-15. General

On receipt of appropriate funding authority, FMTAG or the applicable oversea implementing command will provide the SAO with authority to publish ITOs.

7-16. Distribution

ITOs for FMTs under U.S. Air Force sponsorship will be distributed as listed in table 7-2.

Table 7-1
Navy distribution guide for ITOs

Command activity	Applicable training	Number of copies
Individual FMT	All	See para 7-4*a*
CNO Washington DC (OP-63)	All	1
CNO Washington DC (OP-923F)	All IMET (no FMS)	1
CNO Washington DC (OP-62)	All classified training	1
CNET Pensacola FL (OOC-4, N6)	All	1 each
CNTECHTRA Millington TN (N7)	All	1
DLIELC Lackland AFB TX (LEAX)	All language training	See para 7-4*a*
CMC Washington DC (TPI-50)	All training at USMC activities	1
COMNAVSUPSYSCOM (0143)	All training involving NAVMAT HQ and SYSCOM training	1
CINCLANTFLT Norfolk VA	All CINCLANTFLT training	1
CINCPACFLT Pearl Harbor HI	All CINCPACFLT training	1
CNAVRES New Orleans LA	Training provided at RESEWTACSCOL Willow Grove PA or other reserve facility	1
COMNAVMEDCOM Washington DC	All medical and dental training	1
SNEP Proj Mgr Washington DC	All RSNF training	1
Commandant COGARD Washington DC (G-CPI)	All COGARD training	1
CDR Fort Hamilton (Protocol Bureau) Brooklyn NY 11252	All trainees routed through New York	1
Cognizant Unified Commander	All	1
Cognizant Embassy Washington DC	All	1
Training Activities	All locations listed on ITO	2

Table 7-2
Air Force distribution guide for ITOs

CONUS training	Number of copies
FMTAG/FAR (see note.)	1
FMTAG/FAP (see note.)	1
Base FTO	1
FMT (see para 7-4a)	
CLO, if assigned (see note.)	1
Country air attache, WASH DC (see note.)	1

Note: The FMTAG distribution may be mailed under one cover, but should be assembled in sets plainly marked for the respective activities.

Oversea training	Number of copies
EUCOM	
HQ USAFE/DPATM	1
86 TFW/ACF	2
PACOM	
HQ PACAF/XPK	1
3CSG/DPMPG	1
SOUTHCOM	
USAFSO Air Dir/LAT	2
IAAFA/TT	2

INVITATIONAL TRAVEL ORDER (ITO) FOR FOREIGN MILITARY TRAINEES (FMT)	1. ITO NO. 01-85	2. COUNTRY Bandaria	3. DATE (Day, month, year) 20 Aug 84

The U.S. Government hereby issues this ITO for the FMT herein named to attend the course(s) of instruction herein listed, subject to the terms and conditions contained herein, and as may be amended by competent authority. This ITO will be used and is valid only for FMT entering US training under the Foreign Assistance Act of 1961, as amended, or the Arms Export Control Act.

4. ISSUING SAO

a. NAME OF ORGANIZATION	b. ADDRESS (Mailing)
Embassy of the United States of America Bandelle, Bandaria	APO New York 09000

5. FUNDING (Check one and complete statement)

a. ☒ IMET ORDER 85A00 DTD 19 Aug 84 UNICOM 280000Z Aug 84 . b. ☐ FMS CASE IDENTIFIER _____

6. FMT INFORMATION

a. NAME (Surname (ALL CAPS), First, Middle) SMITHSON, Johann Marshall

b. RANK	c. US EQUIVALENT RANK	d. COUNTRY SERVICE	e. COUNTRY SERVICE NO
Captain	Captain	Army	N/A

f. DATE OF BIRTH (Day, Month, Year)	g. PLACE OF BIRTH (City, Province/District, Country)
4 December 1957	Bandelle, Bandaria

7. LANGUAGE PREREQUISITES (Check one and Complete Statement)

a. ☒ FMT COMPLETED DLI ENGLISH LANGUAGE PROFICIENCY EXAMINATION 210 (Exam No.) ON 5 September 1984 (Date - Day, Month, Year)

WITH AN ENGLISH COMPREHENSION LEVEL (ECL) OF 59 (Score). FMT WILL TAKE THE CONUS COURSE ENTRY ECL TEST AT THE FIRST TRAINING INSTALLATION

b. ☐ WAIVER OF IN COUNTRY SCREENING ECL GRANTED BY AUTHORITY OF _____ (Documentation)

FMT WILL TAKE THE CONUS COURSE ENTRY ECL TEST AT THE FIRST TRAINING INSTALLATION

c. ☐ FMT IS EXEMPT FROM ALL ECL TESTING BY AUTHORITY OF _____ (Documentation)

8. SECURITY (Check one and complete statement, if applicable)

a. ☒ US SECURITY SCREENING HAS BEEN ACCOMPLISHED ALL TRAINING WILL BE CONDUCTED ON AN UNCLASSIFIED BASIS.

b. ☐ US SECURITY REQUIREMENTS HAVE BEEN COMPLIED WITH THE GOVERNMENT OF _____ (Home Country)

HAS GRANTED THE FMT A SECURITY CLEARANCE EQUIVALENT TO US _____ (Classification Level). THIS OF ITSELF DOES NOT PERMIT THE DISCLOSURE OF CLASSIFIED US INFORMATION. SUCH DISCLOSURE MUST BE SPECIFICALLY AUTHORIZED BY AN OFFICIAL DELEGATED AUTHORITY AND US FOREIGN DISCLOSURE REGULATIONS OR DIRECTIVES.

9. IMET FUND CITE (Use only when the U.S. Government pays IMET living allowance and/or travel.)

21-1050082. OES4 028-7200 NIH S9346

THE FINANCE OFFICER EFFECTING DISBURSEMENT OF FUNDS UNDER THIS AUTHORITY WILL FORWARD ONE COPY OF THE EXECUTED VOUCHER TO THE ACCOUNTING STATION CITED IN THE APPROPRIATION AND OTHER ACTIVITIES AS REQUIRED BY APPROPRIATE US MILDEP REGULATIONS

10. IMPLEMENTING AUTHORITY

a. US MILDEP DOCUMENT	b. DATE (Day, month, year)
CDR UNICOM/TOEE-EF 212020 Sep 84	20 Sep 84

11. COMMAND LINE

a. SIGNATURE OF US AUTHORITY AUTHENTICATING ORDERS	b. TITLE
MAJOR JOHN ANYWHERE	Chief, Security Assistance Office

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Figure 7-1. Sample of a completed ITO

12. TERMS

a. Prior to departure from home country, the FMT listed herein will be required to be medically examined and found physically acceptable in accordance with the health provisions of the Immigration and Nationality Act *(8 U.S.C. 1182(a)(1)-(7))*; Foreign Quarantine Regulations of Public Health Service, Department of Health, Education and Welfare, 42 CFR, Part 71; McCarran Act Sec. 212A, 1-7, Public Law 414, 82d Cong.; applicable US MILDEP regulations; and other US laws or DOD directives and regulations which may be enacted from time to time.

b. The home country will insure that the FMT has sufficient funds in United States dollar instruments to meet all expenses while enroute to, and for the first 30 days of training pending receipt of applicable pay and allowances by the FMT.

c. FMT will be responsible for custodial fees and personal debts.

d. The FMT will bring adequate uniforms and work clothing for field duty or technical work. U.S. fatigue uniform and foot wear will be purchased by the FMT in the event that the country work uniforms are inadequate. When flying training is involved, required special flight clothing and individual equipment will accompany the FMT, or provisions will be made by the home country or the FMT to obtain the use of all necessary equipment prior to start of training. The FMT will also possess adequate civilian clothing for off-duty wear.

e. The Government of the United States is responsible for FMT travel which is part of the training program and for which costs are part of the course tuition.

f. The FMT will comply with all applicable US MILDEP regulations.

g. The United States may cancel training and return to country FMTs who violate US law or MILDEP regulations or who are found otherwise unsatisfactory. The FMT's government will be alerted to such action in accordance with US MILDEP regulations.

h. The Government of the United States disclaims any liability or financial responsibility for injuries received by the FMT listed herein while in transit to and from the training installation, while undergoing training or while in leave status, and any liability or financial responsibility for personal injury claims or property damage claims resulting from the FMT's action.

13. INVITATION

THE SECRETARY OF ARMY *(US MILDEP)* INVITES THE FMT LISTED IN ITEM 6, THIS ORDER, TO PROCEED ON OR

ABOUT 26 Oct 84 *(Date Day, Month, Year)* FROM BANDARIA *(Debarkation Point - Home Country)*

TO Lackland AFB, Texas *(First Training Installation)* FOR PURPOSE OF COMMENCING TRAINING LISTED IN ITEM 14, BELOW

14. AUTHORIZED TRAINING *(List in sequence of attendance)*

	(1) RCN	(2) WCN	(3) MASL IIN	(4) MASL DESCRIPTION	(5) MASL SERVICE ID NO		
a	KA14	1030L	B177009	English Language Course			
	(6) TRAINING INSTALLATION			(7) LOCATION	(8) REPORT DATE *(Day, month, year)*	(9) END DATE *(Day, month, year)*	
	Lackland AFB, Texas			San Antonio, Texas	8 Oct 84	21 Dec 84	
b	KA11	1030A	B121175	Infantry Officer Basic			
	Ft Benning, GA			Columbus, GA	7 Jan 85	26 Apr 85	
c	KA20	1030B	B171177	Infantry Officer Advanced			
	Ft Benning, GA			Columbus, GA	29 Apr 85	25 Oct 85	
d							
e							
f							

NO ADDITIONAL TRAINING TO THAT SPECIFIED ABOVE WILL BE PROVIDED ON THE BASIS OF THIS ORDER

15. CONDITIONS *(Check appropriate block(s) for each condition listed)*

a. DEPENDENTS

(1) ☒ NO DEPENDENTS ARE AUTHORIZED TO ACCOMPANY OR JOIN FMT. DEPENDENTS WILL NOT BE ISSUED ID CARDS OR PROVIDED ATTENDANT PRIVILEGES.

(2) ☐ DEPENDENTS ARE AUTHORIZED BY THE FMT'S HOME COUNTRY AND THE DOD SECURITY ASSISTANCE ORGANIZATION IN COUNTRY TO ACCOMPANY FMT OR JOIN FMT WHILE IN TRAINING, BUT WILL NOT BE TRANSPORTED NOR SUBSISTED AT U.S. GOVERNMENT EXPENSE. IMET FMT IS NOT AUTHORIZED AN INCREASE IN LIVING ALLOWANCE DUE TO PRESENCE OF DEPENDENTS.

(3) ☐ IN ACCORDANCE WITH MASM PART II, CHAP 7, IMET FMT IS AUTHORIZED THE INCREASED "DEPENDENTS AUTHORIZED" LIVING ALLOWANCE. DEPENDENTS WILL NOT BE TRANSPORTED NOR SUBSISTED AT U.S. GOVERNMENT EXPENSE.

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Figure 7-1. Sample of a completed ITO—Continued

15. CONDITIONS *(Continued)*

b. MEDICAL SERVICES

(1) FMTS

(a) ☐ NATO FMTs UNDER IMET: CHARGES FOR ONLY INPATIENT CARE IN THE U.S. ARE CHARGEABLE TO THE IMETP.

(b) ☒ IMET FMTs: CHARGES FOR OUTPATIENT AND INPATIENT CARE, IMMUNIZATIONS, AND MEDICAL EXAMINATIONS ARE CHARGEABLE TO THE IMETP.

(c) ☐ NATO FMTs UNDER FMS: CHARGES FOR ONLY INPATIENT CARE IN THE U.S. WILL BE COLLECTED FROM *(SELECT ONE)*

1 ☐ *FMS CASE* 2 ☐ *FMT* 3 ☐ FOREIGN GOVERNMENT

(d) ☐ FMS FMTs: CHARGES FOR OUTPATIENT AND INPATIENT CARE, IMMUNIZATIONS, AND MEDICAL EXAMINATIONS WILL BE COLLECTED FROM *(SELECT ONE)*

1 ☐ FMS CASE 2 ☐ FMT 3 ☐ FOREIGN GOVERNMENT

(2) DEPENDENTS

(a) ☐ AUTHORIZED ACCOMPANYING DEPENDENTS OF NATO FMTs: CHARGES FOR ONLY INPATIENT CARE IN THE U.S. WILL BE COLLECTED FROM *(SELECT ONE)*

1 ☐ FMT 2 ☐ FOREIGN GOVERNMENT

(b) ☐ AUTHORIZED ACCOMPANYING DEPENDENTS OF IMET AND FMS FMTs: CHARGES FOR OUTPATIENT AND INPATIENT CARE, IMMUNIZATIONS, AND MEDICAL EXAMINATIONS WILL BE COLLECTED FROM *(SELECT ONE)*

1 ☐ FMT 2 ☐ FOREIGN GOVERNMENT

(3) ☐ SEE ITEM 16, SPECIAL CONDITIONS

c. LIVING ALLOWANCES

(1) ☐ LIVING ALLOWANCE IS RESPONSIBILITY OF THE GOVERNMENT OF _____ *(Home Country)*

(2) ☒ IMET LIVING ALLOWANCE IS AUTHORIZED DURING PERIOD COVERED BY THIS ORDER, FROM DAY OF DEPARTURE FROM TO DAY OF RETURN ARRIVAL IN HOME COUNTRY, EXCLUDING PERIODS COVERED BY LEAVE, IN ACCORDANCE WITH MASM PART II, CHAP 7, AND IS CHARGEABLE TO THE IMET FUND CITE INDICATED IN ITEM 9, THIS ORDER

(3) ☐ IMET LIVING ALLOWANCE IS AUTHORIZED FROM DAY OF DEPARTURE FROM TO DAY OF RETURN ARRIVAL IN _____ *(Country - Other Than Home Country)*, EXCLUDING PERIODS COVERED BY LEAVE, IN ACCORDANCE WITH MASM PART II, CHAP 7, AND IS CHARGEABLE TO THE IMET FUND CITE INDICATED IN ITEM 9, THIS ORDER

(4) ☐ IMET LIVING ALLOWANCE IS AUTHORIZED FROM DAY OF DEPARTURE FROM THE CONUS ENTRY PORT TO DAY OF RETURN ARRIVAL AT THE CONUS DEPARTURE POINT, EXCLUDING PERIODS COVERED BY LEAVE, IN ACCORDANCE WITH MASM PART II, CHAP 7, AND IS CHARGEABLE TO THE IMET FUND CITE INDICATED IN ITEM 9, THIS ORDER.

(5) ☐ IMET LIVING ALLOWANCE IS AUTHORIZED WHILE IN TRAINING STATUS ONLY IN ACCORDANCE WITH MASM PART II, CHAP 7, AND IS CHARGEABLE TO THE IMET FUND CITE INDICATED IN ITEM 9, THIS ORDER.

(6) ☐ SEE ITEM 16, SPECIAL CONDITIONS

d. TRAVEL

(1) ☐ TRAVEL IS RESPONSIBILITY OF THE GOVERNMENT OF _____ *(Home Country)*

(2) ☒ TRAVEL COVERED BY THIS ORDER, OVERSEAS AND CONUS, IS CHARGEABLE TO THE IMET FUND CITE INDICATED IN ITEM 9, THIS ORDER.

(3) ☐ TRAVEL TO AND RETURN FROM _____ *(Country - Other Than Home Country)* IS THE RESPONSIBILITY OF THE GOVERNMENT OF _____ *(Home Country)*. TRAVEL FROM _____ *(Country - Other Than Home Country)* TO CONUS AND RETURN IS CHARGEABLE TO THE IMET FUND CITE INDICATED IN ITEM 9, THIS ORDER.

(4) ☐ TRAVEL TO CONUS AND RETURN IS RESPONSIBILITY OF THE GOVERNMENT OF _____ *(Home Country)*

TRAVEL WITHIN CONUS IS CHARGEABLE TO IMET FUND CITE INDICATED IN ITEM 9, THIS ORDER.

(5) ☐ SEE ITEM 16, SPECIAL CONDITIONS

e. BAGGAGE

(1) ☐ NO BAGGAGE WILL BE TRANSPORTED AT USG EXPENSE.

BAGGAGE ALLOWANCES OUTLINED BELOW ARE TOTAL ALLOWANCES. EXCESS BAGGAGE BEING THE DIFFERENCE BETWEEN THE BAGGAGE PERMITTED BY THE TRANSPORTATION CARRIER AND THAT STIPULATED BELOW. BAGGAGE SIZES AND DIMENSIONS WILL CONFORM TO CARRIER STIPULATIONS. THESE ALLOWANCES APPLY FOR THAT PORTION OF TRAVEL WHOSE COSTS ARE PAID FROM U.S. FUNDS *(SEE PARA d, ABOVE)* AND COST OF ANY EXCESS BAGGAGE IS CHARGEABLE TO THE IMET FUND CITE INDICATED IN ITEM 9, THIS ORDER.

(2) ☐ TRAINING LESS THAN 40 WEEKS IN TOTAL DURATION *(OTHER THAN FLYING)*: IMET FMT AUTHORIZED 100 POUNDS, NOT TO EXCEED 3 PIECES OF CHECKED BAGGAGE.

(3) ☐ FLYING TRAINING LESS THAN 40 WEEKS IN TOTAL DURATION: IMET FMT AUTHORIZED 130 POUNDS *(TOTAL FOR PERSONAL BAGGAGE AND ANY FLYING TRAINING EQUIPMENT)*, NOT TO EXCEED 4 PIECES OF CHECKED BAGGAGE.

(4) ☒ ALL TRAINING 40 WEEKS OR LONGER IN TOTAL DURATION: IMET FMT AUTHORIZED 150 POUNDS, NOT TO EXCEED 5 PIECES OF CHECKED BAGGAGE.

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Figure 7-1. Sample of a completed ITO—Continued

15. CONDITIONS *(Continued)*

f. TRAVEL BY POV

(1) ☒ FMT IS AUTHORIZED BY HIS GOVERNMENT TO TRAVEL BY POV BETWEEN TRAINING INSTALLATIONS.

(2) ☐ FMT IS NOT AUTHORIZED BY HIS GOVERNMENT TO TRAVEL BY POV BETWEEN TRAINING INSTALLATIONS.

g. LEAVE

(1) ☒ UPON COMPLETION OF TRAINING, FMT IS NOT AUTHORIZED LEAVE, AND WILL PROCEED IMMEDIATELY AS DIRECTED TO HOME COUNTRY.

(2) ☐ UPON COMPLETION OF TRAINING, FMT IS AUTHORIZED ___ ___ DAYS LEAVE AT NO COST TO THE USG OR IMETP. UPON
(Number)
COMPLETION OF LEAVE, FMT WILL PROCEED IMMEDIATELY TO HOME COUNTRY OR AS DIRECTED BY COMPETENT AUTHORITY.

h. PARTICIPATION IN HAZARDOUS DUTY

(1) ☒ FMT IS PARACHUTE QUALIFIED AND AUTHORIZED TO PARTICIPATE IN JUMPS FROM U.S. AIRCRAFT.

(2) ☐ QUALIFIED FLYING FMTs ARE AUTHORIZED TO PARTICIPATE IN FLIGHTS AS CREW MEMBERS. THE GOVERNMENT OF
_____ CERTIFIES THAT FMT IS PHYSICALLY, PROFESSIONALLY, AND
(Home Country)
ADMINISTRATIVELY QUALIFIED TO PARTICIPATE IN FLIGHTS IN HIS COUNTRY'S MILITARY AIRCRAFT AS
_____. FMT MEETS MEDICAL CLEARANCE REQUIREMENT AS
(Flight Crew Position)
SPECIFIED BY THE APPROPRIATE U.S. MILDEP FLIGHT QUALIFICATION RECORDS ACCOMPANYING FMT.

(3) ☐ FMT IS AUTHORIZED TO PARTICIPATE IN FLIGHTS OF U.S. MILITARY AIRCRAFT AS REQUIRED IN CONNECTION WITH SCHEDULED COURSE(S) OF INSTRUCTION, OR AS SPECIFIED IN U.S. MILDEP REGULATIONS.

(4) ☐ FMT IS AUTHORIZED TO PARTICIPATE IN HAZARDOUS DUTY TRAINING.

(5) ☐ NOT APPLICABLE.

16. SPECIAL CONDITIONS *(If Applicable)*

None

17. DISTRIBUTION

COMDT LACKLAND AFB, TX, ATTN: LEAX, San Antonio, TX 76544
USA INFANTRY SCHOOL, ATTN: ATSH-SE-ASTD, Ft Benning, GA 31905
CDR SATFA, ATTN: ATFA-R, PO DRAWER T, Hampton, VA 23666
CDR USAINSCOM, ATTN: IAOPS-H-C-B, Ft Meade, MD 20755

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Figure 7-1. Sample of a completed ITO—Continued

Chapter 8
Travel, Transportation, and Baggage

Section I
General

8-1. Scheduling

a. SAO will arrange transportation for FMTs to the United States in accordance with ITOs when oversea transportation is provided by the United States. The SAO will assist, as necessary, when transportation costs are paid by the FMT's government. SAO will also arrange for through-ticketing to first CONUS training activity. Every effort should be made to schedule transportation so that FMTs arrive at training installations on duty days, Monday through Friday, and during normal duty hours.

b. Tariff regulations preclude honoring airline tickets issued more than 1 year in advance of travel completion. Therefore, return transportation will not be arranged for those FMTs whose total stay in CONUS will exceed 1 year. These arrangements will be made by the FTO at the last training installation or by the country's designated representative. (See para 8-6.)

8-2. Advance arrival notices

a. After travel arrangements have been completed, the SAO will send an advance arrival notice to the first training installation and POE, where appropriate, with information copies to the unified command, major command involved in the training, Washington, DC, country representative, and MILDEP agency as appropriate. This notice must arrive at the first training installation at least 15 days prior to FMT's scheduled arrival or 30 days in advance if accompanied by dependents.

b. When a group consists of 14 or more FMTs traveling via the Military Airlift Command (MAC) under IMET, an information copy of the message will be sent to the Commander, Military Traffic Management Command, Washington, DC 20305.

c. The advance notice of FMT arrival will include the following information:

(1) Name, grade, and Service.

(2) Travel itinerary with dates, airline flight numbers, and times of arrival at POE and first training location.

(3) ITO number, date, WCN, initial course, and report date.

(4) FMS case designator if applicable.

(5) Names, ages, and relationships of accompanying dependents if applicable.

d. Changes which occur after transmittal of the advance arrival notice will be forwarded by message to the addresses shown in the original arrival notice.

e. When the SAO does not know the mode of transportation or estimated time of arrival at the POE because final transportation arrangements will be made by another command, the advance arrival notice should request that personnel scheduling the onward travel provide this information to all appropriate activities.

f. When the SAO knows that a specific number of FMTs will depart on a certain date for CONUS training, but due to internal administrative problems cannot obtain their names from in-country authorities, the SAO will send an arrival notice giving as much information as available. This notice will alert the training activity to expect FMTs rather than be surprised by their unannounced arrival.

g. SAOs will advise FMTs scheduled to arrive at other than established MILDEP POEs to contact the first training installation immediately after arrival at the POE as to mode of onward travel and estimated time of arrival.

8-3. En route travel notices

a. When an FMT is scheduled for consecutive training at different locations, each training installation, in turn, will make the necessary transportation arrangements and will inform the gaining installation of the arrival of the FMT by the most expeditious means.

b. The last training installation to which the FMT is assigned will make arrangements for return travel to the FMT's country and notify the SAO of the itinerary.

8-4. Port of entry (POE)

Those POEs that have MILDEP representatives are responsible for the reception, processing, and transportation for all FMTs using these POEs regardless of country or cognizant service.

Section II
Travel, Transportation, and Baggage under International Military Education and Training

8-5. Transportation for IMET FMTs

Frequently, the IMETP includes all transportation costs, travel allowances, and all authorized expenses in connection with the official travel of IMET FMTs. However, certain countries defray all or part of these costs. The original ITO must stipulate the specific responsibility for funding of travel in item 15d.

a. In-country travel from the FMT's duty station to point of departure in-country is not authorized at USG expense.

b. Transoceanic travel is between the designated point of departure from the home country to the first CONUS port of debarkation and return. When transportation costs for transoceanic travel or overland travel in oversea areas are paid from IMET funds, USG transportation will be fully used in the following order of priority:

(1) MAC.

(2) Commercial U.S. air. Category Z rates will be used.

(3) Commercial foreign air. These carriers will be used only when U.S. carriers are not available; then they will be used only to or from connecting U.S. carriers.

c. MAC transportation of IMET FMTs transported at IMET expense will be chargeable at DOD rates. These FMTs are authorized to travel by MAC aircraft on a space-required basis.

d. FMTs from IMET countries that defray the costs of transportation are authorized to travel on MAC aircraft on a space-available basis. Reimbursement will be on a direct-billing basis, and payment by the foreign government is at DOD rate.

e. CONUS travel is from the POE to the training installation, between training installations, and from training installations to the port of debarkation. Transportation to and from training installations within CONUS generally will be by surface common carrier or commercial aircraft. When any portion of official travel is authorized at personal expense, reimbursement will be as stated in the joint travel regulation (JTR).

(1) Travel by IMET FMTs in CONUS will be by the most direct routes between points specified in the travel orders. The mode of transportation used will be that which is most economical, subject to availability, and in the best interest of the USG. Distances will be determined by provisions of the JTR. Surface sleeping accommodations are authorized when required. When surface common carrier is used to transport large groups of FMTs, the use of meal tickets is authorized.

(2) When transportation by commercial carrier is directed, a Government transportation request (GTR) will be used. If the use of GTR or USG transportation by direct route is impractical, an appropriate indorsement will be made on the ITO indicating that USG transportation was not provided for that specific portion of travel.

(3) When IMET FMTs receive transportation from their government in lieu of USG transportation, the ITO will be amended by the installations to permit travel to the port at which commercial or foreign government transport is to be boarded, if other than the port specified in the ITO.

f. Transportation costs for an IMET FMT returning to his or her home country on emergency leave are the responsibility of the FMT or his or her government, if the FMT is to return for continuation of training. Only one round trip between the home country and the United States is authorized an FMT under IMET. Use of MAC aircraft is not authorized for FMT travel to a home country and return while on emergency leave.

g. When FMTs are permitted by their government to deviate from the most direct return route for the purpose of visiting other countries, USG sponsorship will terminate at the point and time of such deviation. Further, should FMTs elect to remain at a point en route to their home country beyond the time normally required to make travel connections, IMET funding allowances during that excess time are not authorized.

h. In no instance will IMET funds be used to provide transportation for dependents of FMTs. If FMTs elect to bring dependents with them, they may be allowed the cost of transportation to which they are entitled based on normal routing and mode in order to travel with their dependents. Normal routing and mode of transportation will be included in the FMT's ITO. In this case, the FMT may use any mode of transportation except MAC. When this election is made, the FMT will be encouraged to use US flag carriers as much as possible. Upon arrival at his or her destination, the FMT will be reimbursed for only personal transportation in the amount it would have cost the USG.

i. Advance travel allowance for IMET FMTs is allowed when FMTs are--

(1) Permitted to travel by privately owned vehicle (POV) between CONUS training facilities and to POE.

(2) Traveling to and from Central America when authorized travel by POV.

(3) Delayed during travel on MAC aircraft from the Panama area to South American countries.

8-6. Arranging return transportation

When the last training installation knows when the FMT will return home, it will take action to make appropriate travel arrangements for the FMT's return to his or her home country. Assistance will be provided by the facility passenger transportation office. For certain IMET countries defraying transportation expenses, arrangements are handled by the country's designated representative. The FTO and transportation officer will coordinate actions to obtain port calls. Approximately 2 weeks before the end of an FMT's last course, arrangements for return transportation should be completed.

8-7. Travel by privately owned vehicle (POV)

a. Travel by POV within CONUS is permitted except when it would not be in the best interests of the USG or would result in late arrival for scheduled training.

b. Travel time in excess of that normally required by USG-furnished transportation will be counted as leave. Unused transportation requests or portions of these requests will be returned in accordance with the JTR.

c. FMTs from Central American countries (Guatemala, Honduras, El Salvador, Nicaragua, Panama, and Mexico) are permitted to travel by POV from their home country, to the first training location, between training locations, and from the last training location to their home country, provided authorization to travel by POV is indicated in item 15f of the ITO (fig 7-1). FMTs from the above countries traveling by automobiles purchased

in CONUS may travel by POV between training locations and from the last training location to their home country. Mileage allowance is authorized for the official distance from the last training location to the FMT's home country not to exceed the normal MAC or economy class commercial airline fare. Advance payment of the mileage allowance or an amount equal to the applicable air fare, whichever is the lesser amount, is authorized at the time an FMT departs from his or her last training location.

d. When all or partial travel is performed by POV in CONUS under orders permitting this mode of travel, driver and passenger FMTs are entitled to a monetary allowance in lieu of transportation. This monetary allowance will be paid at the currently authorized rate for official highway distance in accordance with the JTR. Reimbursement will be limited to the official distance from the installation to the POE specified in the ITO. Living allowance will be authorized for a period not to exceed constructive travel time by air.

(1) No separate shipment of baggage at USG expense is authorized. Cost of shipment of personal baggage not carried in the POV must be borne by the FMT.

(2) Shipment of a POV cannot be charged to IMET or other USG funds.

(3) Shipment of household goods is not authorized at USG expense.

8-8. Baggage allowances of IMET FMTs

a. The baggage weight allowances prescribed in b below are authorized FMTs when travel costs are paid from IMET funds and apply to oversea travel and travel to US training installations. Baggage in excess of the amount authorized in this regulation will be at the expense of the FMT or his or her government.

b. The baggage allowances described below are total allowances. Excess baggage is the difference between the baggage permitted by the transportation carrier and that stipulated below. Baggage will accompany individuals. Baggage sizes and dimensions will conform to carrier stipulations. These allowances apply for that portion of the travel costs payable from U.S. funds; the cost of any excess baggage is chargeable to the IMET fund cite.

(1) Two pieces of checked baggage, not to exceed 70 pounds each, are authorized for FMTs when training is less than 40 weeks. (No excess baggage is authorized.)

(2) Three pieces of checked baggage, not to exceed 70 pounds each, are authorized for FMTs enrolled in flying training of less than 40 weeks.

(3) Four pieces of checked baggage, not to exceed 70 pounds each, are authorized for FMTs when training is 40 weeks or longer.

(4) If U.S. and foreign flag carriers differ in free baggage allowance or baggage is authorized under 140 pounds, transportation officers will issue a Government excess baggage authorization ticket (GEBAT) or the equivalent to cover the difference up to the free allowable amounts of the U.S. flag carriers and also any authorized excess baggage allowance.

c. When any portion of the travel cost is paid by the foreign government, the baggage allowance for that portion of the travel is without restriction if the cost of the excess weight is paid by the foreign government. However, for that portion of the travel paid from IMET funds, each FMT is authorized a baggage allowance not to exceed the limitations in b above.

8-9. Disposition of excess baggage

Excess baggage is all baggage exceeding the amount authorized. Disposition of excess baggage will be made at the expense of the FMT or his or her government. The following procedures apply for control of excess baggage for IMET FMTs:

a. The training installation will insure that excess baggage will be shipped at the FMT's expense prior to his or her departure from the installation.

b. FMTs reporting to the port of departure with excess baggage will be requested to forward the excess baggage to their home country by commercial means at no expense to the USG. If the time element prohibits this, the excess baggage will be taken into custody by the military traffic representative at the port, and the FMT will be given a receipt for the baggage. The FMT will proceed on the scheduled flight or carrier.

c. After the carrier departs, the military representative at the port will deliver the excess baggage to the nearest appropriate foreign consulate. If the country officials will not accept the baggage, it may be sold, donated, or destroyed, as appropriate, with documentation to record the transaction. If sold, the sale value should be forwarded to the SAO for delivery to the FMT.

8-10. Retainable instructional materials (RIM)

A shipment weight allowance is authorized each IMET FMT for instructional material issued to and retained by the FMT for use in home country. The cost of shipment of RIM is included in the tuition rates for all formal courses based on standard rates set by DOD 7290.3-M, section 71106.

a. RIM will be packaged and appropriately labeled (an inner label with the FMT's name and copy of ITO) at the training installation before departure for the POE and will be shipped to the SAO for delivery to the FMT. RIM will be shipped through the installation mail system (U.S. Indicia or Metered Mail). RIM will only consist of unclassified books, pamphlets, maps, charts, or other course material issued to the FMT. It will not include articles procured by the FMT for personal use and not directly related to the course of instruction.

b. Personal items and household goods will not be packed or shipped as RIM; cost of packing and shipping these items will be borne by the FMT. The FMT also is not permitted to ship these items with RIM by paying for excess charges over the authorized weight.

c. An indorsement to the ITO will cite the weight shipped. The following RIM weight allowances will apply:

(1) Two hundred pounds for all courses the MILDEPs consider to be in the professional military education (PME) category. (See MILDEP sections in this chapter.)

(2) Fifty pounds for all other courses.

d. FMTs wishing to send RIM via international mail or over the total authorized weight allowance will do so at their own expense.

Section III Foreign Military Sales Travel, Transportation, and Baggage

8-11. Transportation allowance for FMS FMTs

a. All transportation expenses incurred by FMS FMTs will be borne by either the FMTs or their country.

b. Although any desired mode of travel or carrier can be used, use of U.S. commercial carriers is encouraged. FMS FMTs will not normally use MAC transportation; however, when no other transportation is available, MAC transportation may be approved and authorized in their ITO. Reimbursement for MAC travel will be on a direct-billing basis; payment by the foreign government is at the non-USG rate tariff.

c. FMS FMTs will bear all expenses in connection with any travel by POV.

8-12. Baggage Allowance

FMS FMTs are not restricted by baggage allowance since shipping costs are their responsibility.

8-13. Shipping instructional material

The provisions of paragraph 8-10 apply to the shipment of instructional materials for FMS FMTs.

Section IV
Department of the Army

8-14. Port of entry

Fort Hamilton, NY, will receive, process, and transport all FMTs arriving and departing CONUS through New York terminals.

8-15. Baggage allowances for IMET FMTs

a. SATFA will reimburse The Adjutant General HQDA, from IMET funds for the cost of shipping instructional material from Army installations.

b. Household goods allowance is not authorized under IMET except for guest instructors at PACAMS. Shipment of household goods from the Panama Canal area to the instructors' home countries is authorized for Latin American guest instructors who have completed a tour of duty at PACAMS. The net weight allowance for married and single guest instructors is 2,000 and 200 pounds, respectively. A net weight allowance of 4,000 pounds is authorized for married Latin American guest instructors assigned as deputy commandants at PACAMS. In addition to net weights listed above, weight allowances are authorized for crating and packing materials on same basis as for U.S. military personnel and in accordance with the JTR. Shipment of household goods in excess of authorized net weight will be at the expense of the guest instructors or their governments. Shipment will be by surface common carrier. Air freight may be used only when surface common carrier is not available.

8-16. Transportation for FMS FMTs

Costs of travel and excess baggage of FMS FMTs will not be included in U.S. Army SA training LOAs.

8-17. Retainable instructional materials

a. The Army courses in table 8-1 are considered to be in the PME category. FMTs attending these courses are authorized a RIM weight allowance of up to 200 pounds per course.

b. The Army courses in table 8-2 are in the MASL ID 171 series and are preparatory phases or tracks of one of the courses listed in table 8-1. As such, they will not include any cost factor for shipment of RIM since this cost is included in the basic or core cost. Total RIM weight allowance for both preparatory and basic or core and tracks is up to 200 pounds.

c. Costs for shipment of RIM are not applicable to correspondence courses. Accordingly, the cost for shipment of RIM will not be included in the following MASL ID 171 series:

(1) JAG School/Correspondence Course-MASL IDB17156C.

(2) CGSC Correspondence Course-MASL IDB17180C.

d. The courses below, although listed under MASL ID 171 series, are not considered to be in the PME category. FMTs attending these courses are authorized a RIM weight allowance of up to 50 pounds per course.

(1) Financial Management/non-US-MASL ID B171525.

(2) Financial Plan and Control Tech-MASL ID B171536.

e. FMTs attending all other formal courses of instruction not specifically covered in tables 8-1 and 8-2 are authorized a RIM weight allowance of up to 50 pounds per course.

Section V
Departments of the Navy and the Air Force

8-18. Navy retainable instructional materials.

a. The Nary courses in table 8-3 are considered to be in the PME category. Students attending these courses are authorized a RIM weight allowance of up to 200 pounds per course.

b. Math Refresher P174000 and Engineering Science P178023 are PGS preparatory phases. As such they will not include any cost factor for shipment of RIM since this cost is included in the basic program cost. Total RIM weight allowance for both preparatory and basic is up to 200 pounds.

c. The courses in table 8-4, while they may be considered to be PME, do not involve a significant amount of RIM. Therefore, they are authorized a weight allowance of only up to 50 pounds per course.

8-19. Air Force IMET Transportation

FMT transocean travel by MAC is arranged according to AFR 76-5 using the USG (common user) tariff rate.

8-20. Air Force IMET travel payment

Control methods for travel payment for FMTs will be as outlined in AFR 177-103. DD form 1588 will be forwarded to each AFO at the new training location. When final payment is made to the FMT at the final training location, the AFO will forward DD Form 1588 to FMTAG/FAR, Randolph AFB, TX 78150, for final auditing and file.

8-21. Air Force retainable instructional materials

The USAF PME courses for which the shipment of up to 200 pounds of RIM is authorized are Air War College Course--D171010; Air Command and Staff College Course--D171002; and all AFIT graduate programs. The shipment of up to 50 pounds of RIM is authorized for all other formal CONUS training courses.

Table 8-1
Army courses in the PME category authorized 200 pounds of RIM

MASL ID	Course title
B151779	Logistics Executive Development
B169537	Chaplain Officer Advanced
B171066	Engineer Officer Advanced
B171132	Field Artillery Officer Advanced
B171117	Infantry Officer Advanced
B171180	Air Defense Artillery Officer Advanced (core)
B171185	Aviation Officer Advanced
B171207	Army Medical Officer Advanced
B171241	Ordnance Officer Advanced-(TGMMM) Tank/Ground Mobility Materiel Management
B171242	Ordnance Officer Advanced-Armament Materiel Management
B171244	Ordnance Officer Advanced-Munition Materiel Management
B171246	Ordnance Officer Advanced-Missile Materiel Management
B171256	Chemical Officer Advanced
B171357	Quartermaster Officer Advanced (core)
B171410	Communications/Electronics Officer Advanced
B171414	Communications/Electronics Materiel Management-Signal Officer Advanced
B171508	Adjutant General Officer Advanced
B171524	Finance Officer Advanced
B171542	Armor Officer Advanced
B171560	Judge Advocate General Officer Advanced
B171572	Military Police Officer Advanced
B171722	Transportation Officer Advanced
B171768	Command and General Staff College
B171800	Army War College International Fellows Program
B171801	National Defense University International Fellows Program

Table 8-2
Army preparatory phases or tracks in the PME category authorized 200 pounds of RIM

MASL ID	Course title
B171131	Field Artillery Officer Advanced Preparatory Course/Non-US
B171181	Air Defense Artillery Officer Advanced-HERCULES
B171182	Air Defense Artillery Officer Advanced-I-HAWK
B171183	Air Defense Artillery Officer Advanced-CHAPARRAL/VULCAN
B171362	Quartermaster Officer Advanced-Fuel & Energy
B171363	Quartermaster Officer Advanced-Food Management
B171364	Quartermaster Officer Advanced-General Troop Support Materiel Management
B171766	Command and General Staff College Allied Officer Preparatory Phase I

Table 8-3
Navy courses in the PME category authorized 200 pounds of RIM

MASL ID	Course title
P171001	Naval Command College
P171002	Naval Staff College
P171206	USMC Reserve Command and Staff Course Phase II
P171801	USMC Command and Staff College
P171802	Amphibious Warfare School USMC
P171803	USMC Reserve Command and Staff Course Phase I
P174002	PGS Meteorology
P174011	PGS Oceanography MS
P174210	PGS Mechanical Engineering PhD
P174218	PGS Oceanography
P176001	PGS Information Systems (Admin)
P176002	PGS Administrative Science MS
P176005	PGS Computer Systems
P177710	PGS Aeronatuical Engineering MS
P177711	PGS Communications Engineering MS
P177712	PGS Engineering Electronics MS
P177713	PGS Computer Science MS
P177714	PGS Operations Analysis MS
P177715	PGS Mechanical Engineering MS
P177718	PGS Underwater Acoustics Systems MS
P179012	PGS Telecommunications Systems Management MS
P179026	PGS Air-Ocean Sciences
P179030	PGS Operations Research PhD
P179105	PGS Manpower, Personnel, and Training Analysis
P179106	PGS Organizational Development
P179108	PGS Mechanical Engineering PhD
P179109	PGS Electrical Engineering PhD
P179112	PGS Electrical Engineering MS
P179115	PGS Applied Mathematics MS
P179116	PGS Management MS
P179119	PGS Antisubmarine Warfare
P179120	PGS Air-Ocean Tactical Environment
P179122	PGS Weapons Systems Engineering
P179123	PGS Weapons Systems Science
P179126	PGS Aeronautical Engineering Avionics
P179127	PGS Financial Management
P179128	PGS Material Logistics
P179150	PGS Systems Inventory Management

Table 8-4
Navy courses in the PME category authorized 50 pounds of RIM

MASL ID	Course title
P171003	Supply Management for Senior Foreign Officers
P171006	Antisubmarine Warfare for Senior Foreign Officers
P171007	Amphibious Warfare for Senior Foreign Officers
P171009	Aviation Safety Officer
P171015	Aviation Safety Command
P171203	Joint Operations Planning (JOPS)
P171204	Mine Warfare Planning
P171205	Mine Warfare Orientation
P171207	Senior Noncommissioned Officer Academy USMC
P171208	Rescue Training USCG

Chapter 9
Living Allowance, Quarters, and Subsistence

Section I
General

9-1. Funding guidance

a. Certain countries are eligible for IMET or FMS or both, which produce the following situations:

(1) Countries eligible for IMET, where all transportation and living allowances are subsidized by USG.

(2) Countries eligible for IMET, where the country has elected to fund all or any portion of either transoceanic travel, CONUS travel, living allowance, or any combinations.

(3) Countries eligible for both IMET and FMS. In these cases, some of the country's FMTs will be in possession of IMET ITOs and others in possession of FMS ITOs. This situation may result in FMTs from the same country, undergoing the same course of instruction, and living in the same quarters, but receiving different living allowances from different sources.

(4) Countries not eligible for IMET and whose training is FMS only.

b. The variety of funding outlined in a above places the responsibility on finance officers for making correct payments to FMTs. Each ITO must be carefully scrutinized to determine what payments, if any, are authorized. FTOs and finance officers will examine each ITO when FMTs report and discuss with the FMT the funding authorization. This is done to insure mutual understanding.

9-2. Housing

a. FMTs should not occupy military quarters for a period longer than 1 week before the report date for scheduled training at that installation or 1 week after termination of the last training course scheduled at an installation.

b. Where unaccompanied personnel housing (UPH) is available, it is authorized for FMTs on a scale equivalent to that authorized for U.S. personnel, according to MILDEP regulations.

c. FMTs will be housed in the same quarters as U.S. students, rather than in separate quarters by language groups. In cases where FMTs from more than one country are at the same training location and no U.S. personnel can be billeted with them, they will be quartered in heterogeneous groupings. Political and military factors must be considered.

Section II
Students Under International Military Education Training

9-3. Policy

A living allowance will be programmed for all FMTs in a training status, unless otherwise directed. Living allowance rates authorized for IMET FMTs are shown in table 9-1. For specific guidance involving availability of quarters and mess, the appropriate factors in table 9-1 will be used. Living allowance rates for FMTs with authorized dependents will not be increased over those authorized in table 9-1. (See table 9-1, note 6, for authorized dependents.) Where training is conducted under contract or at civilian institutions, it will be assumed that USG quarters and messing facilities are not available.

9-4. Living allowances

a. Living allowances are programmed only to defray costs of meals and personal necessity items while in training. In most instances, the authorized living allowances will not be sufficient to defray these costs. Therefore, rates authorized under IMET must be supplemented by the foreign government.

b. Certain countries participate in IMET expenses by defraying all, or a portion, of the costs of FMTs' living allowances. It is imperative, therefore, that the correct block be checked in item 15c of the ITO (fig 7-1).

c. FMTs who are authorized living allowances will be paid for periods of hospitalization while in a training status. Payment for the period of hospitalization will be substantiated by an indorsement on the ITO by the installation commander concerned.

d. Living allowances will not be prorated for fractional parts of the day. The travel or training rate applicable at 2400 hours (local time) will govern.

e. FMTs from countries for which the USG pays transoceanic and CONUS travel are entitled to living allowances in a travel status to include the day of departure from the home country through the day of arrival at the first training location. Living allowance in a training status will commence the day after arrival at the training location. Conversely, living allowance in a travel status will resume the day of departure from the last training location and terminate the day of arrival in the home country. This excludes periods of leave authorized by the FMT's government following termination of training.

f. IMET FMTs whose governments pay only for transoceanic travel costs are entitled to living allowances in a travel status while traveling in CONUS. This includes the day of departure from the CONUS entry port en route to the training location, through the day of arrival at the training location, as well as travel between CONUS training locations. Conversely, living allowance in a travel status will resume the day of departure from the last training location. It will include the day of arrival at the CONUS departure point, excluding periods covered by leave. If all travel is paid by the foreign country, no living allowance is paid the FMT while in any travel status.

g. Living allowances are authorized for periods between

courses and between schools when such periods are included in the overall training schedule. Appropriate living allowances will be programmed to cover the entire period of training.

h. Leave with living allowances may be granted IMET FMTs within CONUS as specified below.

(1) During authorized holidays.

(2) During periods between consecutive courses. It is not the intent of this provision that leave be given or used indiscriminately to occupy the FMT during periods between courses of instruction.

(3) During periods of delay while awaiting transportation at POE to the home country.

i. Each installation commander will make every attempt to collect any overpayment of living allowance prior to the FMT's departure from that installation. Failure to collect overpayments will be reported to the MILDEP. However, no attempt will be made to collect overpayments of living allowance from FMTs after their return to the home country. Underpayments will be resolved by the SAO in local currency.

j. When official travel is performed at personal expense, living allowances at the prescribed travel status rate are authorized for a period not to exceed the authorized travel time for mode of transportation most advantageous to the USG.

k. DD Form 652 (Uniformed Services Meal Ticket), although authorized, is not normally issued to IMET FMTs while in a travel status. When tickets are issued, living allowances are payable at the rate prescribed in the JTR for "travel status and USG mess available."

l. When travel has been completed to the first training installation, the IMET FMTs will be paid living allowances covering any periods of unscheduled delay that occurred before their arrival at the POE in the United States or in oversea commands.

(1) Periods of delay of 10 hours or more will be substantiated by a statement from a port, air, or other transportation terminal official and be attached to the FMT's basic ITO.

(2) When USG quarters and meals are not available at a military installation for periods of delay en route, the commanding officer or designated representative will give the IMET FMT a written statement to that effect. The statement will indicate the dates that quarters and meals (by number) were not available. If the delay en route is at other than a military installation, the FMT's written statement as to the nonavailability of USG quarters and meals will substantiate the voucher.

(3) Care must be taken to clearly define periods of leave or delay en route and, upon completion of IMET training, to insure proper payment of living and travel allowances.

m. Living allowances under IMET are not authorized for the following:

(1) Periods of unauthorized absence from duty.

(2) Excess travel time when proceeding by other than USG transportation not authorized by the administrative authority of the MILDEP concerned.

(3) Periods of delay not connected with training, except for hospitalization or outpatient care.

(4) FMTs whose country assumes the payment of all living allowances.

(5) Periods of training conducted in the home country of the FMT, with one exception. Panamanian FMTs, who are required to reside on a US installation in Panama as part of their training, are authorized living allowances at rates prescribed in table 9-1.

(6) Periods of travel from country duty station to country port or vice versa.

(7) Periods of leave authorized by FMT's government following termination of all training courses.

9-5. Advances

The foreign government must provide FMTs with sufficient funds in dollar instruments to defray their initial expenses until living allowance payments are made. However, if IMET FMTs arrive at training installations without sufficient funds, they may be paid advance payments of living allowance at the POE or the first training installation. IMET FMTs authorized payment of living allowance by the USG may be advanced a maximum of $100. If an advance payment is made at the POE, a copy of the payment voucher, supported by a copy of the ITO with the indorsement, will be forwarded to the disbursing officer at the FMT's first training installation. The disbursing officer will deduct the advance payment from the living allowance payments made to the FMT by the training installation. The last training installation will process the FMT's final voucher for advance payment of living and travel allowances, and will pay the FMT through arrival at the last authorized point.

9-6. Reimbursable items

In addition to the prescribed allowance, IMET FMTs are entitled to reimbursement for the following when USG transportation is not available:

a. Bus, streetcar, subway, or other public carrier fares--

(1) Between carrier terminals when caused by a change in mode of transportation or when free transfer is not provided.

(2) Between carrier terminals and lodging when caused by transportation delays en route which are beyond the control of the FMT, if not reimbursed by the carrier.

(3) Between carrier terminal and training installation.

b. Commercial taxi service at CONUS ports and in their surrounding areas is authorized for reimbursement on a case-by-case basis. The MILDEP representative at

the POE may authorize the use of commercial taxi service for transportation of IMET FMTs to and from carrier terminals when USG transportation is not available.

(1) Reimbursement--inbound FMTs. Reimbursement for commercial taxi fares will be made by the finance officer at the training installation making settlement of travel per diem or, if the FMT is in need of funds, reimbursement will be made by the finance officer of the MILDEP POE. A copy of the voucher with an indorsed ITO will be forwarded to the finance officer at the first training installation (with an information copy to the SAO concerned).

(2) Reimbursement--outbound FMTs. Reimbursement for commercial taxi fares used at the port by IMET FMTs will be made by the MILDEP finance officer at the POE or through the SAO after the FMT's arrival in his or her home country. If the reimbursement is made by the MILDEP representative at the POE, the finance officer will forward a copy of the voucher reflecting the settlement of the taxi fare to the appropriate SAO.

c. Expense incident to transportation such as tips and baggage handling, when itemized, are normally reimbursable.

9-7. Quarters and subsistence

FMTs will be provided quarters and subsistence in USG facilities when available. However, FMT's are not guaranteed USG quarters. The commander of the US installation concerned will indorse ITOs to indicate that USG quarters and subsistence were or were not made available. To be consistent and to avoid possible embarrassment, guidance applicable to U.S. personnel should be applied, insofar as possible, to FMTs. When quarters are provided, they should be of a comparable standard to that provided U.S. personnel of comparable rank.

a. Quarters.

(1) Quarters are defined as "provided" if assigned to enlisted FMTs or if made available to officers and civilian FMTs, including periods of hospitalization. In all cases, Government quarters should be used where available. The fact that an FMT is accompanied by dependents has no bearing in determining the availability of quarters for the FMT.

(2) USG family housing is not guaranteed, and FMTs are not generally encouraged to bring their families with them while training under the SATP. In those cases where the family accompanies or later joins the FMT, the following policy will apply:

(a) FMTs with authorized accompanying dependents may occupy USG family housing only after the installation commander determines that US military family housing requirements are satisfied and will be satisfied for the projected duration of the FMT's occupancy.

(b) The FMT will be responsible for payment of a monthly rental fee. (See DOD 7290.3-M.)

(3) Officer and civilian FMTs occupying UPH will personally be required to pay custodial fees in the same amount charged and on the same payment schedule as their equivalent U.S. counterparts.

(4) Enlisted FMTs occupying UPH may personally be required to pay custodial fees in the same amount charged and on the same payment schedule as their equivalent U.S. counterparts or as prescribed by installation commanders.

(5) Where USG quarters are not available, FMTs will be furnished a statement of nonavailability and will make their own arrangements for living accommodations. The living allowance will be in accordance with table 9-1.

(6) When training within their own country, FMTs will not be furnished quarters at USG expense.

b. Subsistence.

(1) All FMTs are exempt from paying meal surcharges. The FMTs must be responsible for paying food costs or have a valid meal card.

(2) Enlisted and civilian-equivalent FMTs receiving IMET living allowances are authorized subsistence in kind without charge, in accordance with food service management directives currently in force. Subsistence without charge to the FMT in USG dining facilities may be provided while the FMT is attached to training installations or duty stations, while in transit, and while either in CONUS or oversea training. When meal tickets are issued to enlisted and civilian-equivalent FMTs in a travel status, appropriate indorsement will be made on the ITO so that the value of the meal ticket may be deducted from amounts otherwise payable as living allowance. Enlisted and civilian-equivalent FMTs authorized and electing to subsist in a noncommissioned officer (NCO) mess will personally reimburse the mess for any cost in excess of the commuted ration value chargeable to IMET training funds.

(3) Officers and civilian-equivalent FMTs will not be provided subsistence in kind, but will pay for meals taken in USG dining facilities at the food rates prescribed. FMT cadets may be subsisted in a commissioned officers' closed mess.

(4) An effort should be made to satisfy special dietary requirements of FMTs who are unable to eat certain foods due to religious reasons. However, additional pay and allowances will not be authorized just because the FMT does not like American food, or USG messing facilities are unable to provide proper food for a diet imposed by an FMT's religion. In countries where problems of this nature are anticipated, FMTs will be briefed on the above policy before departing for CONUS. Additional IMET living allowances will not be authorized for FMTs on the basis of a medical officer recommendation. FMTs are faced with the following three alternatives:

(a) Adapting to the American diet.

(b) Providing food to their own liking at their own expense.

(c) Requesting disenrollment from training and return to the home country.

9-8. Payment

a. A certification or indorsement provided by the installation commander, indicating appropriate dates and availability of quarters and or subsistence, will accompany the original and two certified copies of the ITO in support of a claim for living allowance. The original, with appropriate indorsement by the disbursing officer indicating payment, will be returned to the FMT. The two certified copies will support the original and retained copies of the travel voucher, DD Form 1351, and DD Form 1351-2 (Travel Voucher or Subvoucher). All payments of living allowance will conform to the rates listed in table 9-1. Group payments of living allowances are authorized when all FMTs are listed and identified by their ITO numbers on DD Forms 1351 and 1351-2. Payment of living allowance due and unpaid at the port of departure may be made through SAO disbursing channels in local currency at official rates of exchange.

b. The FTO will verify subsistence and housing invoices for--

(1) FMTs who were in a duty or authorized leave status during the time specified on the invoice for subsistence. The FTO will insert on the invoice for subsistence. The FTO will insert on the invoice the WCN and, as proper, the project line and training number for each enlisted FMT. The FTO will submit the invoice and a copy of the ITO to the finance and accounting officer for payment.

(2) FMTs who were furnished quarters. The FTO will insert on the invoice the WCN and, as proper, the project line and training number for each enlisted FMT. The FTO will submit the invoice and a copy of the ITO for processing.

c. Subsistence provided to IMET FMTs by USG messes will be reimbursed by SF 1080 charging IMET funds. It will be substantiated by a certification that rations were provided without reimbursement. Each certificate will cite the applicable country and ITO numbers. NCO messes will be reimbursed at the rate applicable to military personnel as a direct charge to IMET in accordance with authorizing publications. Commissioned officers' closed messes subsisting FMT cadets will be reimbursed by local finance officers at the current rate.

d. If an IMET FMT changes from enlisted to officer status while undergoing training, the effective date of change of living allowance will be the date the FMT is promoted, as certified by the SAO or official foreign representative of the FMT concerned. However, the date of the change in living allowance will not be before the date the FMT evacuates enlisted quarters.

Section III
Students under Foreign Military Sales

9-9. FMS living allowance

The foreign government should insure that FMS FMTs receive sufficient allowances to defray all living costs and personal expenses. These expenses are the responsibility of the FMT or the country purchasing the training.

9-10. FMS subsistence and quarters

a. FMTs will pay for meals taken in USG dining facilities at the prescribed food rate. As with IMET FMTs, all FMS FMTs are exempt from paying meal surcharges. Meals taken in other food service facilities will be paid by the FMT at the menu rates.

(1) When large groups of enlisted FMTs from one country participate in CONUS training on an FMS basis, the training CLO or senior FMT of the group may make arrangements locally with the appropriate installation mess officer for direct reimbursement of meal charges. Reimbursement will be made in accordance with MILDEP regulations.

(2) Food costs are not included in tuition costs and will not be included as a portion of an FMS case.

b. The provisions of paragraph 9-7 on quarters, applicable to IMET FMTs, also apply to FMS FMTs. UPH custodial fees, family housing monthly rental fees, and living allowances are not included in tuition costs and will not be included as a portion of an FMS case.

Section IV
Department of the Army

9-11. Exception to nonencouragement of dependents

FMTs attending CGSC (CONUS and USARSA) and the U.S. Army War College IFP are authorized and encouraged to bring their dependents with them.

9-12. Living allowances, quarters, and subsistence

Costs of living allowances, custodial or rental charges, and meals for FMS FMTs will not be included in U.S. Army SA training LOAs.

9-13. Quarters

a. FMTs will be considered as neither TDY nor PCS for purposes of assignment of UPH.

(1) So far as possible, FMTs will be housed in UPH permanent party quarters (priority V; see AR 210-11, table 3-2). FMTs will not be charged rent but will be responsible for payment of the same custodial (maid service) charges as U.S. personnel occupying UPH permanent party quarters. FMTs will receive custodial (maid) service, if available.

(2) With approval of the installation commander, FMTs may elect assignment to UPH transient quarters (VOQs). FMTs will be responsible for payment of custodial (maid service) charges at the established rate. When occupying UPH transient quarters, FMTs will be authorized "space confirmed" reservations.

b. AR 37-60 contains specific guidelines and steps for developing and calculating monthly rental charges for Government family housing provided to FMTs.

9-14. Subsistence
Payment for meals taken in U.S. Army dining facilities will be in accordance with food rates as prescribed in AR 30-1.

Section V
Department of the Navy

9-15. FMTs' dependents
FMTs are encouraged to bring their dependents with them when attending the following DON courses:

a. Naval Command College, NAVWARCOL, Newport, RI.

b. Naval Staff College, NAVWARCOL, Newport RI.

c. Marine Corps Command and Staff College, MCDEC, Quantico, VA.

d. Amphibious Warfare School, USMC, MCDEC, Quantico, VA.

e. All long-term resident postgraduate courses at NAVPGSCOL, Monterey, CA.

9-16. Subsistence
For prescribed rates see the following publications:

a. NAVSUPINST 4061.9

b. NAVPERS 15951.

c. NAVSUP Publication 486, Volume 2.

9-17. Commissary and exchange
See MILPERSCOMINST 1750.5 series for authorization.

Section VI
Department of the Air Force

9-18. Living allowance rates
The living allowance chart at table 9-1 applies to all IMET FMTs with the exception of note (3), "Quarters available," in the case of FMTs TDY on USAF installations. For this category, substitute the following:

"Quarters available" means that government quarters were furnished or were made available to FMTs and will be considered as furnished to officer personnel who are required to personally defray the billing services charge. Enlisted FMTs will not normally be subject to service charge or maid fee when occupying USAF quarters for durations of 20 or more consecutive weeks. Enlisted FMTs occupying USAF quarters for less than 20 weeks are subject to a service charge. Base billeting offices will be reimbursed this service charge except when the FMT's ITO does not authorize living allowances from IMET funds.

9-19. Supplemental payment
Claims for supplemental payment after a student has returned to the home country should be filed with the SAO and a copy forwarded to FMTAG/FAR.

9-20. Payment records
Students whose governments require a record of payments received must be reminded to maintain vouchers for record since that information cannot be furnished by the USAF at a later date.

9-21. Family housing
On-base family housing is seldom available. When available, it will be in accordance with AFR 90-1

9-22. Reimbursement for TDY to SATP students

a. IMET and FMS students on a cross-country training flight or TDY in connection with the required course of training are reimbursed for payment of quarters. Reimbursement must be from assigned training base funds because cross-country or TDY training has been calculated in the tuition rate. This is in addition to the IMET living allowance being paid to some IMET students.

b. Accompanied officers receiving a living allowance under IMET and attending AF professional or military education courses identified in table 9-1, note 4, will continue to receive the accompanied rate while TDY.

Table 9-1
Table of daily living allowances for IMET FMTs (See note 8.)

Living Allowances	Rates for officer	Rates for enlisted (see note 1) and civilian equivalents
In travel status, including unscheduled delays (See note 2.)	Various	Various
In training status— Neither quarters nor mess available (See note 3.)	$33	$33
Quarters available, mess not (See note 3.)	$20	$17
Mess available, quarters not (See note 3.)	$23	$19
Both quarters and mess available (See note 3.)	$14	$7
Both quarters and mess available, free of charge (aboard ship)	$7	$7
Both quarters and mess available, officers charged for mess (aboard ship)	$10	NA
Dependents authorized (See note 4.)	$33	NA
On leave (See note 5.)	Various	Various
In military hospital (See note 6.)	$7	$7
Orientation tour participants (See note 7.)	$23	NA

Notes:

1. These rates are not applicable to enlisted FMTs attending training at the U.S. Army School of the American (USARSA), Small Craft Inspection and Technical Training School (SCIATTS), or the Inter-American Air Forces Academy (IAAFA). The daily living allowance rate authorized for these enlisted FMTs is $3.50 per day.
2. The travel allowance rate is authorized to include the day of arrival at, and day of departure from, the training installation, except for FMTs who receive no USG living allowance. Rates on travel status, including unscheduled delays, are based on rates equal to those in the JTR for U.S. personnel.
3. In oversea areas, where USG quarters and mess are not available, the rates authorized are equal to those authorized for U.S. personnel in the JTR. "Quarters available" means that USG quarters were either furnished or made available. "Mess available" means three meals per day were available in a USG mess, whether or not actually consumed. USG mess excludes open mess and is not considered available to officer FMTs except during maneuvers, field exercises, training in the field, or when an officers' field ration mess is specifically available; for example, the officers' field ration mess is available at Lackland AFB and Maxwell AFB, both with a heavy student load. MILDEPS will be reimbursed from IMETP funds for costs of meals and quarters furnished free of charge to eligible FMTs. All FMTs not authorized a USG living allowance will pay for their meals. Meals taken in other food service facilities will be paid for by the FMT at the menu rates.
4. This rate is authorized only for accompanied FMTs attending certain courses designated by the MILDEPs (ACSC, SOS, AWC, CGSC, NCC, NSC, MCC&SC, SWOS, PGS, and AFIT graduate programs) and includes authorized leave periods. This rate is applicable regardless of availability of quarters and is payable whether FMT lives on or off post.
5. Living allowances for leave periods following termination of training is not authorized. Leave with living allowances may be granted during—
   a. Periods of class breaks.
   b. Authorized holidays.
   c. Periods between consecutive courses.
   d. Delays at a port while awaiting transportation at the rate that is appropriate to the training status.
6. In those cases where an officer FMT is authorized an increased living allowance for accompanying dependents (see note 4) and is subsequently hospitalized, an increased living allowance ($33) will apply during periods of hospitalization rather than the reduced rate specified in the table.
7. This rate applies to the meal allowance only. The cost of quarters is to be paid from programmed funds by a class A agent/cashier escort officer.
8. This table contains the same information as that in the SAMM, chapter 10.

Chapter 10
Foreign Military Trainee Administration

Section I
General

10-1. Scope
This chapter outlines procedures for administering FMTs under the SATP while under the control of MILDEPs. Unless otherwise indicated herein, FMT administration policies and procedures apply to both IMET and FMS FMTs participating in SA training.

10-2. Responsibilities to FMT
In fulfilling the responsibility of the United States to FMTs undergoing training, it is expected that all personnel will afford FMTs traditional American courtesies. Responsibilities to FMTs include not only the obligation to teach a particular skill, but also the fostering of friendly relations with the countries FMTs represent by a genuine display of hospitality, interest in their welfare, and personal assistance. Beyond this, a basic rule requires that the FMTs be treated, so far as possible, like their U.S. counterparts.

10-3. Unauthorized commitments
All U.S. personnel, except MILDEP representatives, engaged in the administration and training of FMTs are cautioned not to individual FMTs or foreign country representatives. Further, no agreements will be entered into with regard to curricula, types of training, or length of stay of FMTs in the United States. Doubtful situations will be referred to the appropriate MISDEP for resolution.

10-4. Biographical data
a. Unless otherwise specified in MILDEP sections, the SAO will furnish biographical data for each officer FMT not later than 10 days before his or her reporting date. Information will be provided on plain bond paper until the new DD form for biographical data is available.

b. Distribution will be as follows:

(1) Each installation where the officer will receive training--one copy.

(2) Additional distribution as required by MISDEPl.

c. Biographical data need not be retained at any training installation after the FMT’s departure.

10-5. Briefing and orientation for FMTs
SAOs will insure that FMTs are thoroughly briefed before departing from their home country. When it is impossible to brief the FMT orally, the SAO will develop a written predeparture briefing package for delivery to the FMT. Also, the FMT will be thoroughly briefed by the FTO upon arrival at each training installation. The importance of these briefings cannot be overemphasized. Much embarrassment can be prevented if they are intelligently and diligently carried out for every FMT. (See sec VI.)

a. The information in section VI will be used for conducting in-country predeparture briefings of FMTs. It will be supplemented to cover unique subjects or situations to insure that each FMT is aware of what may be expected and to whom the FMT is to turn for assistance. Where circumstances permit, in-country briefing will be reproduced in the native language and given to the FMT for retention and ready reference. Most U.S. embassies have, or can obtain, information about the United States for distribution to FMTs in their own language. Slides and movies may also be shown in this connection.

b. Commanders of training installations will provide for the necessary orientation of FMTs upon arrival. The appropriate points stressed for reception at the POE (para 10-6a) will also apply to training installations. As a minimum, the points covered in section VI should be emphasized.

c. SAOs should debrief FMTs upon their return to the home country to determine their impressions of the United States, the quality of training received, and suggestions for improvements that should be made for subsequent FMTs. Noteworthy data will be forwarded to the appropriate MILDEP, with an information copy to the unified command.

10-6. Arrival and departure arrangements
a. Commanders will coordinate FMT arrivals and departures within their area of responsibility. Generally, FMTs will be met at POEs and training installations. In these instances, personnel assigned to meet FMTs must be acquainted with the DOD IP (chap 11). They must also be prepared to take advantage of opportunities to contribute to the DOD IP objectives while the FMTs are their responsibility. The following points should be stressed:

(1) An atmosphere of welcome, courtesy, efficiency, patience, and consideration is essential.

(2) Care and formality will be used in dealing with FMTs who are often sensitive in matters of propriety and rank. Whenever possible, personnel of equal grade should greet new arrivals, particularly general and flag ranks. Applicable protocol procedures will be followed.

(3) Expedited assistance will be furnished FMTs through customs and currency exchange.

(4) Information and instructions will be given in easily understood English, avoiding the use of slang or idioms.

(5) Prior arrangements should be made to meet religious or national dietary requirements (for example,

list of local restaurants including type and price of food served).

(6) General information should be available on items of local interest such as special events, bus schedules, taxi rates, hotels, and local community organizations established to assist FMTs.

(7) Assistance to dependents should be provided when necessary.

b. The POE will provide the following information to the receiving installation sufficiently in advance to insure proper reception of the FMTs:

(1) Estimated time of arrival (ETA).

(2) Mode of travel.

(3) Flight number.

(4) Number of dependents accompanying the FMT.

(5) Other pertinent travel information.

c. Commanders of training installations are responsible for the following arrival and departure arrangements:

(1) Report FMTs failing to arrive as scheduled. This report will be sent to the MILDEP and, if appropriate, to the losing activity, with an information copy to the appropriate SAO within 48 hours after scheduled arrival.

(2) Request port calls for FMTs returning to their home country in accordance with MILDEP regulations.

(3) Inform the appropriate gaining activity of the departure and itinerary of all FMTs. This notification will include information about the FMT in (a) through (e) below. If the gaining activity is not identified on the ITO, the sponsoring MILDEP must be contacted for this information.

(a) Name, grade, country, and service.

(b) Date and hour of departure and scheduled arrival.

(c) Name of carrier.

(d) Flight or train number.

(e) Information that the FMT is traveling by POV.

(4) Insure that each departing FMT has the original ITO with all amendments and, if applicable, a copy of the last pay voucher.

Section II
Role of the Foreign Training Officer and the Country Liaison Officer in Administration

10-7. Foreign training officer (FTO)

Each installation commander will appoint a U.S. military or civilian FTO during any period the installation is engaged in training FMTs.

a. Selection. It is extremely important that FMTs are received and treated with the proper consideration. Therefore, the commander must exercise care in selecting the FTO. The FTO must be tactful and mature, possess a pleasant personality, and have the ability to associate with and understand FMTs. The name, office, and telephone number of FTOs will be reported to the MILDEP. Changes will be furnished as they occur. Appointment of oversea FTOs is at the discretion of the oversea command.

b. Responsibilities. In addition to the overall administration of FMTs, FTOs will perform the following:

(1) Maintain biographical records. The SAO will prepare biographical data. When the biographical data is not received from the SAO, FTOs are authorized direct communication with the SAO to obtain the data.

(2) Brief FMTs. As a complement to the in-country predeparture briefing, FTOs will also brief FMTs as soon as possible after the FMTs arrive at the training installation. This briefing will cover items contained in section VII and other information pertaining to the local installation and surrounding community.

(3) Implement procedures to avoid the indebtedness of FMTs to USG or nonappropriated fund. (See para 10-20.)

(4) Maintain FMT records. FTOs will accurately maintain a complete personnel and training record on each FMT. FMTs will not handcarry these records or record their contents. The personnel and training record will be established at the first U.S. military training installation. Information such as, but not limited to, that listed below will be filed in chronological sequence of action in the record.

(a) Copy of ITO, amendments, and indorsements.

(b) Application for ID cards for FMTs and their authorized accompanying dependents.

(c) Instructor comments on the FMT’s strengths, weaknesses, idiosyncrasies, and attitude. Comments should be recorded during the course of instruction as well as upon completion.

(d) Record of courses attended.

(e) Any correspondence relating to indebtedness, traffic violations, civil law violations and charges, and similar incidents or actions regardless of action taken. Such collection of documents should indicate the result of each action if available.

(f) Record of individual counseling given the FMT.

(g) Record of DOD IP activities that FMTs either participated in or were given the opportunity to participate in.

(h) Any other documents that would furnish data beneficial to FTOs at subsequent training locations.

(5) Transmit FMT records.

(a) FTOs will transmit FMT personnel and training records to the gaining installation as soon as possible after FMTs complete training. The last training installation

will forward these records to the SAO.

(b) Classified notebooks, workbooks, and similar documents developed by FMTs will be forwarded to their home service, through the SAO, using applicable document release forms. (See para 10-44b.)

(c) Individual flight and unclassified medical records may be handcarried between training installations by FMTs or mailed to the gaining installation. The last installation will forward these records to the SAO after FMTs complete training.

(6) Check FMT's installation clearance and checkout procedures. FTOs will insure that proper installation clearance and checkout processing procedures are followed.

c. Liaison visits and training. FTOs will take full advantage of techniques that provide effective installation DOD IP activities and solutions to problems which may be common to several installations.

(1) FTOs are encouraged to visit other installations to exchange ideas and information. The cost of travel and per diem for these visits is properly chargeable to SATP funds.

(2) Visits of FTOs necessary to arrange tours or other activities also are properly chargeable to these SATP funds.

(3) FTOs will attend the DISAM SAM-T course using quotas allocated by the respective MILDEP. DISAM controls and issues the fund cite for travel and per diem while attending this course.

d. Controversial matters. FTOs will immediately initiate action through MILDEP channels where unique or controversial situations exist related to grooming standards, religious principles, indebtedness, or any situation detrimental to the FMT's successful completion of training.

10-8. Country liaison officer (CLO)

A foreign country may request that a CLO be attached to a command in the United States to assist with the administrative details for FMTs from the CLO's country in CONUS training. Such requests must have the concurrence of the appropriate MILDEP. CLOs funded under IMETP also require the concurrence of DSAA. When a CLO is not assigned for a particular country, the country's senior FMT located at the training installation may be used in this capacity.

a. The controlling command will designate the location within the command where the CLO will perform his or her duties. Assignment at oversea installations will be at the discretion of the appropriate commander.

b. Installation commanders requiring the assistance of a CLO may contact the appropriate command that has a CLO assigned and coordinate visits of CLOs to other installations with the commanders concerned. The commander of the installation to be visited will be informed of the following:

(1) Purpose of the CLO's visit.

(2) Mode of transportation.

(3) Arrival time.

(4) Names of individuals to be contacted.

c. CLOs may be authorized to travel by POV between training facilities.

d. CLOs, programmed in the IMETP and assigned to administer IMET FMTs, are eligible to receive travel and living allowances as authorized by the ITO.

e. CLOs will not be assigned duties that will interfere with their responsibilities to the SATP. Specifically, CLOs will--

(1) Be the contact between the FTO and the FMTs they represent.

(2) Insure that FMTs adhere to appropriate regulations.

(3) Assist in correcting problems associated with dress, personal appearance, grooming standards, and FMT indebtedness.

(4) Be responsible for whatever action is necessary in connection with breaches of discipline involving FMTs.

(5) Assist in routine inspections of FMTs and quarters.

(6) Act as nonvoting members of a faculty or administrative board as required. Commanders will advise CLOs of the time and place of meetings. CLOs will inform the commander whether they plan to attend. Requests for CLO participation as nonvoting members of boards will be forwarded to the controlling command.

(7) Assist in administrative details regarding the disposition of graduates and FMTs.

(8) Advise the FTO of any national holidays, customs, and traditions that should be recognized.

(9) Make routine administrative reports as required by their government.

(10) Pay FMTs any allowances received from the home country if so directed by their government.

(11) Assist in the orientation of FMTs.

f. CLOs will not be entered into formal training without prior MILDEP approval.

g. CLOs will be handled in the same manner as FMTs for medical and dental care.(See sec V.)

h. CLOs are subject to the same security restrictions and regulations as those governing FMTs.

Section III
Administrative Procedures

10-9. Academic reports

a. The academic report is the major source of information available to the SAO and the foreign government to assess the overall FMT selection program and the individual FMT's academic accomplishment.

Reports must be prepared for each FMT. Stereotype comments will be avoided. Reports that do not meet the established criteria may be returned by the SAO to the preparing installation for revision as appropriate.

b. The FMT's numerical grades or class standing will not be released by training installations except as listed below. Other exceptions must be authorized by the appropriate MILDEP.

(1) An individual FMT may be provided his or her grade and class standing.

(2) Training installations may release standing of FMTs who are first in class standing.

c. For special classes of FMTs from a single country, and at the discretion of the training installation concerned, an academic report may be given on the class as a whole rather than on each FMT. A separate report will be submitted on FMTs who do not complete the course.

d. Distribution of academic reports will be according to specific MILDEP requirements. Interim reports are not normally provided.

e. MILDEPs do not retain copies of individual academic reports for indefinite periods. Therefore, SAOs should not request additional copies after initial distribution has been made.

f. Requests for FMT academic records and reports or information relating to them, from an activity or organization outside the SA framework, will be referred to the appropriate MILDEP.

10-10. Alien registration

FMTs in CONUS on valid ITOs are not required to register as alien residents of the United States. These FMTs are exempt from the provisions pertaining to registration, fingerprinting, and reporting of address as outlined in section 1302, title 8, United States Code. The above statement does not apply if the status of the individuals changes and they are no longer pursuing the training prescribed in their ITOs. Dependents of FMTs will register in accordance with immigration determination.

10-11. Casualty report, death, and disposition of remains

a. If an FMT under SATP sponsorship dies, the activity at which death occurs will immediately notify the appropriate MILDEP, the foreign attache, the public affairs office, and others as appropriate.

b. The activity will furnish a casualty report in accordance with MILDEP regulations. The following additional information will be included in the remarks section of the casualty report:

(1) FMT's ITO number and date, WCN, and country.

(2) Request for instructions for disposition of remains.

(3) Request for permission to perform autopsy if required.

(4) Identification and location of next of kin if available.

c. Funeral or memorial services will not be conducted for FMTs until instructions concerning the disposition of the remains have been received from the appropriate MILDEP.

d. The training installation will coordinate the preparation and transportation of the remains of FMTs in accordance with authorized disposition instructions. If an escort is desired, the official representative of the country concerned may designate a staff member or an FMT to accompany the remains. U.S. personnel are not authorized for escort assignment.

(1) Per diem and travel costs of the escort accompanying the remains of an IMET FMT within the United States are chargeable to IMET funds.

(2) Travel and transportation expenses for escorts accompanying the remains of an FMS FMT will be borne by the foreign government concerned.

e. The IMET fund cite in the FMT's ITO will be used to defray preparation expenses and costs for transportation of the remains to the home country. Oversea return transportation costs will be paid from IMET funds only for deceased FMTs from countries for which travel costs are defrayed from IMET funds. For transportation to a country which defrays all or part of the FMT's travel costs, the country concerned must arrange and pay for that portion, either through the CLO or the official foreign government representative.

f. Expenses involved in the death of FMS FMTs are the responsibility of the foreign government; however, the activity concerned will offer all assistance possible. If the assistance of the installation mortuary officer is desired by the foreign government, that officer will, without charge,and as a matter of courtesy, negotiate with a civilian mortuary on behalf of the foreign government for the preparation of the remains for burial or shipment. All related charges are the responsibility of the foreign government. Arrangements for other U.S. agency-sponsored FMTs will be handled by the sponsoring agency.

g. Expenses involved in the death of dependents of FMTs are the responsibility of the FMT or the foreign government and will be handled in the same manner as stated in f above.

h. The activity concerned will appoint an individual to officially handle the deceased FMT's affairs; for example, obtaining final IMET allowances due, settling valid debts, disposing of an automobile, and inventorying personal effects. Unless otherwise directed, personal effects of deceased FMTs will be forwarded with the inventory list to the appropriate SAO for release to the next of kin.

i. An investigative report of death as a result of accident

or homicide will be forwarded to the MILDEP. The report can be in letter format. It should--

(1) Address all circumstances surrounding the FMT's death.

(2) Contain copies of all necessary supporting documents; for example, accident report, medical reports, and death certificate.

10-12. Channels of communication and correspondence

a. Direct communication between training installations and SAOs is authorized only on routine administrative matters concerning FMTs such as ITOs, biographical data, security clearances, and travel arrangements.

b. All matters originating at the training installation that involve policy determinations will be directed to the MILDEP. No prior commitment will be made to FMTs in contravention of policies and procedures contained in this regulation.

c. The "Subject" line in message traffic or correspondence should be comprehensive so that action officers throughout the MILDEPs can readily identify the subject and resolve the problem as quickly and smoothly as possible. When communicating about an FMT, the subject line will contain, as a minimum, the FMT's name, country, WCN, and FY.

10-13. Clothing, uniforms, and equipment

SAOs should familiarize themselves with courses requiring special clothing and equipment.

a. Organizational clothing and equipment. Organizational clothing and equipment required by FMTs for a prescribed training course are authorized for issue. Maintenance costs of equipment, replacement costs of clothing, and issue expenses are normally included in course costs. Issue to FMTs will be as authorized for officers and enlisted personnel of the MILDEP. Lost, damaged, or destroyed property will be accounted for, to include cash collection from FMTs, if determined appropriate.

b. Individual clothing and equipment. Individual clothing and equipment required for prescribed training courses will be made available to FMTs as required. Issue expenses are normally included in the course costs. Issued individual clothing and equipment will be collected from FMTs on completion of their training at each installation. Items that cannot be returned for hygienic or aesthetic reasons may be retained by the FMTs. However, retention of other items by FMTs will vary with MILDEP policy.

c. Uniform requirements. Military FMTs will report to U.S. installations in uniform. They will be encouraged to wear the prescribed uniform when traveling to and from CONUS, unless the wearing of civilian clothing is required by their home country or the USG. FMTs entering the Republic of Panama for training at PACAMs will travel in civilian clothing when entering Panama through commercial air terminals.

d. Clothing purchases. Installation commanders may extend to FMTs the privilege of purchasing nondistinctive clothing for cash from MILDEP clothing stores. Nondistinctive clothing will be sold in reasonable amounts to comply with the requirements of the individual concerned. Distinctive items of the MILDEP uniform will not be sold.

e. Wearing of U.S. uniforms. If the country concerned does not provide a uniform suitable for climatic conditions in the United States, there will be no objection to the wearing of the basic U.S. uniform. U.S. buttons, insignia, and distinguishing marks must be removed and replaced by the distinguishing marks of the country concerned. Authorized uniforms may be purchased by the country or by individual FMTs. IMET or FMS funds will not be used to provide such uniforms.

10-14. Commissary and exchange privileges

a. Commissary, exchange, and other privileges ordinarily available to U.S. military personnel in CONUS will be extended to FMTs of equivalent rank and their authorized accompanying dependents.

b. Privileges extended to civilian FMTs within CONUS are limited to those authorized for DOD civilian employees on TDY to military installations overseas.

c. Privileges extended to FMTs in oversea areas will be in accordance with applicable international agreements. When agreements between the USG and the third-country foreign government do not expressly authorize the USG to grant these privileges, they may be granted to FMTs only with the consent of that government.

10-15. Dependents

a. With the exception of certain specified courses listed in the MILDEP sections, FMTs will not be encouraged to bring their dependents to the United States during their training periods. The presence of dependents will not in any manner alter the FMTs status and in many instances imposes an unnecessary administrative burden on the training installation. If FMTs insist on bringing dependents at their own expense, they should be encouraged to acquire suitable housing before having the family arrive. Housing on and around most military installations is expensive, scarce, or unavailable.

b. Travel and living allowance of dependents cannot be supported by the IMETP. Also, no other USG funds are available for this purpose. Scheduled reporting dates will not be altered merely to accommodate FMT travel with dependents. In keeping with the purposes of the DOD IP, however, the use of USG-owned

vehicles in the reception and departure of bona fide dependents of FMTs is authorized, subject to local vehicle availability.

c. Living allowance rates for IMET FMTs will not be increased because their dependents have accompanied or joined them except for FMTs attending certain specified MILDEP courses. (See table 9-1, note 4.) In these instances, the FMT is authorized the same increased living allowance for an preceding or follow-on courses.

d. Exchange, commissary, and medical privileges for dependents are limited to those FMTs' dependents as authorized in the ITO. Medical services will be clearly indicated on the ITO by selecting the appropriate block in figure 7-1, item 15b(2). When dependents accompany or join FMTs without authorization on the ITO, the dependents are not authorized commissary or exchange privileges nor medical care at DOD medical facilities. These privileges cannot be extended without authorization of the foreign government to amend the ITO.

10-16. Disciplinary action

a. Within prescribed limitations concerning access to and security of classified or protected USG information, FMTs will be treated in the same manner as DOD personnel. In this regard, FMTs will be subject to pertinent laws of the United States concerning the safeguarding of military and other Government information affecting the national defense. FMTs will also be expected to comply with U.S. MILDEP administrative regulations governing access to and security of such information.

b. FMTs involved in serious breaches of military discipline or incident within civilian jurisdiction may be temporarily suspended from training by local military authorities pending resolution. As more details become available following the initial report, they will be reported through channels, along with recommendations. Incidents such as those below may not appear serious at first, but may develop into situations with international implications.

(1) Confrontations between FMTs and local authorities.

(2) FMTs involved in civil disturbances.

(3) Hostile acts between FMTs of different nationalities.

c. The principles in (1) through (5) below will be observed by U.S. personnel exercising control over FMTs. These instructions will not conflict with action that Federal, State, or local authorities may elect to take with respect to acts committed in violation of civil law or authority.

(1) When an FMT is involved in a situation requiring immediate action to prevent bodily injury or any breach of the peace on or off a military installation, the military authorities will take steps to restore order. Where the offense committed by an FMT does not involve the necessity of restoring order, the military authorities may, depending on the seriousness of the offense, detain the FMT for the protection and safety of the installation. When confinement is appropriate, the FMT will be promptly delivered to civilian authorities unless military confinement is authorized by competent military authority. When a breach of the peace involving civil law occurs off a military installation, appropriate action will be taken to inform civilian authorities.

(2) The punishment of FMTs in connection with military offenses committed by them will be the responsibility of the foreign military service of which the FMTs are members.

(3) In disciplinary cases, U.S. installation commanders may conduct an investigation through channels, to determine whether the conduct of the FMT warrants a recommendation that he or she be returned to the home country. This action should be coordinated with the appropriate CLO if assigned. Concurrence of the CLO is desirable but not mandatory and should be addressed in the implementing correspondence or message traffic. MILDEP will be advised of the recommended action, together with a recommendation for substitute training or disposition. The SAO, unified commander, and foreign representative will be included as information addressees as appropriate.

(4) Military authorities will follow the same procedures with respect to breaches of the peace or other incidents involving FMT dependents as they would in the case of dependents of U.S. military personnel. However, installation commanders will investigate serious incidents involving FMT dependents to determine whether circumstances warrant a recommendation, through channels, that the FMT sponsor and dependents be returned to their home country. In all cases where dependents are involved in breaches of the peace or other incidents involving either civil or military authorities, the cognizant installation commander will have the FMTs informed that--

(a) They are administratively accountable for the conduct of all dependents.

(b) Misconduct may be cause for a recommendation that the FMT and his or her dependents be returned to the home country.

(5) Breaches of discipline in oversea areas will be reported as directed by the oversea commander.

10-17. Graduation, diplomas, certificates of attendance, and awards

a. Upon successful completion of a formal course of instruction, each FMT will be issued a certification or diploma. Diplomas issued FMTs will be identical to diplomas issued to U.S. students. The notation "Foreign Course of Instruction" will not appear.

b. Diplomas for graduation from a U.S. formal course of instruction will be given FMTs only when they have met the established training standards. It is not the

intent of this policy that only numerical grades be used in determining whether the FMT has achieved the standards set for U.S. military personnel. The determining factor is whether FMTs can accomplish satisfactorily the objectives for which they were trained. This determination will be influenced by aptitude, application, practical effort, and demonstrated understanding, as well as by numerical grades. In some courses, the number of classified hours of instruction, which are not available to FMTs, is high. However, if FMTs successfully complete the portions of the course available to them, based on the grading standards used for U.S. students, a diploma should be issued.

c. In most cases, certificates of attendance in U.S. formal courses of instruction will be given FMTs when they do not meet the established training standard but have been diligent and sincere in their training efforts. The reasons for issuance of a certificate of attendance should be fully explained in the FMT's academic report.

d. For pay purposes, some foreign governments require their embassies to report the actual training period of FMTs sent to the United States for training. When this occurs--

(1) The requirement will be included in item 16 of the FMT's ITO.

(2) The MILDEP training installations will furnish the FMT a certificate that contains this information.

e. Special awards, such as school plaques, may be awarded to outstanding FMTs as determined appropriate by the installation commander. Commanders have the authority to establish and authenticate these awards and are encouraged to do so. The military attache of the country may be invited to the award or graduation ceremony. Other acts of recognition might include special commendation letters, signed appropriately by the installation commander or assistant commander, and special remarks on the FMT's academic report. Annual cost of special awards is properly chargeable to the DOD IP.

f. Copies of letters of appreciation, recognition of exceptional performance, and similar documents will be included in the FMT's personnel and training record.

10-18. Grooming standards

a. The determination of appearance and grooming standards is a U.S. MILDEP prerogative. FMTs are expected to comply with MILDEP regulations. It is a mandatory responsibility of the SAO to brief each FMT prior to departure for U.S. training.

b. To insure operational efficiency and safety, FMTs undergoing U.S. military training must comply with the host U.S. MILDEP regulations pertaining to that training.

c. Noncompliance with MILDEP regulations may subject the FMT to disciplinary action. Situations that cannot be resolved at training installation level will be referred to the MILDEP.

10-19. Identification cards

a. Identification (ID) cards will be furnished FMTs and authorized, accompanying dependents by the first training installation in accordance with MILDEP regulations. DD Form 1173 (Uniformed Services Identification and Privilege Card (USIPC)) will continue to be issued to FMTs until the new ID card for FMTs is developed and a change made to DOD Instruction 1000.13 authorizing its use.

b. An endorsement to the individual's ITO will indicate that an ID card has been issued and will include the number of the FMT's card. The FMT's identification number will be indicated on the card. The ID card expiration date will be the date of completion of the last line of training on the ITO.

c. ID cards will be issued to dependents authorized to accompany the FMT. ID cards will be surrendered by the FMT and dependents during out-processing at the last training installation. Cards will be disposed of in accordance with DOD instructions. An endorsement will be made on the sponsor's ITO that the cards have been returned. FMTs may use their ITOs if identification is required while on leave en route to the POE.

d. Foreign active duty or retired personnel and their dependents who meet the situations below are not eligible for medical or dental care, commissary, theater, or exchange privileges.

(1) Those living in the United States at their own convenience or the convenience of their government.

(2) Those present in the United States in connection with the purchase of U.S. defense articles or services, or for the purpose of collecting information relating to FMS programs.

10-20. Indebtedness

a. The following procedures are to be implemented by the FTO to avoid SATP FMT indebtedness to the USG or a nonappropriated fund, such as billeting fees:

(1) Make arrangements with the installation billeting office and other facilities as deemed appropriate, to insure the FTO is immediately notified of delinquent FMT accounts.

(2) Discuss procedures for payment of billeting fees or laundry during FMT in-processing to insure the FMT is aware of how and when payments are to be made.

(3) Include a check with the billeting office, as part of the FMT's out-processing, to insure his or her account has been paid.

b. Upon notification of FMT indebtedness, meet with the FMT, CLO, or senior representative at the training activity to determine the reason for the indebtedness.

(1) If the reason for indebtedness is beyond the FMT's control (for example, no financial support provided by his or her country (or the United States under IMET)), notify the

supporting MILDEP immediately.

(2) If the indebtedness is determined to be within the FMT's control, take the following actions:

(a) Counsel the FMT. Taking into consideration the amount of debt and the financial support received by the FMT, set up a payment plan to insure past and future payment requirements are satisfied.

(b) If the FMT does not agree to the arrangement or does not adhere to a payment plan, refer the matter of indebtedness to the installation commander.

c. Notify the sponsoring MILDEP if the problem is not resolved after counseling by the installation commander.

(d) If the FMT departs the training activity before resolving the indebtedness problem, notify the FTO at the gaining activity. Notify the sponsoring MILDEP if the FMT is to return to his or her home country. In the latter event, the MILDEP will notify the FMT's embassy or the SAO.

10-21. Laundry

Laundry service is available to FMTs on a cash basis. Collections will be made by the local laundry officer at the rates charged U.S. military personnel. This service, however, may be provided at IMET expense for FMTs attending the PACAMS.

10-22. Leave and holidays

a. Leave at an FMT's request between the last training installation and the POE is not authorized at IMET expense. No IMET living allowance will be paid for such leave.

b. The foreign country may authorize leave in the United States between the last training installation and the POE for FMTs upon completion of training before returning to home country. Leave should be approved before the FMT departs from his or her home country and authority included in the FMT's ITO. Requests for leave upon completion of training, if not authorized in the ITO, must be processed through appropriate FMS or IMET channels. Upon approval, the ITO will be amended.

c. An FMT may request leave for short periods to travel in CONUS. This leave may take place between certain courses or phases of instruction (such as nonapplicable phases or classified phases of instruction). The FMT's request for leave may be jointly approved by the commander and CLO, or by the MILDEP with concurrence of the country's representative by telephone. Continuation of IMET living allowances is authorized during these periods.

d. Leave outside CONUS is governed as follows:

(1) Homeward travel for IMET FMTs leaving the United States will be by the most direct route using U.S. flag carriers. When an FMT is permitted by his or her government to deviate from the most direct route to visit other countries, IMET sponsorship will be suspended during such deviation. In the cases of IMET FMTs for whom the USG must pay the cost of return oversea travel, reimbursement is authorized by the in-country U.S. disbursing officer. This reimbursement is in the amount that would have been authorized if the FMT had used the most direct and economical return routing. Such reimbursement will be made in local currency where available. Further, if an FMT elects to remain at a point en route to his or her country beyond the time normally required to make travel connections, IMET funding of allowances during that excess time is not authorized. The ITO will be endorsed by the training installation to indicate the foregoing provisos as appropriate.

(2) Leave for IMET FMTs outside the United States for which living allowance is authorized is limited to 72 hours. FMTs will be responsible for fulfilling all immigration requirements.

(3) FMTs wishing to travel outside the United States in excess of 72 hours must obtain prior approval from appropriate country representatives in Washington, DC. FMTs will comply with all immigration regulations. IMET living allowance in excess of 72 hours is not authorized.

(4) U.S. officials are not authorized to approve leave in any country other than the United States. FMTs must make their own arrangements when traveling outside the United States. This includes visa, travel, and accommodations. FMTs must also meet any other requirements that may be imposed on travel to the country desired.

e. Leave between consecutive courses, training installations, and the last training installation and POE is governed as follows:

(1) Between consecutive courses, the commander of a training installation may authorize leave not to exceed 7 days. It is not the intent of this provision that leave be given or used indiscriminately to occupy the FMTs during the period between courses of instruction.

(2) Upon termination of training in CONUS, a maximum of 7 days' leave may be authorized between the last training installation and the POE if the--

(a) FMT's port call is delayed through no fault of his or her own.

(b) FMT has not been granted leave in accordance with this paragraph.

f. Travel on a space-available basis in U.S. military aircraft by an FMT on leave is not authorized.

g. Except for emergency leave, leave granted FMTs will not interfere with, nor prolong, the period of training.

h. Requests for emergency leave will be submitted directly to the SAO concerned by priority message, with an information copy to the appropriate MILDEP, cognizant unified command, and others as appropriate.

Requests will reflect the FMT's present course of instruction, graduation date, and scheduled additional training and information necessary to substantiate the request.

i. For holidays the following applies:

(1) Installation commanders are authorized to grant nonchargeable leave, and IMET FMTs are authorized living allowance during the following periods:

(a) Authorized holidays observed by the U.S. MILDEP.

(b) Major national and religious holidays of the FMT's country not to exceed 1 academic day for each holiday authorized. Academic progress will be the deciding factor in each case. Refer questionable situations to the appropriate MILDEP for resolution.

(c) Christmas holiday period when activities at training installations have been curtailed.

(2) If additional training is scheduled at another installation immediately following the Christmas holiday period, the losing installation will be responsible for FMTs during the holiday period.

10-23. Legal status and claims

a. Jurisdiction.

(1) Military and civilian FMTs and their dependents, while in the United States, are subject to the jurisdiction of the U.S. courts, both State and Federal. This is true unless they are exempted by treaty, or other specific authority, or have diplomatic immunity.

(2) The North Atlantic Treaty Organization (NATO) Status of Forces Agreement (SOFA) is the only SOFA which limits the jurisdiction of U.S. courts over members of foreign forces and their dependents in the United States. Under this agreement, both the United States and the NATO SOFA country concerned may, in some instances, exercise jurisdiction over members of that NATO SOFA country and their dependents who are present in the United States for official duty purposes. When the law of the NATO SOFA country only is violated, that country has the exclusive right to exercise jurisdiction. Article VII of the NATO SOFA sets forth the circumstances under which jurisdiction will be exercised by the respective countries. FMTs and their dependents from countries that have ratified this agreement will be accorded all the rights guaranteed under this treaty.

(3) The NATO SOFA has been ratified by Belgium, Canada, Denmark, France, the Federal Republic of Germany, Greece, Italy, Spain, Luxembourg, the Netherlands, Norway, Portugal, Turkey, the United Kingdom, and the United States.

(4) Questions on the jurisdictional status of FMTs or their dependents should be referred to the servicing judge advocate.

b. Diplomatic status. FMTs usually do not have diplomatic immunity; however, those who believe themselves entitled to diplomatic immunity or other special status should have their claimed status verified. The FTO should contact the MILDEP for determination of FMT status. As a general rule, a sponsor's diplomatic immunity extends to his or her dependents as well.

c. Control of FMTs. FMTs are not subject to the Uniform Code of Military Justice (UCMJ). Generally, no authority exists under which U.S. military authorities may place FMTs in military confinement. Under the Federal statutes, however, Australian military authorities in the United States may request the assistance of U.S. military authorities to apprehend and confine members of Australian forces in the United States. U.S. civil authorities, State or Federal, may also apprehend and confine FMTs for breaches of State or Federal law. Except for authorization by treaty or agreement (such as NATO SOFA), or by statute, Executive Order, or Presidential Proclamation (such as in the case of Australia), foreign military attaches or commanders stationed in this country have no authority to arrest, detain, or confine members of their forces within the United States; nor can they empower U.S. military authorities to arrest, detain, or confine members of their forces. When warranted by urgent circumstances, the installation commander may authorize temporary restraint to prevent bodily harm to the FMT or to other persons, pending arrival of civilian authorities. Such FMTs may not be returned to their home country without written approval of the appropriate MILDEP.

d. Claims against FMTs. For information concerning claims arising in the United States from the activities of FMTs from countries that have ratified the NATO SOFA, see MILDEP regulations and the provisions of NATO agreements. For information concerning claims that arise incident to the activities of FMTs in oversea areas, see pertinent command claims directives. If an inquiry is made concerning a claim involving non-NATO personnel, the claimant should be advised to seek redress from the FMT or his or her government.

e. Claims filed by FMTs. FMTs training in the United States have no special status to equate them to members of the U.S. Armed Forces or make them proper party claimants under sections 240-243, title 31, United States Code (Military Personnel and Civilian Employee's Claim Act of 1964). Their status would be the same as any proper party claimant under MILDEP regulations. Establishing U.S. negligence is a prerequisite to payment of a claim.

f. Living allowance claims involving deceased IMET FMTs. An appointed U.S. officer will determine the amount of living allowance or other payments due to the deceased member. To get this information, the U.S. officer will check with the last finance and accounting office serving the deceased member. The officer should ascertain from the SAO the name of the deceased's next of kin to whom check payment is to be made. Checks

will be forwarded to the SAO for disposition.

g. Reports. FTOs will refer legal questions concerning FMTs to the local military legal office. An incident involving FMTs that might lead or have led to the exercise of criminal jurisdiction by State or Federal authorities should be reported immediately in accordance with appropriate MILDEP regulations.

10-24. Mail

a. FMTs may use military postal facilities for the purchase of stamps and the receipt and dispatch of mail.

b. CONUS training installations will not address mail directly to an FMT in-country through APO facilities. Material should be addressed to the SAO with instructions for delivery to the FMT.

10-25. Marriage

An FMT desiring to marry while undergoing training will comply with local U.S. laws and will be encourage to comply with the instructions of his or her government. The FTO will furnish pertinent information directly to the MILDEP concerned, with information copies to the SAO, on each FMT who plans marriage or who is married while in training.

10-26. Name tags

The wearing of a name tag by the FMT while in training is of significant assistance to all personnel connected with the training. Name tags provide easy identification and insure proper treatment of FMTs. Name tags should indicate the equivalent U.S. grade or rank, name, and country of the individual.

10-27. Off-duty employment

FMTs are not permitted to accept off-duty employment.

10-28. Officer and enlisted courses

a. Officer and warrant officer FMTs are permitted to attend enlisted courses. These FMTs will be thoroughly briefed before departing that they are to attend enlisted courses. They will be informed that their officer status does not entitle them to special treatment or academic privileges while attending these courses. These FMTs will be given officer privileges when not participating in training.

b. Enlisted FMTs are not authorized to attend officer courses.

10-29. Passports and visas

a. The foreign government is responsible for issuing necessary passports and for obtaining visas for entry into the United States. The foreign government should insure that the passports and visas of FMTs and their dependents are valid for the entire duration of the FMTs' training period.

b. The U.S. visa is the authority to enter the United States during the valid period; it has no relation to the period of stay in the United States. The Immigration and Naturalization Service (INS) official stamp, which is received when entering the United States, is the documentation that governs the FMT's status in the United States. If the INS stamp does not allow the FMT enough time to complete his or her training, action should be taken by the FMT to have the INS stamp date extended.

(1) Visas for the United States are obtained through procedures prescribed by the Department of State. Dependents of NATO Armed Forces personnel are entitled to "NATO-2" visas. Civilian FMTs from NATO countries and their dependents are entitled to "NATO-6" visas. FMTs from other than NATO countries and their dependents are authorized and will be issued "A-2" visas. "B" visas are not appropriate for FMTs or their dependents.

(2) Visas should contain multiple entry provisions if such entries are contemplated.

(3) Group visas for FMTs traveling together should not be obtained. This practice causes complications when the group is divided or when FMTs return independently.

(4) FMTs training in CONUS are responsible for finding out from their embassies whether they need in-transit visas while en route to their home country. When visas are required, FMTs should forward their passports and documentation to their embassies early enough to be processed and returned before graduating from the last phase of training.

10-30. Physical training

a. FMTs will participate in physical training as part of the course program of instruction when successful course completion depends on physical condition (for example, ranger and airborne training).

b. Except for the mandatory requirements in a above, all other FMTs will be encouraged to participate in MILDEP physical training programs and tests. However, FMT participation in physical training programs or passing such tests will not be considered a requirement for graduation.

10-31. Political asylum

Requests by FMTs for political asylum in the United States, or for temporary refuge, must be treated with urgent and careful attention to the procedures established by DOD Directive 2000.11 and implementing instructions of the MILDEPs.

10-32. Public affairs

a. Public affairs activities will be conducted under the appropriate MILDEP provisions.

b. All requests received from the civilian media for interviews or for photographs of FMTs undergoing training will be referred through channels to the Office of the Assistant

Secretary of Defense (Public Affairs) (OASD/PA), WASH DC 20310-1400, for evaluation before making any commitment.

(1) If OASD/PA grants approval, all FMTs involved will be given an opportunity to contract their embassy or a senior advisor from their country before they participate. OASD/PA specifies that FMTs are not required to contact their embassy or seek counsel unless they choose. In many cases, FMTs will feel there is no need to avail themselves of that opportunity.

(2) FMTs should be aware that representatives of news organizations, including film crews, have access to areas normally open to the public, and that FMTs could be photographed or be in contact with the media in those areas without prior knowledge.

c. The release of hometown-type stores and pictures of FMTs and visitors are governed by separate MILDEP instructions. Installation commanders will dispatch hometown-type releases directly to the SAO. Releases require coordination by the SAO with ambassadors or public affairs officers of the U.S. International Communication Agency. Hometown-type news releases and photographs of FMTs undergoing training should stress the following:

(1) Stories of graduation and honor graduates.

(2) Highlighted training activities and individual achievements of FMTs.

(3) Action photographs. These photographs should show FMTs training with equipment that they are likely to use when they return to their home countries. Off-duty photographs should emphasize activities that support the DOD IP for FMTs. Examples of such activities are visits to State officials and legislative offices, public works, educational institutions, industrial plants, and historical sites.

d. Data on the number of FMTs, by nationality, who are training at any given time may be released. A general description of the training being conducted may also be released. No cumulative figures will be released except through the MILDEP Public Affairs Office.

e. No news releases will be made when in violation of applicable agreements between the USG and the foreign government.

f. No press coverage will be initiated for orientation tour participants without their prior consent.

10-33. Purchase and possession of firearms

a. The purchase or possession of firearms by an FMT is governed by the regulations of the training installation and the laws of the State where the training installation is located. State laws vary widely and cover such items as the transportation, registration, purchase, and resale of firearms. FTOs should counsel FMTs contemplating the purchase of firearms and should provide FMTs with detailed statutory information and regulations governing the purchase of firearms.

b. Purchase or possession of firearms for purposes other than the individual's use may be subject to prohibitions set forth in sections 921-928, title 18, United States Code, chapter 44, and sections 5801-5872, title 26, United States Code, chapter 53. Accordingly, FMTs desiring to purchase firearms for purposes other than individual use will be advised to consult with the installation legal assistance officer.

c. Additionally, the FMT's government may have restrictions on importing firearms into that country. Therefore, FTOs should advise FMTs to consult with their government representatives before purchasing firearms to take home.

10-34. Purchase and use of power-driven vehicles

a. FMTs who want to purchase a power-driven vehicle will be advised to consult the FTO before signing any purchase contact.

b. Purchase of power-driven vehicles by orientation tour participants will be deferred until completion of the tour.

c. FMTs must comply with training installation and State regulations for registration and operation of such vehicles. FMTs will be required to purchase and maintain public liability and property damage insurance. This insurance will be in the amount required by law in the State in which the vehicle is registered, or in the amount required by the military installation on which the vehicle is registered, whichever is higher. FMTs are encouraged to consult U.S. authorities.

d. The FTO must maintain close coordination with training installation authorities to insure that vehicle registration is issued only to FMTs who meet all requirements for owning and operating a power-driven vehicle.

e. FMTs from countries that are parties to NATO SOFA, article IV, or to other international agreements may be entitled to use the civilian or military driver's license issued by their own countries.

10-35. Purchase of duty-free and tax-exempt articles and liquor

a. In general, members of the armed forces of any foreign country on duty in the United States are authorized to have certain articles entered duty-free and tax-free. This is true if the articles are for the member's personal use or the use of any member of his or her immediate family. (See section 1202, title 19, United States Code and section 8, part 2, item 820.40 and 822.20, Revised Tariff Schedule.)

b. Unless prohibited by State or local laws, alcoholic beverages may be introduced under the authority in a above. Amounts cannot exceed one case per month for persons entitled to this privilege. The servicing judge advocate will be consulted on State and local laws on the introduction, possession, and use of alcoholic beverages.

c. All FMTs will be given a complete orientation on

the foregoing personal exemptions. It will be explained that this privilege is extended solely for the convenience of FMTs. It will also be explained that abuse of the privilege by the sale, gift, or trade of duty-free and tax-free articles to U.S. personnel is unlawful and can result in withdrawal of the privilege, administrative penalties, and disciplinary action against all concerned.

10-36. Reporting of FMT problems

a. Timely reports on academic deficiencies should be addressed to the appropriate MILDEP with an information copy to the unified command and SAO concerned. Often these deficiencies can be corrected by the foreign representative or by programming other training. The objective is to train the FMT at the least expense to the United States or country concerned.

b. FMTs who fail to meet the training standards set for U.S. personnel may be terminated and returned to their home country. When it is apparent that an FMT should be withdrawn from training, the appropriate MILDEP will be advised immediately of the full particulars of the case. This will include recommendations on suitability for other training or disposition of the FMT. The FMT will not be relieved for cause without authority from the responsible MILDEP. Pending receipt of this authority, suspension is authorized at the discretion of the installation commander. The MILDEP will advise the SAO, unified commander concerned, and the appropriate foreign representative in Washington, DC, when authority has been given to terminate an FMT.

c. The following incidents involving FMTs must also be reported by priority message to the MILDEP with information copies to the unified command and SAO:

(1) Illness requiring hospitalization. Include date of hospitalization, diagnosis, prognosis, and probable date of release. Reports on dependents are not required unless illness affects FMT training or has political implications.

(2) Requirement to reschedule training due to academic deficiency.

(3) Accident reports involving FMTs or their dependents.

(4) Emergency leave or other significant items affecting FMT welfare.

(5) Absent without leave (AWOL).

(6) Any event involving an FMT that may have international implications. This will include any complaint by an FMT, or behavioral attitude indicated or reported, which reveals the FMTs dissatisfaction with his or her environment or social acceptance.

d. Following initial notification, the MILDEP will be kept informed. Written reports will be provided when appropriate.

e. When FMTs attending training at CONUS installations fail to meet standards, they will be released and returned to their home country upon authority of the oversea commander. The SAO will be fully advised of all details in the case.

10-37. Temporary duty (TDY)

Orders authorizing TDY may be published for FMTs participating--

a. As team members in an organized MILDEP sports activity away from the FMTs training installation. Permissive orders at no expense to the USG may be issued.

b. In programmed trips that are a scheduled part of the formal course curriculum. All identifiable costs, including TDY required by the course curriculum, are included in the tuition cost. Trips as part of a regular curriculum will not affect the FMTs IMET living allowance.

10-38. Unauthorized absence

a. When an FMT is absent from scheduled activities for more than 24 hours without proper authorization, the FMT will be considered an unauthorized absentee. FTOs will carefully check before making a determination of unauthorized absence to insure that the FMT is not absent because of misunderstanding the schedule, sick in quarters, or for other plausible reasons.

b. When it has been determined that an FMT is AWOL, the FTO will--

(1) Advise the MILDEP immediately, with an information copy to the SAO, appropriate unified command, and others as appropriate. The notification will include, but not be limited to the FMTs name; grade, rank, and rate; service number; WCN; country; FY of training program; effective date and time of absence; and any information about events that may have led up to or contributed to the FMT’s absence.

(2) Notify the local finance officer who will post AWOL information to the FMT’s DD Form 1588 (Record of Travel Payments) to preclude unauthorized payments.

(3) Notify the food services officer and appropriate post facilities to insure no unauthorized services are provided.

c. After an FMT has been AWOL for 5 calendar days, the FMT will no longer be considered under DOD sponsorship. SATP sponsorship. SATP sponsorship will be terminated as of 2400 the day the FMT was determined to be an unauthorized absentee. This will be done by endorsement on the ITO or by publication of administrative orders by the training installation. A detailed written report will be sent to the nearest U.S. immigration authority, with an information copy to the appropriate MILDEP. Until the FMT voluntarily returns to U.S. military control, the training installation has no further responsibility for locating or apprehending the absentee.

d. If an unauthorized absentee voluntarily returns to U.S. military control, the MILDEP concerned will be

notified immediately and asked for disposition instructions. The FMT may be reentered into training if he or she can rejoin the class and maintain standing. The immigration authorities will also be informed of the FMT's return.

e. If an IMET unauthorized absentee is apprehended by immigration authorities and return travel has not already been purchased, the training installation may issue a travel request to the immigration authorities for return transportation. Neither IMET nor U.S. MILDEP funds will be used to support an FMT while he or she is AWOL. If an IMET FMT who is AWOL voluntarily returns to U.S. military control, the fund cite in the ITO may be used for required transportation to his or her proper station and for living allowances until appropriate disposition is obtained.

f. Personal effects of the FMT will be held for 30 days. Personal effects will then be forwarded to the nearest foreign country representative, or disposed of in the same manner as prescribed for deceased FMTs (para 10-11h).

10-39. Urinalysis screening and drug abuse

FMTs are excluded from any mandatory MILDEP urinalysis screening programs. Any indication or evidence of drug abuse should be reported via special-incident reporting procedures.

10-40. Warrant officers, midshipperson and cadets

U.S. equivalent warrant officers, midshipperson, and cadets will be considered officers unless otherwise indicated on the FMT's ITO. IMET FMTs are entitled to living allowance rates applicable to officer's. They are also eligible to be accommodated in officer's quarters while in training at DOD installations.

Section IV
Security

10-41. Security and political screening

U.S. security and political screening of FMTs must be performed before the ITO is issued and before the FMT departs from his or her home country. The level of security clearance will be shown in item 8 of the ITO by selecting one of the statements listed below.

a. "U.S. security screening has been accomplished. All training will be conducted on an unclassified basis."

b. "U.S. security requirements have been complied with. The government of (home country) has granted the FMT a security clearance equivalent to U.S. (classification level). This of itself does not permit the disclosure of classified U.S. information. Such disclosure must be specifically authorized by an official delegated authority and U.S. foreign disclosure regulations of directives."

10-42. Disclosure of classified information

Personnel involved with SATP must be familiar with MILDEP policies concerning the release of classified information to FMTs.

a. Classified information will only be disclosed or released to FMTs in accordance with MILDEP regulations and only on a need-to-know basis.

b. Defense information will be limited to that necessary to accomplish the purpose of the training mission.

c. The MASL identifies those formal courses that require a security clearance for attendance; however, this designation does not mean that all FMTs can attend the course. Only those countries that have been specifically authorized can be programmed for these courses; individual FMT attendance depends on specific MILDEP authorization.

d. Training that involves the release of classified information must be reviewed and authorized in advance by the U.S. military disclosure authority. The release of classified information to a country that is not currently authorized access will generally be denied.

e. Instructions on weapon systems or equipment the country does not have or has not shown a firm intent to acquire, is not authorized.

f. Courses may cover more than one weapon system. If so, FMTs will be retained in class for classified instruction only on those weapon systems that their country has or has shown a firm intent to acquire.

g. Disclosure of communication security (COMSEC) information will be in accordance with MILDEP regulations.

h. Access to NATO classified information may be provided to FMTs from NATO nations upon receipt of access certifications by the respective training installations as prescribed by treaty regulations. Each certification should show the highest level of NATO access granted to the FMT. Granting of this access will allow NATO FMTs to receive NATO classified information and briefings available during the course.

10-43. Restricted courses

Many courses conducted by the MILDEPS are not available to FMTs due to security limitations or due to the orientation of course content to US standards. MILDEPs maintain the MASL as a current listing of courses that may be available to FMTs. The availability of any known course not included in the MASL may be requested from the MILDEP on a case-by-case-basis.

10-44. Release of instructional related material

Release of instructional related material to FMTs is authorized as outlined below. Other than as stated in a or b below, training installations are not authorized to release

U.S. military documents directly to foreign requesters.

a. Unclassified material. Commanders of training installations may authorize the release of unclassified publications used in courses of instruction.

b. Classified material within the parameters of the MILDEP disclosure authorization. FMTs participating in classified publications used as texts and schematics during the training. Classified publications and FMT notes will be collected at the end of the training and shipped to the appropriate SAO with appropriate release forms.

Section V
Medical and Dental Care

10-45. Medical requirements

FMTS who have been selected by their country for training are presumed to be in good physical and mental health, as well as being free from communicable diseases. If it is discovered that an FMT cannot qualify for training by reason of physical or mental condition and, in the opinion of medical authorities, will require treatment before entering training, the FMT will be returned to the home country immediately, or as soon thereafter as his or her condition will permit travel.

10-46. Medical and dental certification

a. Before issuing an ITO, the SAO will require a signed statement from a competent medical and dental authority stating that the FMT has received, within the 3 preceding months, a thorough physical examination, including a chest x-ray. The medical and dental authority will also indicate that the FMT is free of communicable diseases or other medical or dental defects which might require treatment or hospitalization during his or her training. If an FMT is certified capable of successfully undergoing instruction even though medical or dental defects exist (diabetes, cardiac condition, metabolic disorder, prosthetics), item 16 of the ITO will state that those medical defects may have an impact on training if not properly controlled or monitored.

b. The certification from competent medical and dental authority referred to in a above will also show that each FMT has received the complete immunization prescribed by the U.S. Public Health Service, as approved by the World Health Organization (WHO). Medical certification is also required for authorized dependents who accompany or join the FMT.

c. If foreign facilities are not equipped or available to process the medical and dental examination referred to in a above, the SAO will make every effort to have the medical and dental screening for FMTs and dependents conducted by the closest U.S. medical or dental facilities. If the FMT is required to have a medical examination at a U.S. facility, the cost of the transportation will be borne by the foreign government.

d. When FMTs report to U.S. medical facilities for treatment, they must have in their possession, as a minimum, their ITO and other documentation that will assist the medical activity. The medical treatment facility concerned requires the FMT’s--

(1) WCN.

(2) Case designator if the FMT is FMS.

(3) Country.

(4) Full name for appropriate record keeping and billing.

10-47. Medical entitlement, charges, and collection

Eligibility for specific types of medical care differs for the various categories of FMTs. Item 15b of the ITO must specify the correct source for reimbursement of medical costs.

a. NATO FMTs are entitled to the same medical and dental care as U.S. military personnel.

(1) NATO FMTs are not charged for medical and dental outpatient care, medical examinations, or immunizations.

(2) For NATO FMTs under FMS, inpatient care in the United States will be provided on a full reimbursable basis. Charges will be collected either from the FMS case if a medical service line has been included, the FMT, or the foreign government.

(3) For NATO FMTs under IMET, inpatient care in the United States will be provided on a reimbursable basis chargeable to IMETP. Rates and billing procedures are as prescribed in MILDEP regulations.

(4) Authorized accompanying dependents of NATO FMTs are entitled to the same medical care (with the exception of CHAMPUS for inpatient care) as U.S. military dependents.

(a) Authorized accompanying dependents are not charged for outpatient care, medical examinations, or immunizations.

(b) Inpatient care in the United States will be provided on a full reimbursable basis. Charges will be collected either from the FMT or the foreign government.

b. IMET FMTs may be provided medical care on a space-available basis when facilities and staffing permit.

(1) Outpatient and inpatient care, immunizations, and medical examinations will be provided on a reimbursable basis chargeable to the IMETP. Rates and billing procedures are as prescribed in MILDEP regulations.

(2) Dental care will be provided only on an emergency, reimbursable basis.

(3) Authorized accompanying dependents may be provided medical care on a space-available basis when facilities and staffing permit.

(a) Outpatient and inpatient care, immunizations, and medical examinations will be provided on full reimbursable basis.

(b) Charges will be collected either from the FMT or the foreign government.

c. FMS FMTs may be provided medical care on a space-available basis when facilities and staffing permit.

(1) Outpatient and inpatient care, immunizations, and medical examinations will be provided on a full reimbursable basis. Charges will be collected either from the FMS case if a medical service line has been included, the FMT, or the foreign government.

(2) Dental care will be provided only on an emergency, reimbursable basis.

(3) Authorized accompanying dependents may be provided medical care on a space-available basis when facilities and staffing permit.

(a) Outpatient and inpatient care, immunizations, and medical examinations will be provided on full reimbursable basis.

(b) Charges will be collected either from the FMT or the foreign government.

d. FMTs are not authorized medical care under CHAMPUS.

e. A dental emergency for an FMT is defined as a dental problem that in the judgment of the installation commander, or a designated representative, seriously affects the FMT's ability to study or assimilate knowledge.

f. Authorized accompanying dependents are not authorized medical care under CHAMPUS with one exception. Authorized accompanying dependents of NATO FMTs are authorized CHAMPUS care on an outpatient basis only.

g. Authorized accompanying dependents may be provided dental care only on an emergency basis with one exception. If NATO FMTs are training or residing in U.S. areas designated by the SECDEF as being dentally underserved, their authorized accompanying dependents may be provided nonemergency dental care on a space-available basis.

10-48. Hospitalization

When an FMT requires hospitalization as a result of illness or injury, the training installation or the hospital will immediately send a priority message to the MILDEP with information copies to the SAO, unified command, and other agencies in the chain of command as appropriate. The notification will include all pertinent information concerning the FMT's condition as well as a prognosis.

a. When, in the opinion of U.S. medical authorities, the hospitalization or disability will prevent continuation of the training for more than 30 days, the FMT will be returned to the home country as soon as practicable. The installation commander will notify the MILDEP by message and request disposition instructions.

b. When the FMT is scheduled for consecutive training beginning before the expected date of release from the hospital, the next training installation will also be made an information addressee.

10-49. Emergency civilian medical care

a. If emergency treatment or medical services are required from civilian sources for FMTs, the following procedures apply:

(1) For IMET FMTs, the FTO will--

(a) Notify the DOD medical activity that has approval authority for medical care for the geographic area where the patient is being treated.

(b) Obtain from the civilian medical facility three copies of the bill for treatment and services including a statement that reads as follows: "I certify that the above services are necessary in treatment of the above named individual; that services were as stated; and that charges are not in excess of those customarily made in this vicinity. (Signature of Doctor.)"

(c) Annotate the bill or attach a statement giving the name of the DOD medical activity contacted for approval.

(d) Forward the bill, civilian medical statement, and three copies of the FMT's ITO to the appropriate MILDEP for payment.

(2) For FMS FMTs, payment for emergency treatment is chargeable to either the FMS case, the FMT, or the foreign government. Item 15b(1) of the ITO will indicate the method of payment. If the foreign government is to pay, the civilian medical facility should forward an itemized bill directly to the foreign representative in Washington. If payment is to be charged to the FMS case, the bill should be forwarded to the appropriate MILDEP activity.

b. Dependents of all FMTs must pay for civilian medical treatment. Reimbursement will be made by the FMT or the foreign government.

c. Civilian medical care is expensive and in many cases will not be undertaken by civilian agencies without some guarantee of payment. For those FMTs and dependents in a(2) and b above, the country should provide the FMT with written instructions to cover required civilian medical services.

10-50. Subsistence

a. All dependents and officer, civilian, and FMS enlisted FMTs are charged for hospital rations. Collections are made as follows:

(1) IMET officer and civilian FMTs pay locally.

(2) FMS officer, civilian, and FMS enlisted FMTs pay locally or costs are charged to the FMS case or the foreign government.

(3) Dependents pay locally.

b. No collections are made for IMET enlisted FMTs.

Food costs are included in the medical care rate chargeable to the IMETP.

10-51. Constraints

a. Elective and definitive surgery. Elective medical, surgical, or dental care is that type of care desired or requested by the individual or recommended by the physician or dentist which, in the opinion of professional authority, can be performed at another time or place without jeopardizing life, limb, health, or well-being of the patient. The overall policy regarding elective and definitive surgery is that moderation should prevail, except for bona fide emergency situations. SAO personnel will not imply to an FMT that U.S. DOD medical activities will be available for cosmetic or remedial surgery.

b. Prosthetic devices. Prosthetic devices such as hearing aids or orthopedic footwear are not authorized for issue to FMTs. Eyeglasses may be furnished when necessary for the FMT to perform his or her assigned duties but only when eyeglasses are not available through civilian sources. Thus, it is unlikely that eyeglasses will be provided from USG resources to FMTs in CONUS since eyeglasses are usually available from local sources such as an exchange or a civilian optometrist.

10-52. Immunization before return to homeland

The FTO of the last training installation will insure that the immunization requirements of the World Health Organization (WHO) are met before the FMT's arrival at the POE for return to the home country.

Section VI In-Country Predeparture Briefings and Training Installation Briefings for Foreign Military Trainees

10-53. In-country predeparture briefing--general

a. Proper preparation of FMTs for U.S. training can create a favorable attitude toward achieving the objectives for which they are being trained. Therefore, a thorough predeparture briefing is essential for each FMT selected for U.S. training.

b. Each SAO will insure that FMTs selected for training at DOD installations receive a thorough oral predeparture briefing. In addition, whenever possible, a written outline of the briefing with specific notes or examples in the FMT's native language will be given to the FMT for retention and future reference. In those exceptional cases when it may be impossible to brief the FMT orally, the SAO may provide a written predeparture briefing package for delivery to the FMT. Predeparture briefings will be updated and modified as required, based on the comments of returning FMTs about their experiences in the United States.

10-54. In-country predeparture briefing content

The SAO will insure that all areas of concern to the FMT are covered in the predeparture briefing. Also, each FMT and orientation tour participant will be given an explanation of the IP and its objectives before departing for the United States. (See chap 11 for information on the IP and its objectives.) The briefing will include the following:

a. MILDEP training organization overview. Give FMTs a brief description of the organizational structure of the MILDEP to which they will be assigned for training. Emphasize the commands, schools, and geographic locations where FMTs will receive training.

b. Passports and visas. Inform FMTs of their personal responsibility to obtain any required intransit visas and other passport documentation from their embassies before leaving the last U.S. training installation.

c. Travel. Advise FMTs that transportation, when provided at USG expense, is by the mode and routing most advantageous to the USG and that special routing will not be made for individual benefit. The SAO will explain travel arrangements in detail. IMET FMTs must obtain statements verifying any delays at transportation terminals.

(1) Make FMTs aware of the different means of transportation that may be required to travel to their training assignments. For example, when traveling by train or air, some interservice transportation may be required, such as taxis or limousines. FMTs must use the most direct route and should ask for the cost before departing. Receipts for such services must be retained by the FMT to present to the finance officer making any living allowance or transportation payments.

(2) Explain to FMTs that they should wear their uniforms while on official travel. This will help U.S. citizens and military personnel recognize FMTs as visitors so they may receive special attention.

(3) FMTs arriving at McGuire AFB, NJ; Charleston AFB, SC; and Travis AFB, CA, will be met and assisted by a U.S. military representative. FMTs arriving at the John F. Kennedy International Airport, NY, and San Francisco International Airport, CA, are normally met by a U.S. military representative if advance notification has been furnished by the SAO. However, if FMTs are not met, they should be instructed to contact Fort Hamilton, NY, or Travis AFB, CA, for assistance.

(4) FMTs entering the United States must present their passports or ITOs to the immigration authorities to receive an entry permit. Passports and ITOs must be kept on the person at all times while traveling.

(5) Health, immigration, and customs officials are located at the POE. For a health inspection, the individual must show the International Certificate of Immunization. Immigration officials will stamp the passport or ITO and issue an entry permit; the customs inspector

will require a customs declaration. In this regard, each individual will bring items for personal use only. Merchandise for resale or for gifts is subject to a duty tax.

d. Baggage. Thoroughly explain the baggage policy to each FMT. (See chap 8.) No exception to this policy will be made.

(1) IMET baggage allowance is a total of 140,210, or 280 pounds as applicable. Excess baggage is the weight over that permitted by the carrier and should not exceed the total authorized.

(2) FMTs may bring into the United States, duty-free, only items required for personal use by themselves or their families. On their return home, no duties are imposed on necessary personal belongings taken out of the United States. These items, however, may be subject to home-country duties.

(3) Discourage FMTs from bringing firearms with them to CONUS. However, when FMTs choose to bring handguns, shotguns, or rifles for sporting purposes, they will be advised that they are subject to Federal and State regulations and licensing. Compliance is without exception; failure to comply can result in confiscation of firearms by authorities.

(4) Advise FMTs to mark each item of baggage with the address of their first training installation. Additionally, one copy of the FMT's ITO should be placed in each piece of baggage to help locate the owner if the baggage is lost, misrouted, or misplaced.

e. Reporting to the training installation. Advise FMTs of the following:

(1) FMTs will comply with the report date as shown in item 14 on the ITO. Reporting earlier or later than the report date causes administrative and academic problems at the training installation. This could result in FMTs being denied admission to training.

(2) FMTs training at a military installation will usually be met by a representative of the installation at the local airport, rail, or bus station when advance notice of the arrival has been received. If the FMTs are not met, they should call the training installation FTO or duty officer for assistance.

(3) Since FMTs reporting to a civilian installation may sometimes not be met, they should be briefed on what action to take.

f. FTO. Tell the FMT that the FTO will assist him or her. If problems or complaints arise, the FMT should bring them to the FTOs attention.

g. CLO. Explain the role of the CLO, a foreign officer, who will supervise and administer the FMTs from his or her country. Some of the CLO's responsibilities are as follows:

(1) Monitor the FMT's adherence to regulations.

(2) Advise the training installation commander of national customs and habits.

(3) Help FMTs become acquainted with the installation and the training program.

(4) Take disciplinary action and make disposition of FMTs as authorized by his or her country.

h. Clothing. Advise FMTs of the general climatic conditions within the geographic areas where they will be receiving training. Actual clothing requirements will vary depending on the assigned training area; changes in training locations may change the clothing needs of the individual. Advise FMTs that they may use DOD clothing sales stores at U.S. military installations. All U.S. insignia must be removed before wearing U.S. military clothing.

(1) The recommended minimum for military clothing is as follows:

(a) Two complete winter uniforms and four complete summer uniforms.

(b) One raincoat.

(c) One winter topcoat or jacket (if appropriate).

(d) Two work uniforms (if appropriate).

(e) One pair of work shoes (if appropriate).

(f) Other necessary items such as dress shoes, socks, underwear, caps, and military insignia.

(2) The requirement for special clothing and equipment for FMTs is significant for some courses. This is especially true regarding flying training. The SAO must determine these requirements well in advance and advise the prospective FMT.

(3) Explain the custom in the United States of military personnel wearing uniforms only during duty hours, although uniforms may be worn at any time. Emphasize the requirement for wearing the appropriate military uniform of the FMT's country when traveling from the home country to training locations and from training locations to the home country.

i. Money. Explain the American monetary system to FMTs. This may require considerable explanation depending on the country and the FMT's familiarity with the American monetary system. Make a comparison between expected prices on general commodities and the cost relationship between those items in the FMT's country and the same items in the United States. Also, discuss the following points with the FMTs:

(1) FMTs should have in their possession upon entry into the United States sufficient funds to cover expenses for a minimum of 30 days. Point out that banking facilities and travelers' checks may be conveniently used during the stay in the United States. Explain the travelers' check and personal checking account custom followed by most U.S. personnel. Large amounts of cash should not be carried by the FMT.

(2) All FMTs will be concerned with payment procedures--how they will be paid, when they may expect to be paid, how much will be paid them, and whether per diem will be authorized. Most countries pay their FMTs an allowance in addition to their regular pay; some pay less than the normal allowance. Most IMET FMTs will receive a USG living allowance.

Based on country-to-country agreements, some IMET FMTs will either receive a partial allowance or nothing at all paid by the USG; therefore, explain payment procedures in detail.

(3) FMTs will obtain certificates of nonavailibility of Government quarters and messing facilities from the training installation when required. They will keep a complete record of all travel, including dates of arrival and departure at various locations and modes of transportation used. This information is the basis for travel and living allowance payments.

(4) IMET FMTs should always retain copies of vouchers that must be provided to U.S. finance officers making payments against their orders. This is especially true for tour participants for whom no intermediate orders are published to indicate the date they were last paid living allowances. Unless the participants can furnish the last paid voucher to the next finance officer, they will have difficulty in receiving their living allowances. FMTs whose governments require a record of payments received must maintain vouchers for that record, because training installations cannot furnish the information at a later date.

j. Power-driven vehicles. When FMTs buy power-driven vehicles in the United States, inform them of ownership responsibilities. As a condition to registration, FMTs must purchase public liability and property damage insurance in the amount required by the FMT's country or the amount required by the United States, State, or local law, or the training installation, whichever is higher. There are varying requirements among the States. Insurance costs vary, depending upon area and company; however, the FMT should be prepared to pay a substantial amount per year for insurance. FMTs may be required to obtain a U.S. driver's license under State laws. An outline of traffic laws is usually available at the installation security and law enforcement office.

k. Standards of conduct. Advise FMTs that they will be required to conduct themselves in a manner that will bring credit to themselves and their country. Standards prescribed for counterpart DOD personnel with regard to duty hours, off-limit establishments, travel distance limitations, military courtesy, financial responsibility, and military bearing also apply to FMTs while in training. Stress the requirements of military appearance, especially hair grooming. FMTs will maintain these standards; failure to do so or the committing of an act that would bring discredit to themselves or to their country could result in withdrawal from training and immediate return to the home country.

l. Dependents. Except for expressly designated courses of training, encourage FMTs not to have their dependents accompany or join them during their training period outside their country.

(1) Except for those courses specifically identified by the MILDEP, the administration of FMTs is geared to FMTs without dependents. FMTs with dependents are invariably confronted with problems that interfere with their training and their timely movement between the station and the port. Training programs, movement schedules, and reporting dates will not be altered to meet the special requirements of FMTs with dependents.

(2) USG housing is normally not available and is not guaranteed to FMTs with dependents as there is a critical shortage of this housing. Civilian housing is generally distant, expensive, and difficult to obtain. The increased IMET living allowance for authorized accompanying dependents is only authorized for the specific categories of IMET FMTs outlined in table 9-1, note 4.

m. Military status. Advise FMTs that they will be treated in the same manner as their U.S. MILDEP counterparts of equivalent grade. No training program will be arranged to treat the many FMTs in exactly the manner to which they are accustomed. FMTs are accorded the same privileges and, therefore, assume the same responsibilities as U.S. personnel. Although FMTs are not subject to U.S. military law, they do remain under the criminal and civil jurisdiction of U.S. Federal and State laws. They also remain under the jurisdiction of the military authorities from their own countries.

n. Military, social, and athletic privileges. Insure that FMTs understand that clubs for officers, noncommissioned officers, and enlisted personnel on most training installations are supported by the members and not by DOD funding. On some training installations, FMTs are authorized membership without charge, while at others a small monthly payment is required. Clubs generally provide dining rooms, bars, cocktail lounges, game rooms, reading and television lounges, snack bars, and swimming pools. Most training facilities also have areas where FMTs can play golf, basketball, football, soccer, volley ball, and soft ball. Roller skating rinks, gymnasiums, tennis courts, and libraries are generally available. Movies are normally shown nightly for a nominal price at theaters located on the training installation.

o. Medical care. Make the FMT aware of the provisions of chapter 10, section V, particularly in regard to medical care entitlement, charges, and collections for FMTs and their dependents.

p. Military courtesy. Explain to FMTs that they are required to observe universally recognized military courtesies.

q. Student and instructor relationship. Advise FMTs that an instructor in a DOD facility is responsible for maintaining control of a training situation at all times, even if an enlisted instructor is teaching senior personnel or officers. The rules of conduct apply equally to all FMTs; any breach of etiquette or protocol will be brought to the attention of the appropriate FTO.

r. Cultural differences. Make the FMT aware of customs

and beliefs that are markedly different from those of the United States to avoid embarrassing situations. Also, mention the behavior pattern of Americans, their spirit of independence, and their freedom of action in matters such as religion and politics.

s. Quarters. Advise enlisted FMTs that they must help keep their quarters clean. Such housekeeping duties are normal and must be carried out. Officers normally live in unaccompanied officer quarters that are divided into single or double rooms, with custodial service provided at a nominal cost. Most quarters contain washing machines and a lounge where the FMT may read or watch television. All quarters are adequate and are centrally heated.

t. Military meals. Advise FMTs that military dining halls usually are not equipped to accommodate special requests for national dishes. However, attempts are made to accommodate religious dietary habits at installations with large numbers of FMTs. There will be no increase in living allowances if FMTs refuse, for any reason, to eat food served in military dining halls.

u. ITOs. Explain in detail the use of the ITO for identification, itinerary, payment, medical services, baggage limitations, and authorization of dependents. This is necessary since many FMTs have little or no knowledge of the importance and use of their ITOs. Also, stress the need to retain the original ITO and sufficient copies explaining that the ITO is the controlling document for the training and administration of the FMT. The FMT will be authorized only the training and privileges as stated in the ITO or any amendments.

v. Leave policy and delay enroute. Insure that FMTs understand the policies and regulations concerning leave and delay en route. Cover the following points:

(1) IMET living allowances are not authorized during a delay en route.

(2) Authority for a delay en route must be included in the ITO.

(3) For tour participants, a delay en route may be authorized only from the last point in their itinerary to the CONUS POE.

(4) Policies concerning stopover in other countries en route to the home country should be carefully explained.

(5) Delay en route will automatically be terminated upon arrival at the POE. (FMTs with approved delay en route sometimes report early to the POE wanting to receive accrued living allowances, store their baggage, and continue their delay en route. POEs are not staffed to administer such services.)

w. Military records. Advise FMTs that when they move between training installations their military records are kept by various offices. For that reason, they will be asked to execute in- and out-processing forms when they report to or depart from training installations. All records will be transferred by the training installation except for medical records, which the FMT handcarries. Training installations are authorized to transfer medical records with other documents if deemed advisable for processing or administrative purposes.

x. Requests for changes to training. Inform FMTs of what training they are scheduled to receive. Also advise them that they are not to contact representatives of the training installation to arrange unprogrammed training. Any requests for changes to training, as contained in item 14 of the ITO, must be processed through SATP channels.

y. Postal facilities. Advise the FMT to contact the nearest post office on postal rates or other postal problems. FMTs should inform their families and friends that certain articles (for example, meat and food products) are prohibited import into the United States and that any package containing such items must be returned at the sender's expense. A list of prohibited or restricted items will be prepared both in English and in the local language.

z. Tax-free merchandise. Emphasize that purchases of tax-free merchandise will not be abused, especially as they pertain to alcoholic beverages that may be purchased only for personal use.

aa. Off-duty employment. Indicate that FMTs are not permitted to engage in off-duty employment.

ab. Religious services. Explain to FMTs that religious services for most faiths are available at training installations or in the local community.

ac. CONUS course entry ECL testing. All direct-entry FMTs (except from countries exempt from all ECL testing requirements) will be administered the CONUS course entry ECL test within 3 to 5 calendar days after the FMT's arrival at the first training location. This also includes FMTs from those countries granted a waiver from in-country screening ECL testing.

ad. Instructional material. Advise FMTs that personal items and household goods will not be packed or shipped as instructional material.

10-55. Training installation briefing

As a complement to the in-country predeparture briefing, the FTO will also brief FMTs as soon as possible after FMT arrival at the training installation. The FTO will insure that all elements of concern to the FMT are covered in the briefing with special attention to chapters 10 and 11. The briefing will include the following:

a. FTO-Duties and functions.

b. Policy and regulations-Privileges; restrictions; conduct, appearance, and grooming; medical and dental care; identification cards.

c. Legal status-Applicability of Federal and State laws; indebtedness; shoplifting; purchase of duty-free, tax-exempt liquor and penalties for abuse; passports and visas.

d. Training program-ITO governing document; unprogrammed training; officers in enlisted courses; elimination from training for cause; meeting schedules and appointments; English language testing; clothing and equipment; release and shipment of instructional material.

e. IP-Program objectives and activities.

f. Conduct and personal appearance-Grooming standards; cleanliness; morale problems; military discipline and courtesies.

g. Student and instructor relationship-Male; female; officer; enlisted; civilian; minority instructors.

h. Travel-Arrangements; accommodations; baggage allowance; delay en route; travel schedules.

i. Power-driven vehicles-Purchase; registration; insurance; operation; travel; laws.

j. Living allowances-Authorized amount; payment schedule if proper.

k. Dependents-Authorization; housing; cost of living.

l. Currency-Monetary exchange; banking.

m. Mail-Postal facilities; official and personal mail.

n. USG quarters-Occupancy; duration; housekeeping; custodial fees.

o. Firearms-Purchase; possession; transportation.

Section VII Department of the Army

10-56. Biographical data

a. Distribution will include one copy to the Deputy Commander, USAINSCOM, ATTN: IAOPS-H-C-B, Fort Meade, MD 20755.

b. Submission of biographical data for enlisted personnel is optional.

10-57. Briefing and orientation for FMTs

Upon notification of the projected FMT input, training installations will forward advance information packets to the appropriate SAO for issue to designated FMTs. Packets will include such items as school brochures, maps of the local area, estimate of living costs, type of clothing required, housing facilities, and other information that would be of interest to prospective FMTs. Further, a special text containing the terminology peculiar to the course should be provided to help the FMT prepare for the training. The SAO will insure that information packets are provided to each FMT. If the SAO has not received the information packets 45 days before the report date, it should be reported to the installation concerned.

10-58. Arrival and departure arrangements

See AR 55-28, chapter 4, for requesting port calls for FMTs returning to their home country.

10-59. FTO and CLO

a. The name, office, and telephone number of CONUS FTOs will be reported to Commander, SATFA, ATTN: ATFA-R, P.O. Drawer T, Hampton, VA 23666.

b. At USARSA, the duties and responsibilities of the FTO and CLO will be accomplished by the commander of the school battalion.

10-60. Academic reports

a. DA Form 3288-R (Academic Report-Foreign Students Attending CONUS Service Schools) will be prepared for each FMT upon completion of each course of instruction (except preparatory courses). If the installation commander determines that the same academic and grading standard can be applied to follow-on courses at that school, then one academic report will be prepared for that series of training. DA Form 3288-R is located at the end of this regulation. This form will be locally reproduced on 8 1/2 - by 11-inch paper. (See table 10-1 for preparation instructions and fig 10-3 for a sample of the form.) If an FMT has follow-on training at another installation, a copy of the academic report for the previous training will be forwarded to the next installation for information and guidance.

(1) Academic reports on FMTs will be forwarded within 60 days after graduation and distributed as follows:

(a) The SAO will receive the original and two copies. The SAO will release academic reports to foreign governments as proper. The SAO will consider the possible political or military implications of the academic report.

(b) As an exception to (a) above, the foreign government may choose to have academic reports (one copy) for FMS FMTs delivered to the CLO or to the country’s embassy in Washington, DC. In such cases, the foreign government must forward an official request through the SAO to SATFA.

(c) Commander, USASAALA, ATTN: MOLA-SA, Fort Clayton, Panama (for FMTs from CINCSO area only), will receive one copy.

(d) Deputy Commander, USAINSCOM, ATTN: IAOPS-H-C-B, Fort Meade, MD 20755, will receive one copy.

(e) Commander, WESTCOM, ATTN: APOP-IM-I, Fort Shafter, HI 96858 (for FMTs from PACOM area only), will receive one copy.

(f) The follow-on training installation will receive one copy.

(2) The distribution list will not be shown on DA Form 3288-R.

b. A USARSA academic report will be prepared for FMTs attending USARSA courses of over 4 weeks in duration.

10-61. Casualty report, death, and disposition of remains

a. If an FMT under DA sponsorship dies, the U.S. Army activity at which the death occurs will immediately notify HQDA(DAMO-SSA), HQDA(DAMI-FL), and SATFA(ATFA-R) by telephone. SATFA will notify the appropriate foreign attache; HQDA (DAMO-SSA) will notify the Public Affairs Office.

b. The activity will furnish a casualty report in accordance with AR 600-10; SATFA(ATFA-R) will be included as an action addressee. HQDA(DAMO-SSA), the major training command, the unified command, and the SAO will be included as information addressees to the casualty report.

c. An investigative report of an accidental death or homicide will be forwarded to the Commander, SATFA, P.O. Drawer T, Hampton, VA 23666.

10-62. Channels of communication and correspondence

a. At the discretion of the Commander, SATFA, direct communication between Army service schools and SAOs is authorized on administrative matters concerning FMTs. Information copies will be sent to the Commander, SATFA, ATTN: ATFA-R, and other training commands as appropriate.

b. Foreign attaches and liaison officers in the Washington, DC, area are authorized to communicate with HQDA and SATFA. Access to other CONUS commands or schools must be specifically authorized by HQDA(DAMI-FL). Unauthorized telephone or written communication will be referred to the Commander, TRADOC, ATTN: ATCS-D, Fort Monroe, VA 23651, and the Commander, SATFA, P.O. Drawer T, Hampton, VA 23666. HQ TRADOC will report unauthorized communications from nonaccredited sources to HQDA(DAMI-FL), WASH DC 20310.

c. As an exception to b above, the following are authorized to communicate with CONUS commands and schools:

(1) Australian Army.
(2) British Army.
(3) Canadian Defense Liaison.
(4) New Zealand Defense.

d. SAOs of Latin American IMET FMTs and all Latin American attaches in the Panama area are authorized to communicate directly with USARSA.

10-63. Clothing, uniforms, and equipment

a. Organizational clothing and equipment. Lost damaged, or destroyed property will be accounted for in accordance with AR 735-11.

b. Individual flying equipment. Personal flying equipment issued to an FMT at the initial aviation training facility may be retained throughout the FMT's CONUS pilot training. This equipment will be turned in at the last aviation facility for reissue processing.

c. Clothing purchases. The sale of distinctive uniforms or items of uniforms listed in AR 670-1 is prohibited.

d. Organizational clothing and equipment at USARSA. For training at USARSA, selected items of personal and organizational clothing and equipment (as prescribed by the school) will be provided by the country concerned. If the country does not have suitable items, they can be acquired either by FMS (normally from Panama area resources) or by the FMT through normal sales facilities.

10-64. Commissary and exchange privileges

Commissary store and post exchange privileges will be extended to FMTs and their authorized accompanying dependents in accordance with AR 30-19 and AR 60-20.

10-65. Dependents

a. Should the commander of the training installation determine that the length and nature of the course and the availability of housing and other amenities support the presence of dependents, he or she may forward a request for approval for a specific course through channels to HQDA(DAMO-SSA), WASH DC 20310-0427, for consideration. If the request is approved, exceptions will apply to all FMTs for the approved course; the increased living allowance will be authorized for those IMET FMTs accompanied by dependents.

(1) Dependents are authorized to accompany FMTs attending the USAWC IFP and USACGSC (Course 1-250-C2 and USARSA) under a above.

(2) Dependent participation is an integral part of the USAWC IFP and the attainment of its objectives as stated in paragraph 4-21. Countries participating in the USAWC IFP are encouraged to send dependents with the FMTs.

b. SAOs will notify training installations 1 month before the arrival of FMTs accompanied by dependents. Failure to give adequate notice may cause embarrassing situations as to initial reception and the availability of quarters and sponsors.

10-66. Graduation

If an FMT is eligible for early graduation, the school or installation will notify the Commander, SATFA(ATFA-R).

10-67. Grooming standards

Installation commanders may be lenient in enforcing personal appearance (that is, haircuts, beards) according to the custom of the country service; however, if appearance, cleanliness, or conduct causes morale problems, or is not conducive to overall good military discipline, the installation commander or FTO will bring the problem to the attention of the country senior

representative. The FMT should be counseled by a senior faculty member. As a last resort, the problem will be reported through channels to the Commander, SATFA; the Commander, SATFA will discuss the problem with the country military attache or correspond with the SAO.

10-68. Identification cards
Identification cards will be furnished to FMTs and to authorized accompanying dependents in accordance with AR 640-3.

10-69. Laundry
The provisions of AR 210-310 apply.

10-70. Leave and holidays
a. Guest instructors are authorized, without loss of per diem, 15 days' leave per year in the Republic of Panama area. This leave is to be taken within the year while on duty at USARSA. Leave outside the Republic of Panama will be coordinated as stated in b below.
b. Command and General Staff FMTs are USARSA are authorized, without loss of per diem, leave as indicated in the approved course POI. Leave outside the Republic of Panama will be coordinated by the FMT or his or her government directly with the appropriate military attache, embassy, or consulate.

10-71. Legal status and claims
a. See AR 27-51 for information about the apprehension and confinement of members of the Australian forces in the United States.
b. The servicing judge advocate will contact HQDA(DAJA-IA), WASH DC 20310, for information about the diplomatic or other status of the FMT concerned.
c. See AR 27-20 for information about claims arising in the United States due to the activities of FMTs from countries that have ratified the NATO SOFA.
d. See AR 27-20, chapter 11, for the status of FMTs in training. Also see AR 27-20, chapters 3 and 4, for proper party claimant status. See AR 27-20, chapter 3, for baggage claims.
e. Any incident that may lead to the exercise of some form of jurisdiction by local authorities should be reported immediately, with information copies to HQDA(DAJA-IA), WASH DC 20310, and Commander, SATFA, P.O. Drawer T, Hampton, VA 23666.

10-72. Mail
FTOs are authorized to send correspondence in support of the SATP by registered or certified mail.

10-73. Name tags
To help identify FMTs' equivalent U.S. rank, FMTs are authorized to wear the equivalent U.S. rank insignia directly below their name tags. This authority is granted as long as the U.S. insignia is not worn for the purpose of representing or impersonating a U.S. officer. The cost of FMTs' U.S. rank insignia is properly chargeable to the IP.

10-74. Political asylum
See AR 550-1 for policies and procedures for handling requests by FMTs for political asylum or temporary refuge.

10-75. Public affairs
a. Public affairs activities will be conducted under the provisions of AR 360-5.
b. Hometown-type release of stories and pictures of FMTs and visitors are governed by a separate letter of instruction issued annually by The Adjutant General (TAG).

10-76. Reporting of FMT problems
The Commandant, USARSA may relieve FMTs for academic deficiencies and will advise the-
a. Military attache in Panama of the country concerned.
b. SAO.
c. Appropriate service chief of staff of the particular country.

10-77. Warrant officers and cadets
Latin American cadets at USARSA are considered enlisted personnel and are entitled to the enlisted personnel living allowance.

10-78. Disclosure of classified information
a. Classified military information will only be released to FMTs in accordance with AR 380-10.
b. Disclosure of COMSEC information to FMTs will be addressed case-by-case in accordance with AR 380-10, appendix C. An OACSI/ODCSOPS clearance will be obtained for each request for COMSEC training, unless a prior blanket clearance has been granted. All appropriate clearances will be obtained before offering the training to the requesting country.

10-79. Release of maps
Release of maps and related material will be in accordance with AR 115-11.

10-80. Medical and dental care
a. FMTs training under IMET and FMS are eligible for care in Army medical facilities under AR 40-3.
b. See AR 40-3, appendix A, for applicable medical rates for FMTs and authorized accompanying dependents.
c. When FMTs require hospitalization, the installation commander will notify SATFA by message, with information

copies to HQDA, the unified commander, and the SAO. Authority for disposition of the FMT will be furnished by SATFA.

d. Accounting and reimbursement for medical costs, when included in the FMS case, will be processed to the U.S. Army Health Services Command as a sub-line manager for these expenses by SATFA.

e. In case emergency civilian medical care is required for IMET FMTs, forward the required billing material for payment to Commander, U.S. Army Health Services Command, ATTN: HSCM-A, Fort Sam Houston, TX 78234. For FMS FMTs, if payment for emergency civilian medical care is to be charged to the FMS case, forward the bill and a copy of the FMT's ITO to the Commander, SATFA, ATTN: ATFA-P, P.O. Drawer T, Hampton, VA 23666, for payment.

Section VIII
Department of the Navy

10-81. Commencement and termination of training

a. Commencement of training will occur as shown below.

(1) For the first U.S. Navy course in a training series--the reporting date 1 or 2 days before course convening date unless otherwise specified.

(2) For U.S. Marine Corps courses--on the reporting date provided in scheduling correspondence or message traffic.

(3) For the Naval Command College and the Naval Staff College at NAVWARCOL, Newport, RI--on the reporting date specified in the invitation. These courses have no "cushion" included in class time for administrative processing. It is therefore mandatory that transportation be arranged to allow students to report on the date specified.

b. FMTs are not entitled to military privileges (housing, USIPCs permitting exchange, commissary, medical, and other privileges) until the FMT falls under official DON sponsorship; for example, date reporting for training. FMTs reporting for training earlier than as listed in a (1) through (3) above will not be accepted officially by the training installation concerned unless specifically authorized by OP-63. In cases where an FMT is not in compliance with reporting instructions, the training installation concerned will provide OP-63 with the circumstances by message and await disposition instructions. If FMTs arrive in the United States early for purposes of tourism, personal business, or for other reasons not related to SA training, they will be considered as being under the cognizance of their Washington-based attache or other appropriate U.S.-based foreign national representative. A statement to this effect should be placed in their ITOs. During this prereporting period, FMTs will not be under DON sponsorship and will, therefore, not be eligible for military privileges. In cases where the SAO is aware of such circumstances, OP-63 should be apprised as early as possible before the FMT's arrival in the United States.

c. Termination of training involves the following actions:

(1) USIPCs will be surrendered by FMTs during out-processing from the last U.S. course of instruction.

(2) Students will not be allowed to remain in USG quarters for a period longer than 1 week after termination of any training course.

(3) For disenrollment procedures, see paragraph 10-90.

d. Paragraph 10-102 provides guidance for preparing Foreign Trainee Status Reports for trainees sponsored by the FMS and IMET programs. Included are on-the-job training, observership training, and contractor training under the cognizance of the Chief of Naval Operations (OP-63), Commandant of the Marine Corps, and Commandant of the Coast Guard. These status reports are required in addition to the ITO indorsements described in paragraph 7-5. Paragraph 10-104 provides procedures for assigning and obtaining student control numbers (SCNs).

10-82. Biographical data

Biographical data is required for all officers taking training in CONUS as indicated in table 10-2. In addition to the copy provided to the training activity, a copy of the biographical data, together with a copy of the ITO, must be provided to CNO (OP-631E).

10-83. Visas

FMTs reporting to the Naval Postgraduate School, Monterey, CA; Naval War College, Newport, RI; and Marine Corps Command and Staff College and Amphibious Warfare School will be advised that dependents should obtain A-2 or A-3 visas instead of B-2 or B-3 visas as the latter require renewals and fees.

10-84. Deaths

If an FMT under DON sponsorship dies while undergoing training with U.S. forces or while traveling in relation to the training, the remains will generally become the responsibility of the DON until return to the home country's custody can be made. Basic guidance is contained in NAVMEDCOMINST 5360.1C. Detailed instructions on actions to be taken with respect to the remains will be provided by NAVMEDCOM after coordination with OP-63. Bills for services in connection with the disposition of a deceased FMT under the IMET program will be submitted to NAVMEDCOM for certifying. Bills will then be forwarded to OP-92 for addition of the appropriate accounting data before submitting to NAVREGFINCEN, Washington, DC, for payment.

Bills for services in connection with the disposition of remains of FMTs in FMS training status will be submitted to NAVMEDCOM for certification and forwarded to the appropriate embassy for payment.

10-85. Correspondence procedures

a. On all letters and messages concerning foreign training, OP-63, other pertinent OPNAV divisions (including OP-923 for IMET), the cognizant bureau or command (including COMNAVSUPSYSCOM if SYSCOM training is involved), and the unified commander should be included as information addresses. On all correspondence regarding changes in courses or ITOs, CNET (Code C and N6), DLIELC (LEAX), CMC (TPI), and COGARD (CPI), as appropriate, must be included as information addressee.

b. Direct correspondence between SAOs and training installations in CONUS and overseas is not authorized. This includes direct correspondence between SAOs and installations belonging to other MILDEPs (DLIELC, FMTAG, CDR SATFA, for example) on DON SA training matters. SAOs should follow their chain of command. With the exception outlined in c below, CONUS and oversea training installations should address correspondence to CNO (OP-63), with an information copy to the cognizant command or activity. Direct correspondence between SAOs and DSAA or the MILDEPs is authorized under simplified SA procedures. SAOs should consult cognizant unified command directives for specific details on correspondence or message routing requirements.

c. Information copies of all routine correspondence pertaining to DON SA training and originated by U.S. Navy, U.S. Marine Corps, COGARD, and MILDEP schools and installations will be provided to OP-63, CMC (TPI), COGARD (CPI), CNET, and others as appropriate.

d. The "Subject" line should contain as a minimum five critical elements--fiscal year of training discussed, type of program (IMET or FMS), country concerned, number of WCN or WCN series, and FMS case designator if appropriate. Examples are as follows:

(1) "FY83 IMET for Korea, WCN 501 series."

(2) "FY83 FMS Training for Belgium, WCN S31 series (FMS case BE-P-TFV)."

(3) "FY83 IMET for Portugal, WCN 101 (MTT Training Survey)."

(4) "FY83 FMS Training for France, WCN S19 (Aerospace Medicine, FMS Case FR-P-TCD)."

e. By providing the above major information elements, the training program manager in OP-63 and the CNET, COGARD, and CMC managers can readily identify the subject and proceed to resolve the problem with as little effort and loss of administrative time as possible. When the subject of the traffic is not suited to the system outlined in d above, care should be taken to insure that the problem is clearly identified.

10-86. Clothing and uniforms

a. Certain military and personal-type clothing and health comfort items are required for FMTs undergoing U.S. Marine Corps basic training and some special-category courses such as SEAL training and underwater demolition training (UDT). The expense must be borne by the FMTs or their government.

b. Disagreements between U.S. MILDEP authorities and FMTs concerning grooming standards should be reported to OP-63 for resolution.

10-87. Commissary and exchange service

Commissary, exchange, recreational, and other privileges ordinarily available to U.S. military personnel and their dependents will be extended to FMTs and dependents to the extent authorized by the NAVMILPERS-COMINST 1750.5 series or other appropriate directives. A guide for Entitlement to Benefits and Privileges is provided as enclosure (3) to the NAVMILPERS-COMINST 1750.5 series and offers specific guidance as to available medical, commissary, exchange, and theater privileges. Issuance of the USIPC will be in accordance with that instruction.

10-88. Dependents

The living allowance rates for IMET FMTs accompanied by dependents will not be increased on the basis of having their dependents with them. The Secretary of Defense has authorized an exception to this policy for FMTs attending the Naval Command College and Naval Staff College for International Officers at NAVWARCOL, Newport, RI; the Marine Corps Command and Staff College and U.S. Marine Corps Amphibious Warfare Course at MCDEC, Quantico, VA; and all courses conducted under the auspices of the Naval Postgraduate School, Monterey, CA, with the exception of the Aviation Safety curricula. IMET FMTs attending the foregoing courses and accompanied by dependents may apply for a living allowance on the basis of availability of USG quarters for the FMTs and their dependents. If USG quarters are not available for assignment to the FMTs and their dependents, the living allowance rate for "USG quarters, USG mess not available" will apply.

10-89. Disciplinary action

a. OP-63 will consult with the International Law Division of the Office of the Navy Judge Advocate General (NJAG) in cases where there is doubt as to the proper assertion of jurisdiction over FMTs or their dependents. OP-63 is the single initial point of contact in all cases.

b. Infractions or incidents of a serious nature involving either FMTs or their dependents will be reported immediately to OP-63, with appropriate recommendations, and with a copy to the cognizant major claimant and NJAG. The initial report will be by message. Due to the sensitive nature of such reports,

distribution will be limited to superiors in the direct chain of command. Matters involving the possible application of criminal jurisdiction by U.S. civilian authorities (Federal, State, county, or municipal) will be closed coordinated with NJAG.

10-90. Discipline or disenrollment

a. The following will be referred to OP-63 for coordination with NJAG and the country representative for final disposition.

(1) Serious breaches of discipline.

(2) Matters involving civil authorities.

(3) Incidents considered to have politico-military implications.

(4) Situations considered outside the purview of local commands or installations.

b. Recommendations for disenrollment regardless of the reason (academic or disciplinary) will be forwarded by message to CNO (OP-63) and CMC, COGARD, or CNET as appropriate. CMC, COGARD, and CNET will separately advise OP-63 of their recommendations.

c. OP-63 is responsible for final disposition of the trainee and will advise the training activity of action to be taken, including modification of ITOs as necessary. In the case of students from the Royal Saudi Naval Force (RSNF), PM-5 has been delegated this authority.

10-91. Identification (ID) cards

A USIPC will be issued to each FMT by the first CONUS training installation in accordance with the NAVMILPERSCOMINST 1750.5 series and will be laminated upon issue.

10-92. Political asylum

Procedures are implemented within the DON by SECNAVINST 5710.22. The point of contact for implementation of the policies established in SECNAVINST 5710.22 will be the Political-Military Policy and Current Plans Division, Ocean Policy Branch of the Office of the Chief Naval Operations (OP-616).

10-93. Public affairs and information

Current policy regarding public information is contained in the U.S. Navy Public Information Manual.

10-94. Unauthorized absence

When an FMT is on unauthorized absence in excess of 5 calendar days, the training installation will report the absence to local U.S. immigration authorities and advise OP-63 and the appropriate major claimant of this action.

10-95. Classified training

FMTs are permitted to participate in classified training if it has been authorized by CNO (OP-62) or by a commander delegated authority in the OPNAVINST 5510.48 series, part III. Under no circumstances will classified training be provided without a disclosure authorization.

a. Proposals for enrollment of FMTs in formal courses must be submitted to OP-63. OP-63 coordinates with OP-62 and other cognizant offices to determine the eligibility of a country for specific classified training. Disclosure authorization will be provided to the appropriate commands upon notification that the training is definitely scheduled. While OP-62 usually is not concerned with unclassified training, proposals for unclassified training involving U.S. submarine-related information will be forwarded to OP-62 for approval.

b. When the annual SA program training requirements (both IMET and FMS) are submitted to OP-63, the following information is forwarded to OP-62 for advance planning coordination:

(1) Training command at which classified training is desired.

(2) Course number and title.

(3) Countries scheduled to attend.

(4) Classification of course.

(5) Class convening data.

c. OP-62 approval for programming classified training will not constitute a disclosure authorization. Disclosure processing will be initiated by OP-62 only upon notification that a particular course has been definitely scheduled. Thirty working days should be allowed for disclosure processing. Upon completion of the processing, the appropriate commands will be given the necessary disclosure authorization. To insure that disclosure authorizations are provided to training installations before commencement of classified training, the major claimant will arrange for the submission of scheduling data to OP-62 in the format outlined in a above.

d. To enable OP-62 to address proposals for enrolling FMTs in classified formal courses, an up-to-date list of classified information and materials, used both in regular DON courses in which FMTs can be enrolled and in courses specifically designed for FMTs, must be available. Accordingly, when course content changes from the previous submission, training installations will forward to OP-62, with a copy to CNET, a revised listing of classified material proposed for use in the course. An asterisk should be used to identify new material. Information on additional classified courses subsequently proposed for the training of FMTs will be provided to OP-62 at least 30 days before the start date of the proposed training. All submissions will be in the format outlined in the OPNAVINST 5510.48 series. On 15 September of each year, training installations are required to advise OP-62 whether the latest listings are valid. If they are not, new listings must be submitted.

e. In the case of classified OJT, the granting of disclosure authorization by OP-62 (if not appropriate

for handling under a disclosure delegation set forth in OPNAVINST 5510.48 series, part III, and OPNAVINST 5510.155, section B) cannot be processed until the CNO has been informed of the classified content of the training by the command or activity that will conduct the training. This applies whether OJT was arranged through the annual training program or by other means. A minimum of 30 working days must be allowed for processing the disclosure authorization.

10-96. Shipyard training

Before any commitment is made to perform training in U.S. shipyards or repair facilities, obtain approval from the Commander, Naval Sea Systems Command (NAVSEA). Facilities involved in Naval nuclear propulsion will provide training only after approval has been given and then only rarely. When it is imperative that an FMT receive training in a shipyard engaged in work on nuclear-powered vessels, the following applies:

a. Justification for the request for NAVSEA approval will address the following items:

(1) Specific need for such training.

(2) Reasons why the training cannot be provided elsewhere.

b. Procedures for obtaining approval are outlined in the OPNAVINST 5510.48 series.

c. Full-time escort assignment with appropriate charges incurred (if training is permitted).

10-97. Visits

The FMT will request visits from his or her country representative who must submit the request via normal visit procedures to OP-62 for approval. Requests for visits to facilities involved in Naval nuclear propulsion work are discouraged, but will be given the same consideration as training.

10-98. Security and political screening

a. A security and political screening of FMTs will be performed by the appropriate activity before issuing any ITO under U.S. Navy auspices. In most instances, the SAO will be responsible for conducting a security and political screening of the FMT. Such screening will be in accordance with the requirements and procedures established in the OPNAVINST 5510.48 series.

b. If there is some concern that an FMT might be a security risk, full particulars will be forwarded to the CNO (OP-009).

10-99. Release of course catalogs

All such requests should be relayed to OP-63. Training installations are not authorized to issue course catalogs direct to foreign requestors unless approved by OP-63.

10-100. Release of FMT notes

FTOs should insure that all student notes and other material bear the appropriate security classification markings, date the review was completed, name and rank of the reviewing official, name of the cognizant activity, and identification of the training course involved. After appropriate markings are applied, the material will be forwarded directly to the SAO for transmittal to the foreign government or to the ship in the case of ship’s crew training. Documents authorized for hands-on training in the classroom may not be copied by the student. Such documents must be requested by the foreign government through normal channels.

10-101. Medical and dental care

a. Medical directives. Primary directives concerning this subject are the current NAVMEDCOM note 6320 and the NAVMEDCOMINST series 6320.31.

b. Medical and dental care eligibility. Eligibility for medical and dental care will be determined in accordance with the NAVMEDCOMINST 6320.31 series. Under its general provisions, a dependent is defined as a person who bears one of the following relationships to the sponsor:

(1) A wife.

(2) A husband if dependent on his sponsor for more than one-half of his support.

(3) An unmarried legitimate child, including an adopted or stepchild who is dependent on the sponsor for over one-half of his or her support, and who either--

(a) Has not passed his or her 21st birthday.

(b) Is incapable of self-support due to a physical or mental incapacity that existed before reaching the age of 21.

(c) Has not passed his or her 23rd birthday and is enrolled in a full-time course of study in an accredited institution of higher learning. It should be noted that "nondependents" (for example, parents or siblings) are not authorized medical care at U.S. military hospitals; the DON is authorized to establish or reestablish priorities and modify eligibility for purposes of providing health care of all types. Also, FMTs reporting to the Naval Postgraduate School, Monterey, CA, should be advised that medical insurance companies in the State of California may refuse to extend insurance coverage to certain categories of people including those 65 years of age and older.

c. Medical and dental certification. On receipt of approval for the training program, the SAO will request that arrangements be made by the foreign navy to insure that all FMTs scheduled for any type of training at a U.S. military activity receive a thorough medical and dental examination, including chest x-ray. When the chest x-ray discloses the possibility of past or present tuberculosis infection, further tests will be made to determine if tubercle bacilli are present. If such tests are positive, an ITO will not be issued for that individual.

d. Physical and psychological training requirements.

Extraordinary physical and psychological training requirements for certain demanding or hazardous courses of training such as those listed below are outlined in the course catalogs or in special instructions pertaining to the specific type of training.

(1) Deep sea diving.

(2) Aviation medicine.

(3) Flight training.

(4) Underwater demolition training.

(5) Submarine training.

(6) Selected U.S. Marine Corps courses.

e. Hospitalization. When an FMT requires hospitalization as a result of illness or injury, the training installation (or the hospital, if the FMT has been admitted) will send a message report to OP-63 with information copies to COMNAVMEDCOM, the unified command, the SAO, and others as appropriate. When an FMT requires hospitalization or is disabled after starting a course of instruction, he or she will be returned to the home country as soon as practicable if, in the opinion of the commanding officer of the medical facility, the hospitalization or disability will prevent training for a period in excess of 30 days. If the period of hospitalization is less than 30 days, the FMT will be directed to resume training upon discharge.

f. Restrictions to medical care. Elective surgery is not authorized except when permission is granted by OP-63 in coordination with appropriate country representatives.

g. Return of FMT. The commanding officer of the naval medical facility will notify OP-63 with information copies to NAVMEDCOM, the cognizant training facility, and the SAO when it becomes necessary to return an FMT who is hospitalized to his or her home country. The notification will include all pertinent information concerning the FMT's physical or mental condition. It will also include a prognosis if the case is complicated.

h. Reimbursement. COMNAVMEDCOM appropriations will be reimbursed for hospitalization and subsistence (enlisted personnel only) of IMET FMTs at U.S. Naval hospitals upon submission of SF 2277 to OP-923 for payment. CNET receives and processes COMNAVMEDCOM charges for FMS cases where medical costs are authorized. All other charges for medical services should be referred to the student or his or her embassy. Bills submitted to OP-923 must contain (as a minimum) the FMT's name, country, and WCN. Dependents will not be classified or reclassified as indigent without prior approval of OP-63 in coordination with COMNAVMEDCOM. Any account presenting collection difficulty will be referred promptly to OP-63 and will not be reported uncollectable until so directed.

i. Immunization prior to return to homeland. See the NAVMEDCOMINST 6320.1 series regarding immunizations at last CONUS training activity.

10-102. Foreign trainee status reports

These are message reports that the cognizant reporting activity will send to CNO, CNET, CMC, or CCG as appropriate; information copies of these reports are sent to respective major claimant (if other than CNET), the functional commander, and other addressees as required. For all Australia and Saudi Arabia training, reporting activities under the cognizance of CNTECHTRA, COMTRALANT, and COMTRAPAC will, until further notice, address foreign trainee status reports to CNTECHTRA, with an information copy to CNET. A copy of all status reports will also be placed in the student's file.

a. Do not include the SAO as an information addressee on routine commencement or intermediate completion reports. Include the CNO (as appropriate) and the SAO as information addressees in the following instances:

(1) If a failure report is issued due to an academic, disciplinary, or medical reason.

(2) If the status report notes an unusual occurrence or situation (for example, early or late completion of a course that results in rescheduling of subsequent training).

(3) If information about the student's travel to the home country is included in the remarks on the final completion report.

b. If course length is 5 days or less the commencement report may be combined with the completion report. Actual commencement of a follow-on course at the same training activity may be reported in the follow-on training section of the previous course's completion report. This procedure may be followed rather than submitting a separate report so long as the date-time-group of the message is on or after the date of commencement. A completion or termination report will repeat (and correct if necessary) the information provided by the commencement report and will provide course completion or termination data. A delayed completion report will be submitted when completion is affected by equipment downtime or medical emergencies.

c. The message format in figure 10-1 may be used to report commencement or completion for more than one student from the same country in the same course of instruction. If more than one student is reported, the subparagraph number assigned in item 3 (trainee ID data) will be maintained throughout the message. Instructions for completing the message format are given in paragraph 10-103.

d. Each activity under CNO, CMC, and CCG receiving foreign students for training will provide foreign trainee status reports for each course of instruction at the following intervals:

(1) Within 3 working days after course commencement.

(2) Within 3 working days after course completion or termination.

(3) Within 1 working day after determination of course failure or no-show.

(4) Within 1 working day after determination of delayed completion caused by nonacademic or nondisciplinary factors.

e. Exceptions to preparing foreign trainee status reports for each course of instruction are as follows:

(1) Aircrew and Fleet Replacement Aviation Maintenance Program (FRAMP) training. Foreign trainee status reports for aircrew and FRAMP training under CINCLANTFLT, CINCPACFLT, and CNAVRES will be the responsibility of COMNAVAIRLANT, COMNAVAIRPAC, or CNAVRES respectively, and will be provided at the following intervals:

(a) Within 3 working days after commencement of the first training line.

(b) Within 3 working days after completion of the last training line or termination. The completion report will contain the following statement in the remarks section: "All training was completed according to student's original schedule." The actual dates and types of leave taken by the student since enrollment will also be shown in the remarks section.

(c) Within 1 working day after determination of course failure or no-show.

(d) Within 1 working day after determination of delayed completion caused by nonacademic or nondisciplinary factors.

(e) Within 1 working day after determination of deviation from student's original schedule. Note: NAMTRADETs under CNET will continue to report in accordance with d. above. Contractor training of a similar nature will be the responsibility of NAVPRO and will be reported in accordance with d above.

(2) CHNAVMAT training. Multiple training sites (for example, naval ordnance management training for senior foreign officers or OJT supply) billed or tracked as one line of training under CHNAVMAT's subordinate commands will be reported in accordance with (1) above. COMNAVSEASYSCOM will be responsible for all foreign trainee status reports for their activities. COMNAVSEASYSCOM will also insure that the reports are submitted in accordance with d above.

(3) Contractor training. Foreign trainee status reports will be submitted only for contractor training that involves assignment of a WCN and issuance of ITOs.

(4) CNATRA flight training. Applicable flight student data contained in the Foreign Military Training Aviation Tracking System (FMTATS) has been incorporated into the STATIS data base. The flight student data will be jointly managed by the Naval Aviation Schools Command (NAVAVSCOLSCOM) and CNET, Pensacola, FL. Each training squadron under CNATRA receiving foreign students for flight training and related programs will manually update and return to NAVAVSCOLSCOM biweekly printouts within 3 working days from date of receipt. NAVAVSCOLSCOM will--

(a) Endorse ITOs in accordance with paragraph 7-5d of this regulation.

(b) Provide biweekly flight student printouts to each training squadron.

(c) Update NAVAVSCOLCOM's portion of the STATIS data base from updated printouts received from training squadrons.

(d) When required, comply with the foreign trainee status report format shown in figure 10-1 when reporting no show, failure, termination, correction, or other problems and deficiencies.

(5) Training under material case. If circumstances necessitate placing training under a material case, normal reporting procedures, including the exceptions already stated, will be followed. If unique training situations should occur, the cognizant major claimants will be given reporting guidelines.

f. The office symbol and forms used in preparing foreign trainee status reports are as follows:

(1) Office symbol OPNAV 4950-13. This office symbol has been assigned to this reporting requirement and is approved for 3 years from the date of this regulation.

(2) DD Form 1172 (Application for Uniformed Services Identification and Privileges Card, SN 0102-LF-001-1721) and DD Form 1173 (Uniformed Services Identification and Privileges Card, SN 0102-LF-011-7300). These forms are available through normal supply channels in accordance with NAVSUP P2002.

10-103. Instructions for completing foreign trainee status report message

These instructions relate to the elements in figure 10-1.

a. Type. Enter one of the following:

(1) Commencement. Complete items 1, 2, and 3(a) through 3(g) (and 5 when appropriate).

(2) No-show. Complete items 1, 2, and 3(a) through 3(g) (and 5 when appropriate).

(3) Failure. Complete items 1 through 6.

(4) Completion. Complete items 1 through 6.

(5) Termination. Complete items 1 through 6 (used when training is terminated prior to course completion).

For disenrollment procedures, see paragraph 10-90.

(6) Delayed completion. Complete items 1 through 3, 5, and 6.

(7) Correction. Precede type status with the word "correction"; for example, "correction completion report."

(8) Other problems or deficiencies. Enter any of the following:

(a) Unscheduled change in student location.

(b) Anticipated academic deficiencies.

(c) Injury or medical problems (para 10-101e).

(d) Discipline problems (para 10-89).

(e) Death (para 10-84).

b. Course ID data.

(1) Title. Enter course title.

(2) MASL. Enter MASL number as shown on the student's ITO.

(3) CIN. Enter course identification number (CIN) as shown on the STATIS 6-month projection report. If the course does not have a CIN assigned, enter none.

(4) CDP. Enter course data processing code (CDP) as shown on the STATIS 6-month projection report.

(5) Convene date. For all reports except no-show, enter the actual date training commenced; for example, 12 Sep 84. For no-show report, enter date training was scheduled to commence.

(6) Completion/termination date. Enter "N/A" no-show and failure reports. Enter actual date training was completed on completion reports or date training was terminated on termination reports.

c. Trainee ID data.

(1) Country. Enter trainee's country.

(2) SCN. Enter trainee's Student Control Number.

(3) WCN. Enter trainee's Worksheet Control Number as shown on student's ITO.

(4) Name. Enter trainee's name (last, first, middle) as shown on student's ITO.

(5) ITO number/date. Enter trainee's ITO number and the date the ITO was issued. This date is to be provided by the first training activity only on the trainee's commencement report. Enter the number as shown on student's ITO.

(6) Rate/rank. Enter trainee's rate or rank (if civilian, enter CIV). Also enter trainee's U.S. paygrade equivalency (for example, CAPT, 0-6; SGT, E-5; CIV, GS-13).

(7) Program type/fiscal year. If IMET student, enter IMET and program year; for example, IMET-84. If FMS student, enter FMS case designator; for example, P-TAR.

(8) Trainee evaluation. Enter the evaluation code that best describes the trainee in the areas listed in (a) through (e) below. Evaluation codes are A for exceptional, B for good, C for fair, D for needs improvement, E for unacceptable, and N for not applicable.

(a) A--COMP/ASSIM (comprehension and assimilation of course material).

(b) B--CAP/POT (capability and potential for further training).

(c) C--ATT/MOTIV (attitude and motivation).

(d) D--EL COMP (English language comprehension).

(e) E--CONDUCT (military discipline and dress).

(9) Authorized calendar days of leave. If completion or termination report, enter applicable number of calendar days of leave authorized between course commencement and course completion/termination dates. If none, enter 0. "Holiday" will include calendar days for which the trainee is authorized to be absent between the class convene and class end dates in observance of U.S. holidays and major national and religious holidays of the trainee's country. (Weekends will not be counted as holidays except during the 2-week Christmas break.) "Other" will include calendar days for which the trainee is authorized to be absent between the class convene and class end dates due to acts of nature, such as snow storms, flooding, or earthquakes, and reasons not covered under holiday, sick, and annual leave. (Explain under para 5, remarks.) Reporting authorized calendar days of leave is not applicable for professional courses taught by Naval War College, Armed Forces Staff College, Naval Postgraduate School, Defense Resource Management Education Center, USMC Command and Staff College, and USMC Amphibious Warfare School.

(10) Final grade. Enter SAT (satisfactory), U/S (unsatisfactory), or a numerical grade (0-100). If failure or termination report, enter trainee's grade at time of failure or termination. If completion report, enter trainee's final grade.

(11) Class standing. Enter xx/xx, showing relative standing of the student to the total number of students (U.S. and foreign) within the class. If class standings are not assigned, enter N/A (not applicable).

d. Flight training only. For training activities conducting flight training, enter the number of hours flown by fiscal year and aircraft/simulator type. Reporting of simulator hours by CNET activities is not required.

e. Remarks. Provide the following when appropriate:

(1) Comments providing additional insight into the trainee's performance or failure.

(2) Explanation for the trainee's attrition or reasons for termination of training.

(3) Recommendation or explanation for trainee disposition.

(4) Explanation for extended leave period; for example, school closed from 18 Dec--4 Jan in observance of Christmas holiday period.

(5) If known, en route travel information. If included, add in-country SAO as information addressee.

(6) Liaison officer's comments concerning concurrence or nonconcurrence with recommended changes in the trainee's disposition.

f. Follow-on training information. If follow-on training (FOT) is unknown or not applicable, enter unknown or N/A. If FOT is affected by accelerated or slow progress in the current course, enter applicable comments. Enter brief information on known follow-on training:

(1) FOT at the same activity.

(a) Enter "FOT at this activity commenced (date) in (course title), (MASL), (CIN), (CDP)." For this report to also serve as a commencement report, the message date-time-group must be on or after the actual commencement date.

(b) Enter "FOT at this activity is planned to commence (date) in (course title), (MASL), (CIN), (CDP)." A separate commencement report is required upon actual class commencement.

(2) FOT at another activity. Enter "FOT at (activity name) is planned to commence (date) in (course title), (MASL), (CIN), (CDP)." Add the FOT activity as an information addressee on the status report.

(3) No FOT. If no FOT is planned due to completion of all training, enter date student is expected to depart United States. Insure the SAO is an information addressee.

10-104. Student control number (SCN) assignment procedures

For accounting purposes, each FMT undergoing training in the United States under the DON is identified by an SCN. The SCN is a unique number that identifies the FMT for any subsequent training, including training received in later FYs. The SCN enables all training provided to any FMT to be identified and linked regardless of the year that it was provided.

a. The SCN is a nine-digit number which appears on the FMT's ID card under the photograph. The SCN consists of three groups of three characters that, when combined, are unique to that FMT and provide specific information about him or her. The first three digits include the two-letter country code followed by the last number of the calendar year in which the SCN is issued. The second three digits represent the Julian date for the day the SCN is issued. The third three digits are the consecutive order in which the SCN is issued.

b. The activity to which the FMT reports for initial training is responsible for procuring the SCN. FMTs receiving English language training will be issued SCNs and ID cards by DLIELC. All others will receive SCNs and ID cards at the first U.S. Army training activity. SCNs will be requested by the training activity from the CNET (N-6) SCN coordinator (AUTOVON 922-2406/2678).

c. Training activities issuing ID cards and SCN will

(1) Insure that the FMT has not already received an ID card and SCN during the current tour.

(2) If there is no current ID card, determine if the FMT received training in the United States before the current tour and if he or she has an SCN. SCNs for previous training in the United States should appear on ITOs, but they are sometimes omitted.

(3) If the FMT indicates that he or she has received previous training in the United States, contact the CNET (N-6) SCN coordinator to verify the SCN reported by the FMT or to determine if the previous SCN can be identified from the FMT's name, dates of previous training, former WCN, training project. When the SCN has been validated or a new one obtained from the CNET (N-6) SCN coordinator, insure that the SCN appears below the FMT's picture on the ID card. Do not enter the SCN in the block on the ID card reserved for the social security or service number. Retain a copy of the ID card application, DD Form 1172, in the FMT's record. Type on the application form the following statement: "The student control number is not a social security number."

Section IX Department of the Air Force

10-105. Foreign military trainee administration

A report of FMTs failing to arrive as scheduled will be submitted by the gaining FTO to the last training installation. Information copies will be sent to FMTAG/FAP, Randolph AFB, TX 78150; HQ USAF/PRI, WASH DC 20330; and the appropriate SAO within 48 hours after scheduled arrival.

10-106. U.S. Air Force standards

The SAO must make sure that each FMT is briefed on U.S. Air Force grooming standards in AFR 35-10.

a. FMTs will normally be required to comply with the provisions of AFR 35-10. Training installation commanders will expect FMTs to maintain acceptable standards of appearance, conduct, health, and hygiene so as not to affect the discipline or morale of U.S. personnel.

b. Foreign students enrolled in flying training courses, or in other training where operational or ground safety requirements require strict adherence to AFR 35-10 standards, must maintain those standards or face disenrollment as no waiver will be granted.

c. When religious precepts or national laws preclude compliance, a substantiated request for waiver to AFR 35-10 standards will be forwarded by the SAO to FMTAG and will include a copy of the country's proposed grooming standards. These requests will be evaluated on a case-by-case basis; approved exemptions will be recorded and maintained by FMTAG. FMTAG will be responsible for updating and advising CONUS foreign training offices of approved exemptions. Waivers do not apply to flying training courses or to courses where operational or ground safety is a consideration.

d. The physical standards prescribed by Air Force regulations should be enforced only when deviation from the standard would present an operational or safety hazard or would prevent successful completion of the course.

10-107. Responsibilities of CLOs

a. ATC/FMTAG at Randolph Air Force Base is the headquarters responsible for the administration of foreign training. A CLO may be attached to FMTAG to assist with administrative details, contingent upon the concurrence of FMTAG, HQ USAF/PRI, and DSAA for IMET-funded CLOs.

b. A CLO will not be entered into formal training in CONUS without prior approval of HQ USAF/PRI.

c. The CLO helps in correcting problems associated with dress and personal appearance in compliance with AFR 35-10.

10-108. Responsibilities of foreign training officers (FTO) and international training management officers (ITMO)

The term "international training management officer (ITMO)" is synonymous with the term "foreign training officer (FTO)" and may be used as an alternative. All duties and responsibilities that pertain to FTOs also apply to ITMOs.

a. HQ USAF/PRIM, WASH DC 20330, and FMTAG/CC, Randolph AFB, TX 78150, will maintain the name, office, and telephone number of CONUS FTOs.

b. FTOs will initiate action through FMTAG to resolve problems related to grooming standards and religious principles that deviate from AFR 35-10.

c. FTOs will maintain the FMT’s personnel and training record, using the four-part AF Form 10 (Unit Personnel Record Group). A complete personnel and training record file will be maintained on each FMT except for those participating in orientation tours. Specific record maintenance, transmittal, and disposition instructions are contained in other U.S. Air Force sections.

d. Specific Air Force records will be maintained by FTOs; that is, flight and personnel records and ATC Form 156 (Summary Student Record of Individual Training) for technical school FMTs.

e. The SAO is responsible for the initial preparation of biographic data. In those cases where the biographic data records are not received from the SAO, base FTOs are authorized direct communication with the SAO to obtain data required to complete this record. An information copy will be sent to HQ USAF/PRI.

f. AF Form 1416 (Foreign Trainee Performance Report) will be used to record instructor comments on the FMT’s strengths, weaknesses, idiosyncrasies, and attitude. Comments should be made during the course of instruction as well as after completion.

g. FTOs will transmit FMT training records to the gaining base or activity not later than the FMT’s graduation date. Failure to fulfill this requirement will be explained through channels to FMTAG/CC, Randolph AFB, TX 78150, with an information copy to HQ USAF/PRI, WASH DC 20330.

(1) The FTO will collect all appropriate documents and forward the complete personnel and training record file to the gaining installation. Every effort will be made to insure that the file contains the final grade sheet for the course. However, the file will not be held pending receipt of the final grades. An appropriate notation that the FMT did complete the course and that the final grade sheet is forthcoming will suffice.

(2) The final CONUS training installation FTO will personally review the contents of this file. After review, the FTO will forward the records not later than 10 days after the FMT’s graduation to the appropriate SAO. Release of information in the training record to foreign country personnel will be at the discretion of the SAO. However, records should be screened carefully to insure that information of a sensitive nature is removed.

(3) Personnel and training record files maintained on FMTs training outside CONUS will be transmitted as directed by the component command.

(4) Privileged medical records and classified training records will be forwarded to the appropriate SAO for review and disposition.

h. Classified notebooks, workbooks, and similar documents developed by FMTs attending formal training in the United States will be transmitted to the home service of the FMT through the SAO; AF Form 349 (Receipt for Document Release to Accredited Representative of Foreign Nations) will be obtained for this purpose.

i. FMTAG is authorized to issue the appropriate SATP fund citations when justified for the purposes listed in chapter 10. This includes attendance at the special FTO course conducted by DISAM, when invitations have been extended through appropriate command channels.

j. The FTO will use AF Form 623 (On-The-Job Training Record) or an outline of the familiarization or qualification training provided to an FMT (to include the type of equipment used when applicable. The FTO will--

(1) Brief the project officer or NCO on the use of appropriate training and evaluation records.

(2) Be familiar with all familiarization and qualification training being conducted on the installation as well as the classification of that training.

(3) Brief each FMT undergoing familiarization or qualification training and his or her supervisor to insure that all understand the method of training. The FMT must realize that he or she will receive only the training described on the training detail sheet. (See fig 4-1.) Therefore, careful preparation of the detail sheet by the SAO is critical to avoid any misunderstanding.

(4) Insure that the training detail sheet and associated documents are included in the FMT’s personnel and training record file upon completion of training.

This file will be forwarded to the next training location or to the SAO.

k. For familiarization or qualification training, the training activity will--

(1) Prepare necessary training records or documents.

(2) Brief FMTs on organizational policies, procedures, and responsibilities to their environment.

(3) Perform an initial evaluation of FMTs and brief them on the training objectives within the first full duty day after in processing.

(4) Evaluate and monitor the effectiveness of the training program and insure the FMT meets the training objectives listed on the forms. Insure that all training is properly documented and the classification is stated and clearance obtained prior to providing training.

(5) Insure that the installation FTO is informed on the FMT's progress.

(6) Notify the installation FTO of any interruption of or deviation from the scheduled training.

(7) Coordinate training problems with the appropriate agency.

(8) Forward all training records to the installation FTO upon completion of training.

(9) Insure FMTs receive AF Form 1256 (Certificate of Familiarization or Qualification Training).

l. When it has been determined that an FMT is absent without leave, the installation FTO will advise FMTAG within 48 hours by message, with an information copy to HQ USAF/PRI, the SAO, and the unified command. Notification will include the FMT's name, project line or WCN number, effective date and time of absence, and any information regarding events that may have led up to or contributed to the absence. When an FMT is AWOL in excess of 5 calendar days, the installation FTO will report the absence to the local U.S. immigration authorities and advise HQ USAF and FMTAG of the action.

m. When the FTO determines that a request for political asylum has been made, the FTO will immediately comply with AFR 110-26.

n. The FTO should be advised of intended CONUS faculty board action at least 10 days in advance of board proceedings. The FTO should advise FMTAG/CC by telephone of intended board action as soon as the requirement for faculty board action is known; FMTAG will then inform the appropriate HQ USAF/PRI geographic division at least 3 days before the faculty board meets. The HQ USAF/PRI geographic division will then advise the country air attache or embassy and invite those representatives to attend the faculty board if they wish to attend. In the notification to FMTAG, faculty board action for flying trainees should contain the type of aircraft flown and the number of hours flown. Board proceedings will be processed as expeditiously as possible. Immediately upon receipt of the approved proceedings, the FTO will forward the original to FMTAG for appropriate action. After processing at FMTAG, the faculty board proceedings will be forwarded to the SAO.

(1) If the foreign trainee is eliminated, the specific cause must be cited. English language, per se, must not be cited as the specific cause of elimination; however, if it was a contributing factor, this must be noted in board proceedings. The eliminated trainee will not receive further training without approval from the SAO or the country concerned.

(2) If the faculty board determines that a flying- training student displays a lack of aptitude or dangerous tendencies that cannot be safely corrected, the trainee must be eliminated regardless of the number of hours flown.

10-109. Clothing and equipment

a. SAOs must determine special clothing and equipment requirements, generally listed in AFR 50-5.

b. AFR 50-5 describes the special clothing and equipment provided for undergraduate pilot training (UPT) and undergraduate navigator training (UNT). AFR 50-5 also contains a detailed listing of the items FMTs will receive, all of which are for retention whether the FMT completes the course or not.

c. Lost, damaged, or destroyed special clothing or individual equipment will be accounted for as stated in AFM 67-1.

d. Every attempt will be made to have the FMT use personal funds to purchase clothing or equipment not included in the tuition rate. When the FTO verifies that the FMT does not have funds and the items are required to accomplish the training, the FTO will immediately notify FMTAG and obtain a signed statement from the student that the individual does not have funds to defray the cost of the items. This statement will be submitted to FMTAG, along with the SF 1080 billing, student's ITO, and a receipt indicating charges.

(1) For FMS FMTs, a "Services" WCN, MASL D365005 (clothing and equipment), will be established in the applicable FMS case (if one does not already exist), and the billing will be processed. The 1 percent asset use charge of materiel base price for articles sold from DOD inventories will be applied to special clothing and equipment issued FMS FMTs attending training courses. The purchasing government will be advised of the charges and items of clothing or equipment, when charges are known. These charges will be charged to the applicable FMS case.

(2) For IMET FMTs, FMTAG will process the billing against available IMET funds, taking action to increase the IMET funding by adjusting the IMET tuition rate for the specific WCN.

e. FMTs whose service uniforms are not suitable for CONUS climates are permitted to purchase U.S. Air Force uniforms and

clothing (without distinctive buttons or insignia) on a cash-only basis from Air Force clothing sales stores. Items authorized for purchase are listed in AFM 67-1.

f. When uniforms are to be purchased in the United States, SAOs will insure that FMTs have sufficient funds in their possession for such purchases. FMTs attending IAAFA, however, are furnished summer uniforms without charge. Reimbursement is made through tuition rates.

10-110. Deceased FMTs

Funeral services will not be conducted until appropriate instructions concerning the disposition of the remains have been received from HQ USAF (AFR 143-1).

a. As stated in AFR 143-1, services and supplies will be acquired from a funeral home holding a contract for care of remains, if a contract is in effect in the area in which the death occurs. If a contract is not in effect, necessary services and supplies will be acquired through negotiation. Funeral director invoices for services and supplies will be submitted to FMTAG/FAR, Randolph AFB, TX 78150.

b. Requirements for foreign flags suitable for covering a casket should be established under the instructions in AFM 67-1. Flags should be procured through supply channels.

c. Accounts for deceased SATP FMTs will be submitted to the local accounting and finance officer for processing in accordance with AFR 177-103 as follows:

(1) The original plus four copies of the appropriate series of DD Form 1351 (Travel Voucher), computed to show the amounts due the deceased and certified by the personnel officer.

(2) Three copies of the current ITO, attached to the applicable DD Form 1351 series.

(3) AF Form 1122 (Personal Property Inventory) to accompany the effects as listed in AFR 143-6. Articles that cannot be shipped (for example, automobiles) will be disposed of as instructed by the appropriate country representative.

10-111. Dependents

Students will not be encouraged to bring their dependents with them or to have their dependents join them later.

a. Exceptions to this policy are approved for CLOs and for FMTs attending the Air War College, Air Command and Staff College, the Squadron Officers School, and the AFIT graduate programs. This exception is valid for any programmed prerequisite and follow-on training for these FMTs. Authorized dependents must be reflected in the FMT's ITO.

b. If FMTs elect to travel with their dependents, they may use any flag carrier mode of transportation, except MAC.

c. On-base housing for FMTs with dependents is not guaranteed and normally not available.

10-112. Disciplinary actions

a. All serious CONUS breaches of military discipline or occurrences within civilian jurisdiction will be immediately reported in accordance with JCS Pub 6, vol V, to HQ USAF/JACI, WASH DC 20330, and HQ USAF/Command Post (CP), WASH DC 20330. These elements will relay the reports to HQ USAF/PRI and FMTAG through command channels. All OPREP-3 reports to HQ USAF/CP will include the statement: "Pass to HQ USAF/PRI." If HQ USAF/PRI determines the need for a teletype record report, notification will be provided via USAF/CP.

b. Reports should be prepared with the assistance of the office of the servicing staff judge advocate. Reports of serious incidents are necessary when one or more of the following circumstances exist:

(1) Foreign military personnel are placed in U.S. pretrial confinement by U.S. authorities.

(2) Foreign military personnel are allegedly or actually mistreated by U.S. authorities.

(3) Domestic or foreign public interest is likely to be aroused.

(4) A jurisdictional question has arisen.

(5) Foreign military personnel have been killed or seriously injured by their dependents.

(6) Post trial confinement (imprisonment) is likely to be imposed.

c. For other misconduct, two copies of a letter describing the offense will be forwarded to FMTAG/CC. FMTAG will determine follow-on actions and forward the letter to the appropriate CLO for review and action. For continued misconduct, which indicates unsuitability for military service, five copies of a letter describing the offenses, with recommendations, will be forwarded through channels to FMTAG. After review, FMTAG may direct termination of training and the immediate return of the FMT to his or her country. FMTAG will forward a copy of the case file to HQ USAF/PRI, the appropriate unified command, and the SAO concerned. Cases that may possibly have serious international implications will be forwarded to HQ USAF/PRI for final action.

d. FMTs will be subject to AFR 205-1 and pertinent laws concerning the safeguarding of military information affecting national defense.

10-113. Disposition of FMTs

a. FMTAG will be advised of pending faculty boards by message or AF Form 1761 (Foreign Student Status Report).

b. If an FMT is considered permanently disqualified for flying duty, a report of medical examination will be prepared as indicated in AFR 160-43, paragraph 3-6,

and forwarded through the Command Surgeon for review by HQ USAF/ SGPA, Bolling AFB, WASH DC 20332, to determine final disposition.

c. For FMTs, other than OTT participants, attending familiarization or qualification training involving short stays at several training installations, the first training installation will request disposition instructions from FMTAG by message.

10-114. Flying in U.S. Air Force aircraft

a. Item 15h of the original ITOs issued by the SAO will indicate when FMTs' government certifies that they are physically, professionally, and administratively qualified to fly in aircraft from their home country air force as pilots or other applicable crew members. If flying hours for proficiency flying are not available, FMTs should be advised to obtain a waiver of proficiency flying requirements from their home country air force covering the duration of their training.

b. When FMTs who are authorized to participate as aircrew members report for duty or training at AF installations, they must have a transcript of their flying records or certification outlining qualifications, aeronautical rating, and flying time (conventional or jet). In addition, FMTs must complete all U.S. Air Force requirements such as physical and written examinations and flight proficiency checks before assuming flying duties.

c. Space-available travel in military aircraft during leave is not authorized.

d. Consistent with the provisions of DOD 4515.13R, Government use of administrative support airlift may be authorized for FMTs as indicated in (1) and (2) below. FMTs may fly as passengers on U.S. Air Force passenger-carrying aircraft when space is available. However, aircraft used for this purpose must be flying in support of assigned command mission requirements.

(1) From the port to the first training installation, between training installations, and from final training installations to port of embarkation.

(2) When an FMT is in official TDY status as part of a scheduled training course or is performing duties as a CLO, including organized IP activities.

e. FMTs may be authorized by the Wing Commander to participate as crew members as prescribed by AFR 60-1, at no additional cost and subject to the availability of flying hours.

f. Flying in U.S. Air Force aircraft, unless required as part of the FMT's training, is governed by DOD 4514.13R, requiring justification and information necessary for a decision by HQ USAF/CC and DOD Instruction 7230.8 for demonstration flights requiring an FMS case.

10-115. Graduation

Upon successful completion of a formal course of instruction, each FMT will be issued a suitable embellished certificate or diploma (AF Form 1256 (Certificate of Training) or similar document). FMTs to be graduated with distinction will be reported to the appropriate SAO by message with the information given in a through e below. An information copy will be sent to FMTAG, HQ USAF/PRI, and the unified command.

a. Name, grade, and country.

b. Course of instruction.

c. Date of graduation.

d. Type of award.

e. Brief citation that indicates the size and composition of the class and the FMT's accomplishment.

10-116. Identification cards

FMTs and their authorized dependents, as reflected in the ITO, will be issued DD Form 1173 (USIPC) at the first CONUS training installation in accordance with AFR 30-20.

10-117. Laundry service

Laundry service is authorized for FMTs at rates charged U.S. Air Force officers and airmen as stated in AFR 148-4.

10-118. Name tags and rank insignia

Name tags will be issued by the first training installation as indicated in HAF-PRI(Q)7103 submission (AFR 50-33). Due to the variance in foreign military uniforms, white name tags for officers and blue for enlisted personnel will assist in affording the appropriate military protocol by U.S. military personnel. U.S. Air Force rank insignia may also be issued to FMTs.

10-119. Political asylum

Requests from FMTs for political asylum in the United States must be treated with the utmost urgency and in accordance with AFR 110-26.

10-120. Quarters

a. Generally, FMTs are considered to be in a TDY status if the length of training is less than 20 weeks; however, all FMTs assigned to DLIELC, Lackland AFB, Texas, are considered to be in a TDY status regardless of course length. FMTs in TDY status are provided separate accommodations from those in PCS status.

b. All SATP FMTs who occupy U.S. Air Force visiting officer quarters (VOQ) or visiting airmen quarters (VAQ) facilities must pay the service charge or maid fee with the exception of those enlisted personnel authorized a living allowance under IMET. FMTs in PCS status may also be required to pay service fees. Rates vary by location, depending on the services provided. Reimbursement for quarters assigned to enlisted personnel authorized a living allowance under IMET will be in

accordance with paragraph 5-19a. Questions regarding these procedures should be forwarded through channels to HQ AFESC/DEH, Tyndall AFB, FL 32402.

(1) Family housing. Officers in the United States as SA CLOs or FMTs attending stipulated Air University courses, including approved follow-on training, who are accompanied or joined by their authorized dependents may be assigned family housing when available as stated in AFR 90-1.

(2) Other FMTs. Other than those listed in (1) above, FMTs accompanied by their dependents may, at the discretion of the installation commander, be assigned family housing when it is excess to the needs of assigned base personnel.

(3) Airmen. Quarters will be assigned to SATP airmen FMTs while in training in CONUS in the same manner as for counterparts in the MILDEP who are not authorized family-type quarters. When bachelor airmen housing is not available, other appropriate SATP allowances will be provided by the base commander under existing directives.

10-121. Temporary duty (TDY)

a. TDY authorization. Orders that authorize TDY may be published for taking part in the following:

(1) As a team member in an organized Air Force sports activity. Permissive orders (at no expense to IMET, FMS, or the Air Force) may be issued.

(2) In programmed trips within CONUS that are a scheduled part of the formal course curriculum. Students taking these trips are considered to be in TDY status. CLOs may be placed on TDY in an official capacity using the fund citation in their original ITOs.

b. TDY approval for foreign students.

(1) The base FTO may approve TDY as outlined in a above.

(2) FMTAG approves and monitors all the CLO TDYs and special requests for TDY within CONUS that are not included in a above.

c. Reimbursement for TDY to FMS FMTs. FMS FMTs on a cross-country training flight or TDY in connection with a required course of training are reimbursed for payment of quarters and actual cost of transportation if applicable; for example, transportation request or mileage if POC is authorized. Reimbursement will be from assigned training base funds since cross-country or TDY training has been calculated in the tuition rate.

10-122. Unauthorized absence

When an FMT is AWOL in excess of 5 calendar days, the absence will be reported to local U.S. immigration authorities; HQ USAF/PRI and FMTAG will be advised.

10-123. Disclosure considerations

a. Disclosure of U.S. Air Force classified and unclassified information to a foreign government, organization, or representative must be made under the guidelines of the U.S. National Disclosure Policy (NDP). AFR 200-9, which implements this policy in the U.S. Air Force, is a controlled confidential document, not available to all bases. Paragraph 10-131 addresses AFR 200-9 as it pertains to the SATP. Each MAJCOM has a Foreign Disclosure Policy Office (FDPO), which is responsible for assuring compliance with AFR 200-9. ICs will work with their MAJCOM/FDPO in disclosure considerations.

b. U.S. security screening of SATP FMTs must be accomplished before they depart from their home country in accordance with AFR 200-9 and AFR 205-43.

c. Installation ITMOs or FTOs will assure compliance with AFR 205-1 and AFR 200-9.

d. Unless specifically authorized in writing, foreign country programs are not releasable to third-country parties.

e. Classified notebooks, workbooks, and similar documents developed by FMTs while attending training in the United States will be transmitted to the home service of the FMT through the SAO; AF Form 349(Receipt for Document Release to Accredited Representative of Foreign Nations) will be obtained for this purpose.

10-124. Medical and dental care

a. Medical care eligibility is authorized as prescribed in AFR 168-6 and AFR 168-7.

(1) FMTs are authorized medical services as specified in AFR 168-6. These services are fully reimbursable to the USG.

(2) Costs of medical care for dependents are at full reimbursement rate, as required by AFR 168-7, and are the full responsibility of the dependents.

b. MAOAF-sponsored FMTs are normally provided a sickness and accident insurance policy by the sponsoring U.S. agency to defray all medical charges, including hospitalization. They are accordingly exempt from the provisions of this paragraph.

(1) U.S. Air Force facilities will be fully reimbursed for all medical services provided MAOAF FMTs. Payment will be made locally by the FMT or through the sponsoring agency. Bills for reimbursement by the sponsoring agency will be forwarded to FMTAG/FAR for processing and collection.

(2) MAOAF FMTs provided emergency dental services as prescribed in AFR 168-6 will be charged the full rate for services; billing will be processed as described in (1) above.

c. In the rare instance when elective medical care is considered necessary, the complete facts of the case will be transmitted by message to HQ AFMSC/SGPC for approval. The message will include the following information:

(1) Name, grade, and country of origin.

(2) Diagnosis.

(3) Type of elective medical care.

(4) Prognosis.

d. Reimbursement procedures are as follows:

(1) Procedures for FMTs who receive outpatient or inpatient medical services at U.S. Air Force facilities will be billed as directed in the FMT's ITO. Services to be billed under IMET or an FMS case will be made by the servicing medical facility to FMTAG/FAR or the appropriate oversea implementing command on DD Form 7 (Report of Treatment Furnished Pay Patients, Hospitalization Furnished, Part A) or DD Form 7A (Report of Treatment Furnished Pay Patients, Outpatient Treatment Furnished, Part B). The implementing command will make appropriate disbursement.

(2) Officers will reimburse U.S. Air Force medical facilities for subsistence furnished. Subsistence charged for airmen is authorized as a direct payment to the hospital and may be included in the invoice for medical care.

(3) Expenses for IMET medical care in other than U.S. Air Force hospitals are charged directly to IMET funds.

10-125. Hospitalization or casualties

a. When a CONUS FMT is hospitalized for a period expected to exceed 7 days and the FMT's condition does not fall within the seriously ill or injured category, the details will be reported by message to FMTAG/CC and the SAO concerned. Progress reports will be made in a timely manner and will include a final report indicating the date the FMT returned to duty.

b. Casualty messages concerning FMTs who die, who are seriously ill or injured, or who are missing will be administered and transmitted by the base personal affairs office (DPMAP) in accordance with AFR 30-25. Casualty messages will be addressed to CSAF (CVAI), WASH DC 20330, with information copies to CSAF (PRI), WASH DC 20330; FMTAG/CC Randolph AFB, TX 78150; HQ AFMPC (MPCC), Randolph AFB, TX 78150; the SAO that published the original ITO; and other commands as required.

c. The "circumstance letter" for decreased or missing FMTs will be mailed to HQ USAF/CVAI, WASH DC 20330, in lieu of the addressees indicated in AFR 30-25.

d. AFR 30-25 will be used as a guide in reporting casualties occurring in oversea training installations. Action and information addressees will be as directed by the applicable component commander.

10-126. Air evacuation

a. FMTs are authorized aeromedical evacuation when necessary as prescribed in DOD 4515.13R. The FMTs' IMETP pays the full daily hospitalization rate prescribed in AFM 164-1 for each day they are in the aeromedical evacuation system. The aeromedical evacuation transportation rate is four times the first class commercial air fare plus $1 for either of the following:

(1) A litter patient.

(2) An ambulatory patient.

b. Hospital commanders in the United States with IMET FMTs requiring air evacuation to their home country should request HQ USAF/LETT, WASH DC 20330, to make travel arrangements. Submit requests for travel through FMTAG/CC with information copies to HQ USAF/PRI and HQ USAF/SGHR, WASH DC 20332. Requests will identify the FMT by name, the training project under which the FMT was being trained, and will include the following additional data:

(1) Diagnosis.

(2) Prognosis.

(3) Class of patient.

(4) Date patient will be available for travel.

(5) Funding information.

c. Air evacuation from oversea training installations for IMET FMTs will be accomplished as indicated in instructions by the respective component commanders.

10-127. Holidays

In addition to the holidays observed by the U.S. Air Force, FMTs may be authorized 2 days per year to observe their national or religious holidays. The CLO, SAO, or foreign embassy will advise which 2 days each country wishes its students to be excused from training.

10-128. ITMO/FTO handbook

HQ USAF/PRIM will publish expanded guidance for ITMOs and FTOs in the Air Force ITMO and FTO Handbook. ITMOs and FTOs will comply with the provisions of this handbook. Contact HQ USAF/PRIM, WASH DC 20330, for clarification if the information in the handbook differs from that contained in this regulation.

10-129. Foreign Military Trainee Roster Report (RCS HAF/PRI(AR)7111)

This report provides the current status of SATP FMTs (IMET, FMS, and MAOAF). It also serves as a current locator file, provides administrative control and statistical accounting, and facilitates reimbursement to the U.S. Air Force and other MILDEPs for cross-service training from appropriate funds.

a. Responsibilities.

(1) CONUS training. As the implementing and funding command for CONUS SATP, FMTAG will provide HQ USAF/PRI a report of FMTs who are in training, who have graduated, who have been eliminated, or who are in a hold status.

(2) Oversea training. All component and area commands conducting SATP training will report such training in a typewritten or machine listing, using applicable data as contained in b(3) below.

b. CONUS procedures. The CONUS portion of the report will be as follows:

(1) Frequency. (See table 10-3).

(a) Monthly, as of the last day of each month, to include all FMTs currently in training and those FMTs who graduated, were eliminated, or were in a hold status during the monthly period being reported.

(b) Quarterly, for all FMTs who graduated or were eliminated during the quarter.

(c) Annually, for a recapitulation of all FMTs who graduated or were eliminated during the FY.

(2) Format. The report will be a machine listing prepared in two formats (A and B) as indicated in (3) below.

(3) Content. The report will contain a record of all FMTs who are training or who have trained in CONUS under SATP and other training programs for which FMTAG issues training projects. The report will be sequenced in the following two ways:

(a) In alphabetical sequence by name of FMT within country, with totals of each status code (1, 2, 3, 4) for each country. The detail will be double spaced, and each country will begin on a new page (Format A, Part I).

(b) In country sequence within the MASL number sequence with totals of each status code (1, 2, 3, 4) for each MASL number. Detail will be double spaced (Format B, Part II).

(4) Copies. The report will be in six parts; the original copy of each part will be forwarded to HQ USAF/PRI.

(5) Instructions. Instructions for completing AF Form 1530 (Punch Card Transcript) are as follows:

(a) Column 1. Enter "1."

(b) Columns 2-20. Enter name of FMT from ITO issued by the SAO (AFM 300-4, Vol I, ADE NA-450).

(c) Columns 21-23. Enter rank of FMT, indicating only equivalent U.S. Air Force rank; for example, 2d Lt, SMS, Lt Col (AFM 300-4, Vol I, ADE GR-050).

(d) Columns 24-26. Enter project number from country project record beginning in column 24 and leaving unused columns blank. Enter the FMS case designation if FMT is training under FMS.

(e) Column 27. Enter project suffix from country project record, G for IMET, F for FMS, or Z for MAOAF.

(f) Columns 28-29. Enter project line number from ATC Form 280.

(g) Columns 30-32. Enter the first two digits in the training project number shown on the project record, representing the geopolitical code. These are the geopolitical codes authorized in the SAMM (AFM 300-4).

(h) Columns 33-44. Enter the course description given on the project record.

(i) Columns 45-46. Enter the year listed in the training project number (the first two numbers following the geopolitical code) (AFM 300-4, Vol I, ADE YE-010).

(j) Columns 47-53. Enter the location shown on ATC Form 280.

(k) Columns 54-60. Enter the MASL number from the ATC Form 280.

(l) Columns 61-64. Enter the WCN without the suffix listed on the project record (AFM 300-4, Vol I, ADE SE-640). If the number is less than four digits, enter leading zeros to fill the field; that is, WCN 28 will be entered as 0028.

(m) Column 65. Enter the WCN suffix, if any, or leave blank.

(n) Column 66. Enter training status of FMT; 1 for FMTs entering training; 2 for FMTs who have graduated; 3 when an FMT is eliminated or lost through attrition; or 4 for an FMT in "hold status," not being included in status 1, 2, or 3. (o) Column 67. Use this column only as delete for erroneous or obsolete data for recapitulation reporting.

(p) Columns 68-73. Enter the year, month, and day (that is, 850428 to denote 28 April 1985) that FMTs entered course (AFM 300-4, Vol I, ADE YE-011).

(q) Columns 74-79. Enter the year, month, and day for FMTs graduated or eliminated (AFM 300-4, Vol I, ADE YE-011 has not graduated or been eliminated, enter anticipated graduation date.

(r) Column 80. Enter "X" if cross-training to another course as indicated by the WCN on project record. Leave blank if no further training is scheduled or programmed.

(6) Processing. The monthly report is processed using the current active file; upon completion of the report, all graduated or eliminated FMTs are removed and held in a separate group for processing the quarterly and annual recaps (Parts III and VI) as required by (1)(b) and (c) above. At the beginning of each monthly period, the current active file will contain only those FMTs currently in training.

(a) To delete an entry from an item in the file which is being retained for recapitulation in the quarterly or annual report, a duplicate of the card to be replaced will be made with the addition of a "D" in card column 67.

(b) The replacement card with the current data will be resubmitted with the next monthly report.

c. Oversea procedures. All component commands will report the oversea portion as a modified report (RCS HAF-PRI (AR) 711).

Report by identifying all FMTs who were trained within the respective areas for the FY period. This report will be forwarded to HQ USAF/PRI each year, reflecting the "as of" 30 September status, to arrive not later than 31 October.

10-130. Foreign military trainee status report

AF Form 1761 (FMT Status Report) from CONUS FTOs provides FMTAG the necessary information from U.S. Air Force training installations for the consolidation and preparation of the FMT roster report and for correction of the project record.

a. Procedures. Commanders of installations providing training will establish procedures to insure that SA training matters and training data are referred to the FTO.

(1) Each agency supported by the installation will designate a central office for providing current and timely information on FMTs to the FTO.

(2) The FTO will compile information received from local agencies and prepare a report to FMTAG to reflect actions through 2400 hours the day preceding the mailing date.

(a) Each Thursday, list all new FMTs reporting for and entering into training and all changes in the FMT status that have occurred during the previous week.

(b) Mail reports not later than 1700 hours each Thursday. If Thursday is a holiday, mail the report the preceding Wednesday.

(3) The recommended procedures for use should include the information below for consolidation in the status report. AF Form 1761 will be used.

(a) FMTs will be separated by country.

(b) Individual FMTs will be identified by name, rank, project (country code and project number and suffix, line number, and WCN).

(c) Report date that the FMT arrived on base will be identified.

(d) Report date that the FMT was initially entered into a course will be identified.

(e) The FMT entry date should not change after the FMT has entered training. However, the anticipated graduation date should be confirmed when the FMT actually graduates; otherwise, the "remarks" should be updated to explain fully when an FMT does not meet the anticipated graduation date (for example, eliminated from training due to _____ or in hold status pending _____).

(f) After the FMT's initial entry into a course has been reported, additional information is not required unless there is a change in the FMT's information or status.

(g) If erroneous information appears on the project record, installations will make correction by an entry in the "remarks" column of AF Form 1761 (incorrect graduation date, training number, rank).

(4) One copy of AF Form 1761 will be mailed to FMTAG. FMTAG may request additional copies of the report for other agencies for specific periods as required.

(5) Electrical messages and letters will not be used unless the action being initiated will occur within 7 days. AF Form 1761 will be used for all routine matters but will not become effective before FMTAG receives the form. Emergencies, casualties, deaths, and major breaches of discipline will be reported immediately. (See paras 10-112 and 10-125.) However, subsequent AF Forms 1761 will reflect such incidents under "remarks."

(6) AF Form 1761 will be certified by the signature of the FTO or the FTO's designated representative and will include office designation and telephone number.

b. FMT status change codes. Status change codes in table 10-4 will be used to indicate the types of changes being reported on AF Form 1761; AFM 300-4, volume I; and ADE MA-605. If none of the following codes in table 10-4 specifically describes the change in status, use code 9.

c. Explanation codes. Explanation codes may be used to describe the reasons for changes in FMT status. No comments in the "remarks" section are necessary if the explanation code appropriately describes the action or information related to FMT status changes. Most of the typical reasons for changes in FMT status have been assigned in the explanation codes in table 10-5 and should be used as much as possible to simplify reporting.

10-131. SATP disclosure guidance

a. SAO guidance.

(1) Classified and unclassified training courses for foreign use listed in the MASL must be staffed by the implementing command for releasability and availability through its Foreign Disclosure Policy Office (FDPO); releasability or availability must not be assumed by the SAO. Releasability is initially staffed within the guidelines of the National Disclosure Policy (NDP) and AFR 200-9. If training is not releasable within these guidelines or if it requires an NDP exception, the training cannot be provided to FMTs without further justification.

(2) If the SAO believes the training is justified, the SAO will forward a request to HQ USAF/PRI. This request must include, as a minimum, the information in (a) through (c) below. Exceptions to the NDP require approximately 120 days for processing after receipt of the request.

(a) Course title, number, classification level, and MASL (if assigned).

(b) Demonstration of the country's needs for training and how the requested course will satisfy these needs.

(c) Benefits to the United States if training is provided.

(3) SAOs will insure that a security screening is accomplished on FMTs selected for unclassified training. SAOs will verify that FMTs selected for classified courses have security clearances equivalent to the U.S. level required for the course. SAOs will check the MASL for the required security clearance and will insure that the appropriate statement and security level for classified training is checked on the FMT's ITO.

b. Implementing command (IC) guidance.

(1) The IC will insure (through the MAJCOM FDPO) that the training to be provided to FMTs has been determined to be releasable by the appropriate disclosure authority. Classified training will not be programmed nor will dates by provided before determination of releasability.

(2) The IC FDPO may determine releasability if delegated by HQ USAF/CVAII. To reflect current policy, unclassified courses should be staffed at the MAJCOM level. If not within the MAJCOM's delegated authority, releasability will be staffed with and determined by HQ USAF/CVAII. When staffing releasability with HQ USAF/CVAII, the request for determination of releasability will have a suspense date of not later than 70 days before the course start date and will allow an additional 60 days for HQ USAF/CVAII processing. It will also include the following:

(a) Course title, number, and MASL if applicable.

(b) Country or countries for which a determination of releasability is required.

(c) Course syllabus, outline, and other documents that outline subject areas, classification levels in each area, training aids and equipment used during the instruction, and locations at which training will be conducted or visited as part of the instruction. Additional information will be requested if required by HQ USAF/CVAII.

(3) The IC will advise the SAO if training is not releasable.

(4) The IC will insure that courses developed for international students are developed in accordance with the guidance below. (Courses, for this purpose, include qualification and observer training and training provided by security assistance training teams.)

(a) Courses will include only the instruction required to meet the objective of the training. Instruction, student handouts, and visits to other U.S. Air Force installations that are valuable in broadening the students' knowledge but not necessary to meet the course objective will not be provided.

(b) Retainable instructional materials authorized to be shipped to the students will be kept to a minimum and, as much as possible, will be devoid of references to other U.S. Air Force regulations, manuals, or publications.

(c) Equipment used in the course will be of a common nature and not part of a sophisticated weapon system, unless the course is specifically weapon-system related. The course curriculum developers will advise the IC if, during the course update, modification, or development, the guidelines in paragraph (4) above cannot be adhered to.

(5) The IC will advise the SAO and the ITMO or FTO of the required U.S. equivalent security clearance when authority to publish the ITO is provided.

(6) The IC will insure that retainable instructional materials (RIM) are cleared as part of the course releasability determination.

c. ITMO or FMT guidance.

(1) The ITMO or FTO will review the FMT's ITO to insure that the ITO reflects the security clearance required for classified courses.

(2) The ITMO or FTO will insure that the guidance in b(4) above is provided to instructors of FMTs. Further, the ITMO or FTO will inform the instructors that additional training will not be recommended directly to the FMT, but rather to the ITMO or FTO. The ITMO or FTO will then forward the recommendation to the IC.

Table 10-1
Preparation instructions for DA Form 3288-R

Item	Preparation instructions
To:	Enter proper SAO's address. (AR 340-25 provides mailing instructions and addresses of certain U.S. Army elements and activities outside CONUS.)
From:	Enter school's address.
1-5 (See note 1.)	Self-explanatory.
6 (See note 1.)	Enter full name or title of courses attended by the FMT. If space in this item does not permit listing of all courses attended, list the courses in item 14b. The FMT may attend courses at more than one school. If so, each school will prepare a report.
7 (See note 1.)	a. From. Enter the scheduled report date of the class attended as shown in the published schedule of classes. The FMT must have been present for enrollment on that date. The academic report may be for attendance at more than one course at the same school. If so, enter the scheduled report date of the first class attended. If the FMT was enrolled late (after the scheduled report date for the class), enter the date of actual enrollment. b. To enter the completion date of the last class attended. If the FMT was disenrolled (relieved from the course) before course completion date, enter the disenrollment date. The FMT may com-

Table 10-1
Preparation instructions for DA Form 3288-R—Continued

Item	Preparation instructions
	plete training early. If so, place an asterisk before the scheduled course completion date and explain in item 14b.
8 (See note 1.)	a. Yes. Place an "X" if the FMT was awarded a diploma (courses of 3 weeks or longer) or a certificate of completion (courses of less than 3 weeks) according to AR 351-1. b. No. Place an "X" if the FMT failed to complete the course. Explain this fully in items 14a, b, or c, as proper.
9 (See note 1.)	a. Diploma or certificate of completion. Place an "X" if the FMT was awarded a diploma or a certificate of completion according to AR 351-1. b. Certificate of attendance. Place an "X" for FMTs enrolled in U.S. courses who fail to meet standards set for U.S. military personnel, but were diligent and sincere in their training efforts (para 10-17). c. None. Place an "X" if the FMT was not awarded a diploma, certificate of completion, or certificate of attendance, and explain in items 14a, b, or c, as proper. If an explanation in item 14 was made for an entry of "No" in item 8, no further explanation is required.
10 (See note 1.)	When numerical ratings or descriptive phrases are required on this report, use those given below. a. Rating number 1—exceptional. Use the following phrases when required to describe this rating: (1) One of the best; honor student. (2) Very proficient in skills and knowledges for which trained; highly motivated. (3) High potential for more advanced training and assignments to positions of increased responsibility. (4) English fluency of natives. (5) Takes part fully in class activities. b. Rating number 2—excellent. Use the following phrases when required to describe this rating: (1) Completes course with considerable ease. (2) Full proficiency in skills and knowledges for which trained. (3) Considerable potential for advanced training and selected assignments of increased responsibility. (4) Considerable English fluency. (5) Responds when called upon, volunteers frequently. c. Rating number 3—very satisfactory. Use the following phrases when required to describe this rating: (1) May have experienced occasional difficulty in course completion. (2) Considered proficient in skills and knowledges for which trained. (3) Can be expected to achieve full proficiency with more experience or training. (4) Motivated enough to exceed course requirements. (5) Exhibits potential for selected advanced training unless specifically stated otherwise. (6) Assignment to positions of greater responsibility depends on local appraisal based on increased proficiency attained with experience. (7) English fluency just enough to meet course requirements. (8) Responds when called upon; volunteers occasionally. d. Rating number 4—satisfactory. Use the following phrases when required to describe this rating: (1) Just adequate; meets only minimum course standards. (2) Experienced difficulty in completing course. (3) Minimal proficiency; requires job experience under close supervision to achieve desired proficiency. (4) Potential for more training and assignment only as specifically indicated and only after local appraisal confirms this recommendation. (5) English fluency weak and a contributing factor to academic understanding. (6) Responds only when called upon. e. Rating number 5—unsatisfactory. Use the following phrases when required to describe this rating: (1) Performance below desired standard. (2) Unable to meet minimum course standards. (3) Unless specifically indicated, not recommended for more advanced training. (4) Reason for deficiency to be estimated; that is, lacks prerequisites, fluency, or motivation. (5) Very limited class participation. f. Rating number 6—not observed. Use the following sentences when required to describe this rating: (1) School or community activities did not provide the chance to observe this FMT. (2) Conclusion cannot be drawn based on observed activities.

Table 10-1
Preparation Instructions for DA Form 3288-R—Continued

Item	Preparation instructions
10a(1) through (4) (See note 1.)	Rate (numerically) English language proficiency of the FMTs as shown by their ability to express themselves during class participation, read and understand written materials, prepare written materials, and understand the written word. Rate only those FMTs enrolled in English speaking classes.
10b(1) through (6) (See note 1.)	Rate performance (numerically) based on the FMT's activity in the course and not on extracurricular activities. Item 10b(4) pertains to the FMT's performance in any lesson identified as "PE" in the program of instruction (POI), including CPX, FTX, and map exercises. Item 10b(6) pertains to the FMT's potential as an instructor in the home country.
11 (See note 1.)	a. In-country. Enter the in-country screening ECL test score shown in ITOs. b. CONUS school. Enter the CONUS course entry ECL test score given at the school. ECL tests should be administered within 3 to 5 calendar days after the FMT arrives at the school.
12 (See note 2.)	Enter the name, grade, SSN, service, and branch of all military sponsors. Specify whether the sponsors are faculty members (F) or students (S), by placing an "F" or "S" immediately after their names. Also enter name, address, and ZIP Code of civilian sponsors.
13 (See note 2.)	Enter important and relevant activities in which the FMT took part. Use the descriptive phrases in item 10 to show the degree of participation. Specify whether activities were conducted on or off post.
14a(1) (See note 2.)	a. Enter academic rating achieved; that is, 1, 2, 3, 4, or 5. (See item 10 for explanation.) Show student's competitive group, as applicable, using A, B, or C, as explained in (1) through (4) below. When students are not compared to each other, use D. (1) Group A—mixed class, U.S. students and FMTs considered. (2) Group B—mixed class, only FMTs considered. (3) Group C—class of FMTs. (4) Group D—students not compared (school standard or criterion referenced grading). b. The examples below indicate how item 14a(1) is to be completed. (1) Academic achievement: 2B—This rating identifies an FMT who achieved an "Excellent" academic record in a mixed class in which only FMTs were compared. Also list any honors attained by the FMT and show the basis for type student compared. (2) Academic achievement: 2B—Commandant's List A. This rating shows that the FMT achieved an excellent academic record in a mixed class in which only FMTs were compared. Also the FMT was honored by being placed on the Commandant's List when compared to U.S. students and FMTs.
14a(2) (See note 2.)	Enter electives taken that were required by the POI. Also enter off-duty education or training taken as self-improvement, if any. Identify each type as shown in the following examples: a. POI elective: Training Management; Sociology—3 college credits. b. Off duty: English Composition Course (high school).
14a(3) (See note 2.)	Show the FMT's important strengths and weaknesses. Entry may include subjects or course segments in which the FMT excelled or had difficulties.
14b (See note 2.)	Number topics (1), (2), (3), etc. Under topic (1), enter the FMT's WCN. Show whether the FMT trained under IMET or FMS. If FMS, also enter the case designator (for example, WCN 0230, IMET; WCN S104, FMS-OAG). When enough data are available, remarks may be entered on any subject, as shown in the following examples: a. Assignment potential—company commander, battalion staff officer, battalion commander, or maintenance officer. b. Advanced education and training potential—specialist courses (specify course), branch advanced course, Command and General Staff College course. c. Developmental education and training—English, mathematics, maintenance, supply. d. Other pertinent data. (Continue on reverse side of the form, if necessary.)
14c (See note 2.)	Explain all ratings of 5 (unsatisfactory). (See item 10.)

Notes:
1. This is a mandatory entry.
2. This is an optional entry for FMTs whose total training duration at one school is 4 weeks or less. It is a mandatory entry for all others.

Table 10-2
Naval officer training for which biographic data is required

Course	To be received by training activity
Orientation visits.	Not later than 45 days prior to visit.
Postgraduate training.	Attached to transcripts.
Senior Foreign Officer Courses.	Not later than 30 days prior to convening date.
Naval Command College.	Not later than 30 days prior to reporting date.
Marine Corps Command and Staff College.	Not later than 30 days prior to reporting date.
Amphibious Warfare School, USMC.	Not later than 30 days prior to reporting date.

Table 10-3
When to submit Air Force Foreign Military Trainee Roster Report

Part	Frequency	Coverage
IA	Monthly	All FMTs currently in training,
IIB	Monthly	graduated, eliminated, or in hold status during the monthly period.
IIIA	Quarterly	All FMTs who graduated or were eliminated during the monthly quarter.
VA	Annually	All FMTs who graduated or were eliminated during the fiscal year.

Table 10-4
Status change codes—Air Force Foreign Military Trainee Status Report

Code	Title or explanation
1	Entered into training
2	Graduated
3	Eliminated
4	Not in training status
5*	Washed back in training
6	Withdrawn from training
7	Advanced in training
8	Departed
9	Other
10	Arrived on base

*Note: For flying training, include additional flying hours involved.

Table 10-5
Explanation codes—Air Force Foreign Military Trainee Status Report

Code	Title or explanation
A	As shown in the SATP project record.
B	Differs from project record because (explain in remarks).
C	Course duration/start date/adjusted (explain in remarks).
D	Deficiency.
D1	Academic.
D2	Language.
D3	Medical.
D4	Other (explain in remarks).
D5	Flying.
E	En route to homeland.
F	Faculty board actions.
F1	Awaiting board action.
F2	Board action completed.
F3	Status change due to board action.
F4	Other (explain in remarks).
G	Graduation date changed to (indicate in remarks).
H	Honor FMT distinguished graduate.
J	Fam/Qual FMT.
K	Local commander advised.
L	Liaison officer advised.
M	SAO advised.
N	No further training or visits scheduled.
O	Other additional training or visits scheduled.
P	Duty not involving flying (DNIF).

From: (Reporting activity)

To: CNO/CNET/CMC/CCG as appropriate

Functional Commander

(Follow-on training activity if applicable)

UNCLAS//NO4950//

Subject: Foreign trainee status report, OPNAV 4950

1. Type.

2. Course ID data.
   (a) Title.
   (b) MASL.
   (c) CIN.
   (d) CDP.
   (e) Convening date.
   (f) Completion/term date.

3. Trainee ID data.
   (a) Country.
   (b) SCN.
   (c) WCN.
   (d) Name.
   (e) ITO.
   (f) Rate/rank.
   (g) Program (type and FY).
   (h) Trainee evaluation (A,B,C,D,E).
   (i) Authorized calendar days of leave while enrolled in course (annual, sick, holiday, other).
   (j) Final (grade).
   (k) Class (standing).

4. For flight training only (hours flown, by FY, in aircraft/ simulator type).

5. Remarks.

6. Follow-on training information.

Figure 10-1. Navy format for foreign trainee status report message

Air Force

Releasability Matrix*

Training YES Has country previously been NO classified cleared for this training?

NO_____ YES_

Does the IC have NO delegated disclosure for this training?

____YES

Determine releasability and advise country.

Forward to CVAII

Is training weapon system related YES or is instruction on sophisticated equipment?

Does the country have or has the country LOA for this equipment or does the instruction have general application to other weapon systems or equipment?

Forward to CVAII

NO_____ YES

Is the requestor_____YES an Eastern European/ communist country or is there some question about current U.S. policy?

Forward to CVAII

NO

RELEASABLE

*Country requesting training must be eligible for security assistance (FMS/IMET).

Figure 10-2. Air Force format for releasability matrix

ACADEMIC REPORT - FOREIGN STUDENTS ATTENDING CONUS SERVICE SCHOOLS
For use of this form, see AR 12-15; the proponent agency is the Office of the Deputy Chief of Staff for Operations and Plans.

TO: *(Include ZIP Code)*	FROM: *(Include ZIP Code)*
Embassy of the United States of America APO New York 09000	COMDT, AHS, ATTN: HSHA-SFV FORT SAM HOUSTON, TX 78234

1. LAST NAME - FIRST NAME - MIDDLE INITIAL	2. GRADE	3. COUNTRY	4. SSN	5. BRANCH
SMITHSON, Johann M.	E-3	BANDARIA	85-01-0080	Army

6. NAME OR TITLE OF COURSE	7. DURATION OF COURSE(S) From:	To:
DENTAL ADMINISTRATION 330-91E10	5 Nov 84	14 Dec 84

8. DID STUDENT SUCCESSFULLY COMPLETE COURSE	9. STUDENT WAS AWARDED
[X] YES [ ] NO *(Explain in Sec 14)*	[X] DIPLOMA/~~CERTIFICATE OF~~ COMPLETION [ ] CERTIFICATE OF ATTENDANCE [ ] NONE

10. ENGLISH LANGUAGE PROFICIENCY AND STUDENT'S PERFORMANCE IN COURSE
USE RATINGS OF: 1 - EXCEPTIONAL, 2 - EXCELLENT, 3 - VERY SATISFACTORY, 4 - SATISFACTORY, 5 - UNSATISFACTORY (Must be explained in Sec 14), 6 - NOT OBSERVED.

a. Language Proficiency		b. Performance in Course(s)	
		(1) Attitude	1
		(2) Motivation	1
(1) Speech	2	(3) Ability to grasp instruction	2
(2) Reading	1	(4) Performance in practical exercises	1
(3) Writing	1	(5) Participation in class activities	3
(4) Comprehension	1	(6) Potential as instructor.	4

11. ENGLISH COMPREHENSION LEVEL EXAMINATION SCORES
a. In-Country 59 b. CONUS School 70

12. MILITARY AND CIVILIAN SPONSORS
CPT Johnny Begood
Mr. and Mrs. James Goodperson

13. BRIEF REPORT ON STUDENT'S PARTICIPATION IN EXTRA CURRICULAR AND COMMUNITY AFFAIRS *(On and Off Post)*
Private Smithson participated in all of the Informational Programs offered by this command. He was active with his civilian sponsors and attended several social functions with them.

14. COMMENTS: *(Continue on reverse, if necessary)*
a. Student Performance:
(1) Academic Achievement 80% class standing
(2) Electives and Other Training: Private Smithson elected to write a 10-page report on dental hygiene techniques.
(3) Significant Strengths and Weaknesses
b. Other Entries:
Private Smithson is an excellent representative of his country.
c. Explanation of Unsatisfactory Entries:

TYPED NAME AND TITLE	SIGNATURE	DATE
BG JOHN A. GOODTIME, Commandant		7 January 1985

DA FORM 3288-R, 1 Sep 80 EDITION OF 1 FEB 77 IS OBSOLETE.

Figure 10-3. Sample of a completed academic report

Chapter 11
Department of Defense Informational Program and Representational Activities

Section I
General

11-1. DOD Informational Program (IP) policy

a. Each FMT attending military training in the United States, or participating in an orientation tour arranged under SATP sponsorship, will be given the opportunity to participate in the DOD IP. Participation in IP activities, other than those that are an integral part of the course program of instruction, is voluntary but will be encouraged.

b. The objective of the IP is to assist the FMT in acquiring a balanced understanding of U.S. society, institutions, and goals, in addition to his or her training and military experience while in CONUS. Activities such as visits to private homes, local industries, industrial and cultural exhibits, farms, schools, historical points of interest, sports events, and civic activities are to be encouraged. The program is to be conducted with frank explanation and free discussions of the following elements:

(1) U.S. governmental structure.

(2) U.S. judicial system.

(3) U.S. political party system.

(4) Role of a free press and other communication media.

(5) Minority problems.

(6) Purpose and scope of labor unions.

(7) U.S. economic system.

(8) U.S. educational institutions.

(9) How the elements in (1) through (8) above reflect U.S. commitment to the basic principles of internationally recognized human rights. Consistent with the responsibilities and duties of trainees and when relevant, the Geneva Convention concerning the principles and rules of the laws of armed conflict should also be included.

c. In arranging IP activities, maximum use will be made of local civic groups, organizations, agencies, facilities, and historical attractions. Of particular interest is the development of an FMT sponsorship program to include both U.S. military and civilian participants. Emphasis should also be placed on activities in the local civilian community as a means of providing the best possible exposure to the civilian aspects of the program. Visits to other communities are authorized only when local activities cannot satisfactorily meet program objectives.

d. Trips, with the exception of the Washington, DC, tour, will be limited to 500 miles round trip and planned on a very limited basis only after all local IP possibilities have been exhausted.

e. Each FMT will be encouraged to participate in the IP. While FMT participation in the IP will be in addition to training or orientation in the United States, it is considered an integral part of the total training program and of importance second only to the military objectives for which the FMT is in training.

f. The IP does not supersede the "people-to-people" efforts conducted by DOD personnel. A warm reception in the United States and home hospitality for FMTs are essential elements of a successful IP.

g. The provisions of this chapter apply to all FMTs undergoing training in the United States or participating in orientation tours in the United States programmed as part of the SATP.

h. The provisions of this chapter also apply to FMTs undergoing training at U.S. training installations overseas as appropriate to the surrounding environment.

i. The provisions of this chapter do not apply to foreign personnel visiting at the personal invitation of the Chief of Staff, U.S. Army; Chief of Naval Operations; Chief of Staff, U.S. Air Force; Commandant of the Marine Corps; or self-invited visits.

11-2. Priority of emphasis and scope

a. The IP begins with the in-country departure briefing of FMTs by SAOs and continues throughout the training period.

b. Each command will insure that its program is interesting and attractive to earn the full and active support of all FMTs.

c. The entertainment and social aspects of activities should not be a predominant element of the IP. Social functions in connection with program activities will be arranged in good taste. Activities that could be interpreted as being lavish are to be avoided.

d. The following guidance will assist in presenting IP topics:

(1) Lectures, roundtable discussions, and film showings will be based on the topics outlined in b(1) through (8) above and on guidance from the MILDEPs.

(2) Visits suggested in this chapter should complement the activities listed in paragraph 11-1.

11-3. Program development

a. The success of the program depends largely on the imagination used and the diversity of activities planned to interest the FMT in the IP objectives. The IP should be devised to carry out the provisions of this chapter, considering activities previously conducted to avoid repetition. Special attention should be given to the following actions:

(1) Revising the content of formal military courses, when appropriate, to incorporate material described in the IP objectives.

(2) Providing materials to FMTs for individual reading and study that further IP objectives.

(3) Developing a community participation program for the FMTs with local civic organizations.

(4) Developing a military and a civilian sponsorship program for individual FMTs.

(5) Providing special lectures by visiting speakers prominent in their fields.

(6) Taking trips to community points of interest, regional centers, and, for those courses of instruction approved by the MILDEPs, tours to Washington, DC.

b. The following considerations, while not specifically within the objectives of the IP, are necessary to its success:

(1) Prompt attention to the personal needs of the FMT (for example, clothing, billeting, and pay).

(2) Courteous reception and appropriate administrative briefing to welcome the FMT to the installation and the United States, to include an explanation of the IP objectives and planned IP activities.

c. Optimum use should be made of time that becomes available when the FMT is excused from classified portions of courses. When possible, those portions of a course from which the FMT will excused should be consolidated to permit time for special IP activities.

11-4. Tour to Washington, DC

Subject to the availability of time and funds, officer FMTs training in selected senior, career, post graduate, and other significant courses as designated by the MILDEPs will be invited to tour Washington, DC, during their stay in the United States. A maximum of 4 days for this tour is authorized, plus travel time.

a. The purpose of this tour is to give FMTs a deeper understanding and appreciation of the United States and to acquaint them with some of the functions of our National Government to which they have been exposed through IP topics. It is important that, before arrival in Washington, DC, FMTs be adequately briefed concerning the USG system and the salient aspects of governmental activities which exist in Washington, DC. A previous trip to a State capital may be beneficial in this respect.

b. The Washington, DC, tour is for FMTs who have not previously toured the nation’s capital under the official sponsorship of the SATP. For exceptions to this policy, MILDEP approval is required.

c. Training installations are responsible for arranging round trip transportation to comply with the tour schedule.

d. Designated U.S. escorts will familiarize themselves with the objectives of the IP. They will be prepared to make maximum use of the Washington, DC, tour to attain those objectives. Knowledge of the Washington, DC, area as the seat of national government is a must. Escorts will brief FMTs on each day’s itinerary, describing the significance of the places to be visited. It will be emphasized that the full planned itinerary must be followed and exceptions will be made only in the cases of illness or inclement weather.

Section II
Informational Program (IP) Topics

11-5. General

For better understanding of the United States and its people, FMTs should be acquainted directly or indirectly with the specific topics or themes in paragraph 11-6. Each topic bears on a significant facet of life in the United States and contributes to an understanding of our institutions and ideals and the U.S. commitment to internationally recognized human rights.

a. In developing the IP at installation level, each commander responsible for FMTs is expected to supplement or modify the topics when necessary to fit the character and background of the FMTs involved and the training time and local resources available for such purposes.

b. Exposure of the FMT to the nonmilitary aspects of life in the United States is important to the SATP, second only to the strictly military training of that program.

c. In a program of this nature, it is necessary to present pertinent facts and historical information. IP topics are not ends in themselves, but are vehicles for achieving the policy objectives stated in DOD Directive 5410.17.

d. In general, the "learning-by-seeing and experiencing" process should be followed in presenting the concepts of this program. In this regard, local trips or luncheons at which acknowledged civilian experts receive FMTs and make presentations in their particular area, are means by which these topics can be effectively covered.

(1) For full response, training installations must

(a) Plan IP events carefully.

(b) Require that FTOs brief FMTs before engaging in IP functions.

(c) Select knowledgeable and well-informed escorts for IP trips.

(d) Insure that persons who address FMTs are made aware of the overall program purpose, the specific purpose of the visit, and the general English language comprehension level of the FMTs.

(2) The program is to be viewed as an exposure to U.S. institutions, ideals, and society to create understanding. Under no circumstances is it to be considered an "indoctrination" program. The briefing material should be carefully studied by FTOs in preparing the IP activities, keeping in mind that this material may not always be suitable for direct use by the FMT.

(3) Installations whose training programs are

primarily academic in nature may find it appropriate to include lectures and seminars of IP topics in their course of study. This method is endorsed provided it does not convey the impression of forced feeding or indoctrination. In all instances where seminars, lectures, or film showings are scheduled, the atmosphere should be informal. Questions and open discussion periods should be encouraged.

e. Following each topic in paragraph 11-6 are typical trips that may appropriately be scheduled to acquaint FMTs further with the various aspects of life in United States. Local commanders will use this list as a guide, programming actual trips after taking into account their own staff capabilities, local conditions, and other assets available to meet program objectives.

11-6. Program topics

a. USF institutions. Topics should include governmental systems at the local, State, and Federal level and the relationships among them. Also included should be the principle of checks and balances and the effect upon executive initiative.

(1) Local government. Commanders should bring FMTs in contact with agencies and principal personnel of the local government at the city, township, or county level at the earliest opportunity. This may best be accomplished when FMTs are formally presented to local officials. One purpose of an introduction is to point out that local government officials are locally elected and responsible to local people rather than to the central authorities.

(2) State government. At some time during their stay in the United States, as many FMTs as possible should be taken to the State capitol to be presented to the Governor, or other high State officials, and to have an opportunity to observe selected operations of the State government. One purpose of this visit, like those outlined in (1) above, is to stress the autonomy of State governments and the independence of Governors and State legislatures. When possible, the State supreme court should also be included in such visits.

(3) Federal Government. Generally available to only those schools in the vicinity of Washington, DC, or for authorized schools tours that visit Washington, DC.

b. The judicial system. Topics should include the Federal and State judicial systems, and the doctrine of judicial review, and the constitutional and legal status of the U.S. Armed Forces, with emphasis on their non-political character, Judicial systems and governmental institutions are interrelated and can generally be combined in the same trips. Arrangements may be made for visits to jails, correctional facilities, detention centers, and municipal, State, and Federal courts. Meetings may be arranged with officials of these facilities who can describe the functions and responsibilities of these institutions and the rights of prisoners and defendants under the jurisprudence system.

c. Political parties. This area includes an understanding of American political parties and electoral procedures, and the roles of opposition parties.

(1) Political party system. An understanding of the "grass roots" character of American party organization is best gained by bringing FMTs in touch with representatives of the political parties to give them an idea of the--

(a) Political party organizations.

(b) Means by which candidates are chosen.

(c) Use of publicity and other means to gain support.

(d) Relationships between local, State, and national party organizations.

(2) The opposition. Arrangements should also be made for FMTs to meet and talk with leaders of opposition parties, preferably office holders rather than party workers. Such a visit should be designed to show FMTs the nature of the U.S. "loyal opposition," that its leaders perform official duties and have official status,and that the parties in power and opposition are, in fact, more united than divided on most of the basic problems facing American society.

d. Press. Emphasis should be placed on the role of the free press and other communications media. Since a free press is one of the American institutions some foreign visitors find most difficult to grasp, visits to media offices should be arranged. The objective of such visits is to underline how a free press works and the ways in which editors and publishers define their responsibility to the public. Although tours of radio and TV stations and the printing plants of newspapers are interesting from a technical point of view, they do not make the point of a free media quite as firmly as open discussions with media management and news gathering personnel.

e. Diversity of American life. FMTs should be acquainted with the geographic, racial, ethnic, religious, and social diversity of American life; they should learn the effects of recent technological changes and urbanization processes.

(1) Historical sites and national or State parks. Such trips should include local, State, and national parks and national monuments to underline the care taken to preserve and commemorate American history and our dedication to clean air and a natural environment.

(2) Sporting events. Visits to baseball, football, soccer, and hockey games; golf and tennis matches; and other sporting events (such as rodeos, regattas, and horse and automobile races) will show the trainee the multiplicity and international character of American athletic interests.

(3) Religious institutions. Trainees should be given a balanced picture of religion in America, including the

vast array of religious institutions which exist openly and freely under our freedom of religion. FMTs should have an opportunity, as appropriate, to visit the houses of worship of the various religious denominations.

f. Minorities. The variety of minority groups in the United States should be explained to FMTs. Emphasis should be placed on continuing progress in applying American ideals to all groups and the current steps underway to improve the opportunities of minority groups. FMTs who also show a special interest in the affairs of specific American minority groups should be put in touch with responsible leaders of those minorities in order to give them a first-hand idea of the goals and programs of those groups.

g. Agriculture. Topics should include the factors underlying agricultural productiveness and the changing life and role of the farmer today.

(1) Farms. Trips should be arranged to farms to show FMTs the character of American agriculture. On such trips, it may be advisable to match the interest and regional background of FMTs with certain specialized types of farming operations in the vicinity. Especially worth emphasizing in such visits are--

(a) Marketing procedures.

(b) Farmer credit facilities.

(c) Kinds of aid farmers receive from Federal, State, and other agricultural services in combating pests and diseases, controlling breeding stock, and introducing improved varieties of crops.

(2) Agricultural experiment stations. Such trips will permit FMTs to view development of new and hybrid plants, animal and fish stock, and experiments in controlling local soil conditions, pests, and diseases. The financing of the station and the means it uses to make information available to farmers are worthy of emphasis.

h. Economy. FMTs should be introduced to the national economy, with its diversity of industrial and business enterprises. Also of significance is the role of the USG and the role of private and commercial credit. The following four kinds of trips are designed to suggest the scope and diversity of American business enterprise:

(1) Industry. Visits to industrial enterprises should be designed to give FMTs an idea of the range of different kinds of industrial enterprises in the American economy. This includes USG-operated dams and hydro-electric institutions, local affiliates of large national corporations, and smaller locally owned industries. Among other matters that company officials should be encouraged to discuss are--

(a) Relations between ownership and management of the company.

(b) Management-union relationships.

(c) Decision making procedures in the field of product research and development.

(d) Production scheduling.

(e) Marketing, quality, and cost controls.

(f) Character and effect of governmental controls over operations.

(2) Credit. Visits to banks, credit unions, savings and loan associations, Federal Housing Administration offices, and agricultural cooperative credit facilities will underline the range of credit available to the average American.

(3) Financial investments. Visits to loan brokerage houses and discussions with brokers will emphasize the principles on which American financial investment is based, and the procedures through which it is undertaken.

(4) Transportation. Visits to large transportation centers for rail, air, water, truck, or pipeline will give FMTs an opportunity to discuss the problems of management, maintenance, scheduling, and interconnection with transport officials.

i. Labor and labor-management relations. This area should stress the independent roles of labor and management in negotiating pay, working hours and conditions, and other benefits associated with employment. In addition to putting interested FMTs in touch with local union officials, where appropriate, tours to regional and national union headquarters will serve to emphasize the scope of such organizations, the objectives of their leadership, and their political and financial independence. Also, FMTs should be introduced to union officials during visits to industrial plants.

j. Education. FMTs should be exposed to the purpose and range of American educational institutions and the relationship between education and a responsible citizenry. Visits to nearby schools, colleges, and universities should be undertaken to show FMTs the general range of education, laboratories and research facilities, extension course programs, agricultural experiment stations, and athletic and cultural activities. Area study programs, where they exist, will be of special interest to the FMTs. Visits to high schools may also be useful. These visits should underline the role of schools and universities to--

(1) Teach and learn, not to function as political instruments.

(2) Show the diversity of American educational institutions, including privately endowed colleges, State or city colleges, land grant universities, and church affiliated institutions.

k. Public and social welfare. Emphasis should be placed on the care of the indigent, sick, and aged; public assistance; unemployment benefits; and the Social Security System.

(1) Housing. Visits to model houses, apartments, and publicly supported housing developments designed for low and middle income groups will be of particular interest to FMTs.

(2) Public and private agencies. Visits to public

health agencies, clinics, welfare agencies, national and State employment services, local Social Security offices, or Red Cross offices will give the FMT an overall picture of the assistance available in this country.

l. Human rights. FMTs should be made aware of how the topics in a through k above reflect the U.S. commitment to the basic principles of internationally recognized human rights.

Section III
IP Funding

11-7. Source of funding

Funds for IP are derived from course tuition costs, which include an IP factor.

11-8. Funding IP activities

The following represent the general guidelines for activities eligible for IP funding:

a. FMTs participating in IP tours are considered to be in a duty status. Therefore, appropriate personnel orders will be published for IP activities that are in excess of 10 hours.

b. IMET FMTs authorized living allowances will continue to receive the same rate for the duration of an IP activity.

c. IP funds generally are used for tours, admission, and other off-installation activities that accomplish one or more DOD IP objectives. However, they can also be used to support certain on-installation activities which are clearly related to the IP.

d. IP tours, including the tour to Washington, DC, will be conducted on an all-expense-paid basis.

(1) An escort may be appointed as a class A agent/cashier to permit advanced withdrawal of IP funds to defray tour costs.

(2) Authorized expenses include transportation, quarters, meals, admission and tour fees, and brochures, pamphlets, and maps used as handouts. Personal expenses of the FMT, such as laundry, phone calls, and room service, will be the responsibility of the FMT.

e. Funding of participation by U.S. personnel, who are guests at IP functions such as luncheons, dinners, gatherings, and receptions, is authorized. However, discretion must be used to maintain a proper ratio between FMTs and U.S. guests. The ratio is flexible, based on the purpose of the IP activity.

f. Excess baggage is not authorized on IP trips.

g. FTOs are authorized to arrange for transportation and other support required for IP activities.

11-9. Constraints

a. IP funds will not be used to support purely academic objectives such as field study trips that are an integral part of the training course curriculum. In such cases, expenses will be included as part of the tuition cost rather than being drawn down from IP funds.

b. IP funds will not be used to defray transportation expenses to and from field study assignments when such assignments are for academic purposes and not specifically intended to further the goals of the IP.

11-10. Use of IP funds

Funds are authorized by MILDEPs for the implementation of the IP. Control of expenditures under this category will be the responsibility of the MILDEP and is addressed in the MILDEP sections.

a. FTOs may be authorized to be reimbursed for legitimate out-of-pocket expenses incurred as a direct result of IP activities. Reimbursement will be made from IP funds available to the training installation based on itemized expenditures as approved by the installation commander.

(1) Examples of legitimate out-of-pocket expenses are privately owned vehicle (POV) mileage to and from transportation centers to transport FMTs when official vehicles are not available, associated tolls, and parking fees.

(2) FTOs will itemize out-of-pocket expenses directly related to official IP duties. The itemized list and statement of SF 1164 (Claim for Reimbursement for Expenditures on Official Business) will show the proper fund citation. This document will be submitted through the FTO’s commander to the installation finance and accounting office for reimbursement. Reimbursement will be made from IP funds available to the training installation.

b. Advance of funds for IP activities may be authorized.

(1) When an advance of funds is required, the training installation authorized to incur obligations for IP purposes will perform the following actions:

(a) Designate and authorize an individual to incur and pay for expenses.

(b) Indicate the number of officer, enlisted, and civilian FMTs and the maximum amount to be expended.

(c) Authorize the appropriate finance officer to advance the required amount of funds.

(2) When billing is made directly by an agency, club, or organization in connection with the IP, such bills will be rendered on the supplier’s regular billhead. The appropriate accounting data will be vouchered on SF 1034 and processed by the finance officer serving the installation.

c. The designated class A agent/cashier will arrange payment of expenses. The class A agent/cashier should brief the FMTs prior to the tour to insure a clear understanding of the expenses that will be paid for, or reimbursed by, the escort. This will not include personal expenditures for such things as souvenirs, phone calls, and laundry. Escorts are

cautioned to remain within authorized fund limitations for the tour. Emergency expenditures must be accounted for with full justification.

d. Single room accommodations are authorized only for flag and general officer FMTs. All other FMTs will be assigned double room accommodations.

e. IP funds may be used to defray the cost of group activities for such items as tickets to cultural and sports events; admission to historical sites; special luncheons, dinners, gatherings, and receptions; and other activities. These funds will not be given to the FMT, but will be used by the escort to meet expenses connected with the IP.

f. Escorts' expenses should be included in the estimated cost of an IP tour. Escorts will be considered as members of the tour group for participation in all activities, and all expenses will be paid from IP funds.

11-11. Travel and transportation

USG transportation will be used to the fullest extent possible in an effort to broaden the program and effect economy.

a. Commercial transportation is authorized as required.

b. To provide the FMT a close look at the U.S. countryside, installations are encouraged to use surface transportation for short trips.

c. IP trips will be limited to 500 miles round trip.

11-12. Extraordinary expenses

a. Extraordinary expenses (EEs) are those expenses incident to representational activities for FMTs. Representational activities included, and EE funds help to defray the costs of, commanding officer's receptions, civilian- or military-sponsored banquets, faculty-student luncheons, graduations, and other similar activities that bridge cultural differences and enhance the relationship between the training installation and the local community.

b. Requests for funds for EE activities will be submitted to the MILDEP under established procedures.

c. Budget Project N60 funds are included in the IMET nonregional program to help defray the anticipated cost of EEs for IMET FMTs. The expenditure of N60 funds for FMTs not sponsored under the IMETP is not authorized. However, joint activities are cost-effective and will be conducted with FMS-funded FMTs. In that case, N60 funds and IP funds will be prorated on the basis of the respective number of IMET and FMS FMTs. In determining the amount of N60 funds to be used for representational activities, the following guidelines pertain:

(1) The basic allowance is $1 for each officer and 50 cents for each enlisted FMT per course week.

(2) N60 funds may also be used to finance the cost of certain contingency expenditures when they are within the legislative constraints contained in the FAA. Disbursement of funds under these circumstances is authorized only after approval of DSAA.

(3) N60 requirements will be included in the annual IP funding requirements determined by the MILDEPs. Expenditure of these funds will be authorized by an allotment issued by the MILDEPs.

d. EE activities for FMS FMTs are funded from IP funds.

e. Foreign ships, aircraft squadrons, and similar units making operational visits to the United States are not under either the FAA or AECA; hence, they do not qualify for EE funds.

Section IV
Other IP Considerations

11-13. Orientation

In conjunction with the commencement of training, an orientation program should be arranged for FMTs. This orientation is particularly important for FMTs who have just arrived in the United States.

a. Orientation programs may include the following:

(1) Administrative processing.

(2) Tours of the installation and neighboring community.

(3) Preview of course content.

(4) Language training enhancement in technical terminology.

(5) Briefing on the available facilities at the training installation.

b. Also, the presentation of specific IP topics should commence during this period.

11-14. Escorts

The recommended ratio of U.S. escorts for visits, trips, and tours is as follows:

a. One to seven participants--one escort.

b. Eight to 14 participants--two escorts.

c. Fifteen to 50 participants--three escorts.

d. Fifty plus participants--four escorts.

11-15. Dependents in the IP

a. When considered appropriate, authorized dependents may accompany their sponsors on local trips on a space-available basis and at no cost to the USG. An exception is for minor costs, when individual collection from dependents for their share is impracticable; for example, parking fees or tolls.

b. Dependents are not authorized generally to accompany FMTs on the Washington, DC, tour. If dependents do accompany FMTs, it will be at no additional cost to the USG.

11-16. IP orientation for U.S. personnel

a. To assure a general understanding of the IP and its

relationship to the SATP, training installations should schedule periodic briefings to insure that U.S. personnel are familiar with program objectives and functions.

b. Support of all installation activities is essential to the fulfillment of MILDEP responsibilities for the IP. FTOs are the focal points for IP activities. FTOs require the cooperation and assistance of finance, transportation, public affairs, and other installation representatives to carry out an effective program.

c. Every effort should be made to insure that FMTs are properly received within the military and civilian communities. A successful method for accomplishing this objective is through the use of sponsors.

(1) Military sponsor. To extend appropriate assistance and hospitality to the FMT, a military sponsor (student or faculty member) of appropriate rank should be provided.

(2) Civilian sponsor. To give the FMT a perspective of American family lift within the civilian community environment, a civilian sponsorship program should be established through active liaison with the local community.

11-17. Role of the local community

a. Community participation in the IP is essential. Chambers of Commerce and other civic groups make a worthwhile contribution in the introduction of FMTs to civilian communities. Members of these civic groups should be briefed thoroughly on the objectives of the IP.

b. Civilian organizations established for the purpose of welcoming foreign visitors to the United States exist within a 250-mile radius of most training installations. These organizations should be used as much as possible.

11-18. Public affairs

The installation public affairs (PA) officer will promote and support the IP by--

a. Using opportunities afforded through the news media to portray the activities of FMTs and the MILDEPs' role in SA.

b. Furnishing advice and counsel concerning the various aspects of community relations, with special emphasis on determining the feasibility of projects and procedures for implementation.

c. Notifying news media in localities to be visited by touring FMTs. When tours involving FMTs go beyond the geographical purview of the local PA officer, that officer should arrange for media notification to be made by higher commands as necessary.

d. Becoming familiar with the IP and the responsibilities of the FTO.

e. Devoting command information time to the SATP.

11-19. Followup on graduates

Training installation commanders are encouraged to maintain contact with graduates of career and similar top level courses after the FMTs return to their home country. Programs may include the following:

a. Sending letters from the commander, along with the annual school newsletter or similar school publications, encouraging--

(1) FMTs to request enrollment in U.S. military nonresident extension courses.

(2) Informal correspondence between classmates.

b. Providing professional publications for FMTs enrolled in CONUS staff and career courses. Each subscription must be appropriate to the course taken by the FMT and will be initiated before the FMT leaves the United States. The subscription will be for a maximum of 1 year and will be funded under the IP.

11-20. School emblems

The presentation or exchange of school emblems between foreign and U.S. military services can be used to strengthen friendship and promote camaraderie between military counterparts. If applicable, procedures for accomplishing such exchanges or presentations of emblems are set forth in the MILDEP sections.

11-21. Reporting requirements

a. Training installations will maintain a record of completed IP activities so they can respond readily to requests for information.

b. Specific IP reporting requirements are set forth in the MILDEP sections.

Section V
Department of the Army

11-22. Responsibilities for the IP

a. The Commander, SATFA--

(1) Is responsible for administration of the IP.

(2) Will review and approve CONUS installation plans to insure compliance with the stated objectives of the IP.

b. Installation commanders responsible for training FMTs will prepare a standard operating procedure for implementing the IP.

11-23. Conferences and training of U.S. personnel

a. Conferences of U.S. persons charged with the training, administration, and orientation of FMTs will be conducted by SATFA at least once a year.

b. Shortly after his or her assignment, the FTO at each installation will be scheduled to attend the DISAM SAM-T course and, if possible, to visit SATFA for briefings and consultations to provide the FTO with an understanding of overall SATP objectives. Particular emphasis will be placed on FMT administration.

11-24. Liaison visits of FTOs
Full advantage should be taken of techniques that provide effective installation-sponsored IP activities and solutions to problems that may be common to several installations. FTOs are encouraged to occasionally visit SATFA and other training activities to exchange ideas and information. The following are chargeable to IP funds:

a. Cost of travel and per diem for visits of FTOs to SATFA and other training activities.

b. Necessary visits by FTOs to arrange tours or other activities.

c. Costs for special FTO name tags with such added data as rank, title, and office.

11-25. IP visits
The provisions of AR 380-25 apply for visits to military installations.

11-26. Responsibilities for tours to Washington, DC

a. HQDA(DAMO-SSA) is responsible for overall policy and guidance for Washington, DC tours.

b. HQDA(DAMI-FLT) is responsible for--

(1) Preparing a detailed schedule for Washington area activities, including DA activities within the Pentagon.

(2) Tasking proponent Army Staff agencies for appropriate briefings and tours within the Pentagon.

(3) Arranging for hotel accommodations, travel, meals, and other tour requirements; assisting participants in contacting embassies.

(4) Preparing and issuing TDY orders for the designated tour director; briefing the tour director on the conduct of the tour; coordinating with HQDA(DAMO-SSM) concerning any requirements to brief the tour director and escort officers on politico-military aspects of the tour.

(5) Conducting official receptions in Washington, DC.

(6) Designating the host and preparing a guest list for official receptions in Washington, DC.

(7) Receiving all bills for expenses incurred in lodging, meals, and transportation within the Washington area and preparing necessary reimbursement vouchers.

(8) Insuring that the after-action report by the tour director is prepared and copies furnished to HQDA(DAMO-SSA) and SATFA(AFTA-R).

c. SATFA is responsible for--

(1) Conducting Washington, DC, tours to support the IP.

(2) Designating schools and classes to participate in each tour.

(3) Coordinating with HQDA(DAMI-FLT) on the tour schedule.

(4) Designating school escort officers.

(5) Tasking MACOMs for a qualified tour director. The tour director should be a U.S. Army lieutenant colonel.

(6) Insuring that HQDA(DAMI-FLT) is provided, on a timely basis, the appropriate tour information (for example, arrival and departure date, participant list, school escort designation, and hotel room assignments).

(7) Insuring that appropriate funds (N6A and N7B) are programmed and available in the IMETP for IMET tour members and providing such data on a timely basis to HQDA(DAMI-FLT).

(8) Receiving reimbursement vouchers from HQDA(DAMI-FLT) and reimbursing vendors from appropriate funds for tour services rendered in the Washington, DC, area.

d. Training installations are responsible for providing HQDA(DAMI-FLT) with biographic data on tour participants.

11-27. Funding of tours to Washington, DC

a. Expenses for IP tours to Washington, DC, include round-trip transportation from the school and local expenses in the Washington area (hotel accommodations, guide service, and official receptions, luncheons, and dinners, as scheduled).

b. Tour participants' travel should be charged to the local IP fund cite.

c. The tour director's travel and per diem will be paid from IMET funds (generic code N7B) allocated to SATFA. Orders for tour directors will be prepared by HQDA(DAMI-FLT) with the fund cite furnished by SATFA. The tour director will defray his or her expenses using the fund cite in the TDY orders.

d. SATFA and HQDA(DAM-FLT) will determine the appropriate method for payment of tour expenses in the Washington, DC, area using available IMET N60 and IP funds.

e. The amount to be budgeted for that portion of the IP segment of applicable course costs relating to Washington, DC tours will be updated on a yearly basis by SATFA. Consideration will be given to inflationary and other factors. SATFA will establish procedures for obtaining funds from TRADOC schools for payment of these expenses. SATFA and major CONUS commands will coordinate methods for obtaining and transferring these funds for SATFA use.

11-28. FTO out-of-pocket expenses
The amount of reimbursement will not exceed $300 per FY and will be subject to the availability of funds.

11-29. Source of funding
IP funds are generated into the local Operation and Maintenance, Army (OMA) account by reimbursement of course costs to include OJT and OBT. These funds are earned when the FMT enters the course. The local fund cite should be for

expenditure. At the end of each FY, funds earned and not used should be obligated by use of the miscellaneous obligating document (MOD). These funds can be then be used during the next FY for the IP for carryover FMTs.

11-30. Constraints
SATFA will carefully review and weigh plans for school-conducted trips that involve extensive travel and costs against the IP objectives to be achieved.

11-31. Use of IP funds
FTOs or escort officers for IP tours and visits will be appointed as class A agents/ cashiers in accordance with AR 37-103. The class A agent/cashier will receive an advance of IP funds to cover the estimated cost of the IP activity. Upon completion of the IP activity, the class A agent/cashier will report to the finance and accounting office for settlement. Funds established by the MOD will be used by the class A agent/cashier for the IP in the FY in which the activity is accomplished.

11-32. Extraordinary expenses (EE)
a. General. EEs may be used for all FMTs: officer, enlisted, and civilian. These FMTs may be in both CONUS and OCONUS training programs.
b. EEs under IMET.
(1) Budget project N60 funds are programmed into the IMET non-regional program by SATFA. They cover anticipated costs of EEs for IMET FMTs and other requirements. These requirements are based on an annual solicitation to major Army commands.
(2) Before beginning each FY, SATFA will solicit from each using command its anticipated annual N60 requirements for FMT training. SATFA will determine requirements for orientation tours and Washington, DC, tours. This consolidated amount will be forwarded to DSAA to be included in the nonregional program.
(3) When funded by DSAA, HQDA (DACA-COA) will allocate N60 funds to Army agencies in prescribed amounts approved by SATFA.
c. EEs under FMS.
(1) EE funds for FMS FMTs are included in the IP part of FMS course costs. Such funds should be used for FMS FMTs in the same proportion as for IMET FMTs.
(2) EE funds for FMS FMTs are generated into the local OMA account in the same way as IP funds (para 11-29). The local fund cite should be used for expenditure for FMS FMTs.

11-33. Dependents in the IP
Spouses who accompany FMTs on the Washington, DC, tour will not be authorized to take part in official scheduled events on the tour itinerary, with one exception. Spouses may attend the one official evening reception hosted by the U.S. Army at no additional cost to the FMT.

11-34. Role of the local community
Civilian aides are appointed by and represent the Secretary of the Army in their respective States or designated areas. They should be briefed on the IP and, whenever possible, invited to participate in the planning of offpost IP activities. Civilian aides may also be requested to--
a. Act as sponsors for local events.
b. Arrange visits to civilian homes.
c. Arrange tours of State capitals and other major cities.

11-35. School emblems
a. FMTs will be presented with a special school emblem with an accompanying authorization certificate. The emblem will consist of the distinctive insignia for each school superimposed on a background identical for all schools. The gold-color metal background consists of a star with surmounted by a wreath of leaves, encircled by a wavy continuous scroll with the words: UNITED STATES ARMY SCHOOLS. Time of issuance of the emblem will be as determined by the school commandant.
b. An exception to the standard school emblem in a above is authorized for the U.S. Army Command and General Staff College and U.S. Army War College. Also, USARSA is authorized to award distinctive USARSA emblems and plaques as deemed appropriate by the Commandant, USARSA.

11-36. Reporting requirements
To give FMTs recognition for their contribution to the IP FTOs will provide a brief report of the FMT's part in extracurricular and community affairs. The report should be made on DA Form 3288-R (Academic Report--Foreign Students Attending CONUS Service Schools).

Section VI
Department of the Navy

11-37. Responsibilities for the IP
a. DON commands and activities directly concerned with FMTs will devise comprehensive and integrated IPs based upon the guidance set forth in all of chapter 11 and this section.
b. OP-63 will supervise and administer the IP within the DON and will authorize the expenditure of IP funds.

11-38. DEsignation of FTOs
Each command directly concerned with FMTs will designate at least one officer to serve as FTO. The FTO will act as the commanding officer's principal advisor for the IP.

11-39. Source of funding
The DON has selected the course-percentage method as the approach best suited to its purpose. This methodology does not apply in cases such as those involving OJT. The fact that IP funds are not added to the OJT course cost does not mean that the IP will not be carried out by the activity providing the OJT, nor that such activity is not eligible to receipt IP funding allocation from its sponsoring major claimant. Activities providing OJT, such as NIF activities, may obtain appropriate funds by responding affirmatively to the sponsoring major claimant during the annual requirement callup. When a major claimant is in doubt about including IP funding in a nonformal course of instruction or OJT, OP-631E should be consulted.

11-40. Obtaining funds
Each year, OP-63 requests from major claimants an assessment of current FY IP programs and an estimate of the IP and EE funds required to support their IP programs in the next FY. Based on the funding estimated to be available during the next FY, allocations are determined and provided by OP-63 to the major claimants by letter or message before 30 September.

11-41. Advance of funds
Advance of funds for IP activities is authorized in NAVCOMPT Manual, paragraph 046377-1.

a. The designated individual will submit to the authorizing officer for approval a claim on SF 1164 in accordance with NAVCOMPT Manual, paragraph 046377. Each claim will be supported by accounting instructions specified in the CNO letter or message authorizing the expenditure of these funds.

b. An advance copy of SF 1164 (Claim for Reimbursement for Expenditures on Official Business), SF 1129 (Reimbursement Voucher), and SF 1034,as applicable, supported by the appropriate accounting data, must be forwarded to CNO (OP-92), WASH DC 20350.

11-42. Disbursing funds
Disbursement of funds authorized by OP-63 for IP activities will be made by a U.S. officer who will be designated as Class A agent/ cashier in accordance with the NAVCOMPT Manual or be authorized to draw funds in advance by the commanding officer of the activity in accordance with paragraphs 11-40 and 11-41.

11-43. Representational activities
Expenditure of funds for representational activities will be authorized by an allotment issued by OP-92 to the major claimant. Advance of funds for representational activities is authorized by NAVCOMPT Manual, paragraph 046377.

11-44. Coordination

a. To implement this program effectively within the DON, major claimants are designated coordinators of the program.

b. Major claimants will designate an officer to serve as IP officer. This will normally be on a collateral duty basis. This officer will be the principal contact for the IP or EEs at major claimant headquarters for subordinate commands training FMTs.

c. Major claimants will review the IPs of the activities under their cognizance before the submission of their annual requirements.

Section VII
Department of the Air Force

11-45. Management of the IP

a. HQ USAF is responsible for IP policies and procedures. FMTAG implements and manages the program.

b. The MAJCOMs have overall management to insure maximum effectiveness of the program at bases within the command. Each commander will designate an office of primary responsibility (OPR) to control and manage the IP within the command in accordance with AFR 50-33. Staff visits and communication among bases, OPRs, FMTAG, and HQ USAF/PRIM are encouraged to realize the greatest benefit of the IP.

11-46. Funding IP activities
Funds for conducting the IP for IMET students are approved by the U.S. Congress and are paid as part of the tuition rate for foreign students.

a. Requests for IP funds will be submitted to FMTAG/CCE on AF Form 1099 (Entertainment/Informational Program Fund Request). If approved, the form will be returned with the applicable fund citation which will constitute obligational authority. FMTAG is responsible for processing IP fund requests and serves as administrator for HQ USAF IP funds according to AFR 50-33.

b. When requesting funds to support IP activities, the category (FMS or IMET), country, and number of participants (for example, FMS/GY-5; IMET/PI-2) must be provided. This helps in charging the proper funds account.

11-47. IP participation
Dependents of SATP-sponsored personnel are encouraged to take in the IP. Bona fide dependents of such personnel are authorized to go with their sponsors on local trips or visits on a space-available basis and at no cost to the SATP or the U.S. Air Force. Overnight trips for dependents are not encouraged.

11-48. Implementing Washington, DC, tours

a. At least 90 days' notice is required by FMTAG OLA to plan the Washington, DC, tour. Bases must coordinate with FMTAG OLA for approval of the proposed tour dates and for an

estimate of the cost for the group while in Washington, DC. After arrival in Washington, DC, group itineraries will not be changed without the approval of FMTAG OLA.

b. After coordination with FMTAG OLA an AF Form 1099 describing the tour and the estimated costs for conducting the tour will be forwarded to FMTAG/CCE as stated below.

(1) Proposed dates of the tour, which have previously been coordinated with FMTAG OLA, and the itinerary.

(2) Number of FMTs by country.

(3) Number of U.S. Air Force escort officers. One escort officer for approximately every 10 foreign students is authorized. NCOs may be assigned as assistant escorts when warranted; however, prior coordination with FMTAG OLA will be obtained.

(4) Estimated commercial transportation costs and hotel accommodations, meals, and incidentals as provided by FMTAG OLA at time of approval of the proposed tour.

c. FMTAG/CCE will forward fund approval at least 20 days before the tour date, with an information copy to FMTAG OLA, WASH DC 20330.

d. Direct contact between the base and FMTAG OLA is authorized after tour approval for the purpose of planning and programming activities which will help achieve the IP objectives and for the logistics support necessary.

e. After completing the tour, the escort officer will submit a report of the tour through the installation commander to FMTAG//CCE, Randolph AFB, TX 78150, with an information copy to HQ USAF/PRIM, WASH DC 20330, and FMTAG OLA, WASH DC 20330. The report will reflect appraisal of the tour value, FMT reaction, and recommendations for improving future tours.

11-49. Paying agent

a. The senior escort officer will be appointed paying agent as provided in AFR 170-6 when the itinerary and expense estimates are firm. AF Form 1099 authorizing the expenditure of funds will be provided to the local finance office. The paying agent will draw funds against this amount to cover the cost of the tour.

b. Payment for meals made directly to FMTs should be based on the area. The amount of $17 a day usually is adequate, except in areas designated as high cost, for which $25 a day is allowed. These amounts are based on the following estimates (guidelines only):

(1) Breakfast--$3 to $4.

(2) Lunch--$4 to $6.

(3) Dinner--$10 to $15.

11-50. Accountability

All receipts for expenditure of funds must be retained by the FTO for 2 years according to AFR 12-50. Copies of SF 1034 (Requests for Funds), approval for expenditures, total expenditure reports, and individual receipts will be filed together with a monthly folder.

a. Military and civilian agencies providing services for IP activities must be requested to indicate the appropriate breakout of costs such as room rates, meal charges, and other individual services. However, receipts for individual services are neither required nor desired (when payment is made directly to the FMT in lieu of payment by the escort officer). Escort officers or FTOs will complete SF 1034 and include copies of all receipts for finance agencies to account for expenses. An administrative certificate or statement on the SF 1034 that the services were performed in connection with the authorized activity will be prepared.

b. The FTO will advise FMTAG/CCE of the total amount of funds expended within 15 days after completing the tour.

c. Support of all base activities is essential to the fulfillment of U.S. Air Force responsibilities for the IP. Although the base FTO is the focal point for IP activities, he or she will require the cooperation and assistance of finance, transportation, information, and other base functions to carry out an effective program.

d. Base FTOs are encouraged to contact other FTOs within the same area, so they are aware of other activities which could be of interest to FMTs at their location.

11-51. Plaques and mementos

The cost of special awards, plaques,and mementos in connection with IP activities may be chargeable to IP funds. The exchange of school emblems should not be promoted by U.S. Air Force activities; however, when requested by the FMT,school emblems may be provided at IP expense in conjunction with IP activities.

11-52. AF Form 2642 (Information Program Activities Plan (RCS HAF-PRI(Q)7103))

a. As a means of coordinating the overall coverage of IP activities being planned for FMTs and using desirable activities form one area for FMTs of other areas, each installation programmed to receive FMTs will prepare in IP Plans (original and two copies) will cover a 90-day period and be submitted quarterly through each MAJCOM headquarters to arrive at FMTAG/CCE, Randolph, AFB, TX 78150, with an information copy to HQ USAF/PRIM and HQ USAF/ACMS, WASH DC 20030, 60 days before the start of each fiscal quarter.

b. In addition to locals activities, the plan should include special activities and extended trips (Washington,DC, tours or visits to large metropolitan areas) that are planned when specific objectives cannot be accomplished in the local area.

11-53. Quarterly Report of Informational Program Activities (RCS HAF-PRI(Q)7104)

This report is in two parts. Part I describes those activities that are specifically aimed at one or more of the objective areas of the IP. Part II lists the miscellaneous social activities (consolidated where appropriate) in which FMTs are invited to participate. The report should be in sufficient detail to permit FMTAG and HQ USAF to evaluate the effectiveness of the program, determine trends, and to extract new ideas and useful data for dissemination to all concerned. It will also form the basis for periodic reports to OSD by HQ USAF. Reports should be accompanied by photographs, clippings, and articles which will be useful for publicity, documenting the USAF program, and historical purposes.

a. All organizational elements training FMTs are required to report activities conducted for FMTs that fulfill one or more of the IP objectives. This report will be submitted quarterly.

b. Submission will be through the local commander to FMTAG/CCE, Randolph AFB, TX 78150, to arrive not later than the 15th day of the following quarter. An information copy of the report will be forwarded to the appropriate MAJCOM. Timely reporting will enable FMTAG/CCE to report appropriately to HQ USAF.

c. IP activities in which the FMT participates will be recorded and filed with the FMT training records.

d. FTOs will maintain a current IP resources file which will be a ready reference of available activities and will provide an evaluation and continuity for each activity. AF Form 2643 (Information Program Resources File) provides an easy-to-maintain cross-reference which accumulates valuable data on the IP.

11-54. Use of IP funds

Requests for the use of IP funds for activities not submitted under the HAF-PRIM(Q)7103 must be forwarded on a case-by-case basis to HQ USAF/PRIM for prior approval. The request must contain sufficient details and justification on which to make a decision.

Chapter 12
General

12-1. Objectives

a. Orientation tours are provided under the SATP to selected foreign officers for the purpose of familiarizing them with U.S. military doctrine, techniques, procedures, facilities, equipment, organization, management practices, and operations. These tours are conducted as short-term orientations as opposed to longer term formal courses.

b. In addition to the purely military objectives to be achieved through orientation tours, it is intended that they serve to enhance mutual understanding, cooperation, and friendship between U.S. forces and participating nations.

12-2. Types of orientation tours

The two types of orientation tours sponsored by DOD under the SATP are as follows:

a. Orientation tours for distinguished visitors (DV). DV tours are conducted only for senior foreign military officers, below the equivalent U.S. position of Chief of Staff, Chief of Naval Operations, or Commandant of the Coast Guard or the Marine Corps, holding positions of major importance or selected for such positions. DVs are normally of flag or general rank. DV tours are normally conducted for a period not to exceed 14 calendar days plus oversea travel time and limited to not more than five participants per tour. Courtesies and honors should be afforded DVs in accordance with their rank and position. Such honors and other appropriate activities (receptions, dinners, luncheons) must be modest and in good taste. Personal aides will not accompany flag or general officers.

b. Orientation training tours (OTTs). OTTs are conducted for selected foreign officers who are destined for responsible positions in their country's military establishment, but do not presently qualify as DVs. OTTs are normally conducted for a period not to exceed 14 calendar days plus oversea travel time and limited to not less than three but no more than seven participants per tour. OTTs are provided on an austere basis with minimum official entertainment. Protocol and entertainment activities that could be considered lavish will be avoided.

12-3. Other visits

a. Chief of Staff or head of service visits. Visits by the heads of foreign military services, or officers designated to occupy such positions, are arranged through diplomatic channels under the auspices of the head of the U.S. sponsoring MILDEP. These visits are not implemented under SA sponsorship or procedures.

b. Self-invited visits. Self-invited visits are requested by the foreign country through diplomatic channels; all expenses are the responsibility of the foreign country. These visits are not implemented under SA sponsorship or procedures. SAOs will not request self-invited visits.

12-4. Programming and implementation

a. Orientation tours will be programmed in the FY IMET or FMS programs in the same way as other training at the annual training workshops hosted by the unified commands. (See fig 12-1 for programming information for orientation tours.)

b. All orientation tours under IMET sponsorship must be approved by DSAA before implementation. Itinerary, justification, and adequate supporting rationale should be forwarded by the SAO to SECDEF, DSAA-COMTP-TMD, WASH DC 20301, along with the ambassador's statement attesting to the importance of providing such training.

c. Intensive coordination is required to set up and schedule orientation tours. Requests for unprogrammed orientation tours will be considered only on an exception, case-by-case basis. Requests will be sent through the unified command to the MILDEP no less than 120 days before the requested tour start date.

d. MILDEPs do not have "off-the-shelf" tours. Each is tailored to country requirements and U.S. objectives. One itinerary is provided for each tour, regardless of the number, grade, or assignment of tour participants.

12-5. U.S. escorts

a. MILDEPs will normally furnish U.S. escorts from CONUS resources. If available, escorts fluent in the language of the tour participants will be furnished. The escort will accompany the tour group from the time of arrival in CONUS, until departure for the group's home country, except during authorized leave periods.

b. The escort will use billeting accommodations at the same location (hotel, motel,or BOQ) as provided to the tour participants.

c. In exceptional cases only, U.S. personnel assigned within the foreign country may act as escorts if recommended by the unified command and approved by DSAA.

d. The use of foreign country personnel as escorts is not authorized.

12-6. Biographical data

Biographical data on each tour participant will be provided on plain bond paper until the new DD form for biographical data is available. Data will be sent to the MILDEPs at least 60 days before the scheduled arrival of the participants in CONUS.

12-7. Invitational travel orders (ITOs)
Orientation tour participants require ITOs. ITOs will be distributed to reach the proper installations 30 days before the tour participants' scheduled arrival date in the United States.

12-8. Predeparture briefing.
a. Foreign officers selected to participate in orientation tours will be thoroughly briefed by SAO personnel before departure for the United States. The briefing will cover, as appropriate, the items outlined in table 10-1.
b. The following items should be given special emphasis during the in-country predeparture briefing:
(1) Itinerary. No changes will be made to the final itinerary established for the orientation tour.
(2) Clothing. Military uniforms are required; however, participants should bring some seasonal casual clothes and at least one civilian suit.
(3) Dependents. Dependents are not authorized to accompany orientation tour participants.
(4) Medical services. Only emergency medical services will be provided.
(5) Leave. If authorized, leave can be taken only upon conclusion of the orientation tour. Appropriate leave authorization will be included in the ITO.
(6) Power-driven vehicles. Purchase of power-driven vehicles by orientation tour participants will be deferred until completion of the tour.

12-9. Baggage
a. Each IMET orientation tour participant is authorized a baggage allowance of 140 pounds (not to exceed two bags) for that portion of the travel funded under IMET. Baggage will accompany the individual. This authorization will be included in the ITO. The cost of any excess weight will be paid by the participant concerned. Additional allowance for instructional material is not authorized.
b. Because of baggage handling problems, the baggage limitations applicable to IMET participants in a above should also be adhered to by FMS participants.

12-10. Informational Program (IP) activities
IP requirements are in chapter 11.

12-11. Restrictions and limitations
a. Tours will have training as a primary mission.
b. Tours will not be programmed or implemented in conjunction with other sequential training.
c. Tours will be conducted on an unclassified basis.
d. Tour participants should have an ECL of not less than 70.
e. Tours to the U.S. service academies and to joint and other senior service colleges must be fully justified. These tours will be held to a minimum. Tours to the U.S. service academies will not be arranged during examination and graduation periods (normally 15 May to 15 July).
f. The tour program will not be used to support visits that have materiel acquisition as an objective.
g. Tours funded under IMETP will not be used to promote foreign military sales.
h. Persons who have taken part in training in the United States will be scheduled for an orientation tour under IMET only when fully justified by the SAO. The unified commander, DSAA, and the MILDEP must also approve such actions.
i. The foreign country may program only one DV tour every 2 years subject to the MILDEP's capability to implement the tour.

Section II
Programming Orientation Tours Under IMET

12-12. General
a. Orientation tours are programmed in the country programs under budget projects N1H (tours) and N7B (escort officer), and as A and B suffixes to the assigned WCN.
b. The tour line is costed in the travel and living allowance (TLA) column and includes the following:
(1) Round trip transportation to the CONUS port (if IMET pays oversea transportation).
(2) Meal allowance of $23 per day per OTT participant (see table 9-1, note 7.)
(3) Costing factor determined by the MILDEPs to cover the costs of CONUS travel, quarters, and IP.
c. Transportation, oversea and CONUS, is programmed at category Z rate or at category Y rate if category Z is not available.
d. The U.S. escort is programmed for the duration of the tour plus 1 additional week to allow for the MILDEP briefing, travel to the port of tour arrival, and travel from the port of tour departure. The line is costed as TLA in the country program in an amount of $800 per week to defray CONUS travel and per diem.
e. The tour and the U.S. escort must be programed in the current FY program. The fifth quarter programming concept cannot be used for IMET orientation tours.
f. Installations that host official functions, chargeable to SA funds, should insure that appropriate charges are presented to the escort officer before the tour leaves the installation.
g. Tour participants are responsible for, and must have sufficient funds to defray the cost of, personal expenses.

12-13. Funds
a. A meal allowance of $23 per day (table 9-1) is normally payable to IMET OTT participants for the entire tour at the last military installation having finance disbursing

facilities. However, OTT participants may be paid an advance payment of meal allowance at the port of entry or the first military installation having finance disbursing facilities. OTT participants may be advanced no more than 80 percent of the total authorized meal allowance. If so, the balance due will be payable to the participants at the last military installation having finance disbursing facilities.

b. Installations can request EE funds in the amount of $9 per participant per installation visited, not to exceed $18 per day per participant.

c. The escort officer may be appointed as class A agent/cashier for the purpose of disbursing funds to defray the cost of participants' quarters and IP activities.

d. When possible, OTT participants should be assigned double room accommodations.

12-14. Distinguished visitor (DV) tours

a. No meal allowance will be paid to DVs. The escort officer may be appointed as class A agent/cashier for the purpose of disbursing funds to defray the cost of the DV's quarters, meals, IP activities, and associated tax and gratuities. Programmed costing factor to cover these costs will be determined by the MILDEPs.

b. Installations can request EE funds. The amount of expenditure per installation visited will be as determined by the MILDEP.

c. When the use of commercial quarters is required, DVs should be provided with single room accommodations.

Section III
Programming Orientation Tours Under FMS

12-15. General

FMS orientation tours are costed on the basis that all identifiable costs associated with conducting the tour will be recouped by the USG. FMS orientation tours will be conducted on an all-expense basis payable by the participants and purchasing country as appropriate.

12-16. Purchasing country responsibilities

The purchasing country will provide the following:

a. Round-trip transportation from the country to the CONUS port.

b. Sufficient funds to each participant to meet the cost of meals, hotels, incidentals, and all personal expenses during the orientation tour.

12-17. Letter of offer and acceptance (LOA)

a. To insure proper pricing of FMS orientation tours and to insure that costs incurred are borne by the purchasing country, the following cost guidance will be applied in preparing the LOA:

(1) U.S. escort. The cost estimated for pay and allowances should be computed using the standard composite rate plus a 20 percent acceleration factor. Per diem should be computed in accordance with the Joint Travel Regulation (JTR) for the duration of the tour plus 1 week. All transportation costs should be included.

(2) Project officers. Local project officer and staff charges should be computed for each installation visited to cover an estimated 1 work-week of preparation for and participation in activities connected with the tour.

(3) CONUS transportation for tour participants. Costs for all CONUS travel will be based on current commercial, USG-purchased coach fares unless otherwise specifically requested by the country involved.

(4) IP. A standard cost per week of $150 per OTT participant and $250 per DV tour participant may be included to pay for IP activities and official host functions at the installations visited. These funds will not be used for any other purpose.

(5) Local asset use charge. A charge for use of installation, transportation, and real property facilities will be computed for each installation visited based on the number of tour participants as follows:

(a) One through four-$200.

(b) Over four-$250.

b. FMS orientation tours will be conducted on a cash-in-advance basis; no other terms are authorized. Funds stipulated in the LOA will be deposited with SAAC not less than 90 days in advance. If funds are not available, a U.S. escort cannot be appointed nor can CONUS travel arrangements be made.

c. Each orientation tour will be covered by a separate sales case unless the foreign country desires to fund from an existing FMS training case.

12-18. U.S. escort

The U.S. escort may be appointed as class A agent/cashier for the purpose of disbursing funds to defray the cost of IP activities. Installations that host official functions, chargeable to the IP, should insure that appropriate charges are presented to the U.S. escort before the tour leaves the installation.

Section IV
Department of the Army

12-19. Responsibilities for orientation tours

a. The DCSOPS will--

(1) Develop and issue overall policy and guidance for tours and related IPs.

(2) Conduct the annual selection committee for OTTs.

(3) Act as primary Army point of contact for interface with OASD (ISA).

(4) Insure that SATFA and HQDA(DAMI-FLT) are immediately apprised of any information concerning tours.

b. The ACSI will--

(1) Request, designate, and brief qualified escort officers, as proper, for each tour.

(2) Make administrative arrangements (notification, TDY orders, briefing) for escorts.

(3) Prepare, publish, and distribute detailed tour schedules based on approved itinerary.

(4) Arrange appropriate courtesies and assistance to tour participants in Washington, DC.

(5) After arrival of the tour group, administer and conduct the tour in accordance with the general itinerary.

(6) Arrange for all billet accommodations and reservations, flight reservations, meals, and other tour requirements as needed.

(7) Conduct official receptions and luncheons in the Washington, DC, area; designate the host and prepare the recommended guest list for final approval by the host; prepare guest lists for such receptions and luncheons, unless otherwise requested.

(8) Insure that the after-action tour report by the tour director is prepared and distributed.

c. The Commander, SATFA will--

(1) Coordinate with HQDA(DAMI-FLT) on available tour dates.

(2) Insure that required tour data are submitted according to this regulation.

(3) Monitor tour itineraries.

(4) Communicate directly with other departments and governmental agencies, unless the agency requires direct DA coordination, in which case SATFA communications will be addressed to HQDA(DAMO-SSA) or HQDA(DAMI-FLT) as proper.

(5) Cost orientation tours under the FMS program and prepare LOAs.

(6) Insure that proper IMET funds are programmed to conduct tours according to this regulation and the SAMM. Insure that appropriate fund cites are forwarded to HQDA(DAMI-FLT) in ample time to meet administrative requirements.

d. Major Army commands will--

(1) Assist HQDA(DAMI-FLT), SATFA, and unified commands in conducting orientation tours.

(2) Provide HQDA(DAMI-FLT) and SATFA with a detailed itinerary for tour participants at least 3 days before the participants arrive in CONUS.

12-20. Other visits

a. Chief of Staff Army (CSA) visits. Visits of foreign personnel who hold positions equal to the CSA are governed by AR 550-2.

b. Self-invited visits. Self-invited visits to CONUS Army installations are governed by AR 380-25.

12-21. Biographical data

Biographical data on plain paper will be submitted in duplicate to Commander, SATFA (ATFA-R), P.O. Drawer T, Hampton, VA 23666. duplicate to Commander, SATFA (ATFA-R), P.O. Drawer T, Hampton, VA 23666.

12-22. ITOs

ITOs for orientation tours will be distributed as prescribed in paragraph 7-12.

12-23. Travel

Information on the mode of travel to and from CONUS including the confirmed flight schedules and ports for arrival in and departure from the United States, will be furnished by SAO message at least 30 days before the arrival date to the following:

a. Commander, SATFA, ATFA-R, Hampton, VA 23666.

b. HQDA(DAMI-FLT), WASH DC 20310-1043.

c. HQDA(DAMO-SSA), WASH DC 20310-0427.

d. CONUS port of embarkation and debarkation, as appropriate, through which the tour participants will travel.

e. Each oversea headquarters through which the tour participants are routed.

f. Appropriate unified command.

12-24. Tour reports

Within 10 days after the completion of each tour, a tour report will be prepared by the escort officer and sent to HQDA(DAMI-FLT) WASH DC 20310-1043, with an information copy to--

a. The SAO.

b. The appropriate unified command and Army component command.

c. HQDA(DAMO-SSA) WASH DC 20310-0427.

d. Commander, SATFA, ATTN: ATFA-R, P.O. Drawer T, Hampton, VA 23666.

12-25. IMET orientation tour funding

a. Funds for tour participants are allocated by COA to the fiscal operating agency that services the SAO. The fund cite for the tour participant’s ITO is made available by that operating agency.

b. HQDA(DAMI-FLT) will obtain CONUS transportation using the ITO fund cite.

c. The escort officer’s travel and per diem funds (generic code N7B) are allocated to SATFA. SATFA will furnish the fund cite to HQDA(DAMI-FLT) for preparation of TDY orders.

d. The escort officer will be appointed as class A agent/cashier for the purpose of disbursing funds.

12-26. FMS orientation tour funding

Due to the fragmentation of FMS costs in conducting FMS orientation tours and the direct cite of FMS funds not being authorized, the following guidelines in funding and reimbursing programmed tour costs will be used:

a. For travel and per diem of escort officer, and CONUS travel of tour participants, SATFA will furnish the fund cite to HQDA(DAMI-FLT) using available OMA funds subject to reimbursement from the FMS case. This fund cite will also include IP monies. The escort officer will be appointed class A agent/cashier.

b. Upon completion of the tour, SATFA will submit SF 1080 for reimbursement of the command funds used in a above, MPA for escort officer and local project officers, and asset use charges.

Section V
Department of the Navy

12-27. Publicity
Publicity and photographic coverage is normally required for OTT visits. Activities visited should forward two copies of all photographs (8- by 10-inch glossy prints captioned on reverse) to OP-63 within 15 working days. Photographs should not be given to the visitor by local commands. OP-63 will compile all photographs and forward them to the SAO for presentation to the visitors.

12-28. Allowances

a. In the case of IMET-sponsored visitors, when a CNO escort officer is provided, the escort officer will normally draw funds in advance to defray all costs of transportation, accommodations, meals, and incidental expenses. An advance living allowance not to exceed $100 may be paid upon arrival at the first CONUS activity.

b. OP-63 will advise the SAO of the financial procedures to be followed for each visit.

12-29. Limitations
Visits to the U.S. Naval Academy and other military and civilian colleges will not be scheduled during examination or graduation week. Visits to DON installations whose activities are classified must be fully justified and are subject to the provisions of the OPNAVINST 5510.48 series.

12-30. Restrictions
Heads of foreign services and officers scheduled to occupy those positions in the near future normally will not participate in IMET-sponsored visits. Visits of this nature are handled by CNO (OP-009L) and only at the personal invitation of the CNO.

12-31. Procedures for requesting orientation training tours (OTTs)

a. Requests for visits in the United States must be submitted to OP-63 via the unified commander at least 90 days before the desired departure date from the country. If approved, SAOs are required to send the following information by message 75 days before commencement of the tour:

(1) General scope of interest of tour participants.

(2) Suggested itinerary with specific areas of interest at the activities recommended to visit.

(3) Recommended IP activities.

(4) Number of participants and the name and rank of the senior officer.

b. The information in a above is needed for tasking to the commands concerned. Commands scheduled to be visited will advise OP-63 immediately as to feasibility and will submit a detailed itinerary within 10 days. At the same time, SAOs are required to forward the following information so that it will arrive in OP-63 no later than 45 days before commencement of the visit:

(1) ITOs of participants.

(2) List of participants in order of precedence, including rank (U.S. Navy equivalent) and billet currently held or anticipated.

(3) Biographical data on plain bond paper for all participants. These must be in English with OP-63 receiving an original and two copies; three photographs will be affixed.

(4) Roommate assignments when applicable.

(5) Name and rank of the designated Class A agent/cashier if the SAO is supplying escorts.

c. Based on the information received from the SAO and from the commands to be visited, OP-63 will prepare a final itinerary approximately 30 days before commencement of the scheduled visit.

Section VI
Department of the Air Force

12-32. General policies

a. All tours and visits under IMET sponsorship must be approved by DSAA before implementation. Proposed itinerary and justification should be forwarded by the SAO to DSAA-COMPT-TMD, WASH, DC 20301, with information copies to HQ USAF/PRI, WASH DC 20330, and FMTAG, Randolph AFB, TX 78150, as soon as the requirement is known.

b. OTTs and DVs are available to FMS countries on a fully reimbursable basis to the U.S. Air Force. Itinerary approval is required. SAOs will plan OTTs to be funded by an existing blanket order training case at least 120 days in advance to permit adequate CONUS planning. If an LOA must be written for the tour, a request for P&A and the proposed itinerary should be forwarded to HQ USAF/PRI, WASH DC 20330, not later than 180 days in advance of the proposed start date. During the negotiation phase of an OTT, SAOs will specify any unusual tour requirements. Consistent with the OTT information provided by the SAO, HQ USAF/PRIM will review the itinerary to insure that reasonable time is allowed for travel between locations.

c. ITOs for DVs will be prepared by the SAO when authorization to publish the orders has been provided by HQ USAF/CVAI. Authority to publish ITOs for OTTs will be provided by FMTAG.

d. When travel in CONUS is to be via commercial air, ITOs must reach HQ USAF at least 30 days before the arrival date of the visitors at the CONUS port of debarkation to insure sufficient time to make travel reservations. HQ USAF will be informed of the mode of travel and estimated time of arrival of the visitors at least 20 days before the arrival date at the CONUS port of debarkation.

12-33. Implementation

a. OTTs are implemented by FMTAG. When an OTT is approved by DSAA, FMTAG will staff availability; the OTT will be conducted on a prearranged schedule with an established itinerary. While visiting Washington, briefings at HQ USAF are discouraged and will not be scheduled without HQ USAF/PRIM approval.

b. SAOs will provide FMTAG with as complete information as possible on each tour participant. SAOs will forward information to FMTAG as early as possible, but not less than 60 days before the tour participants' arrival in CONUS.

12-34. Escort officer responsibilities

a. A U.S. Air Force escort officer will be provided for all tours. The escort officer will be included as part of the tour requirement in the country's IMET or FMS program.

(1) The escort officer will be briefed on the specific duties and responsibilities regarding funding and the IP. (See chap 11, sec III.)

(2) The escort officer will be responsible for submitting SF 1034 (Public Voucher for Purchases and Services Other Than Personal) covering the authorized expenditures.

(3) Travel and per diem of the escort officer will be funded from IMET N70 funds or charged to the applicable FMS case.

b. The escort officer will be designated as the paying agent.

12-35. Completion of OTTs

The SAO will debrief OTT participants on return to their home country. A summary of this debriefing will be submitted to HQ USAF/PRI, WASH DC 20330. An information copy will be sent to the unified command.

12-36. Distinguished visitor (DV) implementation

HQ USAF/CVAI implements DV tours as follows:

a. The proposed itinerary for the DV will be submitted by the SAO to arrive at HQ USAF/CVAI, WASH DC 20330, at least 120 days before the projected start date. An information copy will be provided to the unified command and HQ USAF/PRI. The itinerary will list specific items of interest for briefing or discussion at HQ USAF and at each installation to be visited.

b. HQ USAF/CVAI will forward the approved schedule to the SAO. In no case will firm commitments be made or orders published before receipt of approval from HQ USAF/CVAI.

c. The SAO will inform HQ USAF/CVAI (with information copies to the unified command, HQ USAF/PRI, and FMTAG) of the country Air Force's acceptance of the proposed dates and schedule or recommended changes as soon as possible. Biographical data on the team member will be provided at least 60 days in advance of the tour start date.

d. Within 5 days after the visit, activities that hosted a tour will forward three photographs to HQ USAF/CVAI, WASH DC 20330. These photographs should be 8- by 10-inch glossy prints in sufficient copies to prepare a souvenir album for each visitor. An accompanying letter, identifying the group and activity in each photograph, will also be forwarded. The album will be prepared by HQ USAF/CVAI and forwarded to the SAO for presentation to the officer.

Programming information (Enter type of orientation tours)

a. Country:

b. FY:

c. WCN:

d. Type of tour: (State IMET or FMS, OTT or DV tour, and area or areas of interest to be covered by the tour; for example, operations, maintenance, engineering, supply, education, training, flying, technical, staff, command, professional, or medical.)

e. Objectives: (State, in specific terms, the objectives to be achieved as a result of the tour. Be specific to the point that commanders, civilian employees, briefing and training installation personnel, and other MILDEP personnel not normally associated with SA activities can assist in the achievement of tour objectives.)

f. Proposed starting date:

g. Alternate starting date:

h. Tour itinerary: (Suggest an itinerary in terms of visits to specific DOD units or training installations. Itinerary suggestions should include recommended number of days at each location, not to exceed 2 working days per location.)

i. Level: (For each itinerary stop, provide the level at which tour personnel should be oriented in terms of flight, squadron, group, battalion, division, major command, or similar identification.)

j. Scope: (Provide an indication as to how much detail should be given to participants. Information in this portion of the format must correlate with the objectives, length of stay at each location, and level of tour. If it is desired that participants be familiarized with specific DOD procedures and techniques on an observer basis, this type of detail should be included under this heading.)

k. Names of participants: (Enter the name of each participant, grade and equivalent DOD grade, and date and place of birth. Underline surname of each individual.)

l. Assignment: (Provide a brief synopsis of current or planned assignment, if applicable to the purpose of the tour, of each individual. Compare it to similar positions in the DOD Military Establishment.)

m. Individual characteristics: (Enter the customs of dress, language, religion, eating and drinking habits, and general demeanor of each participant.)

n. English capability: (Indicate ECL for each individual.)

o. IP projects: (Describe any particular aspects of the IP to be accomplished, listed in order of preference.)

p. Publicity: (To preclude embarrassment for the USG, the MILDEP, or the country concerned, include under this heading a brief statement regarding publicity which could be useful to achieve the tour objective.)

Figure 12-1. Format for programming information for orientation tours

Chapter 13
Mobile Training Assistance

Section I
General

13-1. Introduction
Mobile training assistance includes both Mobile Training Teams (MTTs) and Field Training Services (FTS). Mobile training assistance is not intended to provide the normal functions of the SAO or to augment U.S. personnel in-country. Personnel furnished will not be used as an integral part of the armed forces of the country being served. This assistance is provided to meet specific training objectives in connection with the development of a country's capability. It will be requested only after full consideration has been given to in-country capability and if formal training is not available. Mobile training assistance will be provided under authority of either the FAA or the AECA. Mobile training assistance provided under provision of either of these statutory authorities will be subject to such procedures and constraints as may be mandated by the authorizing legislation and established policy. A mobile training assistance team development sequence is presented in table 13-1.

13-2. Purpose of mobile training assistance
Mobile training assistance should be based on consideration of all of the advantages and disadvantages inherent in the use of this type of assistance, at a particular time, in a particular country, and not solely for the apparent cost benefits.

a. Generally, this type of training should be considered only when one or more of the following factors are clearly present:

(1) The training must be accomplished in the most rapid manner possible or in response to a particular threat or adverse condition affecting the security of the country concerned.

(2) The training is of relatively short duration, it must reach large numbers of trainees, and it entails extensive use of interpreters or language-qualified team members.

(3) The training can only be conducted on equipment, or in facilities located in the foreign country.

b. In principle, IMET will not be used to finance this type of training.

c. In-country mobile training assistance will not be provided under IMET or FMS training cases for the installation, assembly, or repair of materiel items. Technical assistance for these functions will be provided under an FMS materiel case.

13-3. Acts of misconduct by foreign personnel
All members of mobile training assistance teams must understand their responsibilities concerning acts of misconduct by foreign country personnel. Team members will be briefed prior to deployment on what to do if they encounter or observe such acts.

a. Common article 3 to the 4 Geneva conventions of August 12, 1949, provides a list of prohibited acts by parties to the convention as follows:

(1) Violence to life and person, in particular, murder, mutilation, cruel treatment, and torture.

(2) Taking of hostages.

(3) Outrages upon personal dignity, in particular humiliating and degrading treatment.

(4) Passing of sentences and carrying out of executions without previous judgment by a regularly constituted court, affording all the judicial guarantees which are recognized as indispensable by civilized peoples.

b. The provisions in a above represent a level of conduct that the United States expects each foreign country to observe.

c. The guidelines below are to be followed if team members encounter or observe prohibited acts.

(1) When observing an incident, request counterpart or person in charge to intervene and attempt to prevent the apparent misconduct. If unsuccessful, leave the area as soon as possible.

(2) Report all observed or suspected atrocities immediately to proper in-country U.S. authorities. Proper U.S. authorities will be identified during the predeployment briefing. Do not discuss the matter with non-U.S. government authorities such as journalists or civilian contractors.

Section II
Types of Team

13-4. Mobile training teams
The basic function of MTTs is to train foreign personnel. An MTT is funded from a country's training program.

13-5. Field training services
Specialists charged with providing field instruction on specific items of equipment and/or systems will perform FTS. The two types of services used under FTS are engineering technical services (ETS) and contract field services (CFS).

13-6. Technical assistance teams (TATs)
TATs consist of DOD or contractor personnel (military, civilian, or a combination of both) assigned to provide technical assistance, other than training, on a TDY basis. TATs will install and test equipment provided under MAP or purchased under FMS. A TAT is materiel-oriented and is funded from a country's materiel program. Basic guidance on TATs is in the SAMM.

13-7. Technical assistance field teams (TAFTs)

Guidance for TAFTs is in DOD Directive 5132.10. TAFTs are DOD personnel assigned overseas on a PCS to provide technical or maintenance assistance. For the purpose of this regulation, TATs and TAFTs are not considered mobile training assistance teams.

Section III
Mobile Training Teams

13-8. General programming guidance

a. MTTs are composed of DOD personnel on temporary duty for the purpose of training foreign personnel. In addition to the guidance outlined in paragraph 13-2, MTTs are authorized for--

(1) Training associated with equipment transfers where the foreign country may be assuming ownership of U.S.-furnished equipment.

(2) In-country training surveys to determine specific country training needs and to determine capability and quantity requirements that are beyond the country's capability to assess.

(3) Training for foreign personnel at U.S. installations and facilities when the equipment used for training is either owned by or allocated for delivery to the foreign country.

b. MTTs are implemented by the MILDEP concerned and provided from USG resources in the United States or overseas.

(1) MTTs will be requested only when no other training is available to accommodate a particular training requirement.

(2) The adverse effect on U.S. unit readiness which may be caused by the use of MTT resources necessitates close scrutiny and concurrence of each MTT request by the MILDEP concerned and by the major command requested to provide the MTT.

c. MTTs are authorized on a temporary duty (TDY) basis for a period not to exceed 179 days. Length of services includes all the time MTT members are on TDY away from home stations. Travel, CONUS assembly (if required), in-country mission, and return to home station are examples of such time. Under IMEPP, identical follow-up teams and repeat teams must be approved by DSAA. Requirements for long-term assistance exceeding 179 days should be met by training country personnel in the skills required or by programming ETS specialists.

d. The country will be advised when an MTT requires additional funds for deployment, orientation training, or training aids necessary to accompany an MTT. Programming will be as follows:

(1) Cost to cover transportation (including excess personal baggage) and per diem allowance will be programmed as TLA.

(2) Cost for predeployment orientation training will be considered as unit cost.

(3) Training aids (including packing, crating, and handling) will be added as a separate sequence to MTT requirements. Only those training aids for use by the MTT that cannot be predetermined and ordered in advance of the MTT will be included in this procedure. Training aids will not remain with the foreign country but will be returned with the MTT unless approved by DSAA or purchased by the foreign country.

e. MTTs will not be used to assist in the renovation of a system or in the assembly, maintenance, and operation of a system.

f. Requirements for training on non-U.S. end items will be considered on a case-by-case basis.

g. Requests for team members with foreign linguistic ability can rarely be honored. Necessary interpreter support will be the responsibility of the foreign country. MTT requests may indicate that language capability is desired, but will not state a mandatory requirement. Interpreters will not be used for flight training or where safety is an overriding consideration.

h. Quality-of-life items will not be purchased for mobile training assistance teams with IMETP funds.

i. Quality-of-life items will not be purchased for mobile training teams with FMS case funds without the express approval of the host country.

j. Quality-of-life items will be made available to mobile training assistance teams by the parent MILDEP and not from SA funds provided to SAOs or the unified commands.

13-9. Request for MTTs

The format in figure 13-1 will be used to request MTTs.

a. The SAO will submit the request for the MTT during the annual unified command SA training workshop or as soon thereafter as feasible. Specific training objectives and requirements will be stated in the MTT request. The data provided must be complete and detailed. This will enable furnishing agencies to select and prepare the team properly for the mission.

b. When requesting MTTs, the SAO must insure that the necessary equipment, instruction facilities, and technical publications are available before or with the arrival of the team. This action should be accomplished through requisition of the necessary equipment and publications in advance of team callup.

(1) Tools and ancillary equipment needed must be on-hand and available for team use. MTTs are not allowed to bring special tool sets for instruction. The value of the training would be nil if the tools were not available for use after the team departs. The SAO will insure the tools and ancillary equipment are available.

(2) The team will bring, on a loan basis, only those instructional items and films required to support the training. Training aids and equipment must be provided in the foreign country for the team to use.

c. If required, the host country will provide interpreter support.

d. SAOs must insure that foreign personnel to be trained meet the prerequisites necessary to comprehend the technical level of presentation.

e. In-country arrival date must be realistically programmed and based on the availability of trainees, facilities, and equipment.

f. Requests for an unprogrammed MTT must be received by the MILDEP no less than 120 days before the requested deployment date.

13-10. Programming MTTs under IMET

a. MTTs are programmed by the SAO under budget generic code N20 in the FY program during which the teams will be used. The teams are programmed on work-week basis.

b. MTTs cannot be funded under the fifth-quarter concept since MTT funds cannot be extended from one FY into the next. Therefore, personnel on MTT duty must terminate their TDY and return to home station before 30 September unless action has been taken to reprogram the team in the new FY. Such reprogramming is subject to the 179-day restriction (see para 13-8c) and receipt of CRA or other budget authority in the new FY. Transportation costs for round trip team travel are chargeable to the FY at the start of the TDY.

c. Initial programming of IMET MTTs will be accordance with the SAMM. Once the formal MTT request is submitted in accordance with MILDEP instructions and the details of mission, concept, composition, duration, and source agency finalized, the IMETP will be adjusted to reflect the MTT cost estimate developed by the appropriate MILDEP. The following factors will be included:

(1) CONUS travel and team orientation. Program per member to include CONUS air fare, per diem, and baggage (not to exceed 280 pounds or four pieces).

(2) Transocean travel (round trip). Compute using current air fare rates. Baggage is not to exceed 280 pounds or four pieces.

(3) Travel and per diem allowances. Compute in accordance with the JTR.

(4) In-country travel. Program $15 per member per week.

(5) Team members. For civilians, cost at base salary rate plus acceleration factor as prescribed by current DOD pricing instructions. No salary costs are included for military members.

(6) Fund cite. U.S. regulations require that a U.S. person performing temporary duty be supported by an appropriated fund cite; therefore, all travel and per diem for IMET MTT members must be programmed and funded by IMET.

d. Costs in c(1) through (5) above are to be reflected as TLA in the country program. Civilian salaries will be shown under unit cost.

e. Officers, enlisted personnel, and civilian members of the team will be shown in the country program on separate lines under WCN alpha designator as appropriate.

f. MTTs having members from two or more MILDEPS should be in the country service program of the MILDEP furnishing the most team members. If equal numbers are represented, the MTT will be in the program of the MILDEP corresponding to the foreign service requesting the team.

g. MTTs cannot be deployed under IMET until funds are available to the MILDEPs; therefore, lead times must be given careful consideration when requesting and programming MTTs.

h. For costing purposes, MTTs are subject to IMET incremental pricing policy.

13-11. Programming MTTs under FMS

a. MTTs may be furnished under an FMS LOA, either as a separate case or as part of an existing training case. MTTs under FMS may span FYs since these teams are not required to terminate at the end of the U.S. fiscal year.

b. MILDEPS will develop cost data for MTTs. The same elements of cost as stated for IMET MTTs are used plus military pay and allowances with current acceleration factors for all military members.

c. Request for FMS MTTs must be time-phased to allow for the following:

(1) Determination of price and availability.

(2) LOA preparation and processing.

(3) Submission to, and acceptance by the country.

(4) Receipt of the initial deposit and issuance of obligational or expenditure authority by SAAC.

d. Funds for the MTT must be deposited with SAAC in advance of MTT deployment. Teams cannot be deployed until country funds are available, nor can team preparations requiring funds (for example, training aids and orientations) be initiated or accomplished.

13-12. MTT identification

a. MTTs are identified by means of a numbering system. These designations, both IMET and FMS, will be used in all correspondence relating to MTTs. A designation, once assigned, will not be reassigned to another team, even though the original team was not called up. This includes teams extending from one FY to another.

b. The numbering system used to identify Army and Navy MTTs is assigned by the SAO and is composed of the following elements:

(1) Type team description.

(2) Three letters--MTT.

(3) Two letters--country code.

(4) WCN--four digits for IMET; one letter and three digits for FMS.

(5) For FMS only, three digits--case designator (if known).

(6) Two digits--FY in which MTT deploys.

c. The following are examples of MTT identifications:

(1) For IMET, UH-1 Maint-MTT-TH-0014-84.

(2) For FMS, drill team-MTT-ID-S935-TBZ-85.

d. U.S. Air Force develops and assigns identifications for Air Force MTTs.

13-13. MTT callup

MTTs approved in the country training program are not automatically called up. Specific action must be taken by the SAO to provide a minimum of 90 days' notification to the MILDEP with copies to the unified command and all interested activities and commands. Teams under IMET can be deployed when IMET orders have been issued. A short lead time should be avoided, as it causes many administrative and personal difficulties in the way of passports, itineraries, issuance of orders and medical processing.

13-14. Selection of personnel

a. Commanders of units selected to provide MTT personnel will insure that individuals selected for assignment to an MTT have the experience, technical ability, maturity, and personality to accomplish their duties in the best interest of the United States. These commanders will insure that--

(1) Maximum effort is made to select individuals who meet the desirable as well as the mandatory qualifications.

(2) Such individuals will be highly qualified in their respective fields. They should be the best available and meet all other qualifications.

(3) Such individuals will be capable of working with others and will have demonstrated their abilities to supervise effectively and conscientiously.

b. Selection of highly qualified technicians for MTT duty may work a temporary hardship on the parent organization. Commanders will initiate reclama action only when the loss of personnel seriously jeopardizes operational readiness.

c. The importance of the accomplishments of personnel assigned to MTTs cannot be overemphasized. It is also expected that these personnel will be goodwill ambassadors of the United States. The contact with MTT personnel may be the only direct contact that foreign nationals have with people of the United States. The impressions that MTT personnel make will be considered to be "typically American" and, whether good or bad, will be lasting. Obviously, it is in the best interest of the United States to insure that only the best qualified and most personable individuals are selected for this duty.

d. The SAO requesting an MTT will identify the expertise and qualifications that the team members should possess. The SAO should also identify any geographic or climatic conditions that should be considered in selection of team members.

e. Team members will be medically fit to perform duty with the MTT in the designated country. Personnel with known physical disorders that may require medical attention or hospitalization will not be selected.

f. Personnel selected for MTTs must have enough time remaining in the Service before separation or retirement to complete the required period of TDY.

g. The providing command should nominate personnel in accordance with the MILDEP's request as soon as practicable after receipt of the request, identifying the personnel selected.

h. The senior member of the MTT will be designated as the team chief.

13-15. Team assembly

Orientation of team members before departure for an oversea assignment may be necessary. If so, teams will assemble with the team chief at a location designated by the MILDEP. Teams should be assembled for the following reasons:

a. Confirm that persons selected are capable of performing the mission.

b. Familiarize the team with the SATP and MTT mission.

c. Permit team members to become acquainted with each other and to form a cohesive training unit.

d. Obtain orientation on the history and culture of the country and the organization and capabilities of the forces to be trained.

e. Review training on materiel or equipment to be used and set up methods of instruction within the team objective.

f. Prepare the POI and lesson plans, and collect and prepare training aids.

g. Review terms of reference.

13-16. SAO action

a. SAOs will notify the furnishing agency, the unified commander, and the MILDEP by message of the arrival and departure date of the MTT.

b. Upon arrival of the MTT in the foreign country, the SAO will insure that personnel are thoroughly briefed on the following:

(1) Training objectives.

(2) Terms of reference.

(3) Political situation.

(4) Social customs.

(5) Guidelines for official and personal associations with foreign personnel.

(6) Currency control.

(7) Logistics support.

(8) Administrative support.

(9) Legal status in relation to the foreign country.

c. MTTs are under the operational and administrative control of the SAO while in the foreign country. The team chief, however, is solely responsible for the training mission.

It is the responsibility of the SAO to offer all assistance possible so that the team can accomplish its mission.

d. If MTT personnel are relieved for cause, a full report will be prepared by the SAO and forwarded through channels to the appropriate MILDEP. A copy of the report will be sent to the parent command of the individual concerned.

e. MTTs will not be used by the foreign country for purposes other than training assistance. The SAO will emphasize to the country requesting an MTT that the purpose of the team is to provide training assistance and instruction only and not to provide administrative support or technical assistance such as installation or repair of equipment. MTT personnel will not be required to provide office services, chauffeuring services, messenger services, or services of a purely personal nature. If the team chief feels that the team's mission has been altered, he or she will prepare an objective assessment of the situation in a letter to the appropriate MILDEP. Information copies of the objective assessment will be sent to the SAO, appropriate unified command, and component command.

13-17. Team chief action

a. Before deployment, the team chief may be authorized direct communication with the SAO when additional information is required to prepare for TDY and successful completion of the mission.

b. While in the foreign country, the team chief will work closely with the SAO to resolve problems. Problems that cannot be resolved at the local level will be reported to the MILDEP.

c. On completion of the team's mission and before departure from the foreign country, the team chief will present an oral outbrief to the appropriate SAO authorities. The outbrief will discuss the effectiveness of the MTT. It will also make the SAO chief aware of any problems subject to constraints imposed by higher authority.

d. On completion of the team mission, the team chief will be responsible for preparing an effectiveness evaluation. (See fig 13-2.)

13-18. Team member action

a. As soon as personnel are selected, applications should be made for passports and visas as required.

b. MILDEPs authorize initial clothing allowances for each enlisted member of an MTT when the SAO certifies that civilian clothing is required for mission accomplishment. Costs will be charged to the IMETP or to the FMS case. Civilian clothing allowances for officers on TDY as MTT members are not authorized.

c. Dependents are not authorized to accompany or join MTT members. If they do so, dependents are not authorized travel or other allowances under IMET or FMS, nor will they interfere with the performance of the MTT mission.

13-19. Disclosure of classified information

Authorization may be required in the course of training for the team to disclose classified information to foreign country personnel. If so, disclosure must be authorized by the MILDEP before the MTT departs. In such cases, SAOs must insure that persons to receive classified information are properly cleared according to paragraph 10-42.

13-20. Medical services for MTT members

a. If a team member requires routine or emergency health services and does not have ready access to the U.S. Embassy health unit or the service required is not available at the health unit, the foreign government will be responsible for--

(1) Cost of treatment in-country.

(2) The cost of transportation to the nearest appropriate U.S. military treatment facility.

b. Referral decisions will be made to the U.S. Embassy's regional medical officer. If there is not enough money in the FMS case or the IMETP to cover expenses, the FMS case or the IMETP will be amended to include these costs.

Section IV
Field Training Services (FTS)

13-21. General

DOD Directive 1130.2 provides policy, criteria, and responsibilities for furnished FTS. FTS are funded under IMET by budget project N30 in the foreign country's program and under FMS by an LOA. FTS consist of engineering technical services (ETS) and contract field services (CFS). FTS personnel will be responsible for preparing an effectiveness evaluation upon completion of the mission. (See fig 13-2.)

13-22. Use of field training services (FTS) as engineering technical services (ETS) or contract field services (CFS)

FTS are provided as needed to foreign countries for the purpose of advising or instructing foreign personnel in the installation, operation, and maintenance of weapons, equipment, and systems.

a. ETS are DOD personnel and will be attached to the SAO rather than assigned and carried out on the Joint Table of Distribution (JTD). They will not be provided as an augmentation to the SAO for assistance that is normally the responsibility of the SAO.

b. ETS may be provided for periods up to but not exceeding 1 year unless specifically approved by DSAA. English language training detachments (LTDs) are considered ETS. ETS provided as English language instructors, supervisors, or advisors on detached status for DLIELC will be attached to the SAO as specified in a above.

13-23. Request for FTS
The format in figure 13-3 will be used to request FTS.

13-24. FTS identification
FTS are identified by use of the same numbering system as for MTTs (para 13-12) except that "MTT" will be replaced by "FTS."

13-25. Programming for FTS
a. FTS are normally programmed for a period of 1 year for DOD personnel, on a PCS basis.
b. When a training service is required and has been programmed under IMET or FMS, consideration must be given first to the use of ETS military personnel. If they are not available, the use of ETS civilian personnel will be considered. If in-house capability does not exist or the use of military personnel or DOD civilians is not practical, CFS may be used.
c. CFS are U.S. contractor personnel furnished under contract with U.S. private industry. The decision on which type of personnel is to be used to meet a specific requirement rests with the MILDEP.

13-26. Security assistance organization (SAO) action
a. Upon notification of the name of the individual selected, the SAO is authorized liaison with the FTS personnel concerned to advise them of duties, travel conditions, clothing, and other requirements. The SAO will insure that FTS personnel upon arrival receive an orientation on the history, culture, and customs of the country, and on the organization and capabilities of the forces to be trained.
b. When a replacement for an ETS employee is required, the SAO should submit a request specifying the reasons. The request should be made directly to the MILDEP to which the ETS is assigned.
c. The SAO is responsible for the supervision and jurisdiction of FTS personnel assigned to the area. FTS personnel are subject to all SAO regulations.
d. SAO regulations will provide guidance for FTS personnel in receiving, dispatching, storing, and safeguarding military information, including classified information. It is the responsibility of the SAO to acquaint the FTS personnel with these regulations to make certain that security violations do not occur.
e. Where practicable, FTS personnel will be quartered in the immediate vicinity of the foreign training activity. During their service overseas, FTS are attached to SAOs for administrative support.
f. Requests for cancellations of FTS must reach the MILDEPs at least 90 days before scheduled deployment of the FTS.

13-27. Interpreter support
Foreign language capability will not be a determining factor in meeting requests for FTS. Foreign countries will be required to furnish the necessary interpreter support if an otherwise qualified FTS does not have a specified foreign language capability.

13-28. Leave and allowances
a. Leave. Leave and other absences accrued to ETS personnel may be granted in accordance with existing military or civilian personnel regulations.
b. Baggage allowance. FTS are authorized a maximum of 280 pounds accompanied baggage allowance.
c. Travel allowances. ETS allowances are governed by the JTR.

13-29. Programming procedures for FTS under IMET
a. FTS are programmed as work-months in the IMETP under generic code series N3A-N3J. CFS use a student code of "C" to differentiate from ETS, which use "D."
b. Programming ETS under IMET will not be funded to span 2 FYs.
c. If CFS are approved under IMET, the entire duration is chargeable to the current FY, regardless of carry-over into the succeeding FY.
d. ETS are costed in IMET programs using the same costing factors as for MTTs except that in-country travel is $40 per month. Since ETS are on a PCS basis, programming must also include funds to cover such costs as dependent travel, movement of household goods; POV, if authorized; and dependent schooling. ETS costs are estimated when first programmed. The MILDEP must insure that necessary program changes are made before the end of the FY for any adjustment to the estimated cost. Costs will be reflected in the approved program in the same manner as for MTTs.
e. CFS costs depend on the value of a negotiated contract with the civilian firm involved and include such costs as salary, in-country maintenance, CONUS travel, and overhead. The contract cost will be reflected as unit cost in the country program; other costs are considered as TLA.

13-30. FTS under FMS
a. Both ETS and CFS personnel may be furnished under FMS. All costs involved in furnishing the FTS must be included in the LOA.
b. CFS may be negotiated directly between the foreign country and the contractor concerned; if so, security assistance procedures do not apply.

13-31. Use and programming of CFS
a. CFS will be used only when needed to accomplish a military mission. However, it must be clearly shown that personnel with the required skill are not available from DOD resources. Also, the MILDEP involved must determine that satisfactory provision of services by DOD personnel is not practicable.

b. Under the provision of a nonpersonal services contract, U.S. officers should have no supervisory control over CFS contractor personnel. The USG places its requirement for services on the contractor who performs these services through his or her employees. The SAO is responsible for advising the contractor of regulations and procedures for receipt, dispatch, storing, and safeguarding of military information, including classified defense information.

c. Contractors and their employees will not--

(1) Be placed in policy-making positions or in positions of command, supervision, administration, or control over DOD personnel or personnel of other contractors.

(2) Become part of the foreign government organization.

d. Subject to the provisions of applicable international agreements, CFS personnel performing under the provisions of this regulation are entitled to privileges and support equivalent to that furnished a GS-12 grade civilian, where available. When agreements between the United States and the foreign government do not expressly authorize the United States to accord these privileges to such personnel, they will be extended only with the consent of the foreign government.

e. Security clearance for employees of contractors performing field services will conform with the requirements of DOD 5220.22R. Other administrative requirements involving certificates of performance, logistical support, travel, identification, privileges, reports, and any other consideration will conform with the appropriate provisions of the MILDEP regulation, as incorporated within the contract for the services.

f. In accordance with the terms of the contract, the contracting officer may require the contractor to remove from the job site any CFS employee who endangers persons or property, or whose continued employment under the contract is inconsistent with the interests of the USG.

g. Travel and allowances for CFS personnel will be in accordance with the appropriate provision of the Federal Acquisition Regulation (FAR) as supplemented by the DOD FAR Supplement (DFARS) and as incorporated within the contract for the services.

h. CFS personnel are authorized leave for U.S. legal holidays as specified in MILDEP procurement procedures. All other leave and absences will be authorized at the discretion of the contractor.

Section V
Department of the Army

13-32. Programming MTTs under IMET

a. SATMO or another proper command that receives the MTT request will develop the IMET MTT refined cost estimate.

b. The furnishing agency may decide a different team makeup or length would be proper for achieving the team mission. After the approval of all concerned, program change data must be submitted. The furnishing agency and command, SATFA, and the SAO must approve the new team.

13-33. Funding MTTs under IMET

a. HQDA(DACA-COA) allocates funds to the major Army command furnishing the MTT. In the case of a split team furnished by more than one command, HQDA(DACA-COA) will allocate funds to the command furnishing the majority of the team. That command will prepare MTT orders for the entire team or will furnish the fund cite to other commands if required.

b. The furnishing command will insure that any civilian salaries are reimbursed properly to the correct account.

c. Normally, IMET MTTs are not deployed until the furnishing command has received funding authorization from HQDA(DACA-COA). In some cases, however, political requirements dictate team deployment before completion of actual funding, in which case HQDA(DACA-COA) provides a deployment directive. This directive, along with the cost estimates, will be treated as an "order received." It will be processed according to the automatic reimbursement procedures in AR 37-108.

13-34. Programming MTTs under FMS

SATMO will coordinate the development of cost data.

13-35. Funding MTTs under FMS

Direct cite of the FMS case for funding the team is not authorized; therefore, the furnishing command will use available funds. These funds are subject to reimbursement from the FMS case. Upon completion of the team mission and processing of vouchers, funding agencies will then submit SF 1080 to SATFA for the MTTs and for the CONUS part of the training. For the oversea command part of training expenses, including MPA and civilian pay, the funding agencies will submit SF 1080 (Voucher for Transfer between Appropriations and/or Funds) to Security Assistance Accounting Center (SAAC). (See AR 37-80.) Incremental reimbursement is authorized, if necessary, such as for an MTT that encompasses 2 FYs and for which first FY Army funds must be reimbursed before the end of the FY. In cases of incremental reimbursements, the furnishing command must inform SATFA or SAAC, as applicable, when the last reimbursement voucher is processed so that the FMS case may be closed.

13-36. Identification

The numbering system for MTTs is as follows:

a. Type team--radio repair, personnel administration, general supply.

b. MTT--mobile training team.

c. Two letters--geopolitical (country) code as listed in the SAMM.

d. For IMET, four digits--WCN in-country program. For FMS, three letters--FMS case designator.

e. Two digits--FY in which MTT starts TDY. For IMET, an X following the FY indicates an MTT which has been added to the program.

f. The following are examples of MTT identification:

(1) For IMET--UH-1 Maint MTT-TH 0014-3X.

(2) For FMS--M113A1 Opns MTT-SR-OBQ-84.

13-37. MTT callup

a. The callup for MTTs will be forwarded to Commander, SATFA (ATFA-R), P.O. Drawer T, Hampton, VA 23666. The programmed furnishing agency, HQDA(DAMO-SSA), WASH DC 20310, and Commander, John F. Kennedy Special Warfare Center, ATTN: ATSU-SATMO, Fort Bragg, NC 28307, will be furnished a copy. SAOs in the USSOUTHCOM region will forward the callup to USASAALA.

b. Requests for unprogrammed MTTs will be sent to the unified command (USASAALA in USSOUTHCOM region). The unified command (USASAALA in USSOUTHCOM region) will ascertain the capability of agencies within the command resources to perform the mission before sending through appropriate channels to SATFA with information to HQDA(DAMO-SSA) and SATMO. Requests will include program deviation format if under IMETP.

c. See figure 13-1 for a request for MTT format.

d. The MTT mission proposed by the SAO in the request (callup) will be endorsed by the commander of the unified command (USASAALA in USSOUTHCOM region). The formal mission statement and any changes must be approved by the SAO, the unified commander, the major Army command furnishing the MTT, and SATFA (if CONUS services are used). The mission statement will be made a matter of record before the new mission becomes effective. Only those indicated above have the authority to change an MTT mission.

e. MTTs will be deployed only after approval of HQDA(DAMO-SSA).

13-38. Extensions

Extension of the duration of an MTT constitutes a change to the IMETP or to the FMS case and must be requested by the SAO in accordance with AR 310-10, paragraph 3-5, with justification through the same channels as for an MTT call-up. TDY for selected team members will not be extended without the specific approval of the furnishing agency.

13-39. Correspondence

All significant communications concerning MTTs will include the SAO, unified command, Army component command, SATFA, SATMO, furnishing agency, USASAC, and HQDA(DAMO-SSA) as information or action addressees, as proper

13-40. Country or area clearances

Since the MTT request initiates within the country and is approved by the country team, unified commands, HQDA(DAMO-SSA), and OSD, the MTT is exempted from processing for theater or area clearance requirements specified in AR 1-40. However, the provisions of DOD Directive 5000.7 apply, and special actions for clearance specified therein will be coordinated by SATMO.

13-41. Passports and visas

Requirements outlined in AR 600-290 apply to MTT members. When establishing the desired arrival date for an MTT, the SAO must consider the time required to process applications for passports and visas (about 6 weeks).

13-42. TDY orders

MTT orders will be issued by the furnishing commands in accordance with AR 310-10. Coordinating instructions to be included in the TDY orders that are peculiar to the specific MTT will be provided to the furnishing command by SATMO. The appropriate fund cite must be included in the orders.

13-43. Team assembly

a. CONUS teams will assemble, under the team chief, at a location designated by SATMO. SATMO will provide the following information, by message, to the SAO:

(1) Estimated time of departure from CONUS.

(2) Estimated time of arrival in the foreign country.

(3) Travel information.

b. Oversea assembly and the orientation point for teams furnished from overseas will be determined by the oversea commander.

13-44. Arrival or departure notice

The SAO will notify, by message, the furnishing agency, the unified commander (USASAALA in USSOUTHCOM region), and HQDA(DAMO-SSA) of the arrival and departure date of the MTT or members of the team, using the team identification number. If the team is from CONUS, SATFA and SATMO will be furnished an information copy.

13-45. Personnel evaluation reports

The requirement for SAOs to render personnel evaluations regarding MTT members is established by grade in AR 623-105 for officers and in AR 623-205 for enlisted personnel.

The TDY rating chain must be made known to all team members upon arrival in the foreign country.

13-46. Reports (RCS CSGPO-125)

Upon completion of an assignment, the chief of each team will prepare a letter report on the effectiveness of the training presented. The SAO is encouraged to report on team performance and mission progress to SATFA and SATMO.

a. Status reports on problems. The team chief will be encouraged to make status reports to the furnishing command (with an information copy to the unified command and Army component command, HQDA(DAMO-SSA), SATFA, and SATMO) on problems that cannot be resolved locally among the foreign country, the SAO, and the team.

b. Outbrief. Before departure, the team chief will present an oral outbrief to the SAO or a representative. The outbrief will discuss the effectiveness of the MTT and make the SAO chief aware of any problems, subject to constraints imposed by DOD, DA, or other headquarters.

c. Final report. The final report will be submitted within 15 working days of return to CONUS.

(1) The original copy of the report will be sent directly to the SAO concerned with information copies to SATMO, SATFA, and the furnishing command.

(2) The report will be endorsed by the SAO and forwarded through the unified command to HQDA (DAMO-SSA). The SAO will address any problem areas or recommendations in the report that are within the purview of the SAO.

(3) HQDA(DAMO-SSA) will take action, as required, when comments of the SAO and unified commands are received.

(4) For teams sent to SOUTHCOM or PACOM countries, a copy of the report and a copy of the SAO endorsement will be sent to USASAALA or WESTCOM as proper.

Section VI
Department of the Navy

13-47. MTT requests

OP-63 will act as the central reviewing authority for all MTT requests to insure compliance with the spirit and intent of the regulation.

a. OP-63 will issue the details necessary for team organization (for example, terms of reference, accounting data, passport and visa requirements, cost estimates, logistic information, and travel and transportation arrangements).

b. The Passenger Transportation Office of the Naval Military Personnel Command (NMPC) will provide assistance to personnel selected for MTT duty concerning passports, visas, and transportation.

13-48. Format for orders

Orders will be written in accordance with existing NMPC Instructions using accounting data furnished by OP-63. TANGO numbers will be assigned by the activity providing accounting data. Copies of orders will be provided to OP-63.

13-49. OP-63 action

OP-63 will specify whether teams or the senior members will proceed to the foreign country via Washington, DC, the unified command, or other commands such as a fleet commander, for briefing or debriefing. In certain instances, teams will be debriefed by the unified command involved during return travel from the foreign country to the point of origin.

13-50. Ship transfer MTTs

MTTs associated with the transfer of a U.S. Navy ship to a foreign country by either sale, loan, or lease will be governed by the same general rules as listed in this chapter. Due to the differing nature in certain aspects, however, the following additional guidance is provided:

a. A ship transfer MTT is normally drawn from members of the crew of the U.S. Navy ship being transferred to take full advantage of the knowledge and expertise of these personnel with regard to the particular ship. The MTT will be under the administrative control of the type commander transferring the ship. This approach will be used in all cases where practicable. For ships being taken from the inactive fleet or for new construction units, NMPC will be tasked with selecting the required personnel. Every effort will be made to avoid depleting fleet personnel resources.

b. When an MTT is required to report to a location in a foreign country for embarkation aboard a foreign ship, extreme care will be exercised in the preparation of orders. Specifically, the MTT should be ordered to report to a U.S. activity such as an SAO for onward routing to the ship. Members of the team will be authorized to receive a sufficient amount of per diem to cover all contingencies, especially in cases where the team may be housed in a foreign shipyard or ashore at a foreign naval activity while waiting to board the ship. The SAO will incorporate this in the callup message so that orders issued to the MTT may be comprehensive in nature.

c. In cases where an MTT reports in a foreign country for duty as a shipboard MTT, it is incumbent upon the SAO to insure that a workable system for the delivery of mail to the team is instituted.

d. MTT members should be designated and assembled at a central location for all shipboard MTTs, whether embarkation is to be in the United States, in a foreign country, or at an oversea location. It is recommended that the MTT report to the appropriate fleet commander approximately 2 weeks before CONUS departure or boarding.

e. MTT members should, where feasible, be volunteers. Experience has shown that nonvolunteer MTT members required to board a foreign ship, subsist in a foreign mess, live in non-U.S. Navy quarters, and accommodate themselves to foreign ship routine, frequently create problems for themselves, the team, the foreign navy, and the U.S. Navy.

f. Enlisted members of ship transfer MTTs should be of a senior rate (chief petty officer or petty officer first class) if feasible.

g. The mission of the MTT is to assist the commanding officer in the training of the crew. An MTT should also be prepared to do the following:

(1) Supervise the maintenance or repair of equipment essential to the training mission.

(2) Participate in the Supply Overhaul Assistance Program (SOAP).

(3) Schedule formal instructions

(4) Insure that work done by shore facilities is correct.

(5) Train the ship's company in the maintenance and operation of their equipment.

(6) Supervise and conduct team training.

(7) Act as liaison between the ship, shore facilities, and other ships and activities as required for successful completion of the mission.

h. If a ship is being transferred from an inactive status, the MTT should comprise personnel from the same class of ship, so they will be familiar with the equipment on which they will be providing instruction. For example, insure that engineering personnel are familiar with the propulsion plant on the ship being transferred (for example, 600-psi plant personnel should not be assigned to train on a ship with a 1200-psi plant).

i. If possible, at least two officers will be assigned to a shipboard MTT. One officer will be experienced in operations and one in engineering. Operations experience is necessary as the ship will come under the control of different commands requiring an officer familiar with operation orders, movement orders, movement reports, and logistic requests. The major material problems encountered will usually be in engineering; therefore, an officer with engineering experience will be an extremely valuable asset.

13-51. Funding

OP-63 will provide the necessary funding data to commands issuing TDY orders for MTT personnel upon request, either by phone or by speedletter or message.

a. Funding data. CNET will provide, upon request, the necessary funding data applicable to personnel under FMS. CNO (OP-923) will provide data for IMET funded programs.

b. Copies of orders. Copies of orders or contracts should be provided to OP-63 and CNET.

Section VII
Department of the Air Force

13-52. Survey MTT

a. Proposed MTTs normally will require one or more surveys or pre-deployment visits to determine the country's ability to support the MTT. Exceptions to this policy must be justified by the SAO. The follow-on team will generally, but not always, consist of the survey team members. SAOs should consider survey team requirements during programming. Surveys under FMS cases should be determined during the negotiation phase between the purchasing country and HQ USAF/PRI.

b. When planning to introduce a weapon system into a country for the first time, survey teams may be provided to determine the overall country requirements. HQ USAF/PRI-sponsored teams are designated as systems planning teams. Responsibilities for this type of team are contained in AFR 400-3. The system planning team will normally include training representatives on all surveys.

c. The training representatives will determine the parameters for operational and logistics training needs of the country. The following country capabilities will be surveyed:

(1) Operations, maintenance, and supply concepts.

(2) Manpower and technical capabilities.

(3) Interface of specialty system with U.S. Air Force AFSCs.

(4) Country training capabilities.

(5) Student English language capabilities.

(6) Requirements for peculiar equipment.

(7) Number of personnel to be trained in each specialty.

(8) Depot level training requirements.

(9) Familiarization and qualification requirements.

(10) Training milestone charts.

13-53. MTT callup

a. Team callup must be issued independent from requesting price and availability or programming the requirement under the IMET program. The SAO will initiate team callup at least 90 days in advance of the requested in-place date through the implementing command (for example, FMTAG for teams from CONUS activities; PACAF, USAFE, or USAFSO from oversea activities). Information copies of all team callups will be forwarded to HQ USAF/PRI, WASH DC 20330, FMTAG OLA, WASH DC 20330, and the unified command. Team members must be notified as early as possible to allow for proper preparation and processing time. Callup must include an MTT format if not previously provided. (See fig 13-1 for format.)

b. The SAO will provide necessary support; for example, transportation, office supplies, and house-keeping items not available from the local economy.

Mobile training assistance will not be furnished if the necessary support is not available. Before deployment of personnel, the SAO will notify the implementing command that the necessary support and equipment are available. If the SAO is unable to make this determination, survey assistance should be requested. Under no circumstances should personnel arrive in a foreign country and be unable to perform the mission due to to lack of advance support planning.

13-54. Field training detachments (FTDs)
The administration of the field training program is described in AFR 50-54.

a. Callup of FTDs to perform TDY as an MTT follows the same requirements and procedures for requesting and programming MTTs.

b. Personnel provided as part of an FTD are subject to the guidance outlined for MTTs.

13-55. Ferry crews
U.S. Air Force ferry crews are not considered to be MTTs and do not provide transition or refresher training. If transition or refresher training is required after delivery of aircraft, the appropriate mobile training assistance must be requested, programmed, and approved.

13-56. Extensions
Any extension of the length of TDY for MTT members constitutes a deviation and must be submitted by the SAO under current deviation procedures for IMET, or an amendment to an FMS case, when applicable. Parent organizations providing MTT personnel will not extend team personnel TDY without the specific approval of the implementing command.

13-57. Restrictions
FMTs on duty with U.S. Air Force organizations will not be used as members of U.S. Air Force MTTs (for example CLOs, foreign airmen, or personnel). Team members must be U.S. citizens.

13-58. Substitutions
Commanders required to furnish MTT personnel are authorized to substitute U.S. Air Force airmen or officers one grade higher or one grade lower than those requested if necessary to meet the other specified qualifications.

13-59. Team effectiveness evaluation
The senior member designated as the team chief of each MTT, CONUS or oversea-furnished, is required to submit the team effectiveness evaluation. The evaluation will be prepared as outlined in figure 13-2.

a. Deviation from this procedure is permitted when an evaluation must reach HQ USAF/PRI quickly; when this is the case, a copy of the evaluation should be forwarded directly.

b. Evaluations will be classified, consistent with the content of material included within them.

c. Evaluations are conducted as follows:

(1) Initial evaluation. Initial evaluations normally are submitted about 1 calendar month after arriving on site within the foreign country (if team duration will exceed 13 weeks) or immediately upon the determination that the MTT will encounter difficulties in performing its mission successfully. Initial evaluations may be submitted via message. They will include all applicable items in figure 13-2.

(2) Final evaluation. Final evaluations are submitted upon completion of training. When the period of TDY is less than 8 weeks, the initial and final evaluation may be combined and submitted upon completion of the training mission.

(3) Progress evaluation. Progress evaluations are submitted at the mid-point of the TDY period (if the total TDY period exceeds 13 weeks) or immediately upon encountering difficulties that will have an impact on the successful completion of the mission on schedule. Progress evaluations may be submitted via message. They will include all applicable items in figure 13-2.

13-60. CFS/AFETS requirements

a. CFS.

(1) All CFS requirements under IMET sponsorship must be justified to and approved by the DSAA before programming.

(2) Determination under the FAA, as amended (section 635(h)), permits obligation of current FY IMET funds for CFS that extend into the succeeding FY.

(3) All requests for CFS will include a checklist for contractor training. (See AFR 400-3 for checklist.)

b. AFETS.

(1) Staffing and administration for AFETS will be as prescribed for TAFTS. (See fig 13-3 for format.)

(2) AFETS will be identified under the training MASL in an FMS case. AFETS not provided in conjunction with a system sale will be assigned ’T’ case designators.

Table 13-1
Mobile training assistance team development sequence

Time frame for FMS (See note.)	Time frame for IMET (See note.)	Actions
In conjunction with materiel case or during annual unified command SATP workshops.		SAO projects team requirements showing mission, composition, and desired time frame.
D minus 12 months	D minus 9 months	MILDEP coordinates with SAO and potential team source agencies to refine the mission statement and finalize team composition and duration. MILDEP develops predeployment plan.
D minus 10 months	D minus 8 months	MILDEP develops and provides team cost estimates. MILDEP coordinates with the source agency to provide the SAO with a list of tools, parts, supplies, and facilities required to support team mission. SAO advises the foreign government of support action to be taken.
D minus 9 months		SAO submits a formal request for LOA.
D minus 5 months		Foreign government accepts LOA.
	D minus 5 months	SAO submits programming action.
	D minus 4 months	MILDEP receives IMET order. SAO monitors status of materiel and supporting actions in conjunction with the foreign government and MILDEP.
D minus 4 months		MILDEP receives obligation or expenditure authority. SAO monitors status of materiel and supporting actions in conjunction with the foreign government and MILDEP.
D minus 90 days	D minus 90 days	SAO issues formal callup to MILDEP for the team, certifying that materiel is available on site and that specified supporting actions are complete. MILDEP commences preparation of the team for deployment (immunizations, medical fitness, passport, or visa).
D minus 30 days	D minus 30 days	MILDEP completes final team preparations.
D minus 15 days	D minus 15 days	Travel itinerary is completed and all concerned advised.
D	D	Team is deployed.
D Plus	D Plus	Team reports to SAO and receives briefing. SAO confirms team's arrival by message to all concerned.
D Plus	D Plus	Team performs mission, conducts outbrief, and, with SAO, completes return itinerary. SAO informs all concerned of the return travel schedule.
Return plus 15 working days	Return plus 15 working days	Team chief submits effectiveness evaluation.

Legend: D—deployment date.
Note:
Time frames reflect the sequence of significant actions which support effective use of valuable training skills.

Submit requests for MTTs in the following format:

a. MTT identification. (See para 13-12 for coding. This does not apply to the U.S. Air Force.)

b. Team composition. (Indicate by quantity, rank, occupational specialty code, and title of the team.)

c. Security clearance. (Indicate type of security clearance required for the mission.)

d. Duration. (Indicate the duration of the mission, in weeks.)

e. Team restrictions. (Reflect any required limitations or exclusions on the type of personnel, uniforms, equipment, or methods of instruction.)

f. Mission. (Provide, in detail, the scope of instruction the team is to conduct. This is the most important element of the request.)

g. Training goal. (Include a statement of the results the team effort is expected to achieve. Provide justification for the team in terms of its effect on the security assistance objective. Do not restate the team mission.)

h. Personnel to be trained. (Indicate technical qualifications of prospective FMTs, to include ECL, and number of FMTs by officers, enlisted personnel, and civilians.)

i. Summary of host country capabilities.

j. Equipment on which training is to be conducted and availability. (The equipment list must be detailed enough for the furnishing agency to identify it by make, model, or type.)

k. Availability of tools and ancillary equipment. (List tools and equipment required for the mission.)

l. Availability of training aids. (List training aids required for the mission.)

m. Interpreter support.

n. Training locations. (If there is more than one training location, indicate distance between locations, time requirements for travel to be performed, and modes of anticipated transportation.)

o. Desired in-country arrival date. (Indicate the desired arrival date in the foreign country.)

p. Type quarters available. (Indicate whether quarters are provided by the foreign government.)

q. Uniform and clothing. (Describe requirements for both on- and off-duty uniforms and civilian clothing.)

r. Confirmation of country team approval.

s. Additional information. (Include any important data requiring more emphasis, or information useful to the MILDEP or team chief in selecting and preparing the MTT. When applicable, data should be included such as sensitive areas, subjects to avoid, taboos, personalities involved. If this data requires classification or special handling, it may be attached to the request as an annex. Include such additional data as availability of monetary facilities in the foreign country for converting personal funds, procedures, and numbers to be used for telephone contacts. Include reference to any previous team effectiveness evaluations that contain data pertinent to this request.)

t. *SAO point of contact.* (Indicate the name, grade, AUTOVON and commercial telephone numbers, and message and mailing addresses for the SAO.)

Figure 13-1. Format for an MTT request

The effectiveness of mobile training assistance evaluation must include each of the following:

a. Team information. (Team type, designation number, and composition by name, grade, MOS, and parent unit location.)

b. Relevant dates.

(1) Date departed home station.

(2) Location and dates of assembly and orientation for team.

(3) Date of arrival in host country.

(4) Dates on which training started and ended.

(5) Date of departure from foreign country.

(6) Date of return to parent unit.

c. Mission.

d. Locations. (Indicate locations at which training was conducted.)

e. Number. (Indicate number of indigenous persons trained by type; for example, maintenance, supply, instructor. Indicate whether FMTs were officers, enlisted personnel, or civilians. Use number of persons rather than referring to battalions.)

f. Installations. (Indicate schools, courses, or training installations that were used or established.)

g. Adequacy. (Indicate adequacy of foreign country training installations relating to the mission of the team.)

h. Materiel. (Indicate type, quantity, condition, and state of maintenance of materiel on which training was conducted.)

i. Interpreter support. (Indicate adequacy and effectiveness of interpreter support provided.)

j. Training conditions. (Provide summary of training conditions as existed on arrival.)

k. Effectiveness. (Evaluate the effectiveness of training. Provide a summary of the success of the team effort to improve the effectiveness of the training program in the foreign country and qualification of foreign country personnel to carry on.)

l. Problems. (Show problems encountered that affected the training mission.)

m. Preparation. (Indicate preparation for the mission.) (Answer the questions below.)

(1) (Did notification of the selection of the team provide adequate guidance on mission, type, and level of training desired, training materiel, and training aids required?)

(2) (Were special or unusual problems anticipated?)

(3) (Was lead time adequate for proper preparation for the mission?)

n. Support. (Indicate adequacy of country teams' support. Indicate any comments considered appropriate concerning accommodations, meals, medical facilities, transportation, and overall treatment.)

o. Conclusions. (Indicate conclusions and recommendations.) (Provide the following:)

(1) (Indicate the necessity for the team as requested to accomplish the assigned mission.)

(2) (Indicate if the mission was accomplished, and how the team could have been more useful. Indicate the usefulness of a similar type MTT or FTS or suggest a complement.)

(3) (Indicate followup actions the SAO might take.)

(4) (Provide recommendations for the further improvement of the foreign country's military that can be furnished by SATP.)

(5) (Include essential information that should be passed on to MTTs or FTS attached to SAOs to make teams more effective.)

Figure 13-2. Format for effectiveness evaluation of mobile training assistance

(Signature)

Team captain or senior member

Figure 13-2. Format for effectiveness evaluation of mobile training assistance--Continued

1. Requests for FTS will include the following information:

a. FTS identification number and name of incumbent. (Show if retention of incumbent is desired.)

b. Type of FTS. (Include ETS or CFS plus MASL description.)

c. WCN. (Enter from refined program. If new requirement, assign a WCN that will place the new entry in the program format.)

d. RCN. (For IMET only.)

e. Requested arrival date.

f. Duration of service (in months).

g. Exact location of duty stations, within or outside the city limits. (If travel locations outside the main duty area are required, indicate how often travel is necessary, distances to be traveled, time requirements of travel to be performed, modes of anticipated transportation, and funding requirements (quarterly or yearly estimated cost for transportation and per diem).)

h. Specific type of weapons, equipment, or systems (for example, make or model), and the major area or component with which assistance is needed.

i. Month and year material was introduced into the requesting command.

j. Density of equipment.

k. *Number and type of foreign country FMTs to be trained* (officer, enlisted personnel, or civilian). (Indicate technical qualifications of prospective FMTs to be trained.)

l. *Job description.* (Provide a detailed description of the required duties, including comparable officer or enlisted occupational specialty codes if appropriate. Also, show whether the position will be on engineer or journeyperson level. List all major items of equipment with which the FTS should be familiar.)

m. *Qualifications.* (Enter required personal qualification of the FTS to include required educational background or equivalent.)

n. *Security clearance required for FTS.* (Indicate entrance and final clearances required. Entrance should be limited to confidential if practicable.)

o. *Summary of personnel spaces.* (Provide a summary of the personnel spaces currently authorized the SAO in the same branches or occupational specialty codes related to the job description of the FTS.)

p. *Justification.* (Explain why personnel indicated in o above, formal schooling, or MTTs cannot be used to meet the requirement.)

q. *Number of U.S.-trained indigenous personnel available to assist FTS.* (Show the total number available.)

(1) *Daily work schedule and estimated overtime required.* (List information.)

(2) *Unusual physical demands.* (List the demands.)

(3) *Unusual climate conditions and country or community customs.* (Describe the conditions and customs.)

(4) *Accompanied or unaccompanied tour.* (State whether family members may accompany team personnel.)

(5) *Availability and cost of authorized facilities and privileges.* (Describe availability and costs.)

(6) *Operational tools, training devices, or other equipment required.* (List those required.)

(7) *Types of clothing.* (Describe type of both on- and off-duty clothing and whether the FTS personnel will be required to wear uniforms.)

(8) *Operational tools and training devices in-country.* (List those available in-country.)

(9) *Other information.* (Include applicable remarks concerning foreign government entrance restrictions, such as nationality or birthplace of the FTS. Also include brief remarks concerning local living conditions, availability of commercial transportation, cost of living, or current dollar rate of exchange for local currency that may be of use to FTS personnel.)

Figure 13-3. Format for a request for FTS personnel

2. Additional information.

(Furnish the information below in all requests for ELT personnel, regardless of duration of TDY, and for all other FTS requirements planned for a period in excess of 12 months.)

a. Tour of duty. (Indicate if the tour of duty desired is different from the tour duration as indicated in the JTR.)

b. Shipment of POV. (Indicate restrictions, if any, pertaining to importation, use, and make or age of POV.)

c. Authorization of dependents. (Indicate if dependents are authorized in the foreign country and if concurrent travel is authorized.)

d. Quarters. (Indicate if quarters are provided by the foreign government.)

e. Type of quarters. (Indicate type of quarters available.)

f. Commissary, post exchange, medical, and dependent school facilities. (Indicate if commissary, post exchange, medical and dependent school facilities are available. If school facilities are available, indicate what grades are taught. If schools are not available, indicate where usable boarding schools are located in or outside the host country and the conditions of enrollment.)

g. Female teachers. (Indicate if adequate facilities are available.)

h. Religion, race, or sex. (Indicate any clerical considerations which may have an adverse impact on mission accomplishment.)

i. Support facilities. (List the support facilities available for an unaccompanied teacher, such as UPH or club.)

j. Availability of local transportation between housing and work site.

k. Office. (Indicate to what office the FTS will be attached.)

Figure 13-3. Format for a request for FTS personnel--Continued

Appendix A
References

Section I
Required Publications

AFM 67-1 (USAF Supply Manual). Cited in paragraph 10-110.

AFR 30-20 (Issue and Control of Identification Cards). Cited in paragraph 10-116.

AFR 30-25 (Casualty Services). Cited in paragraph 10-125.

AFR 35-10 (Dress and Personal Appearance of Air Force Personnel). Cited in paragraphs 10-106, 10-107, and 10-108.

AFR 50-4 (International Military Education and Training Performance Report). Cited in paragraph 5-22.

AFR 50-23 (On-the-Job Training). Cited in paragraph 4-67.

AFR 50-33 (Information Program for Foreign Military Trainees and Visitors to the United States). Cited in paragraphs 10-118, 11-45, and 11-46.

AFR 53-8 (USAF Officer Professional Military Education System). Cited in paragraph 4-59.

AFR 60-1 (Flight Management). Cited in paragraph 10-114.

AFR 76-5 (Policies and Procedures for Obtaining DOD International Air Travel: Single Passenger Reservation System for Air Management). Cited in paragraph 8-17.

AFR 90-1 (Assignment of Family Housing). Cited in paragraphs 9-21 and 10-120.)

AFR 110-26 (Procedures for Handling Requests for Political Asylum and Temporary Refuge). Cited in paragraphs 10-108 and 10-119.

AFR 143-6 (Disposition of Personal Property). Cited in paragraph 10-110.

AFR 160-43 (Medical Examination and Medical Standards). Cited in paragraphs 4-56 and 10-113.

AFR 170-3 (Financial Management of the Security Assistance Program). Cited in paragraphs 2-12 and 5-14.

AFR 170-6 (Comptroller Activities, Functions, and Responsibilities). Cited in paragraph 11-49.

AFR 170-8 (Accounting for Obligations). Cited in paragraph 5-22.

AFR 170-11 (Contributions by Foreign Governments for Administrative and Operating Expenses of Military Assistance Programs). Cited in paragraph 5-22.

AFR 170-13 (Accounting for Commitments). Cited in paragraph 5-22.

AFM 172-1 (USAF Budget Manual). Cited in paragraph 5-20.

AFM 177-100 (General Principles, Standards, and Policies of the Air Force Accounting and Finance System). Cited in paragraph 5-22.

AFR 177-103 (Travel Transactions at Base Level). Cited in paragraphs 8-18 and 10-110.

AFR 205-1 (Information Security Program). Cited in paragraphs 10-112 and 10-123.

AFR 400-3 (Foreign Military Sales). Cited in paragraphs 4-53, 4-63, 13-52, and 13-60.

AR 12-8 (Foreign Military Sales Operations/Procedures). Cited in paragraphs 6-11.

AR 27-20 (Claims). Cited in paragraph 10-71.

AR 30-1 (Army Food Service Program). Cited in paragraph 9-14.

AR 30-19 (Army Commissary Store

Operating Policies). Cited in paragraph 10-64.

AR 37-60 (Pricing for Materiel and Services). Cited in paragraphs 5-9 and 9-13.

AR 37-80 (Finance and Accounting Support for the Army's Security Assistance Programs). Cited in paragraphs 5-10 and 13-35.

AR 37-106 (Finance and Accounting for Installations: Travel and Transportation Allowances). Cited in paragraph 5-12.

AR 40-3 (Medical, Dental, and Veterinary Care). Cited in paragraph 10-80.

AR 55-28 (Port Calls Procedures for Passenger Movements). Cited in paragraph 10-58.

AR 60-20 (Operating Policies). Cited in paragraph 10-64.

AR 115-11 (Army Topography). Cited in paragraph 10-79.

AR 210-130 (Laundry/Dry Cleaning Operations). Cited in paragraph 10-69.

AR 350-20 (Management of the Defense Language Program). Cited in paragraph 3-16.

AR 380-10 (C) (Department of the Army Policy for Disclosure of Military Information to Foreign Governments). Cited in paragraph 10-78.

AR 380-25 (Foreign Visitors and Accreditations). Cited in paragraphs 11-25 and 12-20.

AR 550-1 (Procedures for Handling Requests for Political Asylum and Temporary Refuge). Cited in paragraph 10-74.

AR 600-10 (The Army Casualty System). Cited in paragraph 10-61.

AR 640-3 (Identification Cards, Tags, and Badges). Cited in paragraph 10-68.

AR 670-1 (Wear and Appearance of Army Uniforms and Insignia). Cited in paragraph 10-63.

AR 735-11 (Accounting for Lost, Damaged, and Destroyed Property). Cited in paragraph 10-63.

DA PAM 351-4 (U.S. Army Formal Schools Catalog). Cited in paragraphs 4-18 and 4-19.

DA PAM 351-20 (Correspondence Course Catalog). Cited in paragraphs 4-22 and 4-23.

DOD 5105.38-M (Security Assistance Management Manual). Cited in paragraphs 2-4, 4-5, 6-1, 6-3, 13-10, and table 9-1.

DOD 7290.3-M (Foreign Military Sales Financial Sales Management Manual). Cited in paragraphs 4-5, 4-53, 5-1, 6-4, 8-10, and 9-7.

Section II
***Related Publications**

(Catalogue of Off-Campus Self-Study Credit Courses)

(Department of the Navy Security Assistance Training Programming Guide)

(Manual of the Navy Medical Department)

AFR 12-50 (Disposition of Air Force Documentation)

AFR 50-5 (USAF Formal School Catalog: Policy, Responsibilities, General Procedures, and Course Announcements)

AFR 50-54 (Field Training Detachment (FTD) Program)

AFM 164-1 (Administration of Aeromedical Staging Flights)

AFR 300-4, Volume I (Air Force Data Dictionary General Instructions)

AFR 75-8 (Movement of Personnel)

AFR 87-16 (Rental Rates and Charges for Quarters Supplied on a Rental Basis)

AFR 143-1 (Mortuary Affairs)

*A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AFR 148-4 (Laundry and Dry Cleaning Services and Operations)
AFR 160-39 (Medical Clearance for Flying Duty of Foreign Military Personnel/ North Atlantic Treaty Organization (NATO) Personnel)
AFR 168-6 (Persons Authorized Medical Care)
AFR 168-7 (Rates for Hospitalization, Outpatient Treatment, and Subsistence in Air Force Medical Facilities)
AFR 200-9 (Disclosure of Classified Military Information to Foreign Governments and International Organizations)
AFR 205-43 (Safeguarding NATO Classified Information)
AR 1-40 (Clearance Requirements and Procedures for Official Temporary Duty Travel Outside Continental United States)
AR 27-51 (Jurisdiction of Service Courts of Friendly Foreign Forces in the United States)
AR 37-100 (Account/Code Structure) Series
AR 37-103 (Finance and Accounting for Installations: Disbursing Operations)
AR 37-108 (General Accounting and Reporting for Finance and Accounting Offices)
AR 40-501 (Standards of Medical Fitness)
AR 210-11 (Installations--Billeting Operations)
AR 310-10 (Military Orders)
AR 335-15 (Management Information Control System)
AR 340-25 (Mailing Procedures for Certain U.S. Army Activities and U.S. Citizens Overseas)
AR 351-1 (Individual Military Education and Training)
AR 360-5 (Public Information)
AR 550-2 (Visits to Department of the Army Installations and Activities)
AR 600-290 (Passports and Visas)
AR 623-105 (Officer Evaluation Reporting System)
AR 623-205 (Enlisted Evaluation Reporting System)
AR 700-32 (Logistic Support of United States Nongovernmental, Non-military Agencies and Individuals in Overseas Military Commands)
DLIELC (Catalog of American Language Course and Catalog Materials for IMET U.S. Government 1025.2-C Agencies) (DLIELC publications can be obtained from the Defense Language Institute, English Language Center, ATTN: LEAN, Lackland AFB, TX 78236.)
DLIELC (Catalog of American Language Course Catalog Materials for Foreign Military Sales 1025.3-C (FMS))
DLIELC (Planning and Programming Security Instruction Assistance English Language 1025.7 Training)
DLIELC (Guidelines for Obtaining, Controlling, Instruction and Administering the English 1025.15 Comprehensive Level (ECL) Test)
DLIELC (Support Services for In-Country Manual English Language Training 1025.1-M Programs)
DLIELC (Policy Guidelines) Pamphlet 1025.16-P
DOD 1000.13 (Identification Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Personnel)
DODI 1130.2 (Management and Control of Engineering and Technical Services)
DODD 2000.10 (Selection and Training of Security Assistance Personnel)
DODD 2000.11 (Procedures for Handling Requests for Political Asylum and Temporary Refuge)

DOD 4515.13-R (Air Transportation Eligibility)
DODD 5000.7 (Official Temporary Duty Travel Abroad)
DODD 5132.3 (DOD Policy and Responsibilities Relating to Security Assistance)
DODD 5132.10 (Security Assistance Technical Assistance Field Teams)
DOD 5220.22-R (Industrial Security Regulation)
DODD 5410.17 (An Information Program for Foreign Military Trainees in the United States)
DODI 7290.1 (Method of Financing, Funding, Accounting and Fiscal Reporting for the Military Assistance Grant Aid Program)
JCS Pub 6, (Joint Reporting Structure, Air Force Vol 5 Reporting Instructions)
NAVMEDCOM NOTE (Cost Elements of Medical, Dental, 6320 Subsistence Rates, and Hospitalization Bills)
NAVMEDCOMINST (Decedent Affairs Manual) 5360.1D
NAVMEDCOMINST (Medical Regulating to and Within the 6320.1 series Continental United States)
NAVMEDCOMINST (Medical and Dental Care for Eligible 6320.31 series Persons at Navy Medical Department Facilities)
NAVMILPERSCOMINST (Procedures for Uniformed Services 1750.5 series Identification and Privileges Card, DD Form 1173)
NAVPERS 15951 (Manual for Messes Ashore)
NAVSO P1000 (Navy Comptroller Manual)
NAVSUP Pub 486,(Food Service Management, Officers Vol 2 Quarters and Messes Afloat and Chief Petty Officers Messes Afloat)
NAVSUP Pub (Navy Stock List of Publications and P2002 Forms)
NAVSUPINST (Promulgation of Sale of Meal and Ration 4061.9 Surcharge Rates and Credit Conversion Factors)
OPNAVINST (Transfer of U.S. Ships to Foreign Governments)
OPNAVINST (Manual for the Disclosure of Classified 5510.48 series Military Information to Foreign Governments and International Organizations)
OPNAVINST (Classified Supplement to the Manual for 5510.155 the Disclosure of Classified Military Information to Foreign Governments and International Organizations)
SECNAVINST (DOD Policy and Responsibilities Relating 4900.5F to Security Assistance)
SECNAVINST (Procedures for Handling Requests for 5710.22 Political Asylum and Temporary Refuge)

Glossary

Section I
Abbreviations

AC&SC. . . . . Air Command and Staff College
ACMS . . . . . Directorate of Cost and Management Analysis, Security Assistance and Training Cost Division
ADCSLOG. . . . . Assistant Deputy Chief of Staff for Logistics
ADE. . . . . automated data equipment
ADP. . . . . automatic data processing
AECA . . . . . Arms Export Control Act
AF . . . . . Air Force
AFB. . . . . Air Force base
AFETS. . . . . Air Force Engineering and Technical Services
AFIT . . . . . Air Force Institute of Technology
AFLC . . . . . Air Force Logistics Command
AFO. . . . . accounting and finance officer
AFSC . . . . . Armed Forces Staff College/Air Force Specialty Code
AIASA. . . . . Annual Intergrated Assessment of Security Assistance
AIC. . . . . Academic Instructor Course
ALC. . . . . American Language Course
ALCPT. . . . . American Language Course Placement Test
AMC. . . . . U.S. Army Materiel Command
ARNGUS . . . . . Army National Guard of the United States
ASD/ISA. . . . . Assistant Secretary of Defense/International Security Affairs
ASW. . . . . antisubmarine warfare
AWC. . . . . Army War College/Air War College
AWOL . . . . . absent without leave
AWS. . . . . Amphibious Warfare School
BO . . . . . blanket order
BY . . . . . budget year
CANTRAC. . . . . Catalog of Naval Training Courses
CAO. . . . . case administering office
CAT. . . . . contractor acceptance test/control and assessment team
CDP. . . . . course data processing code
CDR. . . . . commander
CENTCOM. . . . . United States Central Command
CFS. . . . . contract field services
CG . . . . . commanding general
CGSC . . . . . U.S. Army Command and General Staff College
CHAMPUS. . . . . Civilian Health and Medical Program of the Uniformed Services
CIN. . . . . course identification number
CINC . . . . . commander in chief
CINCLANTFLT. . . . . Commander in Chief, U.S. Atlantic Fleet
CINCPACFLT . . . . . Commander in Chief, U.S. Pacific Fleet
CLO. . . . . country liaison officer
CMC. . . . . Commandant of the Marine Corps.
CNATRA . . . . . Chief of Naval Air Training
CNAVRES. . . . . Chief of Naval Reserve
CNET . . . . . Chief of Naval Education and Training
CNO. . . . . Chief of Naval Operations
COA. . . . . Comptroller of the Army
COB. . . . . command operating budget
COGARD . . . . . U.S. Coast Guard
COMNAVMEDCOM . . . . Commander, Naval Medical Command
COMNAVSEASYSCOM. . . Commander, Naval Sea Systems Command
CONUS. . . . . continental United States
CP . . . . . commander post
CPD. . . . . Congressional Presentation Document
CPL. . . . . country program listing
CSA. . . . . Chief of Staff, U.S. Army
CVAII. . . . . Office of the Vice Chief of Staff of the Air Force Assistant Vice Chief of Staff, International Affairs Division, Information
DA . . . . . Department of the Army
DAMO-SSA . . . . . Office of the Deputy Chief of Staff for Operations and Plans, Directorate of Strategy, Plans, and Policy, Security Assistance Division
DAR. . . . . Defense Acquisition Regulation
DBMS . . . . . Director of Base Medical Services
DCSLOG . . . . . Deputy Chief of Staff for Logistics
DCSOPS . . . . . Deputy Chief of Staff for Operations and Plans
DCSPER . . . . . Deputy Chief of Staff for Personnel
DE . . . . . School of Civil Engineering
DEFREMANEDCEN. . . . Defense Resources Management Education Center
DELP . . . . . Defense English Language Program
DISAM. . . . . Defense Institute of Security Assistance Management
DLA. . . . . Defense Logistics Agency
DLI. . . . . Defense Language Institute
DLIELC . . . . . Defense Language Institute, English Language Center
DOD. . . . . Department of Defense
DODIP. . . . . Department of Defense Information Program
DON. . . . . Department of the Navy

DRMC . . . . . Defense Resources Management Course
DSAA . . . . . Defense Security Assistance Agency
DTG. . . . . date time group
DV . . . . . distinguished visitor
ECI/DA . . . . . Extension Course Institute, Administration Division
ECL. . . . . English comprehension level
EE . . . . . extraordinary expenses
ELT. . . . . English Language Training Program
EOC. . . . . end of course
EOD. . . . . explosive ordnance disposal
ETA. . . . . estimated time of arrival
ETS. . . . . engineering and technical services
EUCOM. . . . . United States European Command
EXA. . . . . execution agency
FAA. . . . . Foreign Assistance Act
FDPO . . . . . Foreign Disclosure Policy Office
FMF. . . . . fleet Marine force
FMS. . . . . foreign military sales
FMSSG. . . . . Foreign Military Sales Steering Group
FMST . . . . . foreign military sales training
FMT. . . . . foreign military trainee
MTAG . . . . . Foreign Military Training Affairs Group
FORSCOM. . . . . U.S. Army Forces Command
FOS. . . . . Foreign Officers School
FOSCO. . . . . Foreign Officer Supply Course-Basic
FOT. . . . . follow-on-training
FRAMP. . . . . Fleet Replacement Aviation Maintenance Program
FTD. . . . . field training detachment
FTO. . . . . foreign training officer
FTS. . . . . field training services
FY . . . . . fiscal year
GMAT . . . . . Graduate Management Admission Test
GRE. . . . . Graduate Record Examination
GTR. . . . . government transportation request
HQ . . . . . headquarters
HQDA . . . . . Headquarters, Department of the Army
HQ AFESC . . . . . Headquarters, Air Force Engineering and Services Center, Directorate of Housing and Services
HQ USAF/CVAI . . . . Headquarters, United States Air Force, Office of the Vice Chief of Staff, International Affairs Division
HQ USAF/JACI . . . . Headquarters, United States Air Force, Office of the Judge Advocate General, Directorate of Civil Law, International Law Division
HQ USAF/LETT . . . . Headquarters, United States Air Force, Deputy Chief of Staff, Logistics and Engineering, Directorate of Transportation,Traffic Management Division
HQ USAF/SGHR . . . . Headquarters, United States Air Force, Surgeon General, directorate of Medical Plans and Resources, Medical Readiness Division
HQ USAFE/DPAT. . . . Headquarters, United States Air Forces in Europe, Directorate of Personnel Programs, Training Division
IAAFA. . . . . Inter-American Air Forces Academy
IC . . . . . implementing commands
ID . . . . . identification
IDMC . . . . . International Defense Management Course
IFP. . . . . International Fellows Program
ILC. . . . . International Logistics Center
IMET . . . . . international military education and training
IMETP. . . . . International Military Education and Training Program
INS. . . . . Immigration and Naturalization Service
INST . . . . . Instruction
INTOCS . . . . . International Officer Candidate School
IP . . . . . Informational Program
ITMO . . . . . international training and management officer
ITO. . . . . invitational travel order
JTR. . . . . Joint Travel Regulation
LANTCOM. . . . . United States Atlantic Command
LOA. . . . . Letter of Offer and Acceptance
LOR. . . . . letter of request
LS . . . . . School of Systems and Logistics
LTD. . . . . language training detachment
MAAG . . . . . military assistance advisory group
MAC. . . . . Military Airlift Command
MACOM. . . . . major Army command
MAJCOM . . . . . major USAF command
MAOAF. . . . . military assistance/other agency funded
MAP. . . . . Military Assistance Program
MASL . . . . . Military Assistance Articles and Services List
MCC&SC . . . . . Marine Corps Command and Staff College
MCDEC. . . . . Marine Corps Development and Education Command
MILDEP . . . . . military department
MILSTRIP . . . . . Military Standard Requisitioning and Issue Procedures
MOD. . . . . miscellaneous obligating document
MPP. . . . . Directorate of Personnel Programs
MTT. . . . . mobile training team
NATO . . . . . North Atlantic Treaty Organization
NAVAVSCOLSCOM. . . . Naval Aviation Schools Command

NAVCOMPT . . . . . Comptroller of the Navy
NAVCOMPT . . . . . Navy Comptroller
NAVMEDCOM. . . . . Naval Medical Command
NAVPGSCOL. . . . . Naval Postgraduate School
NAVPHIBSCOL. . . . . Naval Amphibious School
NAVSCOLEOD . . . . . United States Naval School Explosive Ordnance Disposal
NAVSEA . . . . . Naval Sea Systems Command
NAVWARCOL. . . . . Naval War College
NCAPS. . . . . naval control and protection of shipping
NCC. . . . . Naval Command College
NCO. . . . . noncommissioned officer
NDP. . . . . National Disclosure Policy
NETC . . . . . Naval Education and Training Center
NFO. . . . . naval flight officer
NFPA . . . . . Navy Field Procurement Activity
NIF. . . . . Navy Industrial Fund
NJAG . . . . . Navy Judge Advocate General
NMPC . . . . . Naval Military Personnel Command
NSC. . . . . Naval Staff College/Naval Supply Center
NSCS . . . . . Naval Supply Corps School
OA . . . . . obligational authority
OACSI. . . . . Office of the Assistant Chief of Staff for Intelligence
OASD . . . . . Office of the Assistant Secretary of Defense
OBT. . . . . observer training
OCONUS . . . . . outside continental United States
OJT. . . . . on-the-job training
OP-62. . . . . Technology Transfer Policy and Control Division
OP-63. . . . . Security Assistance Division
OP-923 . . . . . Financial Control Division of the Program Planning Office
OPNAV. . . . . Office of the Chief of Naval Operations
OPNAVINST. . . . . Office of the Chief of Naval Operations instruction
OPR. . . . . office of primary responsibility
OPREP-3. . . . . Operational Report--3
OSD. . . . . Office of the Secretary of Defense
OTT. . . . . orientation training tour
PA . . . . . public affairs
P&A. . . . . price and availability
PACAF. . . . . Pacific Air Force
PACAMS . . . . . Panama Canal Area Military Schools
PACOM. . . . . United States Pacific Command
PCS. . . . . permanent change of station
PG . . . . . post graduate
PGS. . . . . post graduate school
P&R. . . . . planning and review
PM5. . . . . Saudi Naval Expansion Program, Program Manager
PME. . . . . professional military education
POE. . . . . port of entry
POC. . . . . point of contact
POI. . . . . program of instruction
POV. . . . . privately owned vehicle
PRI. . . . . Directorate of International Programs
PRIM . . . . . Directorate of International Programs, Policy and Management Division
RCN. . . . . record control number
RCS. . . . . reports control symbol
RIM. . . . . retainable instructional material
RSNF . . . . . Royal Saudi Naval Forces
SA . . . . . security assistance/ specialized English Training advised
SAAC . . . . . Security Assistance Accounting Center
SAMM . . . . . Security Assistance Management Manual
SAO. . . . . security assistance organization
SATFA. . . . . Security Assistance Training Field Activity
SATMO. . . . . Security Assistance Training Management Office
SATP . . . . . Security Assistance Training Program
SCN. . . . . student control number
SEAL . . . . . sea, air, land
SECDEF . . . . . Secretary of Defense
SECNAV . . . . . Secretary of Navy
SET. . . . . Specialized English Training
SFO. . . . . senior foreign officer
SGPA . . . . . Directorate of Medical Plans and Resources, Health Affairs and Plans Division
SIDMC. . . . . Senior International Defense Management Course
SJA. . . . . Staff Judge Advocate
SOAP . . . . . Supply Operations Assistance Program
SOFA . . . . . status of forces agreement
SOS. . . . . Squadron Officer School
SOUTHCOM . . . . . United States Southern Command
SR . . . . . Specialized English Training required
SSN. . . . . social security number
STATIS . . . . . Student Training Analysis and Tracking Information System
SYSCOM . . . . . Systems Command
TAFT . . . . . technical assistance field team
TAG. . . . . The Adjutant General
TAPR . . . . . training activity program roster
TASA . . . . . U.S. Army Television Audio Support Agency
TAT. . . . . technical assistance team
TCO. . . . . test control officer
TDY. . . . . temporary duty
TLA. . . . . travel and living allowance
TOEFL. . . . . Test of English as a Foreign Language

TPA. . . . . total packed approach
TRADOC . . . . . U.S. Army Training and Doctrine Command
TT . . . . . technical training
UDT. . . . . underwater demolition training
UFT. . . . . undergraduate flight training
UPH. . . . . unaccompanied personnel housing
U.S. . . . . United States
USACGSC. . . . . U.S. Army Command and General Staff College
USAF . . . . . U.S. Air Force
USAFE. . . . . U.S. Air Forces in Europe
USAHSC . . . . . U.S. Army Health Services Command
USAREUR. . . . . U.S. Army, Europe
USARSA . . . . . U.S. Army School of the Americans
USASAALA . . . . . U.S. Army Security Assistance Agency, Latin America
USASAC . . . . . U.S. Army Security Assistance Center
USAWC. . . . . U.S. Army War College
USC. . . . . United States Code
USG. . . . . United States Government
USIPC. . . . . uniformed services identification and privileges card
USMC . . . . . U.S. Marine Corps
USN. . . . . U.S. Navy
USSOUTHCOM . . . . . United States Southern Command
VAQ. . . . . visiting airmen quarters
VOQ. . . . . visiting officers quarters
WCN. . . . . worksheet control number
WESTCOM. . . . . U.S. Army Western Command
WHO. . . . . World Health Organization
XOX. . . . . Directorate of Plans

Section II
Terms

Acceptance date
The date that appears on the acceptance portion of DD Form 1513 (U.S. DOD Letter of Offer and Acceptance) or amendment thereto indicating the calendar date on which a foreign purchase accepts the terms and conditions in the FMS offer.

Accepted case
An FMS Letter of Offer and Acceptance (DD Form 1513) for training requirements that has been signed by the designated representative of the purchaser before the expiration date, and has been received by SAAC together with any required initial deposit.

Administrative charges
Charges for USG administrative service associated with the sale of any defense article, service, or training under FMS. Charges are separately recorded on DD Form 1513 and changes thereto.

Annual Intergrated Assessment of Security Assistance
A projection of defense articles, services, and training the foreign country is likely to seek to acquire from the USG during the budget year and 4 subsequent years. For the IMET the AIASA includes the specific training envisaged, including the number of FMTs proposed for each type, and whether they are to be trained in the United States or overseas.

Arms transfers
A transfer of defense articles and services such as arms, ammunition, and implements of war, including components thereof, and the related training, manufacturing licenses, technical assistance, and technical data. Transfers are provided by the USG under the FAA, AECA, or other statutory authority, or directly by commercial firms to foreign countries, foreign private firms, or to international organizations.

Availability
Capability to perform a service within the time frame requested using existing manpower authorizations and skilled personnel without having a significant adverse effect on the combat readiness of the military departments (AECA, PL 94-329, title II).

Blanket order FMS case
An open-end case with undefined requirements, in a dollar amount, that specifies articles, services, or training. Normally these cases are written for a period of 1 or 2 fiscal years.

Budget year
That fiscal year arrived at by adding one to the current fiscal year; the subject of new budget estimates.

Cancelled case
An FMS case which was not accepted or funded within the prescribed time limitations or was cancelled by the requesting country or by the USG.

Case
A contractual sales agreement between the USG and an eligible foreign country or international organization by a DD Form 1513.

Case Administering Office
The major claimant assigned sole responsibility for FMS case implementation and management. For Navy training cases, this is a shared responsibility between OP-63 and CNET(C4).

Case identifier
A unique identifier consisting of six digits and assigned by the implementing agency to each FMS case. The identifier is assigned to each FMS request and identifies the case through all subsequent transactions. It is made up of the two-letter country code, cognizant MILDEP one-letter designator, and a three-letter case designator.

Cash in advance or cash with acceptance U.S. dollar currency, check, or other negotiable instrument required for the acceptance of an FMS case.

Closed case
An FMS case in which all material has been delivered and all services or training have been performed; all financial transactions, including all collections, have been completed; and the purchaser has made final payment.

Collections
Receipt in U.S. dollar currencies, checks, or other negotiable instruments from purchasing foreign country to pay for defense articles, services, or training based on accepted FMS cases.

Combatant ship-major
Aircraft carriers, battleships, cruisers, submarines, destroyers, and frigates.

Commitment
Any communication between a responsible U.S. official and an authorized foreign government representative (including officials of any international organization or supranational authority) which reasonably could be interpreted as a promise that the USG will provide them with funds, goods, services, training, or information.

Completed case
An FMS case for which all delivery and collection have been completed but for which final statement (DD Form 645) has not been furnished to the purchaser.

Congressional Presentation Document
The document presented annually to Congress describing the proposed SA programs to support proposed legislation submitted for congressional authorization and appropriation.

Continuing resolution authority
Authority to obligate funds against the IMET or FMS credit appropriation for the fiscal year. This authority is granted by Congress in a joint resolution making temporary appropriation pending passage of the regular appropriation act.

Contract field services
U.S. personnel furnished under contract with private industry who provide advice and training when skills are not available from DOD resources.

Country liaison officer
An officer or NCO of a foreign military establishment selected by his or her government and attached to a DOD or civilian activity for the primary purpose of assisting in the administration of FMTs from the home country.

Cross-service training
Sequential training given by more than one MILDEP but included in the training program of the MILDEP providing the majority of training, exclusive of English language.

Current fiscal year
The fiscal year in progress but not yet completed; for example, between and including 1 October through 30 September.

Defense Security Assistance Agency
The agency that performs administrative, management, and operational functions for SA programs at the DOD level under the policy direction of the Office of the Assistant Secretary of Defense (International Security Affairs).

Disclosure authorization
Authorization by proper authority for disclosure of U.S. classified information to FMTs cleared by their government for access to classified information.

Engineering and technical services
Those services performed by DOD personnel (normally on a permanent change of station (PCS) basis) who are technically qualified to provide instruction and training in the engineering, installation, operation, and maintenance of DOD weapons, equipment, and systems. ETS are not the same as mobile training teams.

Execution agency identifier
A three-digit alpha code used to identify the MILDEP installation or funded command where training is to be provided.

Expenditure authority
A document or authority from SAAC to implementing MILDEPs that allows expenditure against obligations previously recorded against an FMS case.

Extraordinary expenses
Expenses incident to representational activities for FMTs. They include, and EE funds help to defray, costs of such activities as commanders’ welcome receptions, civilian and military sponsor banquets, faculty and student luncheons, and graduations.

Field training detachment
A unit controlled by the Air Training Command consisting of a detachment commander and complement of technically qualified instructors capable of providing on-site specialized technical instruction. An FTD is a combination of a mobile training unit and a mobile training team.

Field training services
A generic term that refers to either engineering and technical services, contract field services, or both.

Follow-on-training
Sequential training following an initial course of training

Foreign military sales
Sales for DOD stocks or procurement of defense articles, services, and training to any eligible foreign country or international organization. FMS is authorized under the AECA and in some instances under the FAA.

Foreign military trainee
National of a foreign government, with military or civilian status of that government, who is receiving education or training or is touring USG activities under the sponsorship of SATP. For the purpose of this regulation, the term trainee is synonymous with student.

Foreign Student Roster Report (RCS HAF PAI (AF)7111)
A consolidated report on the status of all FMTs in training by the U.S. Air Force, based on a weekly submission from training locations administering to FMTs.

Foreign training officer
The U.S. DOD individual designated to coordinate and monitor the local SATP and provide required administrative support for FMTs.

Formal training
An officially designated course of instruction conducted or administered according to an approved course outline and training objectives.

Generic code
A three-digit alpha and numeric code assigned in the MASL that represents the type of materiel or services according to budget activity and project account classification.

Grant aid
Military assistance rendered under the authority of the FAA for which the MILDEPs are reimbursed from the foreign assistance appropriation. Grant aid includes the Military Assistance Program (materiel) and the International Military Education and Training Program (training).

Implementing authority
The IMET order (for the IMET program) and obligational authority (for FMS cases) that authorize the MILDEP to implement programmed training.

In-country training
Training offered within the geographic boundaries of a recipient country and conducted by members of the U.S. Defense Department, other organizations, or contractors.

Informational program
The DOD Informational Program that affords an opportunity for FMTs to become familiar with the United States; its social, cultural, and political institutions; its people and their way of life. It further increases FMT awareness of U.S. commitment to basic principles of international recognized human rights.

Initial deposit
Money transferred to the credit of the Treasurer of the United States provided by a purchaser as part of the acceptance of DD Form 1513. It is a partial or full payment for defense articles, services, or training.

Installation
For the purpose of this regulation, the term installation is synonymous with base, post, camp, station, activity, squadron, ship, unit, school, and facility.

International military education and training
That portion of grant aid that includes formal or informal instruction of FMTs in the United States or overseas by military or civilian personnel of the USG, contract technicians, or informational publications and media of all kinds, training aids, orientation, and military advice to foreign military units and forces. IMET is authorized under the FAA.

Invitational travel order (DD Form 2285)
A written authorization for FMTs to travel to, from, and between U.S. activities for the purpose of training under the SATP.

Item identification number
A seven-character identifier assigned to each line of training in the Military Articles and Services List published by DSAA. The first character is a letter that identifies the MILDEP offering the training (B--Army, P--Navy, D--Air Force). The following six characters are numbers that identify the specific item of training. This identification number is used in all IMET and FMS training program and implementation documents.

Lease
An agreement for temporary transfer of the right of possession and use of a defense article or articles to a foreign government or international organization, with the transfer agreeing to pay rent to the USG and to maintain, protect, repair, or restore the article, subject to and under the authority of the AECA, chapter 6.

Letter of offer and acceptance
DD Form 1513 by which the USG offers to sell to an eligible country or international organization defense articles, services, or training pursuant to the AECA. The LOA lists the items, estimated costs, and terms and conditions of sale. It provides for an authorized agent of the eligible country or international organization to sign as an indication of acceptance.

Living allowance
An authorized allowance paid to an FMT while in training under the IMET program.

Military Articles and Services List
Catalogs of materiel, services, or training used in the planning and programming of MAP, IMET, and FMS. Separate MASLS are maintained for IMET and FMS training. These catalogues

disseminate course identification, price, location, duration, and other data as established by each MILDEP.

Military assistance or other-agency-funded
Training of FMTs in MILDEP service schools or installations sponsored and funded by a nonmilitary U.S. agency at no cost to the MILDEP or SATP.

Security Assistance Management Manual
The DOD manual that contains policy guidance and procedures for programming, implementing, and reporting SA activities.

Mobile training assistance
Training assistance consisting of mobile training teams (MTTs), DOD civilian engineering and technical services (ETS), or contract field services (CFS) personnel used for training of FMTs.

Mobile training team
A team consisting of one or more U.S. personnel from DOD resources on temporary duty (not to exceed 179 consecutive days away from home station) to train FMTs in the operation, maintenance, and employment of weapon systems and support equipment, or in other special skills related to military functions. MTTS are not the same as technical assistance teams.

Mobile training unit
A U.S. Air Force unit of portable system-oriented trainers, training aids, special tools, test equipment, or training accessories designed for an MTT to conduct training in the field.

North Atlantic Treaty Organization Status of Forces Agreement
Reciprocal treaty applicable to FMTs from all NATO countries, except Iceland and Spain, undergoing training in the United States. In addition to the United States, the NATO countries are Belgium, Canada, Denmark, Federal Republic of Germany, France, Greece, Iceland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Turkey, and the United Kingdom. Questions regarding the applicability of the treaty should be addressed to the MILDEPs concerned.

Obligational authority
Authority on a DD Form 2060 or other document passed from SAAC to implementing MILDEPs that allows obligations to be incurred against a given FMS case in an amount not to exceed the stated value in this authority.

Observer training
Special training conducted to permit FMTs to observe U.S. DOD techniques and procedures.

Offer date
The date that appears in block 7 of DD Form 1513.

On-the-job training
A training process whereby FMTs acquire knowledge and skills through actual performance of duties under competent supervision in accordance with an approved, planned program.

Open sales case
An FMS case having any portion of the transaction incomplete.

Open sales offer
An FMS offer made to a foreign purchaser that is pending acceptance.

Orientation training tour
A tour arranged for key foreign personnel that may be funded under FMS or IMET to acquaint them with U.S. organization, equipment, facilities, or methods of operation at various locations.

Outside CONUS
All geographic areas not within the territorial boundaries of the continental United States. As used in this regulation, OCONUS includes Hawaii and Alaska.

Panama Canal area military schools
Training facilities operated by respective MILDEPs in the Panama Canal area, Republic of Panama.

Paramilitary forces
Forces or groups that are distinct from the regular armed forces of any country but resembling them in organization, equipment, training, or mission.

Professional military education
Career training designed to provide or enhance leadership and the recipient force’s capability to conduct military planning, programming, management, budgeting, and force development to the level of sophistication appropriate to that force.

Qualification training
Practical experience and job-related training for special systems, sub-systems, functional areas, or other operations that require hands-on experience, to include maintenance training conducted at the depot level. This training does not provide for skill-level upgrading which is provided under OJT when special procedures are required.

Record control number
A four-position, alpha-numeric code used for control purposes and assigned to each line of training in the DSAA automated master file of country’s SATP.

Security assistance organizations
DOD elements located in a foreign country with assigned responsibilities for carrying out SA management functions under the FAA and AECA. The term SAO is used in this regulation generically and applies to all such activities regardless of the actual title assigned (for example, Military Assistance

Advisory Group, Military Group, Military Mission, Defense Representative, Office of Military Cooperation, Office of Defense Co-operation, Defense Liaison Group, Security Assistance Organization, and Defense Attache personnel designated to perform SA management functions).

Security Assistance Training Management Office
A TRADOC agency that manages all Army activities related to formation, preparation, and deployment of MTTs, FTSs, surveys, TATs, and TAFTs furnished from CONUS assets. It also coordinates replies to queries from the SAOs concerning training assistance.

Security clearance
Determination of eligibility of an individual to have access to U.S. classified information. FMTs do not hold U.S. security clearances. The clearance specified in an ITO is that granted by the foreign government and not the United States. A disclosure authorization is required before granting an FMT access to U.S. classified information, and such access must be on an individual need-to-know basis.

Services
Support provided to a foreign government under security assistance, other than materiel items. Training is considered a service.

Standardization Agreement 6002
An agreement ratified by 14 NATO countries: Belgium, Canada, Denmark, France, Federal Republic of Germany, Greece, Italy, Luxembourg, Netherlands, Norway, Portugal, Turkey, United Kingdom, and the United States (excludes Iceland and Spain). The United Kingdom and the United States ratified with reservations. This agreement establishes principles and procedures for the conduct and financing of common training.

Student control number
For DON accounting purposes, FMTs are identified by an SCN that is assigned when they report either to DLIELC for English language training, or to the first training course under the program. Chief of Naval Education and Training (CNET) has cognizance of SCNs, and numbers are obtained from that organization.

Technical assistance field team
A U.S. team or individual deployed on a PCS assignment (more than 179 days), usually for 1 year or more, to a foreign country to provide assistance in the operation, maintenance, and tactical employment of weapons systems and support equipment or in other special skills related to military functions.

Technical assistance team
A team or individual dispatched for up to 179 days' temporary duty to place into operation, operate, maintain, and repair equipment provided under FMS or MAP. TATs will not be used to provide technical training or instruction (except for OJT) that is necessary to transfer technical responsibility to the recipient country.

Total package approach
The planning methodology that requires identification of spare parts, follow-on support items, training, and services required from USG or within the foreign country's resources to efficiently introduce and operationally sustain major items of equipment or systems.

Training
Instruction of FMTs in the United States or overseas by personnel assigned to or sponsored by DOD. It also includes correspondence courses, training publications, training aids, and orientation training tours.

Training number
A number assigned to each U.S. Air Force FMT by the SAO for identification purposes.

Training project or instruction
The U.S. Air Force instrument issued by the implementing agency reflecting the schedule of approved programmed training.

Travel and living allowance
Those costs associated with transportation, excess baggage, and living allowance (per diem) of FMTs authorized for payment under IMET.

Unaccepted case
An FMS LOA that was not accepted within prescribed time shown.

Worksheet control number
A reference number used for data control purposes and assigned to each item of training in a country's program.

By order of the Secretaries of the Army, the Navy, and the Air Force:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

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Brigadier General, United States Army
The Adjutant General

S.E. BUMP
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Assistant Vice Chief of Naval Operations/Director of Naval Administration

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Colonel, United States Air Force
Director of Administration

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Deputy Chief of Staff for Training

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FKR4A (COMPACMISTESTCEN)
FKR7C (NAVAIRTECHSERVFAC)
FKR7E (NAVAVNLOGCEN)
FKR7F (AIMSO)
FT1 (CNET) (C2, C4 and N61)
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ACADEMIC REPORT - FOREIGN STUDENTS ATTENDING CONUS SERVICE SCHOOLS

For use of this form, see AR 12-15; the proponent agency is the Office of the Deputy Chief of Staff for Operations and Plans.

TO: *(Include ZIP Code)*	FROM: *(Include ZIP Code)*

1. LAST NAME FIRST NAME - MIDDLE INITIAL	2. GRADE	3. COUNTRY	4. SSN	5. BRANCH

6. NAME OR TITLE OF COURSE	7. DURATION OF COURSE(S)	
	From:	To:

8. DID STUDENT SUCCESSFULLY COMPLETE COURSE	9. STUDENT WAS AWARDED
☐ YES ☐ NO *(Explain in Sec 14)*	☐ DIPLOMA/CERTIFICATE OF COMPLETION ☐ CERTIFICATE OF ATTENDANCE ☐ NONE

10. ENGLISH LANGUAGE PROFICIENCY AND STUDENT'S PERFORMANCE IN COURSE

USE RATINGS OF: 1 - EXCEPTIONAL, 2 - EXCELLENT, 3 - VERY SATISFACTORY, 4 - SATISFACTORY, 5 - UNSATISFACTORY (Must be explained in Sec 14), 6 - NOT OBSERVED.

a. Language Proficiency	b. Performance in Course(s)
	(1) Attitude
	(2) Motivation
(1) Speech	(3) Ability to grasp instruction
(2) Reading	(4) Performance in practical exercises
(3) Writing	(5) Participation in class activities
(4) Comprehension	(6) Potential as instructor.

11. ENGLISH COMPREHENSION LEVEL EXAMINATION SCORES	
a. In-Country _____	b. CONUS School _____

12. MILITARY AND CIVILIAN SPONSORS

13. BRIEF REPORT ON STUDENT'S PARTICIPATION IN EXTRA-CURRICULAR AND COMMUNITY AFFAIRS *(On and Off Post)*

14. COMMENTS: *(Continue on reverse, if necessary)*

a. Student Performance:

(1) Academic Achievement

(2) Electives and Other Training:

(3) Significant Strengths and Weaknesses

b. Other Entries:

c. Explanation of Unsatisfactory Entries:

TYPED NAME AND TITLE	SIGNATURE	DATE

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