



# DISAM



## SAM-TO Course ITM Web Site and IMSO Web Exercise and Guide

8 September 2004

**Note:** This *Exercise* will teach you to use the DISAM **International Training Management (ITM) Web Site** and the **International Military Student Office (IMSO) Web** system. It will acquaint you with the broad range of international training information that is now available at these web sites. Please understand that all of these systems are quite dynamic and are continuously being improved. Consequently, there may be slight differences between the *current* web site content and this *Exercise*. Please take your time and follow the *step by step* instructions that are provided, until you become more familiar with the various web sites. When you return to your home station, you will find that this *Exercise* will serve you and others in your IMSO office as a *Guide* to using these web sites.

### The International Training Management (ITM) Web Site

The **International Training Management (ITM) Web Site** provides access to a very wide range of resource materials that cover the management of international military training. Strongly you create a *Shortcut* or *Favorite* on your duty station computer to facilitate accessing this and other international training web sites.

*Double-click* on the **ITM Web Site** shortcut (icon) on your computer desktop.



**International Training Management**  
A Web Site for International Military Training Managers  
Involved in Security Cooperation Programs

**IMPORTANT:**  
TMS Version 6.003 was fielded to all SAOs on 12 Sep 03. See [TMS 6.003](#) for complete information.  
See the brand new [AESAT/IMSO Page](#) with up to date POC info on Air Force IMSOs.  
See the [SCIP Page](#) for information about this valuable new system.  
See newly published, 3 Oct 2003 SAMM, [Chapter 10--International Training](#), and [Chapter 11--Special Programs and Services](#) (Paragraph C11.13 -- Security Assistance Teams).  
See [FY 2004 Counter Terrorism Fellowship Program guidance](#).  
See [ASPA](#) for DSCA provided American Service Members' Protection Act implementation guidance.  
See latest Draft of [S.A. Health Affairs Handbook](#).

**REMINDER:** Many SAOs have not started uploading data from TMS to the SAN. As a result, your Point of Contact information is NOT available to schoolhouse IMSOs. They can't identify you when they click on your Country Code on the IMSO Web system. You must have TMS 6.0 or later installed to accomplish uploads to the SAN. See: [How to Upload from TMS to the SAN](#)

**Note:** At your home station, type the following web site address in the **Location** block of your Browser screen: <http://www.disam.dsca.mil/itm/> and press **Enter**. Many documents provided in the ITM web site require *Adobe Acrobat Reader* to view them. The ITM Home Page explains how to get *Adobe Acrobat Reader*.

If you have not previously read the **International Training Management Home Page**, do so at this time. Be sure to scan the content of the large red bordered box so that you will get an idea of the content of the site.

## International Training Management (ITM) Web Site Content

Under **NEW:** on the ITM web page, *click* on and read the **Serious Incident Report** that was sent out by Army SATFA to all of their IMSOs. Also *click* on and scan the instructions on **Viewing Snapshot Files**. SAOs will be sending ITOs as E-mail attachments using this format.

Scroll down to the **Red** menu box.

<p><b>References</b>  <a href="#">Messages</a>  <a href="#">Articles</a>  <a href="#">Points of Contact</a>  <a href="#">Events--Dates</a>  <a href="#">Lessons</a>  <a href="#">Legislation</a>  <a href="#">Web Site Links</a>  <a href="#">Pictures</a></p> <p><b>Training Programs</b>  <a href="#">IMET</a>  <a href="#">FMS</a>  <a href="#">Counterterrorism Fellowship Prog-CTF</a>  <a href="#">Counter Narcotics Prog-CN</a>  <a href="#">Iraq Liberation Act-ILA</a>  <a href="#">Intl Narcotics Law-INL</a>  <a href="#">FAA, Sec 506 Drawdown</a></p> <p><b>Automation</b>  <a href="#">FAQS</a>  <a href="#">SAN</a>  <a href="#">I-SAN</a>  <a href="#">TMS</a>  <a href="#">ITMS</a>  <a href="#">IMSO Web System</a>  <a href="#">SAO Web System</a>  <a href="#">DSAMS Training Module</a>  <a href="#">SCIP (Portal)</a>  <a href="#">IMS Pre-Departure Briefing CD</a>  <a href="#">Web Site Examples</a>  <a href="#">Adobe Acrobat Download</a></p>	<p><b>SAO</b>  <a href="#">SAO Specific</a>  <a href="#">SAO Best Practices</a>  <a href="#">Sample Messages</a>  <a href="#">Training Program Mgt</a>  <a href="#">SAO Web Sites</a>  <a href="#">IMS Pre-Departure Briefing CD</a></p> <p><b>IMSO</b>  <a href="#">IMSO Specific</a>  <a href="#">IMSO Best Practices</a>  <a href="#">IMSO Web Site Development</a>  <a href="#">IMS Pre-Departure Briefing CD</a>  <a href="#">Model IMSO Web Page</a>  <a href="#">School/IMSO Web Sites</a></p> <p><b>MILDEP</b>  <a href="#">Army</a>  <a href="#">Navy</a>  <a href="#">Air Force</a>  <a href="#">Marine Corps</a>  <a href="#">Coast Guard</a></p> <p><b>Combatant Command</b>  <a href="#">CENTCOM</a>  <a href="#">EUCOM</a>  <a href="#">NORTHCOM</a>  <a href="#">PACOM</a>  <a href="#">SOUTHCOM</a></p> <p><b>International Military Student</b>  <a href="#">General Information</a>  <a href="#">Country-Specific Information</a></p>	<p><b>Functional Areas</b>  <a href="#">Biographical Data</a>  <a href="#">Contractor Provided Training</a>  <a href="#">Current Events Responses</a>  <a href="#">Dependents</a>  <a href="#">Distance Learning</a>  <a href="#">DoDIP</a>  <a href="#">English Language Training</a>  <a href="#">Eng Lang Tng-In Country</a>  <a href="#">English Lang Laboratories</a>  <a href="#">Exchange Training</a>  <a href="#">Expanded IMET</a>  <a href="#">Health Affairs</a>  <a href="#">Human Rights</a>  <a href="#">ID Cards</a>  <a href="#">IMS Pre-Departure Briefing</a>  <a href="#">Intercultural Commo</a>  <a href="#">ITOs</a>  <a href="#">Legal</a>  <a href="#">Orientation Tours</a>  <a href="#">Student Administration</a>  <a href="#">Student Screening</a>  <a href="#">Teams</a>  <a href="#">Tng Prog Mgt Review</a>  <a href="#">Travel &amp; Living Allowance</a>  <a href="#">Training Prices</a></p>
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## International Training Management (ITM) Web Site Content

In the upper left corner of the **red menu box**, *click* on **References**. *Click* on **SAMM Chapter 10-International Training**. *Click* on **Back** to return to **References**. *Click* on **Chapter 10-Intl Mil Student Administration** of the **JSAT**. *Click* on **Back** to return to **References**. Under **DSCA**, *click* on the **S.A. Health Affairs Handbook** and the **DoD Informational Program Handbook**. *Click* on **Back** to return to **References**. Under **DLIELC**, *click* on **DLIELC Instruction 1025.15**. *Click* on **Back** until you return to the **International Training Management** page.

*Click* on **Messages**. Under **DSCA Training Policy Memorandums**, *click* on and scan **04-14**. Does this apply to you, the IMSO? *Click* on the **Holidays for Int'l Military Students** and the **ECL and Oral Proficiency Interview Requirements** messages. These are examples of the various policy messages that are promulgated on our international training program. *Click* on **Back** until you return to the **International Training Management** page.

Click on **Articles**. Scan the titles of the articles that provide extensive coverage of international training subjects. Click on the **International Military Student Pre-Departure Briefing** (Summer 2002) and the **International Student Guide to the American Culture** (Dec 2000) articles. The latter article is an excellent intercultural presentation for an international military student going to the U.S. Click on **Back** until you return to the **International Training Management** page.

Click on **Events--Dates**. Find the date of your Service's **IMSO conference** (if posted). Click on **Back** until you return to the **International Training Management** page.

Click on **Lessons**, scroll down to **3. SAM-TO, IMSO Course** and then click on **Exercise 1**. Do you recognize this exercise? Click on **Back** until you return to the **International Training Management** page.

Click on **Web Site Links**. This listing provides you access to well over 200 web sites that are important to international training managers. If at any time in the future you learn of additional sites or find links that are broken, please send an E-mail message to [charles.collins@disam.dsca.mil](mailto:charles.collins@disam.dsca.mil) with the correct web site address and the name and location of the activity.

Click on the **Back** button as needed to return to the **International Training Management** page.

Now, let's look at an item or two in the *other* informational sections of the **ITM Web Page**.

Under **Automation**, click on **IMSO Web System**. Read the **FAQS** provided for the IMSO Web. Click on **Back** until you return to the **International Training Management** page.

Under **IMSO**, click on **IMSO Best Practices**. Examine one or two of the documents provided. Also click on **Model IMSO Web Page**. This sample page is intended to help you get started requesting your own IMSO web page. Click on **Back** until you return to the **International Training Management** page.

Under **Functional Areas**, click on **Health Affairs** and **Student Administration** to see the kind of functionally specific information that is provided. Click on **Back** until you return to the **International Training Management** page.

## **The MILDEP/MILSVC International Training Web Sites**

The SATFA, NETSAFA, AFSAT, Coast Guard, and Marine Corps International Training web sites provide excellent information on the training available to our international clients. They provide very valuable guidance on how to work with the international training agencies.

At the top of the ITM web page, at **Intl Tng Orgs**, click on the link for your service's international training management organization: **SATFA, NETSAFA, AFSAT, CoGuard, and SCETC**.

Explore your service's web site and identify the **kind of information** that is provided.

When you are finished click on **Back** and return to the **ITM Web Page**.

## **Searching for S.A. Training Web Sites**

You *can* use the various **Internet Search** web sites to find our **S.A. Training** web sites.

For instance, type in the address for **Google**, <http://www.google.com> in your Browser's address block and press **Enter**.

Type in **DLIELC** and *click* on **Search**.

The first item found should be the **DLIELC Home** page, etc.

The point is, that the established Internet Search sites will also locate our military organizations, even our S.A. Training activities.

Type in “**International Training Management**”, with quotation marks, and *click* on **Search**.

## **Logging on the SAN**

Go to the ITM Web Site and *click* on the **SAN** at the top of the page.

**Note:** The **SAN Web** address is: <https://san.osd.mil/san/login>. You must be a **registered user** to access the system. Remember that you are welcome to access the SAN from your computer at home to check for information on arriving students.

Enter your **Username** and **Password (case sensitive)** from the user registration sheet provided to you in class.

### SAN WEB Login Menu

<b>Username</b>	<input type="text" value="ccollins"/>	<input type="button" value="Submit login request"/>
<b>Password</b>	<input type="password" value="*****"/>	<input type="button" value="Clear login"/>

**Note:** SAN passwords are now required to have: at least **8 characters, upper and lower case, numerals, and a special character**. If your login attempt is not successful, *try* a **second** time. But, **do not try a third time**--call your instructor (call your user administrator if at your home station). A third unsuccessful attempt will cause your account to be suspended and the account will have to be reset.

Then *click* on **Submit login request**.

**Note:** The **Special Notice** screen provides continuous, *up to date* information on use of the **SAN Web** and other associated systems. Be sure to *read* current notices provided on this screen at your home station.

*Click* on **Continue** to go to the **SAN WEB** main menu.

### SAN WEB

<ul style="list-style-type: none"><li>• <a href="#">TRAINING</a></li><li>• <a href="#">BUDGET</a></li><li>• <a href="#">FMS CASE MANAGEMENT</a></li><li>• <a href="#">DSAMS</a></li><li>• <a href="#">USER INFORMATION</a></li><li>• <a href="#">DSCA SAO ROSTER WW</a></li><li>• <a href="#">TDYMail</a></li><li>• <a href="#">LOGOFF</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">BULLETIN BOARDS</a></li><li>• <a href="#">LIBRARIES</a></li><li>• <a href="#">SAMM SEARCH</a></li><li>• <a href="#">FORCE PROTECTION</a></li><li>• <a href="#">REQUEST A PROXY PASSWORD</a></li><li>• <a href="#">INTERNATIONAL SAN</a></li></ul>
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## Changing Your User Information

**Note:** You MUST enter complete user information on yourself and keep it up to date. This information is used by the entire international training community to provide current telephone numbers and E-mail addresses. PLEASE, If you need to change your password or update your user information, do the following. Otherwise go on to the next section of these instructions.

Click on **User Information** on the SAN Web main menu.

Click on **Change your user information**.

Update (change) your **user information** screen as shown in the following example. Please follow the notes listed below and enter your personal information as explained. You must enter this information carefully and accurately. The SAN is used today as the primary means of contacting both IMSO and SAO

personnel. If you *do not* take the time to enter your personal information with accuracy and clarity, you are only hurting others who are trying to use the SAN to communicate within the S.A. community.

<input type="button" value="Done"/> <input type="button" value="Abort"/>							
FORENAME	MR	FIRSTNAME	LARRY	MIDDLE INITIAL		LASTNAME	SURTEES
ORGANIZATION	NATTC		JOB TITLE	IMSO	OFFICE CODE	DOT/IMT	
<b>Note:</b> Your password must be between 8 and 12 character in length and contain at least one upper-case, one lower-case, one digit and one special character.							
USERNAME	LSURTEES		PASSWORD	●●●●●●●●	re-enter PASSWORD for verification	●●●●●●●●	
<b>Note:</b> Changing your SAN WEB login password here does not change your POP3 mailbox password. Click <a href="#">here</a> to enter the pages to change your POP3 mailbox password.							
*SAN AFFILIATION - ORGANIZATION	NETSAFA						
RESPONSIBILITIES	International Military Student Management						
*COUNTRY/COMMAND	<input type="text"/>						
or							
*LOCATION/SCHOOLHOUSE CODE	NTP:P- NAVAL AIR TECHNICAL						
MAILING ADDRESS	NATTC DOT/IMT						
	230 CHEVALIER FIELD AVENUE						
CITY OR LOCATION	Pensacola		STATE	FL	ZIPCODE	32508-5113	
EXPRESS MAIL ADDRESS	<input type="text"/>						
	<input type="text"/>						
CITY OR LOCATION	<input type="text"/>		STATE	<input type="text"/>	ZIPCODE	<input type="text"/>	
MESSAGE ADDRESS	NATTC PENSACOLA FL						
EMAIL ADDRESS	larry.l.surtees@cnet.navy.mil						
COMMERCIAL PHONE	850-452-7200	FAX NUMBER	850-452-3355	DSN	922-7200		

**Note: (All entries in CAPS except E-mail address)**

1. Enter your Forename (Title), First Name, Middle Initial, and Last Name.
2. Enter your Organization (abbreviated), Job Title, and Office Code (if you have one).
3. Enter your Password twice – At least 8 chars, alpha, numeric, special, upper and lower case.
4. Enter your SAN training affiliation – normally SATFA, NETSAFA, AFSAT, MC, CG, DISAM, etc.
5. Enter your Location or School Code – three character code representing your training activity (ask instructor, if you need to). Click on Dropdown box and select (XXX:B=Army, D=Air Force, P=Maritime).
6. Enter your office mailing address. Don't need to enter Express Mail Address.
7. Enter Message Address, if you know it.
8. Enter your primary office or work E-mail Address (in lower case).

9. *Enter* your Commercial, FAX, and DSN phone numbers  
After making all entries, *click* on **Done** to save the changes.

*Click* on the **Back** button until you return to the **SAN Web main menu**.

## **Accessing the Main Training Menu**

The **Training** function provides access to the various SAN functions typically used by the IMSO and SAO training managers.

*Click* on **Training** from the **SAN Web main menu**.

### Main Training Menu

- [SAO Data Download \(STL, MASL, etc.\)](#)
- [IMSO & SAO Training Web](#)
- Libraries
  - [Training](#)
  - [Training Publications](#)
  - [FY03 Training Plans](#)
  - [FY04 Training Plans](#)
  - [FY05 Training Plans](#)
- [Int'l Training Management Web Site](#)
- [Training Bulletin Board](#)
- [Int'l Training POCs](#)
- [MILDEP Country Program Mgrs](#)
- [TPMR Messages/Guidance](#)
- [E-IMET Handbook](#)
- [Brooke/620 \(q\) Sanctions](#)
- [Amer Svc Members' Protection Act](#)

*Click* on **Int'l Training POCs** and scan that document. This is a listing of the primary international training points of contact in the entire community. *Click* on **Back** to return to the **Main Training Menu**.

*Click* on **MILDEP Country Program Mgrs** to find the country manager at SATFA, NETSAFA, AFSAT, etc. of a specific country. *Click* on **Back** to return to the **Main Training Menu**.

## **Accessing the SAN IMSO Web System**

*Click* on **IMSO & SAO Training Web** on the SAN Main Training Menu.

The following **IMSO Welcome** screen will come up for your training activity when required accesses have been set by a SAN user administrator for IMSO office personnel. If you cannot access this screen contact your SAN User Administrator or DISAM.

**Please Note:** Significant work is still being accomplished on the IMSO Web. Please expect changes to all of the subsequent IMSO Web screens. The remainder of this exercise will guide you through the primary IMSO web functions. Please download the complete IMSO Web Guide from the ITM web site for complete explanation of all functions and data entries.

## Reading the IMSO Training Activity Screen

Click on **My Training Activity(s)**, which is under **IMSO Options** in the menu on the left of the **IMSO** page. Some of you may have access to more than one *training activity*.

Notice that the top block, **Search by student status**, is defaulted to **Students Active**, which are the students who have already arrived at your training activity.

Click on the **drop down arrow** and the following choices appear. Thus you can choose to look at your **departed, reporting** (confirmed), or **projected** students.

Just *leave* the **Students Active** choice for this exercise.

## Entering IMSO POC and Training Location Information

Folks, this is one of the **MOST IMPORTANT** items on the IMSO Web System. You **MUST** complete this information so that, automatically, every SAO in the world will have your IMSO office **POC information** and **detailed**, up to date, **training activity information**. SAOs actually provide this information to their departing international students.

Click on **Activity Info**, on the preceding screen.

[ Activity Info for - US Army Armor Center & Fort Knox ]	
Information last updated on: 10/14/2003 by Dianne Atcher	
Location Name:	US Army Armor Center & Fort Knox
Point of Contact:	Mrs. Dianne Atcher
Point of Contact Title:	IMSO Chief
Email: alternate addresses separated by ;	fkimso@knox.army.mil
Message Format:	
Office Symbol:	ATZK-IS
Commercial Phone:	(502) 624-7426/3055
Voice:	
Commercial FAX:	(502) 624-4069
Emergency Phone:	(502) 624-7848
DSN Phone:	464-2938
Please fill-in as much as possible, YELLOW indicates needed item	
Street 1:	BLD 2350 OLD IRONSIDES AVE
Street 2:	2350 HELL ON WHEELS DIVISION ROAD
City:	FORT KNOX
State:	KY (ex. AL,FL,CA,NV,etc)
Zip/Postal Code:	40121
General Information	
The United States Armor Center and School is located at Fort Knox, about 30 miles from Louisville, Kentucky in historic Hardin County. Fort Knox - the Home of Mounted Warfare - has served as a US military reservation since 1918. During this time it has played a key role in the development of military tactics, doctrine, and equipment, and has been an integral part of the training establishment for the active Army and Army Reserve. Fort Knox, with its newest buildings rising	

Scroll down and view the **detailed information** that is to be provided on the IMSO Office and the Training Activity, Installation, or School.

There are screens for entry by the IMSO office of : **General Information, Student Arrival/Departure, Billiting, Dining, Transportation, Driving, Medical, Climate, Uniform Requirements, Mailing Address, Miscellaneous**, etc.

If the first **Activity Info** screen that contains the **IMSO POC** information does not have accurate, up to date information for your IMSO office, *enter now* up to date, correct **POC information** for your training activity. *Do not enter* or *change* any information you are not sure of.

**Note:** It is *extremely important* that you edit carefully the **IMSO POC information** and **detailed training location** information for your training activity. When you have entered this information, it is automatically available to all overseas SAO offices. **This is your opportunity to get correct and**

**complete information about your training activity to our SAOs. You own the data. Please fill it in carefully.** Get in the habit of keeping it up to date. You will probably want to *wait until you return* to your training activity to update the detailed **Training Location** information that is called for in the screens following the **POC** screen.

Click on **Save** at bottom of last data entry block.

Click on **Back** and return to the **IMSO Training Activity** screen.

## Reading the Student Report Screen

Now, let's take a look at the data that is provided on students who are at or are coming to your training activity.

Click on **Students**, on the **IMSO Training Activity Screen**.

**Note:** You could also access this student data by *clicking* on the **Courses** button, which would allow you to look at all of your students in a specific course.

The screenshot shows a search interface with a dropdown menu set to 'Students Active'. Below the search bar, there is a header for 'POC / Location Code / Name / Address (sorted by location code)'. Two student entries are visible:

- Mrs. Dianne Atcher** (Phone: DSN 464-2938 , COMM (502) 624-7426/3055 )
  - (BCY - Army) US Army Armor Center & Fort Knox
  - BLD 2350 OLD IRONSIDES AVE, 2350 HELL ON WHEELS DIVISION ROAD, FORT KNOX, KY, 40121
- DIANNE ATCHER** (Phone: DSN , COMM (502) 624-7426 )
  - (BIM - Army) USA ARMY ARMOR CEN FT KNOX
  - 2350 OLD IRONSIDES AVENUE, , FT KNOX, KY, 40121-5000

Navigation links include: 65 Students | 5 Courses | Activity Info | All Courses | IP Events.

Action	Photo	Course Name	Report Dt Start Dt End Dt	Student Name	TLA CC/IA/Case/WCN
		<a href="#">ARMOR CAPTAINS CAREER</a> 2-17-C22 (B171620)	12-May-04 19-May-04 1-Oct-04	<a href="#">MENDOZA-BONILLA, BORIS CPT</a>	No CO B 04IMET 1021B
<p><b>MILDEP remarks:</b> END DATE WAS EXT BY 1 WK E-MAIL FM QUOTA MGT. DPT 4OCT04 ON DELTA # 5665 TO ATLANTA DELTA #0299 TO BOGOTA ARR 2003 HRS</p> <p><b>IMSO remarks:</b> Arrived/Reported as Scheduled submitted by <a href="#">Janet Lathrem</a> on 5/18/2004 Enrolled as Scheduled submitted by <a href="#">Janet Lathrem</a> on 5/18/2004</p>					
		<a href="#">ARMOR CAPTAINS CAREER</a> 2-17-C22 (B171620)	12-May-04 19-May-04 1-Oct-04	<a href="#">PSOMAS, IOANNIS O-3</a>	No GR B 04IMET 1034B
<p><b>IMSO remarks:</b> Arrived/Reported as Scheduled submitted by <a href="#">Janet Lathrem</a> on 5/18/2004 Enrolled as Scheduled submitted by <a href="#">Janet Lathrem</a> on 5/18/2004</p>					

You can **Filter** your data by selecting specific countries and you can **Sort** by: *Course Name, Country, Student Name, Report Date, Start Date*, and also allows output to an *Excel* format. *Don't forget* that when you *select* a different **Sort**, you have to *click* on the **GO** button. **Printer Friendly** provides a format that will print more easily.

## Report Hyperlinks

As you scroll across the **Student Report** screen, you will notice that there are several Buttons or Hyperlinks. *Clicking* on these reveals:

- *Clicking* on the **Student's Name** or the **camera icon** in the **Student Report** screen provides the **Training List for Student**. This provides basic information about the student and the training he is attending.

[ Training List for MENDOZA-BONILLA, BORIS  
..Cc/IA/Case/WCN..CO/B/04/1021 ].. MILDEP POC is MERIDYTH MARTIN



Name:	MENDOZA-BONILLA, BORIS
ITO#:	COB0411021 SAO - CO04B11021
FIN / SCN:	902959540
Student Type:	Officer
Pay Rate:	O-3
Rank:	CPT
Accompanying dependents:	0
Passport:	

Upload!  Browse...

### Student Training Track

Course Title	Location Information	ECL	Report Date	Start Date	End Date	Line
<a href="#">ARMOR CPT CAREER CRS PREP</a>	<a href="#">US Army Armor Center &amp; Fort Knox</a> 	80SA	4/12/2004	4/26/2004	5/14/2004	A
<b>MILDEP Remarks:</b> ELT CANX 8APR04 NO PENALTY ASSESSED FOR ELT TNG FAULT OF USG ARR 17APR04 LOUISVILLE DELTA #0240 1838 HRS. 77ECL						
<a href="#">ARMOR CAPTAINS CAREER</a>	<a href="#">US Army Armor Center &amp; Fort Knox</a> 	80SA	5/12/2004	5/19/2004	10/1/2004	B
<b>MILDEP Remarks:</b> END DATE WAS EXT BY 1 WK E-MAIL FM QUOTA MGT. DPT 4OCT04 ON DELTA # 5665 TO ATLANTA DELTA #0299 TO BOGOTA ARR 2003 HRS						

Scrolling down the above **Training List** screen reveals the **Student Training Track** or courses that the student is attending.

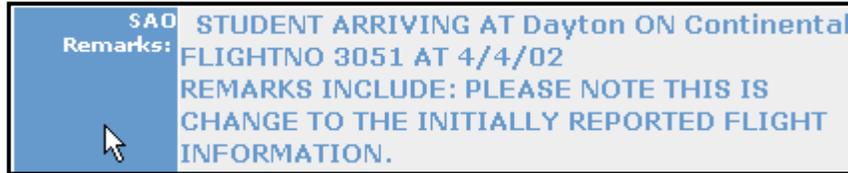
**Digital Photo**--You will notice that our IMSOs are already *uploading digital photos* of their international military students on the IMSO web. To do this, simply *take a digital photo*--it is recommended that you take your digital photos at the **lower resolution** setting on your camera (i.e., 72 pixels or a 640 x 480 setting). Save the **.JPG** file to a directory on the computer where you access the SAN. Then *click* on **Browse** to *select* the desired file. After the file is selected, *click* on **Upload** to upload the file to the SAN.

**Follow-on Training Activity**--*Clicking* on the hyperlink in the above **Location Information** column will automatically prepare an E-mail message to the follow-on training activities where the student will be going for his/her other courses. Thus you can readily *provide* an **arrival message** to the IMSO office at the follow-on training activity or school. In the above example, the student is attending follow-on training at the Armor School at Ft Knox.

- *Clicking* on the **Course Name** in the **Student Report** screen provides the **Course Detail Report** on the training that the student is enrolled in.
- *Clicking* on the **Country Code** in the **Student Report** screen identifies the **in-country SAO training manager**.

- Clicking on **IMET or FMS Case ID** in the **Student Report** screen will automatically prepare an E-mail message to the **Country Training Program Manager** at SATFA, NETSAFA, AFSAT, Coast Guard, or Marine Corps.

**Arrival Information**--You will also notice that our SAOs are already *uploading Arrival Information* on their departing students. If arrival information has been uploaded by an SAO, that information will *appear* in the **SAO remarks**.

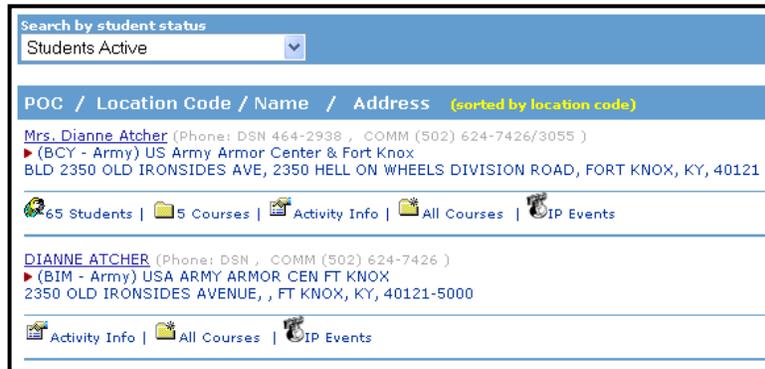


Click on **Back** until you return to the **IMSO Training Activity** screen.

## Reviewing Information on Your Training Activity's Courses

You can view all of the data contained in your **MILDEP's course information database**, the Military Articles and Services List (**MASL**), for the courses attended by international students at your training activity. Obviously if you notice any information that has changed or appears to be incorrect, you will want to convey that discrepancy to SATFA, NETSAFA, and AFSAT so that they can make a change if it is required. Your MILDEP will provide you with instructions as to whether or not they want you to assist in making this review. Obviously, this is very important, because this is your opportunity to help us improve the quality of data that is being provided to our overseas SAOs. The following will show you how to view the course data and send any desired notification to your MILDEP.

Click on **All Courses**, on the **IMSO Training Activity Screen**.



Click on the **View Course** button.

[ All Course Report for (BCY) - US Army Armor Center & Fort Knox ]

Legend: view course info

Action	Course No	T-MASL	Description	Duration (in weeks)	Security Class
	2-17-C20 (M1A1)	B121230	ARMOR BASIC OFFICER LEADER	11	U
<p><b>Course Info</b> - Foundation Training: Indoctrination of Army programs and initiatives. Tasks: Risk Management; 9mm Pistol Qualification; history of cavalry and armor; safety in training; M42A1 protective mask; combat stress; risk management; mounted land navigation and plunger training; tank familiarization, and the Army writing program. Armor Crewman Skills: Preventive maintenance checks and services and pre-gunners skills on the M1A1 tank (turret - armament, controls and equipment; tank machine guns; prepare to fire checks); boresighting, and conduct of fire t &lt;more&gt;</p>					
	2-17-C20 (M1A2)	B121231	ARMOR BASIC OFFICER LEADER	13	U
<p><b>Course Info</b> - Foundation Training: Indoctrination of Army programs and initiatives. Tasks: Risk Management; 9mm Pistol Qualification; history of U.S. cavalry and armor; safety in training; M42A1 protective mask; combat stress; risk management; mounted land navigation and plunger training; tank familiarization, and the Army writing program. Armor Crewman Skills: Preventive maintenance checks and services on the M1A1, M1A1D, and M1A2-SEP tanks, (turret - armament, controls, and equipment, tank machine guns, prepare to fire checks, boresighting, and conduct of &lt;more&gt;</p>					

If you wish to submit changes that you think should be made to the displayed course information, *click* on the **Request Course revision?** [Click Here](#) link. This will address an E-mail message to the **MILDEP POC** who is responsible for inputting changes to the MILDEP MASL database.

**Note:** Air Force IMSOs need to consult with AFSAT before doing this.

[ ARMOR BASIC OFFICER LEADER course at (BCY) - US Army Armor Center & Fort Knox ]

**Request Course revision?** [Click Here](#)

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Course No:	2-17-C20 (M1A1)
MASL ID:	B121230
Course Title:	ARMOR BASIC OFFICER LEADER
FY:	'04
ECL:	75SA

---

Security Clearance:	Unclassified
Duration (in weeks):	11
Prerequisite MASL:	B121000 / BASIC OFFICER LEADER
Analysis Code:	AC
Price Code:	F

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**Course Description / Administration / Remarks:**

Foundation Training: Indoctrination of Army programs and initiatives. Tasks: Risk Management; 9mm Pistol Qualification; history of cavalry and armor, safety in training; M42A1 protective mask; combat stress; risk management; mounted land navigation and plunger training; tank familiarization, and the Army writing program. Armor Crewman Skills: Preventive maintenance checks and services and pre-gunnery skills on the M1A1 tank (turret - armament, controls and equipment; tank machine guns; prepare to fire checks; boresighting, and conduct of fire trainer (COFT)); Tank Crew Gunnery Skills Test (TCGST); property accountability; platoon maintenance operations; maintenance management; tank specific nuclear, biological, and chemical defense, and SINGARS. Tank Gunnery: COFT sustainment and simulated Tank Tale VII; tank weapons gunnery simulation system (TWGSS) and fire control maintenance precede the tank crew proficiency course (TCPC) and live fire exercise where the officer conducts selected engagements from tank tables VI, VII, and VIII (FM 17-12-1) from the gunner and tank commander position; tank range operations; stability and support operations (SASO); media relations; unit cohesion; FBCB2 awareness training, and adjust indirect fire. Tank Platoon Offensive Operations: Command and control; intelligence preparation of the battlefield (IPB); threat

Click on **Back** until you return to the **IMSO Training Activity** screen.

## Entering IP Event Information

The IMSO Web provides a function that allows you to record **Informational Program Event** information that the international military student has participated in.

Click on the **IP Events** button on the **IMSO Training Activity** screen.

Search by student status  
Students Active

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POC / Location Code / Name / Address (sorted by location code)

Mrs. Dianne Atcher (Phone: DSN 464-2938 , COMM (502) 624-7426/3055 )  
 ▶ (BCY - Army) US Army Armor Center & Fort Knox  
 BLD 2350 OLD IRONSIDES AVE, 2350 HELL ON WHEELS DIVISION ROAD, FORT KNOX, KY, 40121

65 Students | 5 Courses | Activity Info | All Courses | IP Events

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DIANNE ATCHER (Phone: DSN , COMM (502) 624-7426 )  
 ▶ (BIM - Army) USA ARMY ARMOR CEN FT KNOX  
 2350 OLD IRONSIDES AVENUE, , FT KNOX, KY, 40121-5000

Activity Info | All Courses | IP Events

Clicking on the **Event Info** button allows you to set up an **IP Event Template** for a DoD Informational Program trip/event.

Clicking on the **Add Event Occurrence** button allows you to create another occurrence of an established IP event.

[ IP Events for - (BCY) US Army Armor Center & Fort Knox ]

students assigned | event info | add event occurrence Add Event Template

Action	Status	Start Date	End Date	Proposed Students	Actual Students	Actual FMS	Actual IMET	Planned Cost	Actual Cost
Annual Picnic & Hayride (Social Event)									
23	Completed	10/26/2003	10/26/2003	30	23	12	11	\$0	\$1130
7	Completed	10/21/2001	10/21/2001	40	7	6	1	\$0	\$719
Cresting Ceremony (Social Event)									
Louisville Slugger Factory and Museum (Local Area Activity)									
16	Completed	6/29/2004	6/29/2004	16	16	7	9	\$0	\$475
15	Completed	4/22/2004	4/22/2004	15	15	4	11	\$0	\$653
0	Completed	4/21/2004	4/21/2004	29	0	0	0	\$0	\$304
14	Completed	1/12/2004	1/12/2004	14	14	7	7	\$0	\$438
4	Completed	12/30/2003	12/30/2003	10	4	1	3	\$0	\$50

Finally, the IP Event function allows you to assign individual students you have at the training activity to these events as they participate in the IP Program.  
 Click on **Back** until you return to the **IMSO Training Activity** screen.

## Projection Report

For the Maritime services, only, the traditional hard copy 12 Month Projection Report is provided.

Click on the **Projection Report** button on the **IMSO Training Activity** screen.

LARRY SURTEES/EDWIN EBLAMO (Phone: DSN 922-7200/7201 , COMM 850-452-7200/7201 )  
 (NTP - Navy) NAVAL AIR TECHNICAL TRAINING CENTER  
 NATTC DOT IMT, 230 CHAVALIER FIELD AVE, PENSACOLA, FL, 32508-5113

8 Students | 
 7 Courses | 
 Activity Info | 
 All Courses | 
 IP Events | 
 Projection Report

Report Symbol: R1005 12 MONTH PROJECTION REPORT Page: 1  
12/1/2003 3:37:22 AM

From: NAVAL EDUCATION AND TRAINING SECURITY ASSISTANCE FIELD ACTIVITY

To: COMMANDING OFFICER  
 NATTC DOT IMT  
 230 CHAVALIER FIELD AVE  
 PENSACOLA FL 32508-5113

Subj: TWELVE MONTH PROJECTION REPORT OF INTERNATIONAL MILITARY STUDENT (IMS) TRAINING

The following report provides detailed information by training activity for IMS students scheduled for training within twelve months from the date of this report. If this report contains information for more than one activity, each activity's report is shown sequentially, sorted by the activity's location code. Each activity report is sorted by MASL, Start Date and Country/(Implementing Agency)/Case/WCN.

For each course in which an IMS student is scheduled to attend, the following is provided:

Military Articles and Services List Number (MASL)  
 Course Identification Number (CIN)  
 Course Data Processing Code (CDP)  
 Course Title or Description  
 Security Classification of Course (See Note 1 below)

For each student scheduled into the course listed, the following is provided:

Report Date  
 Start Date  
 End Date  
 Quota Status - (Projected schedule, Tentative schedule, Quota Requested, Confirmed or Cancelled). (See Note 2 below.)  
 Country / IA / Case / WCN - As shown on the student's Invitational Travel Order (ITO).  
 SCN - The pseudo SSN, if known, used to identify the student while in the U.S.  
 Country Manager - The P.O.C. at NETSAFA, HQ USMC or HQ USCG.

Note 1: IMSO must ensure disclosure authorization has been received prior to enrolling student in classified course.  
 Note 2: Until quotas are 'Confirmed', any dates shown are tentative and subject to change and/or cancellation without notice.

Points of contact for information/clarification:

U.S. Marine Corps Training (All Countries) - (703) 784-3723/2842 DSN 278-3723/2842  
 U.S. Coast Guard Training (All Countries) - (202) 267-1033 FTS 267-1033  
 All other: NETSAFA - (850) 452-2900 DSN 922-2900

Click on **Back** until you return to the main **IMSO Welcome** screen.

## Generating Convening and Completion Reports

IMSOs are now required by **DSCA Policy Memorandum 04-14** to submit **Convening/Completion (Arrival/Departure)** reports using the SAN IMSO Web system for all of their IMS. You do not have to search in the **My Training Activity** function to find a student for whom you must submit a Convening or Completion report. There is an excellent *shortcut* in the left hand menu.

Click on **My Actions** under **IMSO Options**.

Filter by Training Activity	Filter by Country	Last 2 Months	go										
Action Dt	Action Desc	Report Dt	Start Dt	End Dt	Name	Activity	CC	IA	Case	WCN	MASL	Course	
23-Jul-04	Arrived/Reported as Scheduled	9-May-04	10-May-04	21-May-04	PUSKAS,,ATTILA,	WPT	HU	D	04IMET	3004A	D178088	SEC ASST MGT-FOI	
23-Jul-04	Enrolled as Scheduled	9-May-04	10-May-04	21-May-04	PUSKAS,,ATTILA,	WPT	HU	D	04IMET	3004A	D178088	SEC ASST MGT-FOI	
23-Jul-04	Completed Tng as scheduled	9-May-04	10-May-04	21-May-04	PUSKAS,,ATTILA,	WPT	HU	D	04IMET	3004A	D178088	SEC ASST MGT-FOI	
23-Jul-04	Arrived/Reported as Scheduled	21-May-04	24-May-04	26-May-04	PUSKAS,,ATTILA,	WPT	HU	D	04IMET	3004B	D178248	SECY ASST MGT CF	
23-Jul-04	Enrolled as Scheduled	21-May-04	24-May-04	26-May-04	PUSKAS,,ATTILA,	WPT	HU	D	04IMET	3004B	D178248	SECY ASST MGT CF	
23-Jul-04	Departed not as Scheduled	21-May-04	24-May-04	26-May-04	PUSKAS,,ATTILA,	WPT	HU	D	04IMET	3004B	D178248	SECY ASST MGT CF	
23-Jul-04	Completed Tng as scheduled	21-May-04	24-May-04	26-May-04	PUSKAS,,ATTILA,	WPT	HU	D	04IMET	3004B	D178248	SECY ASST MGT CF	
	action pending		30-Aug-04	3-Sep-04	SOTO ESPAILLAT,,VLADIMIR,	WPT	DR	D	TBF999	0091B	D178248	DISAM INTL TNG M	
	action pending		30-Aug-04	30-Aug-04	3-Sep-04	GONZALEZ MORFA, Juan M.	WPT	DR	P	TAF	2050B	D178248	SECY ASST MGT CF
	action pending		30-Aug-04	1-Sep-04	ALKHALAILEH,,MAH'D,	WPT	JO	D	04IMET	2047B	D178248	DISAM INTL TNG M	
	action pending		27-Aug-04	30-Aug-04	3-Sep-04	DE GROOT, ELCO R.	WPT	NE	P	TDT	6946	D178238	SEC ASST MGT CR

The above report reflects both **completed** and **pending** Arrival/Departure (Convening/Completion) reports.

For pending reports that must be completed, *click* on the following buttons in front of the student line.

- **Arrival/Enrollment Report**—This button provides for submission of an **IMS Arrival and Enrollment Report** on the student.
- **Departure/Completion Report**—This button provides for the submission of a **Departure/Completion Report** on the student.
- **Student Status**—This button provides for **editing** of the student's information in the **IMS Status Report**.

*Click* on the **Arrive Enroll** button (first button on left). The **Arrival/Enrollment Report** is a report that you can send to your MILDEP and any other recipient, informing them of the student's arrival and entry into training. Data entry is fairly intuitive.

**Arrival / Enrollment Report for KU/P/TAZ/6014F**

<b>Student Information</b>	
Name:	AL OTAIBI, RASHED S. J. R
ITO#:	PF6014
FIN / SCN: (without dashes)	902812412
Student Type:	Enlisted
U.S. equivalent grade:	E-8
Rank:	SSGT
Accompanying dependents:	0
<b>Course Information</b>	
Course No.:	C-602-2039
MASL:	P131380
Title:	AE - O LEVEL STRAND
Course Classification:	Unclassified
Verify Report Date:	10 / 20 / 2003 (mm/dd/yyyy)
Verify Start Date:	10 / 20 / 2003 (mm/dd/yyyy)
Verify End Date:	1/29/2004
<b>Student lodging information while in this course</b>	
Lodging Info:	select quarters The rate of \$ = Day
<b>Remarks while in this course</b>	
Remarks:	
Send this INFO via email to: <input checked="" type="checkbox"/> MILDEP <input type="checkbox"/> SAO <small>gaintanae@omcku.centcom.mil</small>	
Additional Email Recipients (separate each by semi-colon): <input type="text" value="abec-edwin.j.eblamo@cnet.navy.mil"/>	
Submit [ If No changes were made click EXIT ] Exit	

*Click* on **Back** to return to the **IMSO Student Report** screen.

*Click* on the **Departure/Completion Report** button (second button from left). The **Completion Report** is a report that you can send to the MILDEP informing of the student's completion of training and departure. Data entry again is fairly intuitive.

**DEPARTURE / COMPLETION - for CC/IA/CASE/WCN..KU/P/TAZ/6014F**

<b>Student Information</b>	
Name:	AL OTAIBI, RASHED S. J. R
ITO#:	PF6014
FIN / SCN: (without dashes)	902812412
Student Type:	Enlisted
U.S. equivalent grade:	E-8
Rank:	SSGT
Accompanying dependents:	0
<b>Course / Class Information</b>	
Course No.:	C-602-2039
MASL:	P131380
Title:	AE - O LEVEL STRAND
Course Classification:	Unclassified
Class Report Date:	10/20/2003
Class Start Date:	10/20/2003
Verify Class End Date:	1 / 29 / 2004 (mm/dd/yyyy)
<b>End of Training Status</b>	
End of Training:	Completed Trng as scheduled
<b>Remarks while in this course</b>	
Remarks:	
Send this INFO via email to: <input checked="" type="checkbox"/> MILDEP <input type="checkbox"/> SAO <small>gaintanae@omcku.centcom.mil</small>	
Additional Email Recipients (separate each by semi-colon): <input type="text" value="abec-edwin.j.eblamo@cnet.navy.mil"/>	
Submit [ If No changes were made click EXIT ] Exit	

Click on **Back** to return to the **IMSO Student Report** screen.

## Arrival Information

This is also a *shortcut* function that will call up all of the student records for which the SAO has uploaded Arrival Information to the SAN.

Click on **Arrival Info** on the left hand menu of the IMSO Web.

Photo	Report Dt	Start Dt	Name	Activity	CC	IA	Case	WCN	MASL	Course Title
	8-Mar-04	11-Mar-04	GIOVANNETTI, Flavio	EOE	IT	P	TEH	0402A	P122060	INTL EOD PHASE I

ARRIVE DATE: 12/30/2003 @ 19:05 FLIGHT NO: AZ3100

## Using the SAO Directory

Click on **SAO Directory** in the left hand menu, under **User Info**.

Type in **Brazil** in the **Search for** block and *click* on the **execute** button to the right.

SAO Directory sorted by country      Search for

Major FREDERICK BARRETT or Ms. BRIGIDA CARVALHO (DSN Phone: 294-9000, wait for dial tone, 5-9  
BRAZIL (BR)  
USMLO, UNIT 3500, APO AA 34030  
Auth Sig: FREDERICK BARRETT, MAJOR, USA Auth Title: TRAINING AND OPERATIONS OFFICER  
Last Update on 7/3/03 2:18:59 PM by B CARVALHO

Country Info

Click on the **Country Info** icon.

Close the **Country Profile Information** screen by *clicking* on the **Red X** in upper right corner.

Country Profile Information for BRAZIL

Information last updated on: 7/3/03 2:18:59 PM by B CARVALHO

Name of Organization: MILITARY LIAISON OFFICE BRAZIL  
POC Name: Major FREDERICK BARRETT or Ms. BRIGIDA CARVALHO  
(i.e. Training Officer, Training FSN, etc.):  
POC Title: MILITARY LIAISON OFFICE BRAZIL  
POC Email: barrettf@brasil.mg.southcom.mil  
POC Message Address:  
POC Commercial Phone: (55 61) 248-8206 OR 248-8202  
POC FAX: (55 61) 248-8222  
POC DSN Phone (if available): 294-9000, wait for dial tone, 5-9347  
ITO Authorized Signature: FREDERICK BARRETT, MAJOR, USA

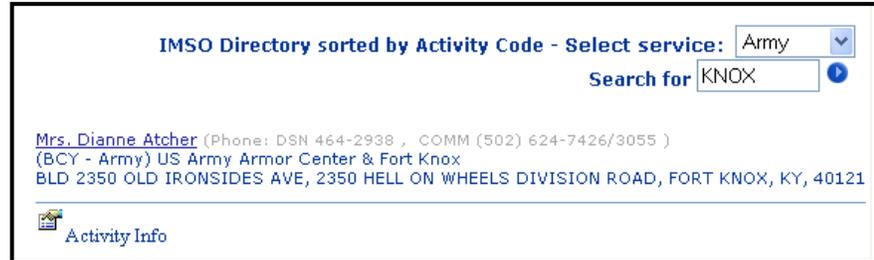
**Mailing Address**

Street 1:  
Street 2:  
Street 3: USMLO  
Street 4: UNIT 3500  
Street 5: APO AA 34030  
Program(s) of Responsibility: All Programs

## Using the IMSO Directory

Click on **IMSO Directory** in the left hand menu, under **User Info**.

Select **Army** in the drop down box, type in **Knox** in the **Search for** box, and click on the **execute** button to the right.



The screenshot shows the IMSO Directory search results. At the top, it says "IMSO Directory sorted by Activity Code - Select service: Army" with a dropdown menu set to "Army". Below that, there is a "Search for" box containing "KNOX" and a blue search button. The search results display the name "Mrs. Dianne Atcher" with a blue underline, followed by her contact information: "(Phone: DSN 464-2938 , COMM (502) 624-7426/3055 )", "(BCY - Army) US Army Armor Center & Fort Knox", and "BLD 2350 OLD IRONSIDES AVE, 2350 HELL ON WHEELS DIVISION ROAD, FORT KNOX, KY, 40121". At the bottom of the results, there is a small icon and the text "Activity Info".

You can also find **Ms. Dianne Atcher** as the IMSO POC by *searching* for: **Atcher** or **Armor**, etc.

Close the **IMSO Directory** screen by *clicking* on the **Red X** in the upper right corner.

Let's do one more IMSO search. One that should interest you. Let's say you are expecting a student to arrive from English language training at the Defense Language Institute at Lackland AFB TX. But, no arrival message has been received yet. Let's find them so you can give them a call.

Click on **IMSO Directory** in the left hand menu again.

Select **Air Force** in the drop down box.

Type in **Lack** for Lackland AFB and *click* on the **execute** button.

Click on the **Activity Info** button.

Note that *clicking* on the **underlined name** will automatically address a message in your E-mail system to be sent to that person.

Close the **IMSO Directory** screen by *clicking* on the **Red X** in the upper right corner.

**PLEASE NOTE:** Do you see why it is so important that all training activities (schools) properly and completely enter their POC information in our SAN Training database? So, let's learn how to do that in the next section.

## Logging Off the SAN Web

You may now **Log Off** or *leave* the SAN Web by simply clicking on the **X** in the *upper right corner* (or click on **File** and **Exit**). If a dialog box is open, you will have to close it.

## Thank YOU

Thank you very much for your time. We hope this helps you in using the **SAN** and the **IMSO Web**. Don't forget to *glance* at the **Glossary of Terms and Data Acronyms** on the following page.