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Sent: Tuesday, March 12, 2002 10:33 AM
To: 'Reardon, Tim'; 'Collins, Charlie'; 'Elliott, Ron'
Subject: FW: IMSO Reporting Requirements & the IMSO Web

Importance: High

FYI. Here is what I sent to the IMSOs concerning their use of the IMSO Web. We still have some who are not using, and are taking steps to remedy this situation!

Two years ago SATFA established a requirement for IMSOs to send rosters to SATFA for any month during which IMS arrived and/or departed. This requirement is still in effect, and is of critical importance. **IMSOs will now meet the requirement using the IMSO Web.**

1. Use the IMSO Web to send convene reports when students arrive. These reports come directly to the appropriate SATFA Country Program Manager.
 - a. Ordinarily convene (arrival and commencement) reports will be sent after the FINs have been assigned; FINs should be included along with other appropriate information. The FIN should be entered as nine consecutive numbers without dashes and without the F.
 - b. Names should be entered in the following format: last name, first name rank. (**Note:** Currently data entered by IMSOs "disappears" from the IMSO Web when SATFA completes the weekly upload to the SAN. However, the data is captured here at SATFA and will be restored to the SAN and IMSO Web. We expect this problem to be resolved shortly, after which the data will remain in the system. It is not necessary to re-enter data.)
 - c. After you send an arrival/commencement report, you will see a red check mark appear over the report icon (two clasped hands).
2. Use the IMSO Web to send status reports when necessary between student arrival and departure date (e.g., if student is recycled, hospitalized, etc.).
3. Please note that at this time IMSOs cannot change data once it is entered. If data (e.g., student name) has been entered incorrectly, send a status report and note the change in the remarks.
4. Use the IMSO Web to send departure/completion reports when students graduate, are eliminated from the course, or for some other reason are no longer enrolled in the course.
 - a. If student is returning to home country or going to another installation for follow-on training, include the flight/travel information in the remarks section of the report.
 - b. After you send a departure/completion report, you will see a red check mark appear over the report icon (airplane).
5. **Important:** IMSOs are responsible for ensuring that student enrollment and graduation data are properly posted in ATRRS. It is possible to run reports from the IMSO web to send to the personnel at the installation who are responsible for ATRRS entries. Use "output to Excel" under display options to do this.
6. Keep your POC and administrative information updated on the IMSO Web. Changes made will go directly to the SAN and to the Greenbook on the SATFA web page, and thus will be immediately available to SAOs.
7. Add **International Notes and Prerequisites** to the IMSO web material provided for each course at your installation in which IMS may enroll. Some have already done this, and we thank you! This information is very valuable to the SAOs. It should include any information you think the IMS and/or country personnel would need to know. Examples include information about any field training exercises, particularly those that involve spending one or more nights in the field;

physical training requirements; knowledge of some particular software system, etc. This information goes to the appropriate SATFA Quota Manager, who will approve or reject it.

8. It is now possible to upload photos to the IMSO Web; Fort Knox and Fort Leavenworth have done this successfully. We encourage you to try this too.

9. The IMSO Web IP function is now available for use. Please try it and let us know what else you would like for it to do.

9. IMSO Web User Instructions are on the SATFA web page beneath "What's New." If you have questions, please contact Debbie Boone (DSN 680-2633) or me.

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SATFA Training Policy & Programs