

Section III

Department of the Navy (DON)

6-12. Navy functions

The DON will follow procedures in section I of this chapter.

Section IV

Department of the Air Force

6-13. Supplemental conditions

Air Force LOAs will include appropriate supplemental conditions for training. Approved supplemental conditions are included in the Case Management and Control System. Requested or recommended changes to LOA supplemental conditions must be forwarded to SAF/IAX for review, coordination, and approval.

6-14. Blanket Order (BO) FMS training cases

a. AFSAT will prepare and coordinate Air Force training “T” cases according to DSCA and SAF/IAX prescribed procedures. AFSAT case managers will prepare BO training cases unless the purchaser justifies and is granted approval for a defined order training case by SAF/IAX. This will allow the Air Force to be more responsive to changing purchaser’s training needs and is in the interest of saving time, manpower, and costs involved in amending defined order cases.

b. FMS training cases will be prepared for a minimum of \$20,000 unless the requesting service’s annual training requirements have been for a lesser amount.

Chapter 7

Invitational Travel Orders

Section I

Use and Preparation

7-1. Basic document

The issuance of ITOs, whether under IMET or FMS, is required for all IMSs under SATP sponsorship to provide recognition of the military status of the IMSs. It is the controlling document for authorized training terms, conditions, and privileges. The ITO is also the basic document used for accounting purposes. In addition, it provides guidance to the appropriate agencies to determine which support is payable. The SAO will issue separately numbered ITOs for each IMS except for orientation tours. One ITO is sufficient for all the participants of an OT. OTs are the only exception.

7-2. Format

a. The standard ITO, DD Form 2285 (Invitational Travel Order (ITO) for International Military Students (IMS)) (figure 7-1) and letter format ITO generated by the Training Management System (TMS) are the only authorized documents that will be used for IMSs furnished training under the provisions of this regulation. The DD Form 2285 or the TMS generated ITO will be used and are valid only for IMSs entering U.S. training under the FAA or the AECA. The form will not be altered or shortened.

b. Figure 7-2 gives instruction for completing DD Form 2285.

c. For training at USARSA, IAAFA and NAVSCIATTS countries in the SOUTHCOM and USACOM regions may attach a native language translation to the DD Form 2285.

7-3. Original ITO and copies

a. A signed original of the ITO will be considered by the training installation as final authorization for admission of the IMS named therein to the courses listed in item 8 of the ITO. If an IMS arrives at a training installation without a signed original, the training installation will notify higher headquarters and will not enter the IMS into training until approval is received. It is emphasized that each IMS must have in his or her possession the original ITO, bearing an original signature and not a facsimile. Certain U.S. commands and activities will not disburse funds on a document bearing non-original signature.

b. If determined that the original ITO of the IMS was lost, a copy of the ITO may be certified as an original by adding in item 15 the following certification: “I certify that my original ITO was lost and that if the original is located later, no further claims will be submitted on the basis of recurrent copy of orders. If the original is located, it will be

returned by direct mail to the appropriate Service.” This certification must be signed by the IMS with his or her name and rank listed in full.

7-4. Distribution

- a. IMSs scheduled for training will report with the original ITO and the following copies in their possession:
 - (1) All IMSs reporting to DLIELC as first training installation-15 copies.
 - (2) Direct entry IMSs-5 copies.
- b. ITOs will be distributed to addressees as shown in the appropriate MILDEP section of this chapter. ITOs will be prepared and copies mailed to reach these addresses at least 2 weeks before the IMS’s scheduled arrival at the first training installation.
- c. If copies of the IMS’s ITO are not received 2 weeks before the first training report date, the first training installation, after coordination and with concurrence of higher headquarters, may query the SAO concerned on the status.
- d. Distribution, by activity, will be listed in item 16 of the ITO. A local distribution formula (such as “DIST A”) will not be used.

7-5. Amendments and endorsements

- a. All amendments and endorsements to the ITOs will be prepared separately on standard size paper. Headings will contain as a minimum the following data:
 - (1) Office symbol and official address of publishing activity.
 - (2) Original ITO number and date.
 - (3) Rank/grade and name (surname (all capitals), first, middle) of IMS.
 - (4) Country.
 - (5) Funding and WCN.
 - (a) For IMET IMS, indicate FY IMETP and WCN.
 - (b) For FMS IMS, indicate FMS case identifier and WCN.
- b. All amendments and endorsements to ITOs will be signed by an authorized representative and distributed in the same way as listed in item 16 of the original ITO.
- c. The originating office, normally the SAO, amends or must authorize in writing all amendments to the ITO. One exception is that commanding officers of training installations may, with approval of higher headquarters, amend ITOs to reflect minor administrative training changes, such as a nominal increase in course duration and recycling into a succeeding class. The SAO will be notified immediately of such amendments. Upon receipt of conclusive written evidence of the promotion of an IMS while in training, the higher headquarters may also authorize the training installation to amend the ITO to reflect the IMS’s change in rank. Conclusive evidence is defined as notification from the SAO, the IMS’s attaché in Washington, DC, or the CLO. Evidence may also be received from a staff maintained by a foreign government in the United States for administering training in CONUS. All changes in rank involving entitlement to additional IMET funds will be by amendment to the ITO by the SAO only.
- d. ITOs will be endorsed on issuance of transportation requests and meal tickets. They will also be endorsed on payment of a living allowance, change of installation, and issuance and return of the Uniformed Services Identification and Privileges Card (USIPC). Certificates or endorsements indicating that Government quarters and subsistence were or were not available will be provided and affixed by appropriate commanding officers.
 - (1) Upon arrival at the U.S. POE, MILDEP port authorities will endorse the original ITO and at least five copies, indicating the date and time of arrival at the port and the mode of transportation from the port to the next installation (commercial or military carrier).
 - (2) Appropriate authorities at each training installation visited will endorse the original and at least five copies of the ITO showing dates and times of arrival and departure and the mode of transportation.
 - (3) Upon arrival at the U.S. port of departure, MILDEP port authorities will endorse the original and five copies of the ITO showing the date and time of arrival at the port, mode of transportation, and date of departure from the United States.

7-6. Security

- a. Compliance with security requirements will be indicated by selecting one of the statements contained in item 11 of the ITO. The ITO will not be classified on the basis of these statements.
- b. U.S. training installations will not train IMSs until the above security requirements are met. If the appropriate statement is not checked in item 11 of the IMS’s ITO, the training installation will contact the SAO for compliance. The statement of country security as stated in the ITO only specifies the level of security clearance of the IMS as granted by his or her government. It is not in itself authority to disclose U.S. classified information to the IMS. The course content must be authorized by appropriate Service disclosure authority for release to that country.

7-7. Appropriation citation

a. ITOs for IMET IMSs will cite the appropriation to which travel, living allowance, and other authorized expenses are chargeable if appropriate. These fund cites are the responsibility of the appropriate MILDEP. It is important that all segments of the IMET accounting data be carefully developed and accurately cited in item 9 of the ITO. If DSCA has authorized funding of travel and or living allowances from an FMS case, include fund cite provided by the Service in item 9 of the ITO.

b. FMS ITOs do not contain fund cites as all expenses are the responsibility of the purchasing country.

7-8. Dependents

Dependents accompanying or joining IMSs must be authorized in item 12 of the IMS's ITO to be eligible for privileges; for example, identification (ID) cards, exchange and commissary privileges, and medical services. If dependents are authorized, list their names, ages, and relationships in item 15.

Section II

Department of the Army

7-9. General

a. On receipt of a signed FMS case, OA from DFAS-DE-F, and letter of implementation (LOI) from USASAC, SATFA will provide the SAO authority to release ITOs for FMS IMSs. Authority to issue an ITO on an FMS training case, before the LOA is signed and the OA is available, can only be granted by SATFA when OA is available from another FMS case and the country has approved the use of funds for this purpose.

b. On receipt of IMET order from DSCA, SATFA will issue authorization for ITO. Request for authorization prior to receipt of fund cite message will be addressed to SATFA.

7-10. Distribution

a. ITOs for IMSs under U.S. Army sponsorship for CONUS training will be distributed to addressees as shown below.

- (1) Each IMS.
 - (a)* All IMSs reporting to DLIELC as first training installation-10 copies.
 - (b)* Direct-entry IMSs-five copies.
- (2) Commander, SATFA, ATTN: ATFA-R; Building 139, 173 Bernard Road; Fort Monroe, VA 23561-1003 -one copy.
- (3) Commanders of other CONUS MACOMs as proper (see U.S. Army SATP Handbook)-one copy.
- (4) Commanders of USARPAC as proper-one copy.
- (5) IMSO at each U.S. Army service school or installation at which the IMS will be training-one copy.
- (6) Commander, SATFA, ATTN: ATFA-P, Building 139, 173 Bernard Road; Fort Monroe, VA 23561-1003 (IMET only)-one copy.
- (7) Commander, HSC, ATTN: HSRM-AO, Fort Sam Houston, TX 78234-6000 (CONUS training only)-one copy.
- (8) Commander, USAMEDDC-S, ATTN: MCCS-HEI, Building 4011, 1750 Greeley Road, Fort Sam Houston, TX 78234-6122.
- (9) Government of country concerned and its Washington Embassy-as requested.
- (10) Commander, NYAC, ATTN: ATZDFH-FLO, Brooklyn, NY 11252-5340 (if POE is JFK Airport in New York)-one copy.
- (11) Other addressees-as considered proper by the issuing authority.
- (12) For orientation tours only, add HQDA, ATTN: SAUS-IA-DSA, 102 Army Pentagon, WASH, DC 20310-0102, and HQDA (SAUS-IA-FL) and (SAUS-IA-RM), 102 Army Pentagon, WASH DC 20310-102 - one copy each.
- (13) For USAWCIFP, NDU, USACGSC, and SMA only, add HQDA, ATTN: SAUS-IA-DSA, 102 Army Pentagon, WASH, DC 20310-0102-one copy.

b. In addition to appropriate distribution in a above, the SAO will be provided two copies of all amendments or endorsements prepared by other agencies.

Section III

Department of the Navy

7-11. General

On receipt of appropriate funding authority, NETSAFA will provide the SAO with authority to publish ITOs for U.S. Navy, U.S. Marine Corps, and U.S. Coast Guard training. NETSAFA will authorize all amendments to ITOs for Navy-sponsored training. CG MCCDC will authorize all amendments to ITOs for Marine Corps ITOs and COMDT COGARD (G-CI) will authorize all amendments to Coast Guard ITOs. The ITO originating office (normally the SAO)

must concur in all amendments to ITOs. Copies of all ITOs and amendments must be provided to appropriate addressees as outlined in paragraph 7-12 below.

7-12. Distribution

The distribution list of an ITO should be tailored to the training listed therein. A distribution guide for both CONUS and overseas training is provided in table 7-1.

Section IV

Department of the Air Force

7-13. General

On receipt of appropriate funding authority, AFSAT will provide the SAO (normally by message) with authority to publish ITOs. SAO will not use the STL programming document as the basis to publish ITOs.

7-14. ITO amendments

ITO amendments to reflect changes should be accomplished as soon as data becomes known and mailed to AFSAT/FM, Randolph AFB, TX 78150-5001, to facilitate financial payments against the ITO.

7-15. Distribution

ITOs for IMSs under U.S. Air Force sponsorship will be distributed as listed in table 7-2.

Table 7-1
Department of the Navy distribution guide for ITOs

Recipient	Applicable training	Number of copies
Individual IMS	All	1
Cognizant unified commander	All	1
Cognizant embassy, Washington DC	All	1
Navy IPO Washington DC (IPO-10)	All contractor training	1
Navy IPO Washington DC (IPO-S)	All RSNF training	1
CG MCCDC Quantico VA (CSW)	All USMC training	1
Commandant COGARD Washington DC (G-CI)	All COGARD training	1
Appropriate SYSCOM(S)	All SYSCOM training	1
CINCLANTFLT Norfolk VA	All CINCLANTFLT training	1
CINCPACFLT Pearl Harbor HI	All CINCPACFLT training	1
COMNAVRESFOR New Orleans LA	All training provided at reserve facilities	1
BUMED Washington DC	All medical and dental training	1
NETSAFA Pensacola FL	All	1
DLIELC Lackland AB TX (LEAX)	All language training	1
Training activities	All locations listed on ITO	1

Notes:

See para 7-4a

Table 7-2
Air Force distribution guide for ITOs.

Recipient	Number of Copies
CONUS and Overseas Training	
AFSAT/RM (Note 1)	1
AFSAT/Regional Division (Note 1)	1
Base IMSO	1
IMS (see para 7-4a)	
Country Liaison Officer, if assigned	1
Country Air Attaché, Washington, DC	1
Overseas Training	
EUCOM	
HQ USAFE/DPADT	1
PACOM	
HQ PACAF/SAO	1
SOUTHCOM	

Table 7-2
Air Force distribution guide for ITOs.—Continued

Recipient	Number of Copies
12AF/LA	2

Notes:

The AFSAT distribution may be mailed under one cover but should be assembled in sets plainly marked for the respective activities.

INVITATIONAL TRAVEL ORDER (ITO) FOR INTERNATIONAL MILITARY STUDENT (IMS)		CC/WCN:		
		1. ITO NUMBER BN98B11004	2. COUNTRY BANDARIA	3. DATE (YYMMDD) 98-04-30
The U.S. Government hereby issues this ITO for the IMS herein named to attend the course(s) of instruction herein listed, subject to the terms and conditions contained herein, and as may be amended by competent authority. This ITO is the only document that will be used and is valid only for IMS entering U.S. training under the Foreign Assistance Act of 1961, as amended, or the Arms Export Control Act.				
Definitions of acronyms and abbreviations contained in this form, and instructions for completing this form are provided in the Joint Security Assistance Training Regulation, JSATR (SECNAVINST 4950.4/AR 12-15/AFJI-105).				
4. ISSUING SECURITY ASSISTANCE ORGANIZATION (SAO)				
a. NAME OF ORGANIZATION Office of Defence Cooperation-Bandaria		b. MAILING ADDRESS Unit 4095, PSC 80, APO AE 09764-1005		
5. FUNDING (X one and complete statement)				
<input checked="" type="checkbox"/> a. IMET FISCAL YEAR 98		<input type="checkbox"/> b. FMS CASE IDENTIFIER		<input type="checkbox"/> c. OTHER (INL, etc.) (Specify)
6. IMS INFORMATION				
a. NAME (Surname (ALL CAPS), First, Middle) VULKE, Hadin				b. SEX (X one) <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE
c. COUNTRY SERVICE RANK Major	d. U.S. EQUIVALENT RANK/PAY GRADE Major	e. COUNTRY SERVICE Army	f. COUNTRY SERVICE NO. OF10096	
g. DATE OF BIRTH (YYMMDD) 56-01-10	h. PLACE OF BIRTH (City, province/district, country) Harare, Bandaria			
7. INVITATION				
THE SECRETARY OF (List U.S. MILDEP) <u>Army</u> INVITES THE IMS LISTED IN ITEM 6, THIS ORDER, TO PROCEED ON OR ABOUT (List date - YYMMDD) <u>98-06-13</u> FROM (List debarkation point - home country) <u>Bandaria</u> TO (List training installation) <u>Fort Leavenworth, Kansas</u> FOR PURPOSE OF COMMENCING TRAINING LISTED IN ITEM 8 BELOW.				
8. AUTHORIZED TRAINING (List in sequence of attendance) NO ADDITIONAL TRAINING TO THAT SPECIFIED IN THIS ORDER WILL BE PROVIDED.				
a. (1) RCN LJ05	(2) WCN 1004A	(3) MASL IIN B171766	(4) MASL DESCRIPTION INTERNATIONAL OFFICER PREP	(5) MILITARY SERVICE COURSE ID NUMBER 2G-F67X
(6) TRAINING INSTALLATION USA COMMAND & GENERAL STAFF COL FT LEAVENWORTH, KS 66027		(7) LOCATION		(8) REPORT DATE (YYMMDD) 980613
				(9) END DATE (YYMMDD) 980706
b. (1) RCN LJ06	(2) WCN 1004B	(3) MASL IIN B171782	(4) MASL DESCRIPTION USA C&GC OFF PREPARATORY	(5) MILITARY SERVICE COURSE ID NUMBER 2G-F68
(6) TRAINING INSTALLATION USA COMMAND & GENERAL STAFF COL FT LEAVENWORTH, KS 66027		(7) LOCATION		(8) REPORT DATE (YYMMDD) 980708
				(9) END DATE (YYMMDD) 980727
c. (1) RCN LJ07	(2) WCN 1004C	(3) MASL IIN B171768	(4) MASL DESCRIPTION COMMAND & GENERAL STAFF COL	(5) MILITARY SERVICE COURSE ID NUMBER 1-250-C2
(6) TRAINING INSTALLATION USA COMMAND & GENERAL STAFF COL FT LEAVENWORTH, KS 66027		(7) LOCATION		(8) REPORT DATE (YYMMDD) 980725
				(9) END DATE (YYMMDD) 990607
d. (1) RCN	(2) WCN	(3) MASL IIN	(4) MASL DESCRIPTION	(5) MILITARY SERVICE COURSE ID NUMBER
(6) TRAINING INSTALLATION		(7) LOCATION		(8) REPORT DATE (YYMMDD)
				(9) END DATE (YYMMDD)
e. (1) RCN	(2) WCN	(3) MASL IIN	(4) MASL DESCRIPTION	(5) MILITARY SERVICE COURSE ID NUMBER
(6) TRAINING INSTALLATION		(7) LOCATION		(8) REPORT DATE (YYMMDD)
				(9) END DATE (YYMMDD)
f. (1) RCN	(2) WCN	(3) MASL IIN	(4) MASL DESCRIPTION	(5) MILITARY SERVICE COURSE ID NUMBER
(6) TRAINING INSTALLATION		(7) LOCATION		(8) REPORT DATE (YYMMDD)
				(9) END DATE (YYMMDD)
9. FUND CITE (Use only when IMET or other specific authority for funding living allowance and/or travel has been received.) 4563-45UY-36300228 564 000 346ER 4567				
The finance officer effecting disbursement of funds under this authority will forward one copy of the executed voucher to the accounting station cited in the appropriation and other activities as required by appropriate U.S. MILDEP regulations.				

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PREVIOUS EDITIONS ARE OBSOLETE.

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Figure 7-1. Sample Completed DD Form 2285

CC/WCN BN/1004	ITO NO. BN98B11004	DATE 98-04-30
10. LANGUAGE PREREQUISITES (X a., b., or c. and complete as applicable. Complete block d.)		
a. IMS COMPLETED THE IN-COUNTRY DLJ ENGLISH LANGUAGE PROFICIENCY EXAMINATION AS FOLLOWS.		
X	(1) EXAM NO. 36B	(2) DATE COMPLETED (YYMMDD) 980415
	(3) ENGLISH COMPREHENSION LEVEL (ECL) SCORE (IMS will take the CONUS course entry ECL test at the first training installation.) 84	
b. WAIVER OF IN-COUNTRY ECL TEST GRANTED BY AUTHORITY OF: (Documentation) (IMS will take the CONUS course entry ECL test at the first training installation.)		
c. IMS IS EXEMPT FROM ALL ECL TESTING BY AUTHORITY OF: (Documentation)		
X	d. HIGHEST REQUIRED ECL (of training listed in Item B) 80SA	
11. SECURITY (X one and complete as applicable)		
a. U.S. SECURITY/POLITICAL SCREENING HAS BEEN ACCOMPLISHED. ALL TRAINING WILL BE CONDUCTED ON AN UNCLASSIFIED BASIS.		
X	b. U.S. SECURITY REQUIREMENTS HAVE BEEN COMPLIED WITH. THE HOME GOVERNMENT HAS GRANTED THE IMS A SECURITY CLEARANCE. THIS OF ITSELF DOES NOT PERMIT THE DISCLOSURE OF CLASSIFIED U.S. INFORMATION. SUCH DISCLOSURE MUST BE SPECIFICALLY AUTHORIZED BY AN OFFICIAL DELEGATED AUTHORITY AND U.S. FOREIGN DISCLOSURE REGULATIONS OR DIRECTIVES.	
	(1) HOME COUNTRY BANDARIA	(2) EQUIVALENT U.S. CLASSIFICATION LEVEL SECRET
12. CONDITIONS (X appropriate block(s) for each condition listed.)		
a. DEPENDENTS (Identify authorized dependents in Item 15, including names and ages.)		
X	(1) NO DEPENDENTS ARE AUTHORIZED TO ACCOMPANY OR JOIN IMS. DEPENDENTS WILL NOT BE ISSUED ID CARDS OR PROVIDED ATTENDANT PRIVILEGES.	
	(2) DEPENDENTS ARE AUTHORIZED BY THE IMS'S HOME COUNTRY AND THE DOD SECURITY ASSISTANCE ORGANIZATION IN-COUNTRY TO ACCOMPANY IMS OR JOIN IMS WHILE IN TRAINING, BUT WILL NOT BE TRANSPORTED NOR SUBSISTED AT U.S. GOVERNMENT EXPENSE. IMET IMS IS NOT AUTHORIZED AN INCREASE IN LIVING ALLOWANCE DUE TO PRESENCE OF DEPENDENTS.	
	(3) IN ACCORDANCE WITH SECURITY ASSISTANCE MANAGEMENT MANUAL (SAMM), DOD 6105-38M, CHAPTER 10, IMS IS AUTHORIZED THE INCREASED "DEPENDENTS AUTHORIZED" LIVING ALLOWANCE. DEPENDENTS WILL NOT BE TRANSPORTED NOR SUBSISTED AT U.S. GOVERNMENT EXPENSE.	
b. MEDICAL SERVICES		
(1) IMSs		
X	(a) NATO IMSs UNDER IMET: CHARGES FOR ONLY INPATIENT CARE IN THE U.S. ARE CHARGEABLE TO THE IMETP.	
	(b) IMET IMSs: CHARGES FOR OUTPATIENT AND INPATIENT CARE, IMMUNIZATIONS, AND MEDICAL EXAMINATIONS ARE CHARGEABLE TO THE IMETP.	
	(c) NATO IMSs UNDER FMS: CHARGES FOR ONLY INPATIENT CARE IN THE U.S. WILL BE COLLECTED FROM: (X one)	
	(i) FMS CASE	(ii) IMS
	(iii) FOREIGN GOVERNMENT	
	(d) FMS IMSs: CHARGES FOR OUTPATIENT AND INPATIENT CARE, IMMUNIZATIONS, AND MEDICAL EXAMINATIONS WILL BE COLLECTED FROM (X one)	
	(i) FMS CASE	(ii) IMS
	(iii) FOREIGN GOVERNMENT	
	(e) INL IMSs: CHARGES FOR OUTPATIENT AND INPATIENT CARE, IMMUNIZATIONS AND MEDICAL EXAMINATIONS WILL BE FORWARDED TO APPROPRIATE MILDEP FOR PROCESSING WITH DEPARTMENT OF STATE, INL.	
(2) DEPENDENTS		
NA	(a) AUTHORIZED ACCOMPANYING DEPENDENTS OF NATO IMSs: CHARGES FOR ONLY INPATIENT CARE IN THE U.S. WILL BE COLLECTED FROM (X one)	
	(i) IMS	(ii) FOREIGN GOVERNMENT
	(b) AUTHORIZED ACCOMPANYING DEPENDENTS OF IMET AND FMS IMSs: CHARGES FOR OUTPATIENT AND INPATIENT CARE, IMMUNIZATIONS, AND MEDICAL EXAMINATIONS WILL BE COLLECTED FROM (X one)	
	(i) IMS	(ii) FOREIGN GOVERNMENT
(3) SINGULAR CONDITIONS		
	(a) SEE ITEM 15, "SPECIAL CONDITIONS".	
c. PARTICIPATION IN HAZARDOUS DUTY		
X	(1) IMS IS AUTHORIZED TO PARTICIPATE IN HAZARDOUS DUTY TRAINING.	
	(2) IMS IS PARACHUTE QUALIFIED AND AUTHORIZED TO PARTICIPATE IN JUMPS FROM U.S. AIRCRAFT.	
	(3) QUALIFIED IMSs ARE AUTHORIZED TO PARTICIPATE IN FLIGHTS AS CREW MEMBERS. THE GOVERNMENT OF (List home country) CERTIFIES THAT IMS IS PHYSICALLY, PROFESSIONALLY, AND ADMINISTRATIVELY QUALIFIED TO PARTICIPATE IN FLIGHTS IN HIS COUNTRY'S MILITARY AIRCRAFT AS (List flight crew position). IMS MEETS MEDICAL CLEARANCE REQUIREMENT AS SPECIFIED BY THE APPROPRIATE U.S. MILDEP FLIGHT QUALIFICATION RECORDS ACCOMPANYING IMS.	
d. PHYSICAL FITNESS TRAINING		
X	(1) PARTICIPATING IN PHYSICAL FITNESS TRAINING IS REQUIRED.	

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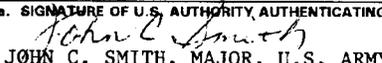
Figure 7-1. Sample Completed DD Form 2285-Continued

CC/WCN BN/1004		ITO NO. BN98B11004	DATE 98-04-30
e. LEAVE			
(1) UPON COMPLETION OF TRAINING, IMS IS NOT AUTHORIZED LEAVE, AND WILL PROCEED IMMEDIATELY AS DIRECTED TO HOME COUNTRY.			
X	(2) UPON COMPLETION OF TRAINING, IMS IS AUTHORIZED (List number) <u>15</u> DAYS LEAVE AT NO COST THE U.S. GOVERNMENT OR IMETP. UPON COMPLETION OF LEAVE, IMS WILL PROCEED IMMEDIATELY TO HOME COUNTRY OR AS DIRECTED BY COMPETENT AUTHORITY.		
f. LIVING ALLOWANCES			
(1) LIVING ALLOWANCE IS RESPONSIBILITY OF THE FOREIGN GOVERNMENT.			
X	(2) LIVING ALLOWANCE IS AUTHORIZED DURING PERIOD COVERED BY THIS ORDER, FROM DAY OF DEPARTURE FROM, TO DAY OF RETURN ARRIVAL IN, HOME COUNTRY, EXCLUDING PERIOD COVERED BY LEAVE, IN ACCORDANCE WITH SAMM, CHAPTER 10, AND IS CHARGEABLE TO THE FUND CITE IN ITEM 9, THIS ORDER.		
(3) LIVING ALLOWANCE IS AUTHORIZED FROM DAY OF DEPARTURE FROM TO DAY OF RETURN ARRIVAL IN (List country - other than home country) _____ EXCLUDING PERIODS COVERED BY LEAVE, IN ACCORDANCE WITH SAMM, CHAPTER 10, AND IS CHARGEABLE TO THE FUND CITE INDICATED IN ITEM 9, THIS ORDER.			
(4) LIVING ALLOWANCE IS AUTHORIZED FROM DAY OF DEPARTURE FROM THE CONUS ENTRY PORT TO DAY OF RETURN ARRIVAL AT THE CONUS DEPARTURE POINT, EXCLUDING PERIODS COVERED BY LEAVE, IN ACCORDANCE WITH SAMM, CHAPTER 10, AND IS CHARGEABLE TO THE FUND CITE INDICATED IN ITEM 9, THIS ORDER.			
(5) LIVING ALLOWANCE IS AUTHORIZED WHILE IN TRAINING STATUS ONLY IN ACCORDANCE WITH SAMM, CHAPTER 10, AND IS CHARGEABLE TO THE FUND CITE INDICATED IN ITEM 9, THIS ORDER.			
(6) SEE ITEM 15, "SPECIAL CONDITIONS".			
g. TRAVEL			
(1) TRAVEL IS RESPONSIBILITY OF THE FOREIGN GOVERNMENT.			
X	(2) TRAVEL COVERED BY THIS ORDER, OVERSEAS AND CONUS, IS CHARGEABLE TO THE FUND CITE INDICATED IN ITEM 9, THIS ORDER.		
(3) TRAVEL TO AND RETURN FROM (List country - other than home country) _____ IS THE RESPONSIBILITY OF THE FOREIGN GOVERNMENT. TRAVEL FROM (List country - other than home country) _____ TO CONUS AND RETURN IS CHARGEABLE TO THE FUND CITE INDICATED IN ITEM 9, THIS ORDER.			
(4) TRAVEL TO CONUS AND RETURN IS RESPONSIBILITY OF THE FOREIGN GOVERNMENT. TRAVEL WITHIN CONUS IS CHARGEABLE TO THE FUND CITE INDICATED IN ITEM 9, THIS ORDER.			
(5) (a) IMS HAS BEEN ISSUED ONE WAY TICKET TO (List U.S. destination) _____ COST OF OCONUS TRAVEL CHARGEABLE TO FUND CITE IN ITEM 9, THIS ORDER, IS \$ _____ ; GOV TRANS REQ (GTR) # _____. LAST TRAINING INSTALLATION WILL ARRANGE RETURN TRANSPORTATION TO HOME COUNTRY.			
(b) IMS HAS BEEN ISSUED A ROUND TRIP TICKET. IF IMET FUNDED, EXCEPTION TO ONE WAY TICKET RULE GRANTED PER _____ COST OF ROUND TRIP TICKET IS \$ _____. GOV TRANS REQ (GTR) # _____			
(6) SEE ITEM 15, "SPECIAL CONDITIONS".			
h. TRAVEL BY POV			
X	IMS IS AUTHORIZED	IS NOT AUTHORIZED TO TRAVEL BY POV.	
i. BAGGAGE			
(1) NO BAGGAGE WILL BE TRANSPORTED AT U.S. GOVERNMENT EXPENSE.			
Baggage allowances outlined below are total allowances: excess baggage being the difference between the baggage permitted by the transportation carrier and that stipulated below. Baggage sizes and dimensions will conform to carrier stipulations. These allowances apply for that portion of travel whose costs are paid from U.S. funds (See Para. g., above) and cost of authorized excess baggage is chargeable to the Fund Cite indicated in Item 9, this order.			
(2) TRAINING LESS THAN 22 WEEKS IN TOTAL DURATION: IMS AUTHORIZED 2 PIECES, NOT TO EXCEED 70 POUNDS (32 KILOGRAMS) EACH.			
(3) TRAINING AT LEAST 22 WEEKS BUT LESS THAN 40 WEEKS IN TOTAL DURATION: IMS AUTHORIZED 3 PIECES NOT TO EXCEED 70 POUNDS (32 KILOGRAMS) EACH.			
X	(4) ALL TRAINING 40 WEEKS OR LONGER IN TOTAL DURATION: IMS AUTHORIZED 4 PIECES, NOT TO EXCEED 70 POUNDS (32 KILOGRAMS) EACH.		
(5) IN ADDITION TO ABOVE ALLOWANCES, IMS ATTENDING PME, GRADUATE, OR POSTGRADUATE PROGRAMS LISTED IN SAMM, TABLE 1001-2, NOTE (4), AND JSATR, TABLE 8-1, NOTE 4, WITH AUTHORIZED ACCOMPANYING DEPENDENTS (Item 12.a.(2) or (3)) OR IMS ATTENDING FLIGHT TRAINING ARE AUTHORIZED ONE ADDITIONAL PIECE OF BAGGAGE.			

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Figure 7-1. Sample Completed DD Form 2285-Continued

CC/WCN BN/1004	ITO NO. BN98B11004	DATE 98-04-30
13. TERMS		
<p>a. Prior to departure from home country, the IMS listed herein is required to be medically examined and found physically acceptable in accordance with the health provisions of the Immigration and Nationality Act (8 U.S.C. 1182(a)(1)-(7)); Foreign Quarantine Regulations of Public Health Service, Department of Health, Education and Welfare, 42 CFR, Part 71; McCarran Act Sec 212A, 1-7, Public Law 414, 82d Cong.; applicable U.S. MILDEP regulations; and other U.S. laws or DoD directives and regulations which may be enacted from time to time.</p> <p>b. The home country will ensure that the IMS has sufficient funds in United States dollar instruments to meet all expenses while enroute to, and for the first 30 days of training pending receipt of applicable pay and allowances by the IMS.</p> <p>c. IMS will be responsible for custodial fees and personal debts incurred by self or family members. IMSs unable to meet these financial obligations may be withdrawn from training and returned to home country.</p> <p>d. The IMS will bring adequate uniforms and work clothing for field duty or technical work. U.S. fatigue uniforms and foot wear will be purchased by the IMS in the event that the country work uniforms are inadequate. When flying training is involved, required special flight clothing and individual equipment will accompany the IMS, or provisions will be made by the home country or the IMS to obtain the use of all necessary equipment prior to start of training. The IMS will also possess adequate civilian clothing for off-duty wear.</p> <p>e. The Government of the United States is responsible for IMS travel which is part of the training program and for which costs are part of the course tuition.</p> <p>f. The IMS will comply with all applicable U.S. MILDEP regulations.</p> <p>g. The United States may cancel training and return to country IMSs who violate U.S. law or MILDEP regulations or who are found otherwise unsatisfactory. The IMS's government will be alerted to such action in accordance with U.S. MILDEP regulations.</p> <p>h. The Government of the United States disclaims any liability or financial responsibility for injuries received by the IMS listed herein while in transit to and from the training installation, while undergoing training or while in leave status, and any liability or financial responsibility for personal injury claims or property damage claims resulting from the IMS's action.</p> <p>i. The IMS will participate in flights of U.S. military aircraft as required for scheduled course(s) or as specified in U.S. MILDEP regulations.</p> <p>j. The acceptance of this order by the host country constitutes agreement that the IMET student will be utilized, upon return to the host country, in the skills for which he was trained for a period of time sufficient to warrant the expense of the U.S. Government, in accordance with the SAMM.</p>		
14. IMPLEMENTING AUTHORITY		
a. U.S. MILDEP DOCUMENT Army STL		b. DATE (YYMMDD) 98-04-11
15. SPECIAL CONDITIONS/REMARKS (if applicable)		
<p>IMS must report 3 days in advance of normal report date due to limited transportation availability.</p> <p>IMS has been provided one way ticket to first training activity; request provide return transportation.</p> <p>IMS is free from communicable diseases, HIV, and other medical defects which could require treatment or hospitalization while in training.</p> <p>The Defense Attache, Embassy of Bandaria, Washington, DC, has administrative control over all personnel of the Armed Forces of Bandaria.</p> <p>Leave in excess of 15 days from graduation date is not authorized and training activity is not authorized to modify this ITO without written authorization of OMC-Bandaria.</p> <p>The acceptance of this order by the host country constitutes agreement that the IMET student will be utilized, upon return to country, in the skills for which he was trained for a period of time sufficient to warrant the expense to the USG, IAW SAMM, Chapter 10.</p> <p>Upon return from training, IMS will report to OMC-Bandaria when notified, for debriefing, processing of travel voucher, and issuance of instructional materials.</p>		
16. DISTRIBUTION		
<p>5- International Military Student 2- SATFA (ATFA-P, ATFA-R) 1- Cdr, Health Services Command, Fort Sam Houston, TX 1- Bandarian Embassy</p>		
17. COMMAND LINE		
a. SIGNATURE OF U.S. AUTHORITY AUTHENTICATING ORDERS  JOHN C. SMITH, MAJOR, U.S. ARMY		b. TITLE TRAINING OFFICER

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Figure 7-1. Sample Completed DD Form 2285-Continued

General

- a. Use a typewriter to complete the form. (See sample ITO at fig 7-1.)
- b. Enter the IMS's surname, rank, country code, WCN, and ITO number at the top of each of the four pages.
- c. Select the applicable statement by typing an "X" in the appropriate block.
- d. Enter all dates in the following format: 001205.
- e. If an item requires additional information but contains no block referring to item 15 (Special Conditions), type "see item 15" after the title of the item.
- f. Items not addressed below are considered self-explanatory.

Item 1, ITO number. Number consecutively within each fiscal year. Also indicate the fiscal year and, if desired, a one-alpha suffix program originator for internal SAO control purposes. In large country programs, this suffix would preclude duplication of ITO numbers (for example, 121-84 or 39-84-B).

Item 6d, U.S. equivalent rank and paygrade. The equivalent rank should be stated numerically to avoid confusion (for example, Captain/03, Chief Petty Officer/E7).

Item 8a-f(1), authorized training. The record control number (RCN) applies to IMET only. For FMS, enter "NA" (not applicable).

Item 10, language prerequisites

a. Check block a and complete the statement for those countries that have not been granted a waiver from in-country screening or are not exempt from all ECL testing.

b. Check block b and complete the statement only for those countries that have been granted waiver from in-country screening ECL testing. This waiver is granted annually by DSCA message, and the date-time group (DTG) of that message will be cited as documentation (for example, SECDEF MSG DTG 131329Z OCT 00).

c. Check block c only when countries exempt from all ECL testing are involved. Cite annual DSAA message as documentation.

Item 12b(2), dependents. Check block (3) only for those IMET IMSs with authorized accompanying dependents who are attending ACSC, SOS, AWC, NDU, CGSC, SMA, NCC, NSC, AFIT, MCC&SC, AWS, and PGS.

Item 12b(1), medical services, dependents. If block 12a(1) has been checked, do not check any blocks under 12b(2). Enter "NA" after the word "dependents."

Item 12f, living allowances

a. Check block (1) and complete the statement only for FMS countries and those IMET countries participating in full cost-sharing of living allowances.

b. Check block (6) only for those IMET countries for which blocks 1 6c(1) through (5) do not apply in whole. Specific living allowance conditions will be outlined in detail in item 15, special conditions.

Figure 7-2. Preparation Instructions for DD Form 2285

Item 12g, travel

a. Check block (1) and complete the statement only for FMS countries and those IMET countries participating in full cost-sharing of travel.

b. Check block (5) only for those IMET countries for which blocks 12g(1) through (4) do not apply in whole. Specific travel allowance conditions will be outlined in detail in item 15, special conditions.

Item 12i, baggage. Check block (1) and complete the statement only for FMS countries and those IMET countries participating in full cost-sharing of travel.

Item 14 U.S. MILDEP document. Indicate, as proper, MILDEP STL, message, letter, or other documentation authorizing the implementation of training. If authority is granted by DSAA to issue an ITO prior to receipt of the IMET order, cite that document as authority.

Item 15, special conditions. If required, use this space to clarify or amplify information in all other items, to list any special conditions not covered in item 15, or to list variations in conditions as listed in item 15. Indicate the item numbers to which the information applies. Other desired information that is not applicable to any specific item (for example, embassy address and telephone number in Washington, DC) will be entered last under the title of "additional information." Examples of types of entries suitable under item 15 are as follows:

a. 9a--three-point waiver will be granted for direct entry by SATFA message, ATFA-R, DTG 131817Z Oct 00.

b. 12b(1)(c) iii and (2)aii--bills for medical care or hospitalization will be forwarded to the embassy in Washington, DC, for payment.

c. 12d(2-1MS has been issued only one-way ticket from home country to Harrisburg, PA. Return transportation will be arranged by last training installation.

d. 12e Request for leave upon completion of training will be submitted directly by the IMS to his or her embassy in Washington, DC. Written approval in English from the embassy to the IMS will constitute approval for leave.

Item 16, distribution. See paragraph 7-4a and the appropriate MILDEP section

Figure 7-2. Preparation Instructions for DD Form 2285-Continued
