



DISAM



SAM-IT Course, Exercise 1 Using the: ITM Web Site, ISAN and ITMS Lite, and the ISAN Web System

27 Aug 2004

Note: This *Exercise/Guide* will show you: how to use the **International Training Management (ITM) Web Site**, how to download training data from the **International Security Assistance Network**, how to use the **Lite International Training Management System**, and how to use the **ISAN Training Web** system. Please take your time and follow the *step by step* instructions that are provided.

1. Using 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. We suggest you create a shortcut on your duty station computer so that you can use this web site as a portal to access all other international training web sites. The internet address is; <http://www.disam.dsca.mil/itm>.

Double-click on the **ITM Web Site** shortcut.



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

Systems: [SAN](#) [I-SAN](#) [SCIP](#) All Intl Tng Web Sites: [Intl Tng Web Sites](#)
Intl Tng Orgs: [AFSAT](#) [CoGuard](#) [NETSAFA](#) [SATFA](#) [SCETC](#) [SATMO](#) [DLIELC](#) [DISAM](#) [DSCA](#) [CTF](#)
Catalogs: [AFSAT](#) [CoGard](#) [NETSAFA](#) [SATFA](#) [SCETC](#) [DISAM](#) [ATTRS](#) [CANTRAC](#) [ETCA](#)

NEW SEARCH FUNCTION: Click on [SEARCH](#) to search for any item in this web site. [Instructions](#) for use of Search.

MEMORIAL to [Mr. John Auffrey](#)

NEW:
Army War College and Army Command and General Staff College - [Final Allocations by Country](#)
The [AFSAT International Course Catalog](#) has just been hosted on an AFIT web site.
The [Regional Defense Counterterrorism Fellowship Program](#) web site has just been opened.
The [Marine Corps Security Cooperation Education and Training Center \(SCETC\)](#) web site is now up and running. SCETC is the new name of our Marine Corps Security Assistance training management office. See [18 Feb 04 Mar Corps Msg](#).
New Flash format on-line lesson - [Security Assistance Training Management](#). Will need Macromedia Shockwave Player, which is available at http://sdc.shockwave.com/shockwave/download/download.cgi?8F5_Language=English
DIIIS [FAOs Sheets on Current Events](#) - Iraq War, Guantanamo Detainees, Abu Ghraib, Intl Criminal Court
DSCA Policy Memos - [Combined Education & Tng Prog Plan](#), [IMS and Social Security Numbers](#), [Use of SAN by SAOs and IMSOs](#), [Change to Use of SAN](#), [IMS Baggage Allowance Clarification](#).
New [AFSAT S.A. Training Program Users' Guide 2004](#)
[ASPA Suspended Countries List](#)

If you have not previously *read* the **International Training Management** Web 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 overall content of the site.

Note: 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*.

International Training Management (ITM) Web Site Content

Scroll down to the **Red** menu box and, in the upper left corner:

Click on **References**. Click on **SAMM, Chapter 10 – International Training** and **JSAT, Chapter 10 -- Intl Mil Student Administration**. Click on **Back** to return to **References**. Scan the rest of the reference publication titles provided. Under **DSCA**, click on the **Expanded IMET Handbook** and the **S.A. Health Affairs Handbook**. These Handbooks are newly published. Click on **Back** until you return to the **International Training Management** page.

In the **red box**, click on **Messages**. Click on **Combined Education and Training Program Plan (7 May 2004)** and **Use of SAN by SAOs and IMSOs (9 Feb 2004)**. Scan the titles of other messages provided and remember this valuable collection of training policy. 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 **International Student Guide to the American Culture (Dec 2000)**. This 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**. Note the date of your upcoming Unified Command **TPMR** conference. Click on **Back** until you return to the **ITM** page.

Click on **Web Site Links** and scroll through this master list of all International Training web sites. Click on **Back** until you return to the **ITM** page.

Under **Training Programs** click on **IMET** and, if your Country has an IMET program, look for your Country's IMET allocation for the current FY. Also look at the Congressional Budget Request for next year's IMET program. Click on **Back** until you return to the **ITM** page.

Under **Training Programs** click on **Counterterrorism Fellowship Program** and click on the **Country Participation** link to see if your country can expect to have a CTF training program. Click on **Back** until you return to the **ITM** page.

Under **Automation**, click on **I-SAN** and **SCIP** and review the information provided on these systems. What is the *International SAN* and who uses it? Click on **Back** until you return to the **ITM** page.

Under **SAO**, click on **SAO Best Practices**. Examine one or two of the example documents provided. Click on **Back** until you return to the **ITM** page.

Under **Functional Areas**, click on **English Language Laboratories**, **Expanded IMET**, **Health Affairs**, and **Student Screening** and see the kind of functionally specific information that is provided. Click on **Back** until you return to the **ITM** page.

Other Important S.A. Training Links

In the first line, **Systems:** links are provided to the major systems you will be using.
In the second line, **Intl Tng Orgs:** click on **SATFA**, **NETSAFA**, **AFSAT**, **Marine Corps**, **Coast Guard**,

SATMO, and **DLIELC**. These are the principle S. A. training organization web sites and provide a wealth of information about training provided by those respective military services or organizations.

In the third line, **Catalogs**: links are provided to all of the MILSVC catalogs.

Click on the **Back** button as needed to return to the **International Training Management** page, so that you can go to the next web site.

Remember: If, at any time, the **Back** (or **Forward**) button is not *active* (grayed out), close the screen that is open by clicking on the **X** in the upper right corner of the screen to close that screen.

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** in the Google search block and *click* on **Search**.

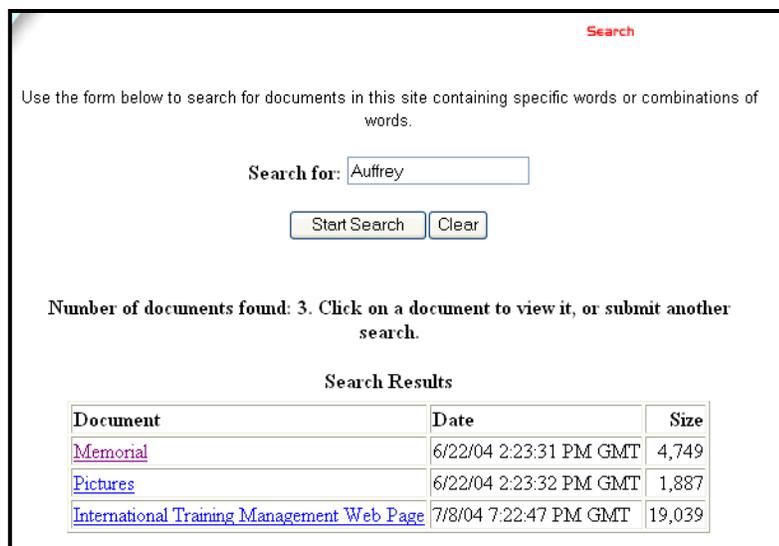
The first item found should be the **DLIELC Home** page, etc.

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**.

Searching within the ITM Web Site

Click on **SEARCH** in the **New Search Function**: line. *Type* in the **item** you wish to search for within the ITM web site. Example, *typing* **Auffrey** finds the several pages where Mr. John Auffrey's death is mentioned. *Using* **quotation marks** will limit the search to the exact expression.



Search

Use the form below to search for documents in this site containing specific words or combinations of words.

Search for:

Number of documents found: 3. Click on a document to view it, or submit another search.

Search Results

Document	Date	Size
Memorial	6/22/04 2:23:31 PM GMT	4,749
Pictures	6/22/04 2:23:32 PM GMT	1,887
International Training Management Web Page	7/8/04 7:22:47 PM GMT	19,039

2. Using the International Security Assistance Network

This portion of the *Guide* will show you how to use the **ISAN (International Security Assistance Network)**. It will show you the basic steps that you must be able to accomplish in order to *download* your **training program** data. The ISAN can be accessed on any computer that provides access the Internet. For registration on the ISAN, *contact* your **DISAM User Group** administrator.

Log on the ISAN

Note: The ISAN Internet address is: <https://san.osd.mil/isan/login>. There is an alternate .ORG address at <https://idss.ida.org/isan/login>.

When you are registered on the I-SAN, your **Username** will normally be your first initial and last name. Your **Password** will have at least 8 characters with: upper and lower case alpha characters, numerics, and special characters.

Enter your **Username** and **Password**.

Click on **Submit login request**.

WARNING: THIS IS A NOTICE OF MONITORING DEPARTMENT OF DEFENSE INTEREST COMPUTER SYSTEMS (DODICS). This system and ALL related equipment may be used only for official US Government business. This system and all other DODICSs are subject to monitoring for management of the system, protection against unauthorized access, and verification of security procedures. Unauthorized use of this system may subject you to criminal prosecution and penalties. Use of this system constitutes consent to monitoring for these purposes.

December 1996. For further policy information concerning this notice, contact the Information Assurance Directorate, Office of the Assistant Secretary of Defense for Command, Control, Communications, and Intelligence: (703) 693-6685 or (703) 695-8705.

SAN WEB for International Customers

Username

Password

Tim Reardon, email: treardon@disam.wpafb.af.mil or Mr. Michael Anstice, email: manstice@san.osd.mil

Special Notice Screen

Read the **Special Notice** screen for important information dealing with the ISAN and associated programs.

Click on **Continue** to access the **main menu**.

Special Notice

Your password expires on 04/24/2002

1 April 2002 *****ATTENTION ALL I-TMS USERS*****

The International version of the Training Management System (I-TMS) is now available to all International users who are registered users of this system. If you wish to have the International TMS program (I-TMS Ver 6.0) mailed to you, please contact Mr. Aaron Prince at DISAM: Tel (937) 255-8186, E-mail aaron.prince@disam.dsca.osd.mil

18 October 2000 --- ATTENTION ALL USERS ---

We have just established a new International Training Management web site at DISAM. It provides access to all S.A. training publications, policy messages, training articles, legislation, lessons on Int'l Training, and web site links. It can be accessed from the Main Training Menu on the ISAN or at the following URL address:
http://disam.osd.mil/intl_training/intl_tng_mgt.htm

Main Menu

To **select** items on the ISAN, **click once** on the hyperlinked item.

Use the **Forward** and **Back** buttons of your browser to easily navigate the ISAN screens.

SAN WEB for International Customers

- [TRAINING](#)
- [FMS CASE MANAGEMENT](#)
- [BULLETIN BOARDS](#)
- [LIBRARIES](#)
- [USER INFORMATION](#)
- [LOGOFF](#)

Updating Your User Information

If you have not entered your User Information as shown in the following example, please do so at this time. It is **extremely important** that you do this.

Click on **User Information** on the ISAN **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.*

1. Make all entries in **CAPS**, except for E-mail address.
2. Your **Password** must be 8 characters: alpha/numeric/ spec chars with a capitol letter.
3. In the **SAN Affiliation-Organization** block enter the name of your **U.S.** in-country organization.
4. You do not have to enter an **Express Mail Address**.
5. In the **Internet Address** block enter your **complete E-Mail address**. This should be the E-Mail address for your *primary* E-Mail system that you use on a **daily** basis. You **MUST** enter your E-mail address.

<input type="button" value="Done"/>		<input type="button" value="Abort"/>	
FORENAME	<input type="text" value="LCDR"/>	FIRSTNAME	<input type="text" value="Paulo"/>
MIDDLE INITIAL	<input type="text" value="R"/>	LASTNAME	<input type="text" value="CAPETTI"/>
USERNAME	<input type="text" value="PCAPETTI"/>		PASSWORD
			<input type="text" value="*****"/>
			re-enter PASSWORD for verification
			<input type="text" value="*****"/>
ORGANIZATION	<input type="text" value="Estado Maior da Armada (Navy HQ Staff)"/>		
JOB TITLE	<input type="text" value="Courses Officer"/>	OFFICE CODE	<input type="text"/>
SAN AFFILIATION - ORGANIZATION	<input type="text" value="USMLO Brazil"/>		
RESPONSIBILITIES	<input type="text" value="Overseas Courses for Brazilian Navy"/>		
MAILING ADDRESS	<input type="text" value="Esplanada dos Ministerios, Bloco N"/>		
	<input type="text"/>		
CITY OR LOCATION	<input type="text" value="Brasilia"/>	STATE	<input type="text" value="DF"/>
		ZIPCODE	<input type="text" value="70055-900"/>
EXPRESS MAIL ADDRESS	<input type="text"/>		
	<input type="text"/>		
CITY OR LOCATION	<input type="text"/>	STATE	<input type="text"/>
		ZIPCODE	<input type="text"/>
INTERNET ADDRESS	<input type="text" value="paulo.capetti@local.internet.service.br"/>		
COMMERCIAL PHONE	<input type="text" value="55-61-429-1091"/>	FAX NUMBER	<input type="text" value="55-61-429-1384"/>
		DSN	<input type="text"/>

After all

making changes,

click on **Done** to save the changes.

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

Finding Another User From Your Country

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

Click on **Search user database**.

Enter the first few letters of the person's **last name** and click on **Locate matching users**.

Click on the person's **hyperlinked name**.

Click on **Main menu** or *click* on **Back** until you return to the ISAN **main menu**.

Using the ISAN Library

The Library is a function that provides a means of making larger computer files available to other users. Thus a user can upload a file to the library, tell the recipient via an E-mail message what the file is and where it is, and then the file can be downloaded. Files larger than 500k should be conveyed via the Library function as opposed to sending them as an E-mail attachment. Items in the **General** Library can only be accessed by users from the same country. The **Open** Library provides items of interest to all users. Normally documents cannot be seen on-line (unless your browser is set to automatically open the file); they must be downloaded and then opened off-line.

Click on **Libraries** on the ISAN **main menu**.

Click on the **Open** Library.

Click on **List Items in Open Library**.

Click on the **Use of the ITM Web Site** document.

Click on **Download Use of the ITM Web Site**.

Note: Normally the document will open in your browser at this time. Simply *click* on the **File** menu and save the document to your C:\ drive. If the document is an adobe **.PDF** file, click on the **floppy disk icon** to save it. You can *download* your document to any directory on your **C:** drive, for instance the **My Documents** directory. Or, you may wish to choose the ISAN download *default* directory, the **C:\TMS\download** directory.

When the download is completed, *click* on **Back** until you return to the **main menu**.

Using the Training Function

The **Training** function provides access to the various ISAN functions typically used by the training manager. Thus you have access to actual Training Program data for your individual country military services (Standardized Training List data) and the complete list of all available U.S. training (Military Articles and Services List data). In addition, you have access to over 200 International Training web sites.

Click on **Training** from the ISAN main menu.

Main Training Menu

- [STL Training Data Download](#)
- [ISAN Training Web](#)
- [International Training Management](#)

International Training Management Web Site

Remember that the **International Training Management Web Site** provides an excellent portal for access to all international training management organizations, their web sites, and every published article/reference on U.S. security assistance or international training. You have already used this web site in the first part of this exercise.

ISAN Training Web

The new ISAN Training Web function provides on-line access to a country's training program data as well as the training MASL listing of all courses. It provides access to current status information on the student, as that information is being entered by the U.S. MILDEP country manager, the International Military Student Office at the student's training location, and the SAO.

STL Training Data Download

The **Standardized Training List (STL) Training Data Download** function provides the ability to download the various S.A. Training databases. A country training manager will want to download his country training program so he can use the data off-line in the ITMS program to view his program. The Standardized Training List (STL) or country program data and the MASL (price list of all U.S. training available to the foreign customer) are updated weekly.

Click on **STL Training Data Download** on the **Main Training Menu**.

Click on **ISTL Data-Download** (not **ISTL Data-View**).

(To *download* the **MASL Data**, you would similarly *click* on **MASL and Other Downloads**.)

STANDARDIZED TRAINING LIST

15 March 2003

-USER INFORMATION-

SAO: PCAPETTI
COUNTRIES OF ACCESS: BRAZIL
ACCESS TO SERVICES: BDPSCKTGX

DATE OF LAST DOWNLOAD: 4 March 2003 (ISTL) - 5 August 2002 (MASL)

LATEST UPDATES OCCURRED ON:		STATUS OF NEXT STL UPDATE
STL UPDATE	MASL UPDATE	Next STL: 17 March
AIR FORCE: 12 March 2003	12 March 2003	Scheduled - 03/19/2003
ARMY: 14 March 2003	14 March 2003	Scheduled - 03/17/2003
NAVY: 14 March 2003	14 March 2003	Scheduled - 03/17/2003

USER OPTIONS

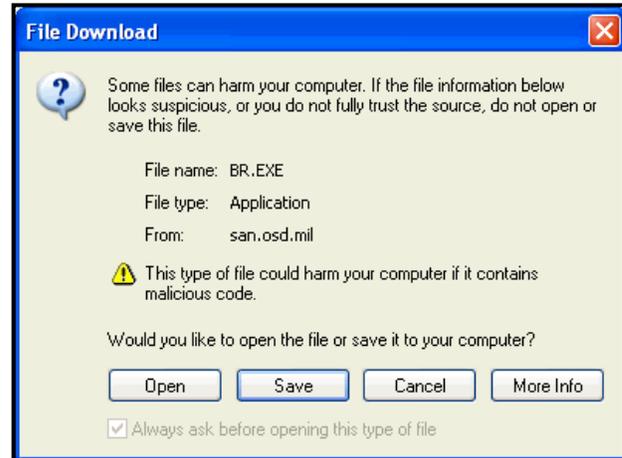
<ul style="list-style-type: none">• ISTL Data - Download• ISTL Data - View• MASL and other downloads (1 file) (2 files)• MASL Data - View	<ul style="list-style-type: none">• DMET Breakout Levels - View (as of 10/08/2002)• Display Disclaimer• Quit training List Database
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Click on the *hyperlinked* word **Download** that appears next to the Country.EXE file name.



Note: The STL data file (example **BR.EXE**) is a compressed file that contains the country data files--**BR.DBF** and **BR.DBT** and a third file that gives the country IMET program allocation. Access *must* be set by the DISAM User Administrator for you to be able to download data for your country. Contact *DISAM* if access is required.

Click on **Save** to save the .EXE file to your computer's hard drive.

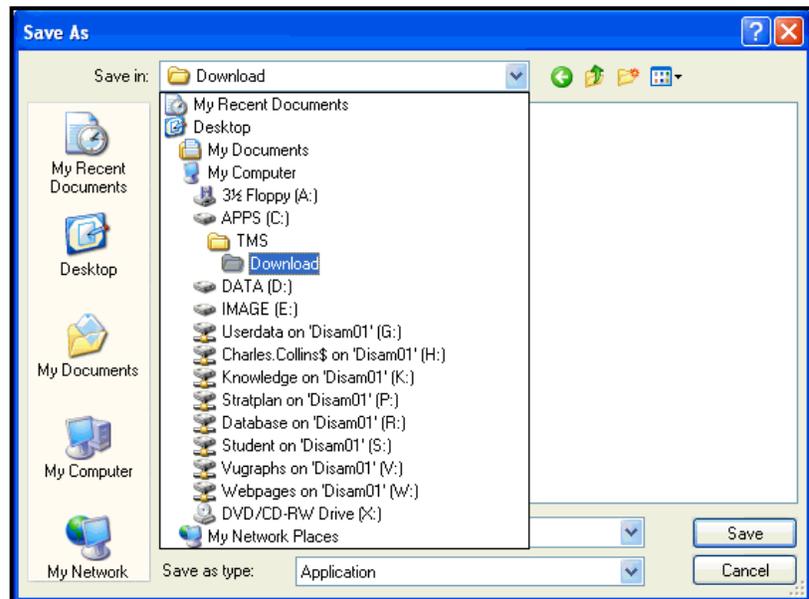


Use the **dialog screen** that appears to *select* the **C:\TMS\download** directory in which to download the data file.

Note: If the dialog box does not appear (it may be hidden behind your main screen), *click* on the **Norton Antivirus** button at bottom of the screen (or, *click* on “minus” sign button in upper right corner in order to minimize your screen). Or, you may be asked what you want to do with the downloaded file, *click* on **Save this program to disk** and then *click* on **OK**.

Click on the scroll bar in the **Save in:** block and then double-click on respectively: **C:**, **TMS**, and **Download**.

Click on **Save** to execute the download. The Download occurs *quickly* (you may not see it) when connected via the internet.



Click on **Done** after download is finished.

At this point you are **finished with your download** and using the **Internet**.

Suggest you *exit* the **Internet**, *click* on **X** in upper right corner.

Now, in order to be able to *view* the **data** (the data is actually in a Dbase III data file), we must import the downloaded data into the TMS program.

Note: For those with further automation expertise, you can decompress the BR.EXE (example name)file by simply double-clicking on the file name and then the BR.DBF (example name) can be imported to MS Access or opened in MS Excel.

3. Using the International Training Management System (ITMS)

Using ITMS “Lite” System

The International Training Management System (ITMS) is a program developed, programmed, and supported by DISAM for use in all Country training offices that interface with or have need of viewing their Country’s training program. The ITMS software can be requested from DISAM (see Appendix B). The new **ITMS Lite** program is a streamlined version of the original ITMS program that contains only the most essential portions of the master ITMS program. With the ITMS Lite program, you will be able to: find a desired course of instruction in the Training MASL, see your country training program in the standard STL report, and generate an Invitational Travel Order for a departing student.

Remember that you have just gotten off the Internet and you must now initiate the **ITMS** program from your computer desktop.

Double-click on the **TMS 6** icon.



The **ITMS Main Menu** will appear. **ITMS** is a *Microsoft Access 2000* runtime application.

If **ITMS** opens as shown on the right, *click* on the **Switch to TMS Lite** button (the center button in the bottom row of buttons).

All of the major **ITMS Lite** functions can be accessed by **clicking** on the applicable **button** in the **ITMS Main Menu**.

Note: **Do not double-click** on **ITMS buttons**. This may cause ITMS to activate the selected function *twice*, thus resulting in an error message. You will be told specifically if you are to *double-click* an item in ITMS.

You can **Exit** ITMS by *clicking* on the **Exit ITMS** button.



Country Data Profile

Before ITMS will work for you, you must establish a Country Profile that identifies your Country to ITMS. This only has to be done once, but must be done or ITMS will not run for your country.

First, *click* on **Country Data** in the ITMS **Main Menu**.

Type the **Country Code** for your country and *click* on **OK**.

Note Example: From this point forward in these instructions we will use the Brazilian training program as an example. The country code for Brazil is **BR**. **Do Not** enter **BR**, enter *your Country Code*--ask your instructor if you don't know what it is.

All of the information that appears on this screen will be entered by the U.S. training office in their TMS program. That data then automatically appears on Invitational Travel Orders (ITOs) published by the U.S. training manager.

Click on **Save/Quit** to save your **Country Profile**. (ITMS can now recognize your country--a country profile must be established before ITMS can accept your downloaded country data.)

The screenshot shows a web-based form titled "Country Profile BRAZIL (BR)". The form is divided into several sections. The top section contains fields for "Name of Organizer" and "Mailing Address". Below that is a section for "ITO Authorized Signature" and "Title". The next section is for "POC Name (i.e. Training Officer, Training FSN, etc.)" and includes fields for "POC Commercial Phone Number", "POC DSN Phone Number (if available)", "POC Fax Number", "POC E-mail Address", and "POC Message Address". To the right of these fields is a "Program(s) of Responsibility" section with checkboxes for "All", "Army", "Air Force", "Maritime", and "Other". The bottom section contains date fields: "Earliest ECL Test Date is 105 Days Prior to Report Date", "Latest ECL Test Date is 65 Days Prior to Start Date", "Cancellation Date is 62 Days Prior to Start Date", "Latest Predeparture Briefing Date is 0 Days Prior to Report Date", and "Move Student Data to History 30 Days After ITO Date". There is also a "FMS Pricing" section with checkboxes for "Full FMS", "FMS NATO", "NRC", and "IMET Incremental". Below this is a section for "OCONUS Travel Costs" with fields for "Airfare: \$0 (Roundtrip)", "Travel Days: 0 (Roundtrip)", and "Excess Baggage Cost: \$0 (Roundtrip)". At the bottom of the form are buttons for "Country Allocation", "IA Ceilings", "PO Allocations", "FMS Case Line", and "Save/Quit".

Updating STL Data

The **Update** function provides a means to *update* ITMS with the latest STL, MASL, and Other Table data that you have downloaded from the **SAN** Web. Replacement (new) database files *must* be available in the **C:\TMS\Download** directory for the update to be successful.

Click on the **Import from SAN** button in the ITMS **Main Menu**.

Click on the **Import New STL** button from the **Update Data Tables** menu. *Wait* while ITMS runs its import query.

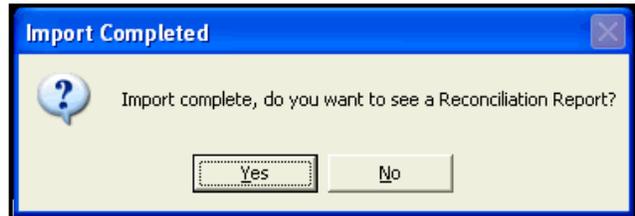
Note: If you are using ITMS to manage more than one country, *click* in the **box** for the **Country** you want to **Update**. Then *click* on **Import** to import the new country STL data.

The screenshot shows a menu titled "Update Data Tables". At the top is a link for "I-SAN Web Login - https://san.osd.mil/isan/login". Below the link are three buttons: "Import New STL (available daily)", "Import MASL (available daily)", and "Quit".

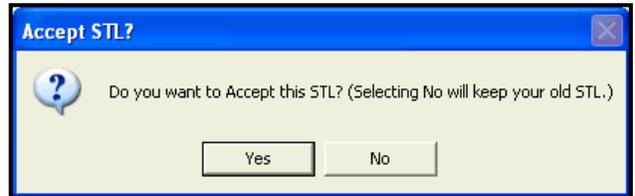
Note: Pay attention to the following three **questions**. If you *fail to respond Yes* to the second question, your newly downloaded data **will not** be imported into **ITMS** and you will not see it.

Question 1 -- Click on **No** when asked about the **Reconciliation Report**.

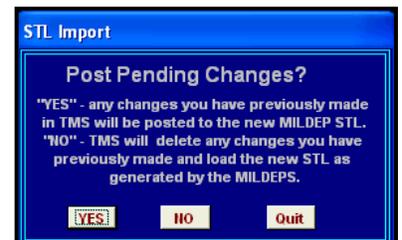
(If you *click* on **Yes**, ITMS will do a report comparing your latest data download to data you downloaded previously.)



Question 2 -- Click on **Yes** when asked about accepting the STL data. (If you *click* on **No**, the STL data **will not** be accepted.)



Question 3 -- Click on **No** when asked about posting **Pending Changes**. (This function is only used by the U.S. office.)



Click on **OK** when you are informed **New STL Accepted**.

Click on **Quit** to return to the **ITMS Main Menu**. Please note that the same procedures are used to **Import MASL**.

In Summary: When you download from the SAN, your **Country Code.EXE** file (Example **BR.EXE**) must be present in the **C:\TMS\DOWNLOAD** directory for the data import to take place. The **C:\TMS\DOWNLOAD** directory is the default directory that is used as the *download* directory for your training data.

Obtaining Your Data from the U.S. Training Office: Normally you will be downloading from the **I-SAN**. But, the data file could be provided to you by the U.S. training office. They could send it to you as an E-Mail attachment for you to copy into the **C:\TMS\DOWNLOAD** directory. Or, they could copy the data on a floppy disk and provide it to you. The MASL data can also be copied on two disks and provided to you.

Viewing Your Country Training Program

The **STL w/ Remarks** function provides the basic Country Training Program report that is referred to in the SAO training world as the STL Report. We show you the STL report with Remarks that are provided by the MILDEP/MILSVC training agencies.

Click on **STL by Country Service** on the **ITMS Main Menu**.

The **STL Report Selection Criteria** screen is provided to allow you to select the Country Training Program data that you want to see. You may want to see the data for just your current year **IMET** program or for a specific **FMS Case**. Also, you may want to choose which of your **Country's Services** to view.

Note: Read the following items 1 thru 3. Don't make any entries.

1. **Country** – Enter your **Country Code** (i.e. **BR**)
2. **PY/CaseID** – Enter either the **IMET Program Year** (i.e. **03, 04**, etc.) or enter the **FMS Case Identifier** (**OAX, TAY, B02**, etc.)
3. **PO** – Enter the desired **Country Service** (**B**=Country's Army, **D**=Country's Air Force, **P**=Country's Navy, etc.) in the **Program Originator (PO)** block. There can be other codes identifying other major parts of a Country's military forces. Check with the U.S. office to identify these.

Now, enter your **Country Code** in the **Country** block (if it does not already appear). Enter a specific **IMET Program Year** (03, etc.) or specific **FMS CaseID** (a case ID from your data, etc.) in the **PY/CaseID** block. And, enter the desired **Country Service** in the **PO** block.

Click on **OK**.

Data Date 10-Mar-03		BRAZIL STL by Program Originator																	
Report Date 15-Mar-03																			
PO	WCII	MASL	TITLE	SC	LOC	DUR	ECL	CRS	COST	TLA	TOTAL	REPORT	START	END	QTR	PRI	FS	QTY	IA
03	B	0001	B365003	MEDICAL COST-CONUS		BGX	0000		\$1,295	\$0	\$1,295				1	A		0	B
	B	0090A	BLAB410	LEVEL IV 10 POS LANG LAB	O	BA2	0000		\$13,501	\$0	\$13,501	4/15/2003	4/15/2003	9/30/2003	3	A	F	1	B
	B	0090B	BSUPKIT	LANG LAB SUPPLEMENTAL KIT	O	BA2	0000		\$6,190	\$0	\$6,190	4/15/2003	4/15/2003	9/30/2003	3	A	F	1	B
	B	0090C	BSCON10	10 POS STUDENT CONSOLES	O	BA2	0000		\$32,900	\$0	\$32,900	4/15/2003	4/15/2003	9/30/2003	3	A	F	1	B
	B	0090D	BLANKIT	LANG LAB LAN KIT	O	BA2	0000		\$4,649	\$0	\$4,649	4/15/2003	4/15/2003	9/30/2003	3	A	F	1	B
	B	0090E	B00PCHT	LANG LAB SHIPPING/HANDLING	O	BA2	0000		\$11,448	\$0	\$11,448	4/15/2003	4/15/2003	9/30/2003	3	A	F	1	B
	B	0090I	B307011	TAT LANGUAGE LAB INST ALL	O	BCW	0000		\$26,000	\$0	\$26,000	7/15/2003	7/15/2003	9/30/2003	4	A	F	1	B
	B	6000S	B126619	PSYC OPERATIONS OFFICER	O	BCZ	0005		\$1,176	\$0	\$588	12/30/2002	1/6/2003	2/7/2003	1	A	F	1	B
	B	1001A	B171786	INTERNATIONAL OFFICER PREP	O	BCT	0003	80SA	\$803	\$0	\$803	6/13/2003	6/24/2003	7/11/2003	3	A		1	B
	B	1001B	B171782	CMD & GEN STAFF OFF PREP	O	BCT	0003	80SA	\$444	\$0	\$444	7/11/2003	7/14/2003	8/1/2003	4	A		1	B
	B	1001C	B171788	COMMAND & GEN STAFF OFF	O	BCT	0041	80SA	\$10,134	\$0	\$10,134	8/2/2003	8/4/2003	6/4/2004	4	A		1	B
	B	1002	B171800	ARMY WAR COLLEGE (RES CRS	O	BCC	0040	80SA	\$21,471	\$0	\$21,471	6/29/2003	7/7/2003	7/6/2004	3	A		1	B
	B	1003	B121165	ADA OFF BASIC	O	BCR	0010	70	\$2,167	\$0	\$2,167	6/2/2003	6/9/2003	8/18/2003	3	A		1	B
	B	1004A	B159000	INTERNATIONAL OFF LOG PREP	O	BC4	0002	75SA	\$1,145	\$0	\$1,145	4/7/2003	4/14/2003	4/25/2003	3	A		1	B
	B	1004B	B171545	COMBINED LOG CPT CAREER	O	BC4	0007	75SA	\$1,758	\$0	\$1,758	4/26/2003	4/30/2003	6/13/2003	3	A		1	B
	B	1004C	B171240	COMBINED LOG CCC-ORDNANC	O	BCH	0005	75SA	\$2,044	\$0	\$2,044	6/13/2003	6/16/2003	7/21/2003	3	A		1	B
	B	1004D	B171546	COMBINED LOG CPT CAREER	O	BC4	0007	75SA	\$1,543	\$0	\$1,543	7/10/2003	7/24/2003	9/9/2003	4	A		1	B
	B	1005@	B177008	SPECIALIZED ENG LANG TNG	E	DLI	0009	80OP	\$2,400	\$0	\$2,400	4/28/2003	5/2/2003	6/29/2003	3	A		1	B
	B	1005A	B171201	U.S. ARMY SGT MAJOR PREP	E	BCI	0003	80OP	\$633	\$0	\$633	6/30/2003	7/7/2003	7/25/2003	3	A		1	B
	B	1005B	B171200	U.S. ARMY SERGEANTS MAJOR	E	BCI	0039	80OP	\$11,740	\$0	\$11,740	7/26/2003	7/28/2003	5/28/2004	4	A		1	B
	B	1008A	B171772	SIG CPT CAREER PREP INTL	O	BCP	0003	80SA	\$1,593	\$0	\$1,593	2/27/2003	3/6/2003	3/21/2003	2	A	F	1	B
	B	1008B	B171771	SIGNAL CAPTAINS CAREER CRS	O	BCP	0018	80SA	\$4,913	\$0	\$4,913	3/22/2003	3/25/2003	7/30/2003	2	A	F	1	B

This is the **MS Access** report that is generated by ITMS. It is just like a **MS Word** document, in that you click on the **Printer Icon** button to print (or click on **File** and then **Print**). (**Don't** print the report yet.)

If you click on the **MS Word Icon** button in the upper left corner of the ITMS screen, the report will automatically be opened in **MS Word** as a **.RTF** (Rich Text File). A Rich Text File is a word processing file with minimal formatting, that can be read by any word processing program.

Thus you can save any ITMS report or any other document (Course Description, Training Location Information, etc.) in a directory as a **.RTF** file, **print** the document, or **attach** it to an E-mail message. To save the document, click on the **File** menu button, then **Save As**, and then select the **directory** you want to save it in using the Windows dialog box.

To page through the report, you simply *click* on the **Page arrows** in the lower left corner of the screen.

Close the report by clicking on **File** and **Close** (or click on the small black **x** in the upper right corner of the **report** screen).

Note: There is a **data element dictionary** provided at the end of this document that provides definitions of all data elements in the above report.

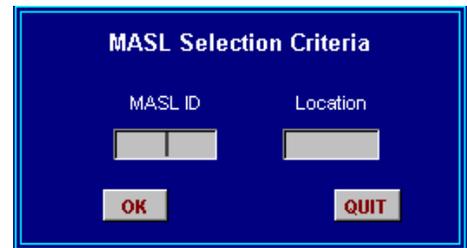
Finding a Course in the Training MASL

The **View MASL** function allows you to search and view the **Training MASL** or master price list of all training. It provides access to the **MASL** database, the new **Course Information** database, and **Training Activity Information** which was previously only available in the military service catalogs. The data can be found by **MASL ID**, **Course Title** (or portion of), **military service Course Number**, and by **MASL ID category**. From anywhere in ITMS, double-clicking on a **MASL ID** number will display the detail MASL data.

Click on the **View MASL** button on the **ITMS** main menu. If you know the **MASL ID** number that you want or the **Location** code, you can enter in this screen to go directly to that training.

But, let's go to the *entire* **MASL** listing where there are numerous ways of searching the MASL.

Click on **OK** to go to the beginning of the **MASL** database.



Press the **Page Up** or **Page Down** keys or *drag* the **scroll bar** to **scroll** thru the MASL.

Double-click on the desired **MASL** data line to view the detailed MASL data.



MASL ID	Course Title	Course Number
B00PCHT	ARMY-PCHT	
B112010	FIXED WING MULTI-ENG QUAL	2C-15A/67J/SIE
B112011	FIXED WING MULTI-ENGINE IP	2B-SIG2/2B-SQI
B112012	AH-64 AVTR QUAL (LCT-INTR)	2C-SID5/152F
B113002	ROTARY WING INST (NONUS)	2C-F2X (CT)
B113003	RW INSTR (GERMAN)	2C-F2X (GERMAN)
B113004	RW INSTR TH-67 (GERMAN)	2C-F2X (GERMAN)
B113005	RWIC (NONUS) - ITALY	2C-F2X (CT)
B113018	CH-47D IP MOI	2C-SIG2/SQIC (
B113019	CH-47D IP MOI-NETHERLANDS	2C-SIG2/SQIC (

Other **MASL** searches are explained as follows:

1. *Click* on **Find MASL ID** and *enter* the specific **MASL ID** or **portion** thereof (try D171 for AF PME training). *Click* on **OK**.
2. *Click* on **Find Title** and *type* in a **key word** (i.e. Infantry) that you think would be contained in the **Course Title**. *Click* on **OK**.
3. *Click* on **Find Course ID** and *enter* the **military service course number**. *Click* on **OK**.
4. *Click* on **Category** and *click* in the **selection boxes** of the desired category of training. *Click* on **OK**.

The **MASL** screen provides access to all of the following:

MASL ID B171620 Analysis Code AB Professional Military Education
 Title ARMOR CAPTAINS CAREER
 Course Number 2-17-C22 Prerequisite B171619
 ECL 80SA Price Code F Security Clearance S
 LOC BCY FORT KNOX KY 40121 Duration 18

PY	FMS	NATO	FMS INCR	NRC	IMET
3	\$0	\$0	\$4,957	\$0	\$4,957
4	\$0	\$0	\$6,281	\$0	\$4,805
5	\$0	\$0	\$5,171	\$0	\$5,169

View Course Descriptions
 Print MASL Detail Print Course Descriptions and Notes
 * Double click yellow blocks for additional information. Return

1. To view the the detailed **Location Information**, *double-click* on the **LOC** block entry.
2. To view the **Prerequisite Course** data, *double-click* on the **Prerequisite** block (then *click* on **return** to come back to the original MASL).
3. To view the **Course Description**, *click* on **View Course Descriptions**.
4. *Click* on **Print MASL Detail** or **Print Course Descriptions and Notes** to print those items.

Click on **Return** or **Quit** to return to the **ITMS** main menu.

This essentially completes your instruction on use of **ITMS Lite**. There are more detailed functions available by clicking on the **TMS Heavy** button.

4. Using the ISAN Training Web System

Note: This section of the *Guide* will show you how to use the **International Security Assistance Network (ISAN) SAO Training Web** function. The **SAO Training Web** is an on-line view function for your training program. You will be able to view your Country training program on-line without first downloading the data from the ISAN and importing the data to TMS. One of the advantages of the SAO Training Web is that you can view your Country training program on any computer at which you can access the Internet. Simply connect to and log on the ISAN.

The SAO Training Web is a brand new system that is a natural extension of the newly fielded IMSO Training Web system. The IMSO Training Web is now deployed at virtually all military service training activities. The SAO Training Web is still under development and your input to the developer, Mr. Ron Elliott of NETSAFA, is sincerely invited -- ron.elliott@netsafa.navy.mil. It is just now being made available to SAO training managers. Access to this ISAN function must be set by your ISAN user administrator. If you do not have access to the function, and wish to, please contact your ISAN User Administrator, Mr. Elliott, or DISAM.

Using the ISAN Training Web Function

Log on the ISAN.

Note: Remember that there are two Internet addresses for the ISAN. If you are not able to access the ISAN at the <https://san.osd.mil/isan/login> address, particularly from an overseas location, try to access at the .ORG address <https://idss.ida.org/isan/login>. Recently a test was run from an overseas, commercial business center. It was impossible to access any .MIL addresses (including the ISAN .MIL address) but the above .ORG address (which is the same server as the .MIL address) could be accessed.

Click on **Continue**. Click on **Training**. Click on **ISAN Training Web**.

The screen that appears is the **ISAN Web Welcome Screen**.

ISAN DSCA - Defense Security Cooperative Agency

[ISAN Home - Today is Friday, May 23, 2003]

ISAN BULLETINS

- Welcome to the ISAN. As an ISAN user you can view you country's programmed lines of training and view student statuses. As you view your lines of training by case or student, you will see the student status as entered by the IMSO. We hope you find the ISAN a useful tool.
- Internet Explorer 5.5 or higher is needed to properly use this site.

Sincerely,
The iSAN Group

Rashid Abdu AlBoainain, welcome to the Security Assistance Network (iSAN) Community.
The last iSAN update was accomplished on Friday, May 23, 2003.

The iSAN Management Console is where you can select options from the menu on the left and manage your students. We have some **online documentation** for further assistance with the ISAN training web. Additionally, you may find handy our **International Training Management website** documentation.

Your role type is that of an **I-SAN** eg:
Your **BAHRAIN** service is **Army, Air Force, Navy, Marine Corps, OSD, Coast Guard, Other, Counter Narcotics, Joint**
Your MASL price categories are **FMSI GRANT**

Thank You,
The iSAN Group

Please Note: Significant work is still being accomplished on the ISAN Web, so please expect continuous changes and improvements.

Go ahead and *read* the following explanation of the **ISAN Web** menu items. *Don't click* on them until you are told to do so.

- **Logoff**—Automatically logs the user off the ISAN.
- **ISAN Home**—Automatically returns the user to the ISAN Home page.
- **ISAN Training Menu**—Returns the user to the ISAN Main Training Menu.
- **Contact Us**—Automatically addresses an E-mail to the SAO training office.
- **IMSO Directory**—Provides a directory of all IMSOs. If the IMSO has entered the POC information for his/her office, then that information will be available.
- **Country Service STL**—Takes the user to the basic ISAN Web information screen.
- **Create MASL Report**— Provides a custom query report function on all course data.

Using the Country Service STL Function

Click on **Country Service STL** under **ISAN Options** on the **ISAN Welcome Screen** above.

SAO POC / Country / Address

(BA)
< address not available >

23 FMS Cases | 15 IMET Cases | 4 OTHER Cases | 42 Active | 8 Depart in 30 days | 12 Return in 30 days | Country

This is your **Country Service STL** screen from which you will access all of your data.

Training Line Data

On the **Country Service STL** screen above, *click* on the **FMS, IMET, or OTHER Cases** icons to see the training for those programs.

Select the desired **IMET, FMS** case, or **Other** case by *clicking* on the **student** icon on that line.

Case No	Students	Courses	Min - Max Training Line Date	Training Value
B-02	12 Students	48 Courses	2/25/2002 - 6/6/2003	\$68,051
B-03	13 Students	44 Courses	2/24/2003 - 4/9/2004	\$92,850
B-04	20 Students	51 Courses	12/9/2003 - 1/20/2005	\$142,496
B-05	20 Students	36 Courses		\$128,821
D-00	15 Students	7 Courses	11/1/1999 - 6/11/2001	\$46,268
D-01	8 Students	9 Courses	1/8/2001 - 6/10/2002	\$49,015
D-02	20 Students	48 Courses	1/7/2002 - 6/10/2003	\$111,860

This is the **training line** screen that contains all of the training lines in a given IMET program or FMS case. All of the following data items can be accessed from the above **Training Line** screen.

Example is WCN 1002A and 1002B from Bahrain FY 02 Army IMET program.

Case report for BAHRAIN (BA) and Case 02.

Filter by Training Activity [Options] [Printer Friendly] [go]

<< Case 02 Programmed Totals >>
 Expanded IMET: \$9,844 A Priority Total: \$68,051 D Priority Total: \$0 Total: \$68,051

Page 1 of 1

WCN / IA	Case	ECL	MASL	Exp IMET	Course No.	Course Title	Course Loc	Report Date	Start Date	End Date
0001 B	02		B365003	-	UNNUMBERED	MEDICAL COST-CONUS	BGX	-	-	-
1002A B	02	75	B159000	-	ALMC-IL	INTERNATIONAL OFF LOG PREP	BC4	2/19/2002	2/25/2002	3/8/2002
IMSD remarks: Course Convene on 2/26/2002 by Esther.Manuel. [no remarks]										
1002B B	02	75SA	B171545	-	8-10-C22 (LO	COMBINED LOG CPT CAREER	BC4	2/25/2002	3/11/2002	4/23/2002
IMSD remarks: Course Convene on 3/18/2002 by Esther.Manuel. [Name IAW Passport: HUSAIN, KHALED SALMAN ADWA]										

Clicking on **Filter by Training Activity** and **go**, will select the student for a specific **training activity (location)**.

Filter by Training Activity

Filter by Training Activity

- BC2 - USA ENGINEER CENTER
- BC2 - USA ENGINEER SCHOOL FT LEONARD WOOD MO
- BC4 - USA LOGISTICS MANAGEMENT COLLEGE
- BCF - USA FIELD ARTILLERY SCHOOL
- BCG - Ft Benning, GA. U.S. Army Infantry School
- BCH - U.S. Army Mechanical Maintenance School
- BCJ - US ARMY QM CNT & SCHOOL
- BGP - USA SIGNAL CENTER
- BCT - USA Command & General Staff College
- BCZ - USA JFK SPECIAL WARFARE CEN SCH
- BGX -

Clicking on **Options** and **go**, will *sort* the student data as desired.

Clicking on **Printer** and **go**, will *prepare* a **report** to go to the printer.

Options

Options

- Sort by WCN..
- by MASL
- by Location
- by Service
- by Fund Code
- by Priority Code

Restore to Original

Student Data

Click on the **digital camera** icon or the **WCN** number next to it on the screen above. There may be multiple pages of training lines for a given program. If icon has a **red X** over it, a picture has not been uploaded by the IMSO.

[Training List for KAHLED SALMAN ADNAN HUSAIN
..CC/IA/Case/WCN..BA/B/02/1002]- MILDEP POC is MIKE FAUGHNAN



Name:	KAHLED SALMAN ADNAN HUSAIN
ITO#:	BA02B11002
FIN / SCN:	902729873F
Student Type:	Officer
Pay Rate:	
Rank:	O-3
Accompanying dependents:	0
Passport:	

Student Training Track						
Course Title	Location Information	ECL	Report Date	Start Date	End Date	Line
INTERNATIONAL OFF LOG PREP	USA LOGISTICS MANAGEMENT COLLEGE	75	2/19/2002	2/25/2002	3/8/2002	A
COMBINED LOG CPT CAREER	USA LOGISTICS MANAGEMENT COLLEGE	75SA	2/25/2002	3/11/2002	4/23/2002	B
COMBINED LOG CCC-ORDNANCE	U.S. Army Mechanical Maintenance School	75SA	4/25/2002	4/26/2002	5/31/2002	C
COMBINED LOG CPT CAREER	USA LOGISTICS MANAGEMENT COLLEGE	75	5/20/2002	6/3/2002	7/18/2002	D

Click on **Back** to return to the **Training Line** screen.

Course MASL Data and Description

On the **Training Line** screen above, click on the **MASL** Number (Example is B159000).

[**Course Detail Report for (BC4) - USA LOGISTICS MANAGEMENT COLLEGE**]

Course No:	ALMC-IL
MASL ID:	B159000
Course Title:	INTERNATIONAL OFF LOG PREP
FY:	'03
ECL:	75

Security Clearance:	Unclassified
Duration (in weeks):	2
Analysis Code:	AB
Price Code:	F

Course Description / Administration / Remarks:

The curriculum for this course includes the structure of the U. S. Army, Acronyms used in logistics, composition of TOE/MTOE, the logistics field today, communication skills, evaluation report systems, small group instruction, introduction to military publications, symbols and graphics classes of supplies and test procedures.

Click on **Back** or **close** screen to return to the **Training Line** screen.

Training Activity POC and Detailed Location Information

On the **Training Line** screen above, *click* on the **Course Loc** code (Example is BC4).

[Activity Info for - USA LOGISTICS MANAGEMENT COLLEGE]	
Information last updated on: unknown by 1005	
Location Name:	USA LOGISTICS MANAGEMENT COLLEGE
Point of Contact:	BOB RHODES
Point of Contact Title:	Intl Mil Stu Officer
Email:	rhodesr@lee.army.mil alcmimso@lee.army.mil
Message Format:	COMDT USALMC FT LEE VA
Office Symbol:	ATSZ-AI
Commercial Phone:	(804) 765-4012/4543/4542
Voice:	804 765-4224
Commerical FAX:	804 765-0797
Emergency Phone:	
DSN Phone:	539-4012/4543
DSN FAX:	
Street 1:	USALMC ATSZ A I
Street 2:	2401 QUARTERS RD; BLDG 12500
City:	FT LEE
State:	VA
Zip/Postal Code:	23801-1705

Click on **Back** or close screen until you return to the **SAO Welcome Screen**.

Finding an IMSO Office POC

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.

IMSO Directory sorted by Activity Code - Select service: Army	
Search for	Knox
< point of contact not available > (Phone: DSN , COMM)	
(B03 - Army) HHC 1ST SFG A	
, , FT LEWIS, WA, 98433-7000	
 Activity Info	

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

IMSO Directory sorted by Activity Code - Select service: Army	
Search for	KNOX
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	
 Activity Info	

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

Create MASL Report

You might also want to take a look at the **Create MASL Report** function. This simple query function allows you to look at your MASL data in many different ways.

Briefly explain which records you would like to view.

Some points to remember, leave blank any criteria you are not interested in and the less criteria entered, generally the more data will be displayed.

Show me those courses with Price Code

with Activity of

with MASL of

with MASL PREFIX of

with MILDEP of

with Analysis Code of

with Course No. of

with Course No. of

Sort my report by

Do you want this in Microsoft Excel format?

A Work in Progress

Again, you are invited to provide your feedback to Mr. Ron Elliott at: ron.elliott@netsafa.navy.mil. Your desires and comments will certainly help to guide where the ISAN Training Web goes in the future.

THANK YOU for using this Exercise to acquaint you with the ITM Web Site, the ISAN and ITMS Lite program, and the new ISAN Training Web. If you have any questions on these systems, please contact:

Training Functional Manager --	charles.collins@disam.dsca.mil
TMS Project Manager --	tom.dop@disam.dsca.mil
TMS Developer --	aaron.prince@disam.dsca.mil
DSAMS TMS Developer --	jill.ramey@disam.dsca.mil
SAO Training Web Developer --	ron.elliott@netsafa.navy.mil

The following DISAM point of contact screen is available at anytime from the **TMS Main Menu** screen. Just press **Ctrl** and **T**.



APPENDIX A

Database Element Dictionary

PART I - MASL DATABASE

1. **AN—Analysis Code.** This data field contains the training analysis code which allows training courses to be grouped and classified by category. This facilitates analysis of the total country IMET program as related to overall IMET objectives. Allows the matching of country training requirements with IMET policy. Used in preparation of Annual Integrated Assessment of Security Assistance (AIASA) reports and Two-Year Training Plans.

Field length - 2.

<u>Code</u>	<u>Category</u>	<u>Description</u>
AA-AC	PME	Officer Professional Military Education
BA-BL	MGT	Officer Management Related Training
CA	PGS	Officer Postgraduate/Degree Related Training
DA,DB	UPT/FLT	Undergraduate Pilot or other Flight Training
EA-EV	TECH	Technical, Operations, Maintenance, Medical and Enlisted Training
FA-FC	OT	Orientation Tours
GA-JB	OCONUS	OCONUS Student Training
KA-LZ	TEAMS	Mobile Training Teams and Field Training Services
MA-OL	SUPPORT	English Language Equipment, Materials, PCH&T, Medical lines and other Training Support

See SAMM, App D, Table D-14 for complete table. See MASL for AN code for all training.

2. **CL—Security Classification.** This data field contains the course security classification that represents the highest level of classification to which U.S. (and international) students are instructed in the course. This is the level of classification for the content of the course and not for access to the training area. Codes are: **U** = Unclassified, **C** = Confidential, **S** = Secret, and **T** = Top Secret. Codes for courses having Sensitive Compartmented Information (SCI) content are **X** = Confidential SCI, **Y** = Secret SCI, and **Z** = Top Secret SCI. **Field length - 1.**

3. **COURSE NO—Course Number.** The Military Service Course identification number as it appears in that service's training catalog. Service Catalogs used by the SAO cross reference the military service course numbers with the MASL ID Number. **Field length - 14.**

4. **COURSE TITLE—Course Title.** The short title that appears in the training MASL. Taken from the title of the training as given in the Military Service School/Training Catalog. In some cases a category of training is indicated, such as Observer/On-the-Job training, etc. **Field length - 26.**

5. **DUR—Duration.** This data field contains the planned duration of the training in number of weeks. Must be a whole number (round up for partial week). Can be VA for variable duration. **Field Length - 4, right justified.**

6. **ECL—English Comprehension Level and Specialized English Training Requirement.** This data field contains the required English Comprehension Level (ECL) and, if advised or required, the Specialized English Training (SET) requirement. An ECL of **80**, as an example, is required for many Professional Military Education (PME) courses. Following the ECL requirement, the SET requirement is indicated by an **SR** (SET required) or **SA** (SET advised). **OP** identifies that an Oral Proficiency Interview

by DLI is required.

Field length - 4.

7. **PRICE YR—Price Year**. The applicable fiscal year during which the price will be charged. The valid two digit fiscal years: **97, 98**, etc. **Field length - 2.**

8. **LOC—Location Code**. This data field contains the three-character code used to provide a location code (Air Force and Navy) and the execution agency code (Army). For all three MILDEPs the code provided represents the actual training location. See the Table Data option in the TMS EDIT function for all LOC codes. LOC codes are also given in the MILDEP handbooks/guide books, along with complete addresses. NOTE: Also see data item 35 (Activity Short Name), as training sometimes takes place in multiple locations.

Field length - 3.

9. **MASL ID—Military Articles and Services List Identification Number**. This data field contains the unique alpha/numeric code used to identify each training item (course, team, etc.) in the training MASL. The MASL lists all articles and services available to authorized international recipients. This depends, of course, on decisions to sell/grant, disclosure authority, allocation of available spaces, etc. The first character represents the appropriate Implementing Agency: **B=Army, D=Air Force, P=Navy**.

Field length - 7.

10. **PC—Price Code**. A code used to convey information about the tuition price. For instance, if the price is: **E—to be estimated; F—a fixed price; W—a weekly price; B—a bulk price; or V—a variable cost.** **Field length - 1.**

11. **PREREQ—Prerequisite Course Number**. This data field field is used to indicate the MASL ID of a prerequisite course required for the line of training. **Field length - 7.**

12. **TUITION PRICE**

a. **FMS—Tuition Price**. The estimated cost of the training (tuition price) or service if completed as planned. This is the full cost FMS price that would be charged to a country that does not qualify according to the law for a price reduction. **Field length - 7.**

b. **FMS NATO—Tuition Price**. The estimated cost of the training (tuition price) or service if completed as planned. This is the reduced FMS price that would be charged to a NATO country, Australia, Japan, or other non-NATO ally. **Field length - 7.**

c. **FMS INC—Tuition Price**. The estimated cost of the training (tuition price) or service if completed as planned. This is the reduced FMS price, referred to as the “FMS Incremental Price,” that would be charged to a country that is a qualified IMET program recipient in the given fiscal year.

Field length - 7.

d. **FMS NRC—Tuition Price**. The estimated cost of the training (tuition price) or service if completed as planned. This is the reduced FMS price, referred to as the “FMS Non-Repayable Credit Price,” that is charged to Israel. **Field length - 7.**

e. **IMET/GRANT—Tuition Price**. The estimated cost of the training (tuition price) or service if completed as planned. This is the reduced price (lowest price category) that would be charged to a country’s IMET program or an FMS case that has been fully funded by grant funds (FMFP or MAP, etc.). **Field length - 7.**

PART II - STL DATABASE

1. **AC—Action Code**. This data field is used only by the Air Force to indicate that a change has taken place in the training line concerned. No entry for Army or Navy implemented training. **Field length - 1**. Commonly used codes are:

A = Line Added	I = Tng No/rank/name
B = MASL	J = QTR availability
C = Course Duration	K = WCN/Program Year
D = Course Title	L = Student Status
E = Course No.	M = Combination of preceding
F = Student Code	N = AFSAT local update-not appoved/funded
G = Report/Start/End date	R = Line deleted, project complete
H = LPC/EXA	T = TLA adjustment

2. **AN—Analysis Code**. This data field contains training analysis code which allows training courses to be grouped and classified by category. This facilitates analysis of the total country IMET program as related to overall IMET objectives. Allows the matching of country training requirements with IMET policy. Used in preparation of Annual Integrated Assessment of Security Assistance (AIASA) reports and Two-Year Training Plans. **Field length - 2**.

<u>Code</u>	<u>Category</u>	<u>Description</u>
AA-AC	PME	Officer Professional Military Education
BA-BL	MGT	Officer Management Related Training
CA	PGS	Officer Postgraduate/Degree Related Training
DA,DB	UPT/FLT	Undergraduate Pilot or other Flight Training
EA-EV	TECH	Technical, Operations, Maintenance, Medical and Enlisted Training
FA-FC	OT	Orientation Tours
GA-JB	OCONUS	OCONUS Student Training
KA-LZ	TEAMS	Mobile Training Teams and Field Training Services
MA-OL	SUPPORT	English Language Equipment, Materials, PCH&T, Medical lines and other Training Support

See SAMM, App D, Table D-14 for complete table. See MASL for AN code for all training.

3. **AS NAME—Activity Short Name**. The short name of the activity where the actual training is to occur. Unique to Navy STL data only. Actual training may take place at location other than that reflected by LOC code.

Field length - 16.

4. **ASOFDATE—As of Date**. The last date that the training line was updated in the respective implementing agency system. Eight characters: MM/DD/YY. **Field length - 8**.

5. **CASEID—Case/Line**. This data field contains the unique three character designator assigned by the implementing agency for each FMS case. Originates with the offer of a sale and identifies the case through all subsequent transactions. The last element of the FMS Case Identifier in the heading of the new Letter of Offer and Acceptance (LOA) or in block 3 of the old DD Form 1513. A line number from the FMS case may also be used in conjunction with the case designator when the training is a numbered line on the FMS case. Blank for IMET. **Field length - 6**.

6. **CC—Country/Activity Code**. This data field is used to identify the country, international organization, or account which is the recipient of defense articles or services. **Field length - 2**. See SAMM, Chapter 6, Table 600-1 for valid codes.

7. **CL—Security Classification**. This data field contains the course security classification that represents the highest level of classification to which U.S. (and international) students are instructed in the course. This is the level of classification for the content of the course and not for access to the training area. Codes are: **U** = Unclassified, **C** = Confidential, **S** = Secret, and **T** = Top Secret. Codes for courses having Sensitive Compartmented Information (SCI) content are **X** = Confidential SCI, **Y** = Secret SCI, and **Z** = Top Secret SCI.

Field length - 1.

8. **COURSE NO—Course Number**. The Military Service Course identification number as it appears in that service's training catalog. Service Catalogs used by the SAO cross reference the military service course numbers with the MASL ID Number. **Field length - 14.**

9. **COURSE TITLE—Course Title**. The short title that appears in the training MASL. Taken from the title of the training as given in the Military Service School/Training Catalog. In some cases a category of training is indicated, such as Observer/On-the-Job training, etc. **Field length - 26.**

10. **CUR FUNDED—Currently Funded**. The actual funded amount of the Total Cost for the specific training line. **Field length-8.**

11. **DUR—Duration**. This data field contains the planned duration of the training in number of weeks. Must be a whole number (round up for partial week). Can be **VA** for variable duration. **Field Length - 4**, right justified.

12. **ECL—English Comprehension Level and Specialized English Training Requirement**. This data field contains the required English Comprehension Level (ECL) and, if advised or required, the Specialized English Training (SET) requirement. An ECL of **80**, as an example, is required for many Professional Military Education (PME) courses. Following the ECL requirement, the SET requirement is indicated by an **SR** (SET required) or an **SA** (SET advised). **OP** identifies that an Oral Proficiency Interview by DLI is required. **Field length - 4.**

13. **END DT—Ending Date**. The date training is scheduled to be completed. No date=no confirmed quota. **Field length - 8.**

14. **FS—Funding Status**. This data field indicates the funding status for a line of training. IMET codes are: A = Approved for scheduling; F = Funded; U = Unfunded. For FMS only A = Approved for scheduling, applies.

Field length - 1.

15. **GRADE—U.S. Rank**. This data field identifies the U.S. rank that is equivalent to the student's home country rank. Enlisted personnel in the U.S. Navy and Coast Guard have rates instead of ranks. Normally entered by the MILDEP upon receipt of ITO/arrival message in U.S. **Field length - 7.**

16. **IA—Implementing Agency Code**. This data field identifies the managing U.S. Military Department or agency that is to be the recipient of IMET funds or that has made the sale on behalf of the U.S. government. **Field length - 1.** See SAMM, App. D. Commonly used codes are:

B = Department of the Army

D = Department of the Air Force

P = Department of the Navy

17. **IO NO—IMET Order Number**. This data field contains the last two digits of the number of the document issued by DSAA which authorizes the furnishing of military training to the designated IMET recipient. The IMET order indicates the funding source for each program line. Example” **92N/KS/17**, an IMET order issued by NETSAFA which authorizes the obligation of funds for the FY 92 IMET program. The “17” appears in the STL database. **Field length - 2.**

18. **ITO NO—Invitational Travel Order (ITO) Number.** This data field contains the ITO number reflected in Block 1 of the student's ITO. Entered upon receipt in U.S. **Field length - 15.** (alpha/numeric)

19. **LOC—Location Code.** This data field contains the three-character code used to provide a location code (Air Force and Navy) and the execution agency code (Army). For all three MILDEPs the code provided represents the actual training location. See the Table Data option in the TMS EDIT function for all LOC codes. LOC codes are also given in the MILDEP handbooks/guide books, along with complete addresses. NOTE: Also see data item Activity Short Name, as training sometimes takes place in multiple locations. **Field length - 3.**

20. **MASL ID—Military Articles and Services List Identification Number.** This data field contains the unique alpha/numeric code used to identify each training item (course, team, etc.) in the training MASL. The MASL lists all articles and services available to authorized international recipients. This depends, of course, on decisions to sell/grant, disclosure authority, allocation of available spaces, etc. The first character represents the appropriate Implementing Agency: **B=Army, D=Air Force, P=Navy.** **Field length - 7.**

21. **MC CODE—Marine/Coast Guard Code.** Training that is being managed by the Marine Corps or Coast Guard training management offices. **Field length-1. M=Marine Corps, C=Coast Guard, Blank=Not Applicable.**

22. **PCS—Pending Change Status.** This data field identifies the type of transaction pending processing at DSAA. This includes internal MILDEP transactions, already released but pending at DSAA. **Field length - 1.** For IMET only. **4** = Program addition; **Q** = Program change; **R** = deletion. Note: Entry of a "Q" may indicate a delay in processing or possibly funding.

23. **PO—Program Originator.** This data field identifies the student's home country branch of service that has requested the training. It is not the U.S. service that is providing the training. **Field length - 1.** Commonly used codes are:

B=Country Army
C=Country Coast Guard
D=Country Air Force
K=Country Marine Corps
L=CounterNarcotics
P=Country Navy
S=Country OSD
T=Country Joint Service
X=Other Country Defense Organization/Activity

24. **PR—Priority.** This data field identifies the priority/importance of the training as assigned by the SAO for the country. This is done for IMET funded training only. **Field length - 1.** Commonly used codes are:

A=Priority A for 100% of the value of the allocated IMET Program.
B=Priority D used for any training above and beyond the IMET program ceiling (normally 10-20% above).

25. **PREREQ—Prerequisite Course Number.** This data field is used to indicate the MASL ID of a prerequisite course required for the line of training. **Field length - 7.**

26. **PRICE YR—Price Year.** The applicable fiscal year price that will be charged for the training, based on the start date of the training. **Field length -2.**

27. **PY—Program Year.** This data field identifies the fiscal year in which the item is

programmed or is to be programmed. In the IMET training program, the program year consists of five fiscal year quarters—the fifth quarter being the first quarter (Oct-Dec) of the following fiscal year. *Blank* for FMS; valid **year** for IMET. **Field length - 2.**

28. **QTR—Quarter**. This data field identifies the quarter in which the training will start and thus the quarter in which the student should be available to report for training. **Field length - 1.** Quarters **1-5.** (For IMET Program Only).

29. **QTY—Quantity**. This data field normally indicates the number of students or, for a team, the number of personnel on the team. Normally only one student is programmed per individual course training line. For an orientation tour the QTY would represent the number on the tour. For simulator training a quantity greater than 1 may be used. **Field length - 4.**

30. **RCN—Record Control Number**. This data field contains the alpha/numeric code assigned by the implementing agencies, as directed by DSAA, to control all IMET/FMST/FMFP/MAP transactions. The country/Activity Code, Program Year, and the RCN constitute an identification number for each record in the above transactions. Normally computer assigned. **Field length - 4.** See SAMM, App D.

31. **REMARKS—Remarks**. A field provided for additional remarks related to the line of training. Notes may be a reminder to SAO or MILDEP desk officer. **Field length - Var.**

32. **RPT DT—Reporting Date**. The date the student must report to the International Military Student Officer/Manager at the training site. For planned training where a quota (seat) has not been confirmed, the RPT DT field will be left blank. **Field length - 8.**

33. **SC—Student Code**. This data field identifies the appropriate military or civilian status of the international student. **Field length - 1.** Commonly used codes are:

- C** = Civilian
- D** = DoD Engineering and Technical Services Specialist.
- E** = Enlisted
- I** = Interpreter-Officer
- J** = Interpreter-Enlisted
- O** = Officer
- S** = Senior Officer

34. **SPC—Special Programs Code**. A data field that supplements the Type of Assistance (TA) data field and is used to identify special programs such as "Expanded IMET," and "International Narcotics Matters" funding. **Field length-2.** **EI**=Expanded IMET, **IN**= INM funding, and **CN**=IMET Counter Narcotics.

35. **START DT—Starting Date**. The date training is scheduled to start. Again, no date will be shown unless a quota is confirmed. **Field length - 8.**

36. **STUDENT COUNT—Student Count**. The number of actual students that the program data represents. **Field length - 4.**

37. **STUDENT NAME—Student Name**. The international military student's name as shown on the Invitational Travel Order. In order of last name (SURNAME), first name, other names, etc. Entered upon receipt of ITO/arrival message in U.S. **Field length - 30.**

38. **TA—Type of Assistance Code**. This data field is used to distinguish between various types of U.S. military assistance transactions. Also used to identify certain military assistance requirements programmed under special financing. **Field length - 1.** See SAMM, App. D, Table D-11.

Commonly used codes are:

- 1** = IMET
- F** = FMS
- C** = FAA, Sec. 506
- O**=Other (i.e., INL)

39. **TLA COST—Travel and Living Allowance**. The estimated cost of the travel and living allowance for the international military student. If the TLA is funded by the country, this field will be left blank. **Field length - 6.**

40. **TNG STATUS—Training Status**. A data field that identifies the "training status" of the IMS. Codes have not yet been assigned, but will cover various situations concerning the IMS's training, such as: recycled, attrition, set back, admitted to medical facility, died, etc. **Field length-2.**

41. **TOT COST—Total Cost**. The estimated total cost of the training; (Course Cost + TLA cost) X quantity. A summary of all costs pertaining to the training line. **Field length - 8.**

42. **UNIT COST—Course Cost**. The estimated cost of the training (tuition price) or service if completed as planned. Actual cost may vary due to MILDEP policy, change in course duration, assessment of a cancellation penalty, etc. If the training program line is for the provision of medical services or funds the shipment of English language books/tapes/publications, the applicable cost is reflected here. **Field length - 8.**

43. **WCN—Worksheet Control Number**. This data field contains a four digit number within country and program year identifying one or more lines of training or services. For WCNs with multiple lines (i.e., one student attending several courses of instruction—a training sequence), an alpha suffix is added to designate each separate line. **Field length - 5.** Suffixes commonly used are:

- L** = Language training line
- A, B, C** = 1st, 2d,3d training courses
- S** = Cancellation penalty
- T** = Attrition penalty
- U** = Recycle penalty
- V** = No show penalty
- W, X, Y, Z** = Training continued for a student from prior year program.

44. **WV—Waiver Code**. This data field indicates that the training concerned requires an exception to policy prior to DSAA approval and funding. Code remains after funding action for historical purposes. Applicable to IMET only. **Field length - 1.** Commonly used codes are:

- B**=Books and Publications (non-English language)
- C**=Civilian Student
- G**= Postgraduate/Degree Related Training
- H**=High Cost Training (tuition costs exceed \$30,000)
- L**=Training with Duration Less Than 8 Weeks
- M**=Mobile Training Teams (MTTs) and Field Training Services (FTS)
- O**=Orientation Tours
- R**=Other waivers
- S**=Combined Strategic Intelligence Training Program (Air Force unique)