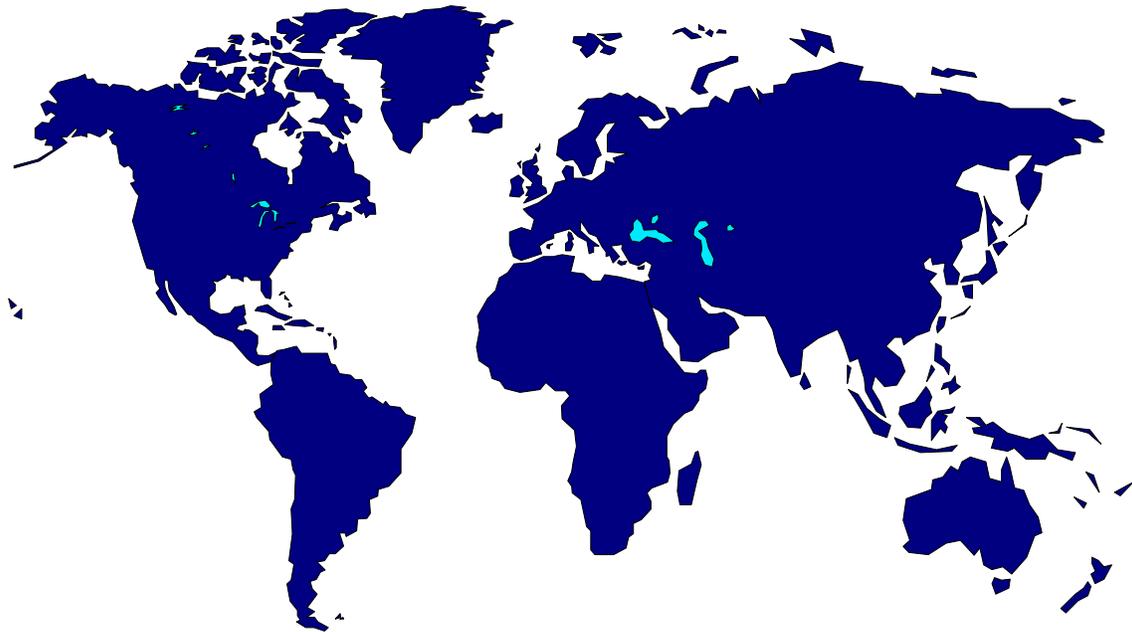


International Military Student Officer's Handbook



**Deputy Under Secretary of the Air Force
International Affairs
Policy Division
January 2004**

INTRODUCTION

Currently the USAF is actively working over \$100 billion dollars in Foreign Military Sales cases. While only a relatively small fraction of this amount is for training, feedback from foreign air forces and independent assessments continue to confirm that USAF training is literally the “glue” of the entire Security Assistance program. Experience has shown that USAF flying, professional, and technical training still remains the most memorable element in the minds of many international military graduates well beyond their graduation.

With the recent decreases in foreign military assistance appropriations, the training we provide international students becomes even more important as a tool in building military-to-military relationships, furthering coalition warfare and interoperability, and in meeting US foreign policy objectives. While the number of international students attending US training may have decreased from historic highs of the 1980s, the number of countries receiving training has increased. Consistent with changing world conditions, International Military Education and Training (IMET) is now being offered to over 100 countries, including Russia and the Partnership for Peace countries, to assist them in building democratic institutions. Where IMET once primarily focused on education and training for military personnel, legislation has expanded IMET to include civilian officials from ministries other than defense to assist emerging democracies in transitioning to civilian-controlled governments.

As International Military Student Officers (IMSO), you have one of the most challenging and sensitive jobs in the Air Force. To the visiting student entering training, you are the key individual who has a major opportunity to influence the international student’s perceptions and attitude about America, its government, its people, and our military. In your capacity as IMSO, you should be in constant contact with visiting international students. How you receive them when they first report, explain the rules of student life and processing, help them adjust to cultural shock, assist them with personal problems, and see them off will form their basic frame of reference about the USAF.

Your careful planning and administration of the USAF Informational Program (IP) contribute directly to the student’s knowledge of this country’s government, social institutions, values, people, and the roles and responsibilities of each element of our society to preserve the rights of every individual. Legislative restrictions on the IP eliminate certain activities and challenge us to develop activities that meet the IP objectives and maximize international student participation. For many visiting students, the glimpses of American society you provide them will be their greatest source of information about the United States.

IMSOs are called upon continuously to do unique tasks that frequently require an awareness of different cultural value systems, sensitivity in interpersonal relations, and some innovative problem solving. The Air Force IMSO Handbook and the DoD Informational Program Handbook have been designed to provide you with current information to assist in your important duties. Inputs and suggestions for their improvement are encouraged and should be submitted to the Air Force Security Assistance Training (AFSAT) Squadron (AFSAT/TO), Randolph AFB TX, for consolidation and forwarding to the Security Assistance Policy Division, Deputy Under Secretary of the Air Force, International Affairs (SAF/IAPX). Periodic updating will be accomplished to ensure that you have the most helpful and current information available.


TERRY L. BATES
Chief, Security Assistance Policy Division
Deputy Under Secy, Int'l Affairs


STEPHEN M. BRUMMOND, Col, USAF
Commander, Air Force Security
Assistance Training Squadron



INTERNATIONAL MILITARY STUDENT OFFICER

This handbook has been designed for use as a quick reference for the International Military Student Officer and to assist in the administration of international students under the sponsorship of the USAF. It is intended to supplement information provided in AFI 16-105, Joint Security Assistance Training (JSAT) Regulation. Contact AFSAT/TOI, DSN 487-4572, for clarification if the information in this handbook differs from that in AFI 16-105.

TABLE OF CONTENTS

Introduction	1
IMSO Handbook (Purpose)	2
Table of Contents	3
Common Acronyms	5
Suggested Documents and Publications for Base IMSO	8

CHAPTER I - Primary Tasks and Responsibilities

Alcohol	9
Automobiles	9
AWOL	9
Baggage Allowance	9
Base Officials	9
Biographic Data	9
Briefings	9
Casualty Reporting Instructions	9
Clubs	10
CONUS Travel Reservations and Ticketing	10
Country Liaison Officer (CLO)	10
Dependents	10
Disciplinary Problems	10
Employment	10
Equipment/Clothing	10
Faculty Boards/Commander's Review Process	10
Familiarization Training	10
Firearms	10
Grooming Standards	10
Informational Program (IP) Data Card (AF Form 1217)	10
International Student Status Report	11
ID Cards	11
Indebtedness	11
Invitational Travel Order	11
Leave	11
Medical Benefits	11
Notice of Arrival	11
Personal Property Insurance	11
Personnel and Training Records	11
Public Relations	12
Quarters	12
Receiving IMS	12
Retainable Instructional Material (RIM)	12
Records Transmittal	12
Security Precautions	12
TDY	12
Telephone Communications to CLOs	12
Training Requests	12
Washington DC Informational Program Tour	12

CHAPTER II - In/Out-Processing Checklists

Arrival Briefing Checklist	13
Operating a Motor Vehicle in the US (Sample Letter)	15
Operating a Motor Vehicle in the US (Sample Endorsement)	16
Departure Briefing Checklist	17
International Military Student Clearance	18

CHAPTER III – Primary Points of Contact/Communications Reminders

AFSAT Organizational Chart	20
AFSAT Primary Points of Contact	21
Communications Reminders	22

CHAPTER IV – Informational Program

Goal	23
Establishing a Base IP	24
Procedures	24
Funding	24
Fund Requests	24
Resources File	24
Local/Extended Visits	24
IP Activities Worksheet	24
Quarterly Report of IP Activities	24
Evaluation of an Informational Program Activity	24
Expressions of Appreciation	24
Sponsors	25
Contacts	25
Base Public Affairs Officer	25
JAYCEE	25
Reserve Officers Association	25
Civic Clubs	25
Church Groups	25
Advertising Club	25
Bar Association	25
Special Note	25

CHAPTER V - Checklist for Escorts on Informational Program Trips

Escort's Duties	26
Escort's Daily Worksheet	28

CHAPTER VI - IP Guide and Sample Formats

IMSO Informational Program Guide	30
Quarterly IP Funding Procedures	41
Informational Program Resources File (AF Form 2643)	45
Informational Program Activity Checklist	46
Worksheet - Trips	48
Worksheet - Social	49
Worksheet - Other	50
Quarterly Projection Plan	51
Student IP Evaluation Sheet	52
Escort's Assessment of IP Activity	53

CHAPTER VII - IMSO Self-Assessment Guide

Example of IMSO Self-Assessment Guide	54
APPENDIX I - Listing of National Holidays/Armed Forces Days	58
APPENDIX II - Sample ITO Amendments	69

COMMON ACRONYMS

AFSAT. Air Force Security Assistance Training (AFSAT) Squadron. AETC organization responsible for the implementation of USAF-sponsored Security Assistance Training Program (SATP).

CLO. Country Liaison Officer.

DLIELC. Defense Language Institute English Language Center. DOD tenant at Lackland AFB that provides English instruction for international military students (IMS). Commonly referred to as DLI.

DISAM. Defense Institute of Security Assistance Management. DISAM conducts the Foreign Training officer course for newly assigned Security Assistance Training personnel from all military services.

DSCA. Defense Security Cooperation Agency. The DOD agency responsible for establishing Security Assistance Training Program (SATP) policy and for directing and supervising the administration and implementation of the SATP within the policies established by the Under Secretary of Defense for Policy (USD/P).

ECL. English Comprehension Level. A figure determined by a standard DLI examination that indicates IMS's English fluency levels.

Expanded-IMET (E-IMET). That portion of the IMET program intended specifically to provide training to foreign military and civilian personnel, including civilian personnel from non-defense ministries, the country's legislative entities, and non-governmental agencies who are involved in military matters, in managing and administering military establishments and budgets, in promoting civilian control of the military, and in creating and maintaining effective military justice systems and military codes of conduct in accordance with internationally recognized human rights.

FMS. Foreign Military Sales. Sales for DOD stocks or procurement of defense articles, services, and training to any eligible foreign country or international organization. FMS is authorized under the Arms Export Control Act and, in some instances, the Foreign Assistance Act.

IMET. International Military Education and Training. The portion of the U.S. security assistance program that provides training to selected foreign military and defense associated civilian personnel on a grant basis.

IMSOW. International Military Student Officers Workshop. A periodic AFSAT hosted meeting of IMSOs from all MAJCOMs to exchange information about current IMSO matters.

IP. Informational Program. The DOD program that provides IMS with an understanding of the responsibilities of governments, militaries, and citizens to protect, preserve, and respect the rights of every individual.

ITO. Invitational Travel Order. A written authorization for IMS to travel to, from, and between U.S. activities for training under an approved and funded IMET or FMS program.

LTL. Location Training Listing. The primary source of information concerning a student's identity, training location, graduation dates, etc. It is also the document governing movement of students. Any deviations must first be cleared through AFSAT.

MAOAF. Military Assistance Other Agency Funded. Training in USAF and other military service schools and installations sponsored and funded through other U.S. government agencies.

MASL. Military Articles and Services List. A catalog of material, services, and training used in the planning and programming of IMET and FMS programs.

Navy IPO. Navy International Programs Office. The Navy organization with overall responsibility for implementing approved Department of the Navy Security Assistance Training Programs and is the focal point for Security Assistance training matters with foreign countries.

NETSAFA. Naval Education and Training Security Assistance Field Activity. Functions as executive agent for execution of the U.S. Navy SATP in accordance with appropriate Secretary of the Navy policies.

OPI. Oral Proficiency Interview. The OPI is a real time, live interview designed to measure the English language listening and speaking capability of a student. It is an oral face-to-face interview, about 1 hour long, administered by 2, certified, DLIELC interviewers. Through conversation, the interviewers track acquired language skills. These are skills that have become "automatic" with the student--skills the student will not be fumbling for while task-saturated in the cockpit, communicating with the tower. Student is rated from a level of 0-"no functional proficiency" to 5-functionally well-educated native proficiency." OPI interviews are required for students attending US military flight training and certain other designated courses.

OT. Orientation Tour. A tour arranged for key international personnel which may be funded under FMS or IMET to orient them with US organization, equipment, facilities or methods of operation at various locations. During available time and weekends, the IMSO arranges for some IP activities.

SAF/IA. Deputy Under Secretary of the Air Force, International Affairs. Air Force organization responsible for the policy direction, integration, guidance, management, and supervision of international programs and activities affiliated with the Department of the Air Force.

SAF/IAD. Disclosure Division. Administers non-SATP tours and self-invited visits for international personnel and determines disclosure policies for IMS.

SAF/IAPX. Security Assistance Policy Division. Responsible for SA training policy and IP policy matters.

SAMM. Security Assistance Management Manual (DOD 5105.38M). DOD document that contains guidance for administering SA programs.

SAN. Security Assistance Network. An internet based network developed for the SA community to provide typical wide area network functionality for worldwide SA users. The SAN Web system provides: access to the world wide web, identification of web sites of interest to the SA community, an E-mail system (primarily for overseas users), a library function for the storage and conveyance of large data files, a bulletin board function for viewing SA documents, and the hosting of SA training and budgetary data. The SAN is managed by DISAM and is hosted by the Institute for Defense Analyses (IDA) in Alexandria VA. It uses Netscape Navigator as a browser.

SAO. Security Assistance Organization. A generic term used to designate the U.S. agency in a foreign country that administers SA programs (formerly called Military Assistance Advisory Groups (MAAGs)).

SATFA-TRADOC. Security Assistance Training Field Activity, U.S. Army Training and Doctrine Command. The organization responsible for the operation and administration of the Department of Army SATP.

SATP. Security Assistance Training Program. Includes IMET, FMS, professional military education (PME), Unit Exchanges and Flight Training Exchanges.

SAUS-IA. Office of the Deputy Secretary of the Army (International Affairs). The principle Army Staff representative and the focal point within the Army Staff for Security Assistance (SA) and the SATP.

SET. Specialized English Training. A course in applied language skills and technical vocabulary and situational context for the IMS' programmed follow-on military technical course of instruction. The course does not teach technical application nor the basic skills required in the specialty.

TRACS. Training Control System. Computer system for storing and providing data on all IMS.

WCN. Worksheet Control Number. A designator assigned sequence of training by the SAO for IMET and by AFSAT for FMS. (Also known as WSCN.)

SUGGESTED DOCUMENTS AND PUBLICATIONS

FOR

THE BASE INTERNATIONAL MILITARY STUDENT OFFICER

DOD Directive 5410.17	An Informational Program for International Military Trainees and Visitors to the United States
AFI 16-105	Joint Security Assistance Training (JSAT) Regulation http://www.army.mil/usapa/epubs/pdf/r12_15.pdf
AFI 36-2903	Dress and Personal Appearance of AF Personnel
AFI 33-328	Administrative Orders
AETCI 36-3001 AFI 36-3026 (I)	Issue and Control of Identification Cards Identification Cards for Members of the Uniformed Services, their eligible family members and other eligible personnel
Directory of Country Managers	https://www.aetc.af.mil/AFSAT/to/tod.htm
Directory Of IMSOs	https://www.aetc.af.mil/AFSAT/imso/IMSO%20POC%20list.xls
DOD Informational Program Handbook	http://www.disam.dsca.mil/itm/References/DoDIP/1-ContPref.pdf
Orientation Briefing Materials	See the International Training Mgmt Link for examples http://www.disam.dsca.mil/itm/
In/Out Processing Checklists	See http://www.disam.dsca.mil/itm/ for examples
Pertinent Base Directives	
IP Resources File	
Health Affairs Web Page	http://www.disam.dsca.mil/itm/Functional/Hlth_Afrs.htm

CHAPTER I - PRIMARY TASKS AND RESPONSIBILITIES

ALCOHOL. Stress that purchase of tax-free alcoholic beverages must not be abused and under no circumstances may alcoholic beverages be resold. (AFI 16-105, para 10-35)

AUTOMOBILES. Advise IMS on automobile purchase; check insurance requirements; brief on base and state driving regulations; schedule for traffic safety course; and insure student acquires a valid driver's license and insurance.

AWOL. Check out all possibilities, including local hospitals, police departments and the CLO, before reporting student as AWOL (absent without leave). Follow procedures described in AFI 16-105.

BAGGAGE ALLOWANCE.

1. If the IMS's transportation is paid under the IMET Program, the following baggage allowances are authorized:

a. Two pieces of checked baggage, not to exceed 70 pounds each, are authorized for IMS when training is less than 22 weeks in duration (no excess baggage is authorized).

b. Three pieces of checked baggage, not to exceed 70 pounds each, are authorized for IMS when training is at least 22 weeks but less than 40 weeks in duration (one piece of excess baggage authorized).

c. Four pieces of checked baggage, not to exceed 70 pounds each, are authorized for IMS when training is at least 40 weeks in duration or longer (two pieces of excess baggage authorized).

2. In addition to the allowances in 1a through 1c, one additional piece of excess baggage is authorized for accompanied IMS attending the Professional Military Education, graduate, and post graduate programs listed in DoD 5105.38-M, Table 1001-2 (Daily Supplemental Living Allowances for IMET Students), Note (4), and for IMS attending flight training.

3. Baggage dimensions must conform to carrier limitations. In those instances where U.S. and foreign flag carriers differ in free baggage allowance or baggage is authorized beyond two pieces that are 70 pounds each, IMSOs must insure that transportation officers issue Government Excess Baggage Authorization Ticket (GEBAT), or equivalent, to cover the difference up to the free allowable amount of the U.S. flag carrier and also any authorized excess baggage allowance. (AFI 16-105)

BASE OFFICIALS. IMSOs should try to brief appropriate commanders on a regular basis since lack of knowledge about the SATP is a major source of problems for the IMSO.

BIOGRAPHIC DATA. Prepare student bio data if the SAO has not forwarded one . . . provide two copies to AFSAT.

BRIEFINGS. Students are to be briefed within two workdays after reporting on base and prior to beginning training. Cover items in AFI 16-105, the base Informational Programs activities, and other items of local interest.

CASUALTY REPORTING INSTRUCTIONS. In case of death or serious illness, comply with the instructions in AFI 16-105. If an IMS dies, contact the local Mortuary Affairs office immediately.

CLUBS. Officer and NCO clubs are supported by members. Let students know that they may join, but explain the payment of dues and restrictions. This item should be included in IMS orientation briefing.

CONUS TRAVEL RESERVATIONS AND TICKETING. All CONUS originating travel reservations/ticketing requests will be handled by the SATO at Randolph Air Force Base when AF-sponsored security assistance IMS have a travel fund cite in item 9 of their ITO. See para 8-20 and figure 8-1, AFI 16-105 for additional information.

COUNTRY LIAISON OFFICER (CLO). An international officer normally attached to AETC to assist in the administration and control of students in CONUS from his country. Most countries do not have CLOs; senior students from these countries can perform CLO functions. (AFI 16-105)

DEPENDENTS. Dependents who are not authorized in their sponsor's ITOs are not entitled to government housing, medical services, BX and commissary privileges, or ID cards. (AFI 16-105)

DISCIPLINARY PROBLEMS. Report serious problems and significant occurrences in accordance with AFI 16-105 and MAJCOM directives.

EMPLOYMENT. U.S. policy is that IMS or their alien family members are not allowed to seek employment during their stay in the U.S. (AFI 16-105)

EQUIPMENT/CLOTHING. IMS in courses that require, but do not provide, special equipment/clothing, must supply their own. Students who do not have the proper equipment/clothing should be handled IAW AFI 16-105.

FACULTY BOARDS/COMMANDER'S REVIEW PROCESS. Notify AFSAT of scheduled faculty boards/commanders review processes and forward proceedings to AFSAT, IAW AFI 16-105.

FAMILIARIZATION TRAINING. Introductory refresher, or background knowledge to broaden the student's technical, managerial or professional knowledge. It does not involve hands-on training. (Formerly called observer training.) (AFI 16-105)

FIREARMS. U.S. federal laws prohibit the sale of firearms to non-US residents (including IMS). IMS who bring firearms into the U.S. must comply with federal and local laws and regulations. IMS should be briefed on the proper procedures for the possession, use and transportation of imported firearms. Check with the installation legal assistance officer for specifics on laws/regulations governing firearms.

GROOMING STANDARDS. IMSs are to comply with AFI 36-2903 unless an exemption has been approved by AFSAT. Locally assigned CLOs and senior students can assist in correcting violations. (AFI 16-105)

HOLIDAYS. In addition to US holidays, IMSs may be excused from classes for two major national and religious holidays identified by their governments. The Defense Language Institute English Language Center (DLIELC) obtains and publishes a list of foreign holidays annually.

INFORMATIONAL PROGRAM (IP) DATA CARD (AF Form 1217). Used to record IMS participation in IP activities. (AFI 16-105)

INTERNATIONAL STUDENT STATUS REPORT. Submit AF Form 1761 to AFSAT every Thursday in accordance with AFI 16-105. Negative reports need not be submitted if student status has not changed.

ID CARDS. IMSOs at last CONUS military installation are to collect ID cards (DD Form 1173) from all IMS and dependents. After collection, ID cards will be destroyed. Applications (DD Form 1172) for IMS and dependent ID cards are to be filed in accordance with AFI 36-3001, Table 2-8.

INDEBTEDNESS. It is the IMSO's responsibility to make sure IMS have cleared all USG facilities before departure. The IMSO is also responsible for identifying IMS with delinquent debts during outprocessing. IMS with delinquent debts should be questioned by the IMSO as to why delinquent debt cannot be settled before departure. IMS's graduation certificate may be held until indebtedness is resolved. If IMS has departed for homeland, the IMSO will forward all delinquent debts to AFSAT/FM, 315 J St W, Randolph AFB TX 78150-4354. These delinquent debts must be accompanied with a letter explaining reason(s) as to why delinquent debt was not settled prior to IMS's departure for homeland. This letter should also provide AFSAT/FM with the IMS's country, case, line, WCN, training number, name, rank, PY, etc. Outstanding debts to commercial concerns should be referred to the student's embassy. The IMSO should provide the mailing address to the commercial activity. Contact AFSAT/FM, DSN 487-6108, for current mailing addresses. (AFI 16-105, para 10-20)

INVITATIONAL TRAVEL ORDER (ITO) (DD FORM 2285). The SAO cut ITOs to control movement and activities of SATP students. IMS are limited to the privileges listed in ITOs. Periodically you will be required to initiate ITO amendments. These are accomplished IAW AFI 16-105, para 7-5. Ensure distribution to appropriate agencies, especially to the appropriate AFSAT geographical division and AFSAT/FM.

LEAVE. IMS are entitled leave when their training schedules permit. CLOs may publish policies during extended holidays like Christmas. Leave upon completion of CONUS training must be authorized in the student's ITO, or with SAO concurrence and an ITO amendment must be published. (AFI 16-105)

MEDICAL BENEFITS. FMS and IMET IMS receive full medical and emergency dental services. Medical care provided to IMET students is usually charged to the IMET program. Charges for medical care provided to FMS students will be handled IAW Item 12b(1) of the ITO. Authorized dependents can receive treatment on a space-available basis. The cost of dependent medical care is the responsibility of the IMS or the foreign government as stipulated in Item 12b(2) of the ITO. NATO students and authorized dependents are charged for inpatient medical care. The USAF Surgeon General has established procedures for medical reimbursements. (AFI 16-105)

NOTICE OF ARRIVAL. IMSOs at losing installations will notify gaining facilities of arrival information 15 days prior to the student's arrival, or as soon as transportation information is available. (AFI 16-105)

PERSONAL PROPERTY INSURANCE. IMSOs should recommend IMSs purchase personal property insurance to cover loss of valuable items.

PERSONNEL AND TRAINING RECORDS. IMSOs assemble the following data for each IMS: International Student Personnel Record, ITOs and amendments, ID card application, instructor comments, AF Form 623 (when applicable), AETC Form 156, flying training records (when applicable), records of any legal violation, history of counseling, and other relevant data. (AFI 16-105)

PUBLIC RELATIONS. To dispel misconceptions about the SATP, IMSOs should seek opportunities to inform groups on base and in the civilian community about the USAF programs to train international students. Requests for data concerning IMS should be coordinated with the local Public Affairs Office. (/AFI 16-105)

QUARTERS. IMSOs must insure the FMS and IMET IMS have paid their billeting fees during outprocessing. (AFI 16-105)

RECEIVING IMS. Since the initial reception provides an IMS his/her first impression of a training site, IMSs should be received promptly and courteously. (AFI 16-105)

RETAINABLE INSTRUCTIONAL MATERIAL (RIM).

1. FMS and IMET students are authorized the shipment of 50 lbs of retainable instructional material for each formal CONUS training course. Exceptions are the Air War College, Air Command and Staff College, USAF Test Pilot School, and AFIT Graduate Programs; the shipment of 200 lbs RIM is authorized for these courses. IMSs attending language instructor courses at DLIELC are authorized the shipment of 100 lbs RIM.

2. The material is to be packaged and labeled at the training installation and shipped via fourth class mail to the SAO of the country for delivery to the IMS, or to the official SAO address for classified material. A copy of the student's ITO will be placed inside the package. Use of the APO/FPO address of the sponsoring SAO is authorized; packages must be addressed to the SAO, not to the IMS. Include applicable FMS case/IMET project and IMS WCN on outside of package. Students wishing to send RIM via international mail, and/or send RIM in excess of the total maximum allowance, will do so at their own expense.

3. The training installation will ensure that no personal effects or other unauthorized matter is shipped with the RIM. (AFI 16-105)

RECORDS TRANSMITTAL. IMSOs at a losing activity forward the student's records to next gaining activity no later than the student's graduation date. The IMSO at the last training installation should remove the student's records from the AF Form 10 and place them in manila folder prior to forwarding to the SAO in country. (AFI 16-105)

SECURITY PRECAUTIONS. IMSOs should work with their MAJCOM Foreign Disclosure office to insure compliance with AFI 16-201. (AFI 16-105)

TDY. IMSOs may approve IMS TDY orders for organized Air Force sports activities, IP activities, and trips that are part of courses. (AFI 16-105)

TELEPHONE COMMUNICATIONS TO CLO. Log all calls. Include subject and facts discussed. List students talked about by name, project number and line number. CLO should be aware of students experiencing difficulties.

TRAINING REQUESTS. The host countries, with SAO concurrence, establish the sequences of training indicated in the most current Integrated Location Training Listing. Scheduled training cannot be changed without consent of AFSAT. (AFI 16-105)

WASHINGTON D.C. INFORMATIONAL PROGRAM (IP) TOUR. The following IMS are eligible to participate in the Washington D.C. IP Tour: IMS attending Professional Military Education, Language Instructor Training, and officers with CONUS course durations totaling 20 weeks or more. IMSOs should use the "Location TRAINING LISTING" which shows course duration for each student by worksheet control number to determine IMS eligibility for the Washington D.C. IP Tour.

CHAPTER II - IN/OUT PROCESSING CHECKLISTS

ARRIVAL BRIEFING CHECKLIST (Within two days after arrival)

1. _____ Alcoholic beverages.
2. _____ American customs.
3. _____ Automobiles, safety, cost, insurance, etc.
4. _____ Base regulations.
5. _____ Civilian clothing.
6. _____ Dependents.
7. _____ Drivers license. (See sample letter and endorsement).
8. _____ Employment.
9. _____ Identification cards.
10. _____ Informational Program.
11. _____ In/Out processing.
12. _____ Leave.
13. _____ Liaison officer contact / CLO.
14. _____ Local Officer contact.
15. _____ Mailing address.
16. _____ Medical/dental care.
17. _____ Military status/uniform requirements/AFI 36-2903.
18. _____ Money matters.
19. _____ Officer/NCO club membership.
20. _____ Passports /visas.
21. _____ Personal Property Insurance.
22. _____ Privileges.
23. _____ Quarters.
24. _____ Recreational areas.
25. _____ Religious facilities.
26. _____ Sexual Harassment.
27. _____ Shoplifting.
28. _____ Squadron assignment.

29. _____ Standards of appearance.

30. _____ Training program.

32. _____ Weapons.

33. _____ Others.

NOTE: Pattern your checklist to fit your own requirements.

Operating a Motor Vehicle in the US (Sample Letter)

DEPARTMENT OF THE AIR FORCE
EDUCATIONAL DEVELOPMENT CENTER (AU)
MAXWELL AIR FORCE BASE, AL 36112

REPLY TO
ATTN OF: FAS

SUBJECT: Operating a Motor Vehicle in the United States

TO:

1. Before buying/driving an automobile or operating any other powered vehicle, come to the International Officer School, Services Branch (EDC/FAS) for a privately owned/rented vehicle briefing. We will explain the following as required:

- a. Drivers License.
- b. Automobile Insurance:
 - (1) Collision.
 - (2) Property Damage.
 - (3) Personal Liability.
 - (4) Coverage for other drivers.
- c. Purchasing/Selling.
 - (1) Blue Book (Fair Value).
 - (2) Terms of Sale.
 - (3) Title.
 - (4) Registration.
 - (5) Base Decal.
- d. Reporting Procedures (if you are involved in an accident).

2. A good knowledge/compliance with the above as briefed will make your driving in the United States an enjoyable experience.

HARRY GUY, Major, USAF
Base International Military Student Officer

Operating a Motor Vehicle in the US (Sample Endorsement)

1st Ind to EDC/FAS Ltr, Operating a Motor Vehicle in the United States

TO: EDC/FAS

I certify that I have been briefed on the above items and that I fully understand my responsibilities. I (do) (do not) plan to purchase/rent or operate a motor vehicle. If I do purchase/rent or operate a motor vehicle, I understand that it is my responsibility to properly register and insure such vehicle. I will also report to the Base International Military Student Officer and sign the statement below.

(SIGNATURE AND DATE)

(PRINTED NAME)

I certify that I have insured and registered my vehicle as required by Alabama/Maxwell AFB officials.

(SIGNATURE AND DATE)

(PRINTED NAME)

DEPARTURE BRIEFING CHECKLIST

1. _____ Indebtedness.
2. _____ Transportation schedule.
3. _____ Tickets/reservations.
4. _____ Finance records.
5. _____ Medical records.
6. _____ Training records.
7. _____ Flying records.
8. _____ Mail check.
9. _____ Billet check.
10. _____ Travel orders / other orders.
11. _____ Records check/forwarding.
12. _____ Locator file check.
13. _____ Training material / Retainable instructional material..
14. _____ Baggage allowance/no excess.
15. _____ ID card collection/destruction.
16. _____ Graduation date.
17. _____ Base clubs.
18. _____ Library.
19. _____ Housing.
20. _____ Passport / Visas.
21. _____ Signatures required as necessary.
22. _____ Forwarding address for personal mail if student is returning to country.

NOTE: Pattern your checklist to fit your own requirements.

(SAMPLE)

INTERNATIONAL MILITARY STUDENT CLEARANCE

You are responsible to out-process in person through the following offices before reporting to the International Military Student Office (IMSO) for your final clearance. You must report to the IMSO not later than _____ for your final clearance. During your out-processing, you will be given various records and forms. Bring these with you when you report to the IMSO.

OFFICE	BLDG	INITIALS
OFFICERS CLUB/NCO CLUB		
SECURITY POLICE (Vehicle)		
POST OFFICE		
FINANCE (Travel Voucher)		
CREDIT UNION		
BILLETING		
HOUSING REFERRAL		
HOSPITAL		
DENTAL CLINIC		
INDIVIDUAL EQUIPMENT		
BOOK ISSUE		

STATEMENT

I have made settlement of all public funds and have made satisfactory arrangements for payment of all private and military obligations.

_____ (SIGNATURE)	_____ (PRINT LAST NAME, FIRST, MI)	
_____ (RANK)	_____ (COUNTRY)	_____ (TRAINING #)

FINAL CLEARANCE (for International Military Student Office)

ITEM	INITIALS
IDENTIFICATION CARD	
GOVERNMENT TRANSPORTATION REQUEST (TR)	
GRADUATION CERTIFICATE	
INDEBTEDNESS	
LOCATOR CARD	

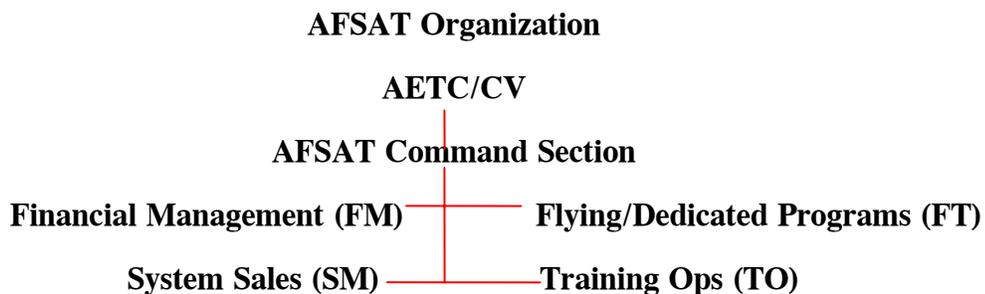
**CHAPTER III –
PRIMARY POINTS OF CONTACT/COMMUNICATIONS REMINDERS
AIR FORCE SECURITY ASSISTANCE TRAINING (AFSAT) SQUADRON**

This chapter summarizes and, in some cases, amplifies the description of AFSAT’s role as outlined in the current editions of AFI 16-105. It is intended to serve as a guide for newly assigned personnel and for visitors to AFSAT. For an “official” statement of roles and missions, the reader is referred to the publications just mentioned.

The training of international military students in the continental United States (CONUS) is an important aspect of the diplomatic and defense policy of the United States Government. Each year, thousands of international military officers and enlisted personnel (and smaller numbers of civilian employees of foreign military establishments) are trained under the auspices of the US Army, Navy, and Air Force. This training is furnished under either a Foreign Military Sales (FMS) arrangement, with the foreign nation in effect purchasing the training, or under a grant aid arrangement known as the International Military Education and Training (IMET) Program. Training furnished under IMET is financed by US appropriations, but is not in any sense a “gift” to a foreign country. Rather, it represents a policy decision by the highest authorities in the US Executive and Legislative Branches that the provision of military training to a country is in the national interest of the United States. In recent years, most training has been of the FMS variety; but significant numbers of international military students from the developing countries continue to be trained under IMET. Under either funding arrangement, it should be clearly understood that the training is furnished for one reason, and one alone: it is the belief of our civilian leaders in the Executive Branch and in Congress that such training advances the national security objectives of the United States.

International Military Training in the Air Force

The United States Air Force has a major role in the provision of technical, flying and professional training to the officers and airmen of friendly countries. Each year some 4,000 international military students from more than 100 countries are trained in the CONUS by USAF agencies under guidance and directives provided by the Deputy Under Secretary of the Air Force, International Affairs (SAF/IA). Eighty percent of all international military students attend Air Education and Training Command (AETC) courses; the rest are trained by other Air Force major commands (MAJCOMS) under administrative guidelines established by SAF/IA and by its central management agency for USAF-sponsored foreign training, AFSAT.



AF SECURITY ASSISTANCE TRAINING SQUADRON

COMMANDER (AFSAT/CC)

Central management agency for USAF-sponsored security assistance training. Training consultant to HQ USAF, major commands and training facilities for the development, implementation, and funding of SA training. Furnishes planning, programming, funding, and implementation guidance to international military student officers (IMSOs).

TRAINING OPERATIONS DIVISION (AFSAT/TO)

Evaluates foreign country training requirements. Serves as AETC focal point relative to training requirements for weapons system proposed for sale to foreign governments. Assists AETC and other MAJCOMs in developing programs to satisfy SATP objectives. Implements approved and funded foreign training at bases. Provides implementation guidance to other agencies. Maintains country Standardized Training Listing (STL). Maintains admin control of all international military students (IMS); coordinates with training agencies, country liaison officers and international training officers on IMS welfare, administrative and disciplinary issues. Reviews necessary academic records; determines student disposition. Implements changes to approved and funded training programs. Monitors approved and scheduled SATP and provide HQ USAF and other agencies with training program requirements. Represents AETC/CC at USAF SA training visits, conferences, meetings, and unified command workshops. Reviews training programs submitted by IMET countries for programming accuracy, compliance with DSCA and HQ USAF reporting requirements and submits data to DSCA for approval.

FINANCIAL MANAGEMENT DIVISION (AFSAT/FM)

Budgets, administers, costs, and accounts for all security assistance funds for training international students. Reimburses Army, Navy, and other agencies for training international students under AF SATP sponsorship. Funds and accounts for USAF mobile training teams and language training detachments, extended training service specialists, and technical assistance field teams deployed overseas. Acts as an Air Force Accounting Agent in the Air Force Accounting System subsidiary to the Randolph Accounting and Finance Office, HQ AETC and Defense Finance and Accounting Service (DFAS). Forecasts, bills, and collects from assigned foreign countries' trust accounts. Manages, accounts and directs assigned country trust funds for FMS country contracts with civilian contractors for construction, support, and training. Accounts and funds for orientation visits, escort duties, claims, Informational Program, and entertainment expenses. Prepares budget, accounting, statistical, and management reports related to security assistance activities for the Commander, AF commands, Security Assistance Accounting Center (SAAC), and HQ USAF, as required. Notifies countries and/or HQ USAF of country dollar requirements based on an analysis of actual amount maintained at SAAC and HQ USAF. Maintains assigned allotment, general and subsidiary ledgers.

Responsible for the design, modification, and maintenance of AFSAT computer systems. Acts as the AFSAT functional data systems analyst. Performs computer systems analysis, including developing, modifying and updating the systems to meet the unique AFSAT data systems needs. Ensures the effective interface of data bases. Briefs users on systems and proposed changes to improve and to refine the computer data systems. Assists AFSAT personnel in the effective use of systems. Responsible for the management of Air Force IMET and FMS programs, and submissions to establish and update the Integrated Standardized Training Listing (ISTL) data base.

SYSTEM MANAGEMENT DIVISION (AFSAT/SM)

Develops system program training plan--a consolidated outline of the training required to support/sustain the system acquisition. This would include USAF or contracted technical training, aircrew training, supporting elements (supply, software, etc.), MTTs, ETSS and Mobile Language Teams identified as required at the training definitization meeting.

FLYING TRAINING DIVISION (AFSAT/FT)

Participates in the development, implementation and management of international flying training programs. Provides flying training expertise in multiple versions of F-16, KC-135, F-15, E-3, LANTIRN, AMRAAM, HARM, etc.

AFSAT COMMUNICATIONS REMINDERS

Adherence to the following guidelines will facilitate communications with AFSAT:

- Consult the SATP Directory of Contacts to identify the proper country program manager to contact concerning a specific student or students.
- AFSAT's after hours (1600-0700 CST) emergency phone number is commercial (210) 241-4455. Or call Randolph's Command Center (Command Post) at DSN 487-1859 and asked to be transferred.
- Do not communicate directly with the Embassies to discuss student problems.
- Go to other agencies such as the SAO/Mission or HQ USAF only on occasions specifically authorized in current directives (i.e., to coordinate Washington DC-tour information relating to the Informational Program, etc.)
- Call AFSAT if there is any doubt about proper channels.
- OPR for the SATP Directory of Contacts is AFSAT.

CHAPTER IV - INFORMATIONAL PROGRAM

GOAL. The goal of the informational program is to ensure that international students return to their homeland with an understanding of the responsibilities of governments, militaries, and citizens to protect, preserve, and respect the rights of every individual. The IP will be developed and implemented with the specific objective of providing students with an awareness and functional understanding of internationally recognized human rights and the American democratic way of life. Installation Commanders are responsible for ensuring IPs are developed to meet these objectives.

Four Areas of Emphasis. The IP will support the following:

1. Internationally recognized human rights as outlined in the Universal Declaration of Human Rights.
2. The democratic ideals of an elected government and effective civil-military relations that reinforce that elected government.
3. The roles and interrelationships of a culturally, ethnically, economically, and socially diverse population in a democratic society.
4. The U.S. free enterprise system and its role in a democratic society.

Twelve Topics/Objectives. To meet the overall IP goal, IPs will include events and activities related to the following twelve topics which must support the above stated areas of emphasis:

1. Constitution and Bill of Rights.
2. Local, state and federal government institutions.
3. Civilian and military judicial systems.
4. Political processes.
5. Media.
6. American family and community life.
7. Ethnic and other minorities.
8. Industry/environmental protection/agriculture.
9. Economy.
10. Labor and labor-management relations.
11. Education.
12. Public and social welfare.

Suggested IP events, activities, and other guidance are provided in the DoD Informational Program Handbook.

ESTABLISHING A BASE IP. Authority for establishing a base Informational Program (IP) is in DoD Directive 5410.17 and AFI 16-105. Base commanders implement these directives by establishing an OPR to implement this program. AFI 16-105 designates the International Military Student Officer as being responsible for implementation of the IP.

PROCEDURES. Use guidance and procedures contained in AFI 16-105 to develop and report IP activities. Solicit the support of your commander when developing your program.

FUNDING. There is a dollar amount generated for each IMS while in the CONUS. This money is deposited in an IP account from which funds are drawn for all participating CONUS USAF bases. Approval of Quarterly Plan Activities depends, in part, on the availability of funds.

FUND REQUESTS. The IMSO requests funds by using the appropriate format (see attachments). Each IMSO is responsible for establishing an economical and efficient IP in order to accomplish the objectives established by DOD. When scheduling extended tours, you are encouraged to combine trips with other Air Force, Army or Navy installations to reduce transportation costs. This may be necessary in the case of bases that have a small number of international students, in order to conduct an effective program. The Air Force Security Assistance Training (AFSAT) Squadron reviews and approves requests for IP funds based on a Quarterly Plan that has been approved by AFSAT/TOI.

RESOURCES FILE. A good resources file will contain all types of proven information that will help the IMSO introduce the twelve topics. Good personal contacts should be included in the file, such as a local judge who can be called upon to explain the workings of the judicial system. AF Form 2643 prescribed by AFI 16-105 is to be used for this purpose.

LOCAL/EXTENDED VISITS. Every local area of interest should be used. Local visits use very little time, money and transportation and can be accomplished on short notice. Extended visits should be used for those objectives, which cannot be met locally. Be sure to record IP activities on AF Form 1217, IP Data Card, and include in the student's training records when forwarding them to the follow-on training installation or to the SAO in country.

INFORMATIONAL PROGRAM ACTIVITIES WORKSHEET is required by each USAF base programmed to receive international military students. The worksheet with projected activities will be submitted to AFSAT/TOI to arrive 60 days before the start of each fiscal quarter.

QUARTERLY REPORT OF INFORMATIONAL PROGRAM ACTIVITIES. AFI 16-105 directs each USAF base, which has performed training for international military students during the preceding quarter, to prepare a Report of Informational Program Activities conducted and to submit the report no later than the 15th day of the following quarter to AFSAT/TOI.

EVALUATION OF AN INFORMATIONAL PROGRAM ACTIVITY. After each IP activity, international student evaluation sheets and the IMSO assessment of the IP activity must be completed. Use the formats and instructions provided in the DOD Informational Program Handbook.

EXPRESSIONS OF APPRECIATION. Immediately upon completion of an Informational Program activity involving either a base or community resource, the IMSO should express his appreciation, either in person or by telephone. This should be followed by an official "Letter of Thanks" prepared for the appropriate level of command signature. In addition and when

feasible, civilian resources and contacts should occasionally be invited to base social functions in which the IMS are involved.

SPONSORS. Sponsors are most important. They can relieve you of countless details in conducting the IP. Cultivate as many as you can . . . keep good records of them for the follow-on IMSO. Sponsors can be both military and civilian.

CONTACTS. Contacts are often representatives of civic organizations. They also make some of the best sponsors. Organizational contacts can be long lasting . . . keep good records of contacts and their contributions to the IP objectives.

BASE PUBLIC AFFAIRS OFFICER. The Base Public Affairs Officer can provide strategic contacts within the local community and make your job easier. He/she can publicize your efforts on TV, radio, and in local newspapers and provide good photographic coverage of some of your projects.

JAYCEE. JAYCEEs (formerly the Junior Chamber of Commerce) provide many IP related functions and they would be more than willing to help you. Know the local JAYCEE director or president because they can introduce you to the mayor, city manager, or other administrative officials.

RESERVE OFFICERS ASSOCIATION. A Reserve Officers Association in the local area will have members who understand what you are trying to accomplish. Some members will probably have experience in this area. Make contact with them, along with local AF Reserve and Air National Guard Units.

CIVIC CLUBS. Rotary, Kiwanis, Lions, and Optimist Clubs are usually happy to assist in hosting activities that relate to the IP.

CHURCH GROUPS. Church groups are good sources for bringing students into American homes. The base chaplain is a member of the Ministerial Association on base and usually in the local area. Include him in all church-related activities.

ADVERTISING CLUB. Don't overlook this club. Free publicity can be gained from it for your project.

BAR ASSOCIATION. If you have made acquaintances in the local Bar Association, they may at one time or other be of assistance in a legal matter involving a student. They will have answers to questions of car ownership and insurance requirements.

SPECIAL NOTE. DOD's twelve topics are not simply nice things to have international students know about America. They are topics with democratic ideals that a skillful IMSO can weave into any discussion with students, whether that discussion takes place in a billet, on a bus, or on an open playing field. No opportunity should be overlooked to introduce the student to these ideals.

**CHAPTER V -
CHECKLIST FOR ESCORTS ON INFORMATIONAL PROGRAM TRIPS**

1. Each escort should:
 - ___ Receive TDY orders for the trip.
 - ___ Understand the DOD goal, objectives and the specific topic of the activity.
 - ___ Receive a briefing from the tour paying agent on procedures for drawing, issuing, and accounting for trip funds.
 - ___ Receive a copy of the itinerary.
 - ___ Assign IMS group not to exceed the ratio recommended by AFI 16-105.
 - ___ Designate the senior IMS from each country in the group.
 - ___ Brief the senior IMS(s) on duties.
 - ___ Be introduced to all tour participants.
 - ___ Obtain receipts for any expenses.
 - ___ Answer questions about the IP topic/activity
 - ___ Explain points of interest during the tour.
 - ___ Account for students following lunch breaks, etc.
 - ___ Maintain the Escort's Daily Worksheet (see Sample Form).
2. Escorts should assure the students are briefed on the following:
 - ___ Specific purpose of the activity.
 - ___ Need to wear neat uniforms or appropriate civilian clothing.
 - ___ Weather report to assist in selecting seasonal clothing.
 - ___ Allowances for meals, entries, tips, etc.
 - ___ Tour itineraries with emphasis on arrival and departure times.
 - ___ Places of interest.
 - ___ Appropriate behavior.
 - ___ Need to pay bills before departing.
 - ___ Baggage allowances.
 - ___ Danger of carrying large sums of money.

3. After tours, escorts will:

___ Post brief, recounting the purpose of activity.

___ Return excess funds to paying agent.

___ Assist IMSO in the preparation of thank you letters when appropriate.

___ Assist in evaluating the tour.

ESCORT'S DAILY WORKSHEET

LOCATION:

DATE:

QUARTERS ASSIGNMENTS

<u>NAME</u>	<u>COUNTRY</u>	<u>LOCATION</u>	<u>PHONE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REQUIREMENTS

WAKE UP	_____	TOPIC POST BRIEF	_____
DRESS	_____	LEISURE ACTIVITY	_____
TRANSPORTATION	_____	SOCIAL ACTIVITY	_____
DEPARTURE	_____	QUARTERS CHECK-OUT	_____
RETURN	_____	QUARTERS PAYMENT	_____
ITINERARY	_____	TRAVEL PAYMENTS	_____

MEAL EXPENDITURES

	IMS	AMOUNT BUDGETED	AMOUNT USED	BALANCE
BREAKFAST	_____	_____	_____	_____
LUNCH	_____	_____	_____	_____
DINNER	_____	_____	_____	_____

COMMENTS

CHAPTER VI - IP GUIDE AND SAMPLE FORMATS

IMSO INFORMATIONAL PROGRAM GUIDE

For students whose total period of training will be seven weeks or less, the responsible commander will arrange for an orientation of a minimum of one hour for each week of training. For training of 8 to 13 weeks, the commander will arrange a minimum of 10 hours orientation and for training of 14 weeks or longer, a minimum of 20 hours. The minimum amount of time devoted to achieving informational coverage will be exclusive of time devoted to English language refresher training, or transportation necessary to achieve the Informational Program objective.

Each session will be devoted to one but no more than two facets of American life. A session may consist of a trip or visit to a local point of interest or a related group of interests, a speaker or discussion leader, or a discussion by an international training officer. In the case of trips and visits, background briefings will be conducted before the event. A formal lecture will be used only when other means of accomplishing the same purpose do not exist.

The following are the most frequently asked IMSO questions with appropriate answers. They are grouped under general headings to help you find specific answers, i.e., Establishing and Implementing the IP; Handling and Use of IP Funds; and Report of Final Expenditure.

Establishing and Implementing the IP

Question: Must an IP be established?

Answer: Establishment of the IP is mandatory at each base where international students are assigned.

Question: If it is mandatory, how do we force participation?

Answer: Implementation of the IP is mandatory, but participation by IMS is voluntary. The IMSO is expected to actively stimulate student interest/participation in the IP.

Question: Can the training unit be required to release the student if he/she voluntarily desires to participate?

Answer: No. The IP is conducted secondary to the training mission in the Security Assistance Program; consequently, most of the activities should be planned during non-training hours. On occasion, and when the opportunity presents itself, the IP can be conducted during class breaks or to supplement actual training. For these reasons, close coordination between the students, training unit and the IMSO is required.

Question: Who is eligible to participate?

Answer: IMS and visitors to the United States who are under the sponsorship of the Security Assistance Training Program and the Air Force Aviation Leadership Program (ALP).

Question: Does this exclude international personnel in categories such as Personnel Exchange Program Officers, and non-SATP visitors?

Answer: Yes. Only IMS attending training under the Foreign Military Sales (FMS), International Military Education and Training (IMET), Professional Military Education (PME) Exchange Program, and Aviation Leadership Program participate when costs are charged to

the IP. Country liaison personnel are occasionally encouraged and are permitted to participate in an IP activity, at no additional cost to the IP, so they will become knowledgeable as to IP Objectives. They are then more able to advise their own countrymen (IMS) as to the purpose and value of the IP to their overall training program.

Question: May dependents of IMS participate in IP tours?

Answer: Yes, but only on a space available basis at no additional cost to the program. The IMSO must use his/her judgment on dependent participation to ensure that the dependents, especially children, will not hamper the activity. The IMSO must ensure that the IMS is aware that he/she is responsible for all costs related to dependents while attending IP events (lodging, meals, admissions, etc). Dependents are usually discouraged from participation on overnight activities.

Question: May U.S. dependents or non-DoD civilians participate in IP tours?

Answer: Yes, on a space available basis at no additional cost to the program and only after all available space has been offered to IMS, their dependents, U.S. military, and USAF civilian personnel.

Question: Are certain activities considered higher in priority?

Answer: All IP activities that support one or more of the four IP areas of emphasis and help acquaint the IMS with the American way of life and/or promote understanding and friendship are worthwhile. In consideration for the time and money available for IMS to participate, an attempt has been made to prioritize the various types of IP activities.

Priority 1. Home Sponsorship Program. Every effort should be made to obtain sponsors, civilian and military, for the IMS.

Priority 2. Local Tours. As many of the 12 topics of the IP that are available should be covered in the local area.

Priority 3. Tour of State Capital. Each IMS should be given an opportunity to tour the nearest state capital.

Priority 4. Washington, D.C. Tour. Selected international students should be given an opportunity to visit our Nation's Capital. Only one visit is authorized during the student's CONUS training stay, regardless of the number of bases at which he/she attends training.

Priority 5. Extended Tours. Tours outside the local area, such as visits to other metropolitan areas, may be approved if the 12 topics cannot be covered in the local area, or if more in-depth coverage can be accomplished. Specific justification for extended trips must be submitted and will include details of the topics that will be covered. Extended tours will not be permitted for activities that are substantially recreational.

Priority 6. Social Functions. Appropriate social activities include welcome receptions, graduations, picnics, sponsorship socials, and similar activities. All functions must be held on base and use base facilities (e.g. Officer/NCO Clubs) to the maximum extent available. IP funds will not be used to purchase alcohol.

Question: Why are receptions, graduations, dining-ins, and other social activities the last priority?

Answer: Social activities fall into the category of “nice to have, but not totally essential” to the IP. IMSOs are encouraged to conduct these types of activities as a ways and means of establishing rapport between the IMS and U.S. personnel, but they should be conducted only to supplement the IP, and not become a predominant feature of the program.

Question: After the IMSO develops a plan of the IP activities he/she desires to conduct, how is approval obtained?

Answer: Quarterly Informational Program Activities Plan must be completed and forwarded to AFSAT/TOI to arrive 60 days prior to the beginning of each fiscal quarter.

Question: Who approves the plan?

Answer: AFSAT/TOI is the final approving authority for the IP activities.

Question: Once AFSAT/TOI has approved the plan, will I receive the necessary funds and how do I get the money?

Answer: Funds to support IP activities on the approved plan are requested in accordance with the example and instructions shown on pages 41 and 50. AFSAT/TOI will ensure that the funds requested meet established criteria and are for approved IP activities. Depending on availability of funds, the approved activities will be funded and you will receive an accounting classification (fund cite).

Question: Should I list activities on the plan that require no money?

Answer: Yes. IP activities, regardless of cost, should be on the plan in order to provide AFSAT/TOI a total picture of your program.

Question: Can I pay for the expense from my own resources?

Answer: Yes, for example, sponsors and organizations may assist with activities without cost to the program. Base transportation should be requested to support IP activities.

Question: Can I pay for an activity and be reimbursed later?

Answer: This is not a recommended procedure. If it is not an approved IP activity, you may not be reimbursed.

Question: Can I charge the IMS for IP activities?

Answer: No. IP activities will be conducted at no cost to the IMS.

Question: Is the IMSO expected to escort the IMS on all of the activities?

Answer: No; however, it is the IMSO’s responsibility to ensure that the escort is capable, knowledgeable, and of comparable grade to the IMS. The escort officer must know and understand the DoD objectives and the specific topic of the activity for which he/she is escorting and the scope of his/her responsibility.

Question: Can an escort be non-DOD?

Answer: No, unless acting in the capacity as an assistant escort on a local activity of less than 10 hours.

Question: In order to use the fund cite, should the escort be a paying agent?

Answer: No, not necessarily. However, the IMSO should become a Paying Agent because he/she is the individual ultimately responsible for correct expenditure of the funds and for the entire IP at his/her location. Arrangements for prepaying activity costs can be accomplished by the IMSO, thereby relieving the escort from the responsibility of handling IP funds.

Question: May IMS join another base for an IP activity?

Answer: Yes. It is encouraged, but care should be taken to prevent repeats as mentioned above.

Question: What training on the IP can I receive?

Answer: You will be scheduled to attend the Defense Institute of Security Assistance Management (DISAM) course for newly assigned IMSOs. As mentioned above, you may visit another Air Force base and AFSAT if deemed advisable. In addition, an IMSO workshop is held periodically.

Handling and Use of IP Funds

AFSAT serves as the IP funding agent for SAF/IA. AFSAT approves the fund request for activities, provides the accounting classification, and establishes procedures and reporting formats for expenditure of IP funds.

Question: How much money am I authorized to operate the IP?

Answer: Bases are not provided an IP budget. They are provided funds on a quarterly basis for approved IP activities.

Question: Since the IP funds are part of the tuition, why can't the students determine the activities and the base be provided that portion of the tuition identified for the IP?

Answer: This would not be manageable. The IMS partially determine what activities are conducted since the program is voluntary. One trip to Washington, D.C. could use all of the base's available funds. In addition, the funds are provided to cover the 12 topics, in priority order, and not as a recreation fund for the IMS.

Question: What if the students do not want the trips, only parties?

Answer: The program is voluntary and the IMS do not have to participate in the IP, but funds will not be continuously provided in support of "social" activities only. The IMSO should strive to accomplish the objectives and use the social funds clearly as a supplement to the program.

Question: What if the IMS refuse to follow an itinerary once the destination is reached?

Answer: Prior to departure, the IMS should be thoroughly briefed concerning the IP activity. Since they are in a duty status, disciplinary problems will be handled as prescribed by AFI 16-105.

Question: May the IMS receive per diem during the trips?

Answer: No. With the exception of personal expenses, the trip is provided at no cost to the IMS. In addition, a meal allowance is provided to assist the IMS in absorbing any additional costs.

Question: What is the IMS meal allowance?

Answer:

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Total*</u>
All Locations	\$5.00	\$7.00	\$18.00	\$30.00
Wash DC Only	\$7.00	\$9.00	\$20.00	\$35.00

* Total is fixed; allocation to specific meals dictated by circumstances.

Question: Suppose the IMS desires to spend more or less per meal?

Answer: This is the IMS's option. The money provided is a maximum amount which is intended to cover the average cost of a meal. IMS's may choose more/less expensive dining options at no added cost to the IP.

Question: Is the meal allowance always permissible?

Answer: No. Meal allowances are determined by the duration of the activity and times where a furnished meal is part of the activity, i.e. in-flight meals.

Question: May travel snacks be furnished on trips?

Answer: Travel snacks are authorized when extended periods over long distances are involved; however, snacks are furnished only as an aid to the IMSO in meeting the established agenda for the activity by preventing unscheduled stops for refreshments. When the IMSO determines that snacks are desirable, the cost of snacks will be deducted, by the IMSO, from the IMS's meal allowance.

Question: What type of snacks are authorized?

Answer: Type of snacks purchased is the option of the IMSO with the exception of alcoholic beverages, which will not be provided.

Question: Can I be reimbursed for local travel in connection with establishing IP activities?

Answer: Yes, by submitting a request for reimbursement on SF 1164 to your local Accounting and Finance office.

Question: How many escorts are permitted?

Answer: A maximum of one escort for ten IMS is permitted, however, the tour should be conducted with the minimum number of escorts required to maintain control of the tour. (See JSAT for groups in excess of ten.)

Question: May I take a photographer in addition to the escorts?

Answer: Normally no. However, if justified on the request for funds, it is occasionally permitted.

Question: May the escorts be on an IP cost basis instead of filing for per diem?

Answer: This is the escort's option unless the activity is overnight. In this case, TDY orders will be published and a travel voucher submitted. If IP cost basis is selected, then only those allowances authorized the IMS may be provided the escort. Coordinate per diem rates with Accounting and Finance (Travel Section) since they change frequently.

Question: What are the lodging restrictions?

Answer: IMSs will be assigned double room accommodations, except for flag rank/general officers who are authorized single room accommodations.

Question: What is the normal cost of lodging?

Answer: There is no average cost figure available. Moderately priced accommodations should be utilized.

Question: Do you discourage visits to such places as Disney World, Six Flags, and other amusement areas that are normally considered high cost areas?

Answer: Activities that are substantially of a recreational nature are prohibited under the IP.

Question: Is there a mileage limitation?

Answer: Yes. Outside of the D.C. trip and the nearest state capital, the IP is limited to the nearest available metropolitan area within a 250 mile radius. Exceptions may be approved when the 12 DOD topics cannot be met in local areas and for other justifiable reasons.

Question: Can IMS's private vehicles or rental cars be used to save on cost of transportation?

Answer: No. We encourage the use of government vehicles whenever possible. However, if this is not possible, contract transportation is recommended rather than the use of private vehicles. If government vehicles are used, gasoline cannot be paid for from IP funds.

Question: If I schedule an event and only 50% of the IMS show, should I cancel?

Answer: The activity should be canceled only when it was clearly established beforehand that a certain number must participate.

Question: If the activity is conducted with less IMS, may all previously selected escorts attend?

Answer: No. The maximum escort-to-IMS ratio applies.

Question: What if the amount of money estimated on the IP Fund Request is/was insufficient?

Answer: As an amendment to the IP Quarterly Projection. Final expenditures cannot exceed the original amount approved on the IP Fund Request without prior approval. If the original amount is not sufficient, or added activities are needed, request additional funds or approval of additional activities by message, letter, e-mail to AFSAT/TOI before spending government funds without authorization.

Question: What if advance payments are required for admission tickets, transportation, lodging, etc., but because of lack of IMS participation, there is a surplus?

Answer: Every attempt should be made to either fill vacancies with other IMS or return the items for refund. If this is not possible, then it should be reported on the final expenditure as an unused item.

Question: Can't we use these items for the IMS dependents?

Answer: No. Whatever is purchased from IP funds becomes U.S. Government property and must be used as specified. We cannot give the items to unauthorized recipients.

Question: If dependents are authorized to accompany IP tours on a no-cost basis, how do I arrange for lodging, advance tickets, etc.?

Answer: One way is to require the IMS to handle his/her own arrangements; however, this is an IMSO management item.

Question: Can I be required to offer a Washington, D.C. visit?

Answer: IMS attending professional military education, language instructor training, and officers with CONUS course durations totaling 20 weeks or more will be afforded the opportunity to participate in the Washington IP tour. The D.C. trip is one of the very best IP activities and IMSOs are encouraged to arrange it. However, this trip depends on time, course schedules, and the IMS's academic progress.

Question: Why can't NCOs go to D.C.?

Answer: The Washington D.C. IP trip is one of the most expensive IP activities. IP fund constraints dictate this activity be limited to select individuals. Only NCO's attending Language Instructor Training may participate in this activity.

Question: Can officers visit D.C. more than once?

Answer: No. The Washington D.C. tour is for IMS who have not previously toured the nation's capital under the official sponsorship of the SATP. IMSOs are required to ensure all IP activities are properly recorded and included in the student's training records to preclude IMS duplicating visits. For exception to this policy, MILDEP approval is required.

Question: Are extensive narrative descriptions of activities required for post-trip reports?

Answer: The objective is to document lessons learned by the IMSO and IMS during IP activities. To support the IMSO assessment of IMS reaction to a given IP activity, IMS comments will be recorded. This will provide more supportive data by which the effectiveness of the IP activity can be assessed.

Question: Should I plan a D.C. trip when there are only a couple of officers eligible?

Answer: Yes, because like any other IP activity, the IMS may join the activities at another base. When your base requirements are known, every attempt will be made to schedule the D.C. trip to coincide with a trip arranged by another base in your area.

Question: You said this applies to all activities. Does this mean the smaller locations can send their IMS to participate at bases where there is a large IP?

Answer: Yes, but it does not preclude the establishment of the IP to cover local area activities.

Question: What about dining-ins/outs, picnics, and other social activities. Can IMS participate in another base's activities?

Answer: By invitation and when the cost of transportation is not prohibitive.

Question: Does the same guest ratio apply for dining-ins/out or are just the IMS and IMSO covered by IP funds?

Answer: For dining-ins/outs, IP funds cover the IMS and IMSO, and spouses if appropriate.

Question: Is it required that all IMS on base be invited to all social activities?

Answer: No. Only when appropriate.

Question: May IMS dependents, DOD personnel and their dependents, and U.S. civilians participate in social activities at IP expense?

Answer: Yes. The intent of IP social activities is to provide an avenue toward establishing rapport between all parties.

Question: Is there a limitation on the number of guests?

Answer: Yes, socials usually allow 3 guests per IMS. To determine the guest ratio for socials, you must subtract the number of IMS from the total number of people attending the social and then divide that figure by the number of IMS.

Example:	15 FMS and 20 IMET	Total	35
	Guests of IMS/CLO		85
	DOD Personnel		10
	DOD Guests		10
	<hr/>		
	Total		140

140 minus 35 = 105; 105 divided by 35 = 3 (ratio is 1 IMS to 3 guests)

Activities which are combined with USAF functions are to be on a prorated basis. An example is when a combined class of 25 IMS and 25 USAF personnel are honored at a graduation exercise and the total cost is \$100; then the IP cost would be \$50, regardless of ratio of guests. Activities which are family directed (picnics, Christmas parties, etc.) may have a larger ratio authorized. Combined functions between base and civilian sponsors may have a larger ratio.

Question: Why is the IMSO excluded in the above ratio?

Answer: Because the IMSO is considered to be on duty.

Question: May I conduct social activities off base?

Answer: Legislation authorizing the IP requires base facilities be used for IP activities. Off-base facilities may be used only when on-base facilities are not available.

Question: How do I control the number of guests at social functions?

Answer: One way is to control the invitations issued by the IMSO to the IMS and class guests.

Question: After an IP activity is conducted, how do I account for the funds spent?

Answer: See instructions attached to this handbook.

Question: When is the report due?

Answer: Within 15 working days after the end of the quarter.

Question: Can IP funds be used to purchase mementos for IMSs?

Answer: Yes. Mementos, plaques, school emblems, and other commemorative items may be purchased under the following conditions:

1. Each item should be of a permanent nature, with the exception of photographs. Ball caps and T-shirts are not considered to be of a permanent nature.
2. Limit purchases to one item, not to exceed \$20, per IMS at each training installation.

General

Question: Suppose an IMS shows up unexpectedly and no plan has been submitted, or it is necessary to add an IP activity not previously submitted on the plan?

Answer: It is understood that unforeseen events will occur. If so, the IMSO may submit an out-of-cycle plan with a short letter of explanation.

Question: Once an activity has been approved by AFSAT/TOI, may it subsequently be disapproved?

Answer: No, but all approved activities are on the condition of the availability of funds.

Question: Why is the home sponsorship portion of the IP the number one priority?

Answer: It is the most cost-effective way to cover the 12 topics. It also establishes lasting friendships and impressions between the IMS and U.S. personnel.

Question: Are sporting events part of the IP?

Answer: No. IP legislation prohibits use of IP funds for sporting events.

Question: What type of activities are permitted?

Answer: We do not wish to limit the initiative of the IMSO by placing restrictions on activities. Instead, each function is considered on its own merits. The IMSO must always consider how one or more of the 12 objectives are being covered each time an activity is planned.

Question: Topic #6, American Family and Community Life” is a broad catch-all. Does this mean I may use #6 to justify my Quarterly IP Activities Plan?

Answer: No. There are 12 topics and the IMSO should strive to cover all 12 for each IMS. Topic #6 is most frequently used for in conjunction with social activities. When evaluating the quarterly plan, the total coverage of topics is considered. Topic #6 should not become a predominant part of the plan.

Quarterly IP Funding Procedures

It is a mandatory requirement to submit the Quarterly Plan Projection/Recap worksheet via e-mail to address below.

Please remember the following flow procedure for funding:

- a. **Use only the worksheets provided to you for the Quarterly Funding Procedures, i.e., Qtrplan.xlt, Trips.xlt, Socials.xlt. Other.xlt.** (Copies attached).
- b. Submit quarterly plan projection to arrive at the following address **60 days prior to the beginning of the next quarter, i.e. 1 Nov, 1 Feb, 1 May, 1 Aug.**

E-MAIL

Jolene.Hughes@randolph.af.mil

NOTES: Fill in the left hand side of form (quarterly projections) completely. Use drop-down arrows where provided. **“Each training session will be devoted to one but no more than two facets of American Life.” Please indicate topic areas according to primary focal point of activity.** Indicate Topic Area by placing a “1” in the block under the Topic Area Number (1,2,3,4,5, etc.) on the form.

- c. Approval/funding certification, AF Form 616 will be sent from AFSAT.
- d. Remember that approved funded activities can be conducted anytime during the quarter. **IP funds may not be used for any activity that has not been approved.**
- e. Send requests for additional activities/funds to AFSAT (3b address) for approval/disapproval.
- f. The quarterly funding allows more flexibility in conducting the program. There should be no need to request additional funding except perhaps in the last month of the quarter.
- g. Use **worksheets, i.e., Trip, Social, Other**, as activities are accomplished. Each worksheet with supporting documentation for each may be used for information purposes when filling in the RECAP (right-hand) side of the Quarter form. At the **end of the quarter each worksheet package for each funded IP activity** should contain the following:

Worksheet (Trip, Social, Other)
Financial Paperwork
TDY Orders (if applicable)
Transportation Requests (if applicable)
Receipts pertaining **only** to the activity
Escort Assessment
Student Critique sampling (4-5)

NOTE: Please **hold all worksheets** with supporting documentation for each, to form one complete package, to be submitted to AFSAT at the **end of the quarter**. **Do not send one activity worksheet at a time to AFSAT throughout the quarter period.**

- h. **At the end of the quarter**, fill in the **right hand side** of the Quarter form (**RECAP**) to reflect **actual** totals. If there were changes in the number of students that actually showed for training and were offered the opportunity to participate, indicate that true number on the left hand side (projections). Enter the actual number of students that participated in the activities on the right hand side. This then will reflect a more accurate percentage of participation. E-Mail Recap (right hand side) of the form completed to above address (3b). This should be done as quickly as possible at the end of the quarter.
- i. At the end of the quarter, mail a **complete activity package** (encompasses all funded IP activity worksheet packages) to **AFSAT** (address in 3b). Keep all original documentation in your office. We need only a copy. We currently scan all documentation to disk after verification and forward all hard copies to our financial people. There is no need to send copies of your approved plan or funding letter - they have already been scanned.
- j. Send legible copies (not too dark or too light).
- k. Rather than making a copy of 200 admission tickets or hotel receipts, just make one copy and certify the page, i.e., "200 students x \$7.25 = 1450. **Sign the copy as a true and correct copy.** Eliminate as much copying of paperwork as possible.
- l. Do not over-staple the package. It is difficult to run through the scanner.
- m. **Do not forget** to submit escort **assessment** and student **critiques**.

FUNDING PROCEDURES (CONT)

IP managers are appointed paying agents. The projection of activities (the plan) is signed approving activities to be conducted. **That and the AF form 616 with a fund cite and approved amount of money is taken to Finance. A DD Form 1081, Statement of Agent Officers Account, is completed showing how much money is authorized.** EXAMPLE: A total of \$600 is authorized for the quarter. The DD Form 1081 would reflect that amount. An activity needs to be conducted that was approved for \$120. That amount of money can be drawn from Finance and that amount would be reflected as a decrease from the \$600 on the DD Form 1081. **Once the activity is completed, the receipts are taken to Finance. A Standard Form 1034, Public Voucher for Purchases and Services other than Personal, is filled out indicating what the money was spent for, the exact amount spent, and the fund cite (exactly as it is on the AF Form 616).** Finance will probably want a copy of the receipt. (Finance sends the SF 1034 through the Finance cycle to DFAS Denver). At the same time the DD Form 1081 is updated to indicate the exact amount spent and any money not used, turned back in. This is done for each approved activity. **AFSAT needs a copy of all receipts along with a copy of all the financial paperwork. So**

before taking the receipts to Finance make a copy for AFSAT and a file copy. At Finance obtain a copy of all the financial paperwork.

It is a series of checks and balances. At the end of the quarter, the final amount reflected on DD form 1081, should be the same as the final amount on the AF Form 616. The sum of all the SF 1034's should equal the total amount actually used and reflected on the AF Form 616. And of course, the total of all receipts will match the total of all SF 1034s.

Installation Finance sends their copy of everything through the FINANCE cycle to DFAS Denver.

IMSO/IP Manager sends a copy of everything to AFSAT/TOI and keeps a copy for IMSO files.

When AFSAT gets copy, it is then audited for accuracy (everything has to balance).

It also has to balance with the copy at DFAS that installation Finance Office sent through.

INFORMATIONAL PROGRAM SAMPLE FORMATS

Informational Program Resources File (AF Form 2643)

Informational Program Activity Checklist

Worksheets - Trips, Socials, Other

Quarterly Informational Program Activities Plan

International Student IP Event Evaluation Sheet

Escort's Assessment of IP Activity

INFORMATIONAL PROGRAM RESOURCES FILE (AF FORM 2643)

IMSOs will maintain a current IP Resources File which will be a ready reference of available activities and will provide an evaluation and continuity of each activity. It is an easy-to-maintain, cross-reference file which accumulates valuable data on the IP (AFI 16-105). The procedures saves manpower by simplifying programming and scheduling, while assuring a complete continuity when there is a personnel turnover. Note that the sample lists several DOD IP objectives. A card is prepared for each objective as a cross-reference.

INFORMATIONAL PROGRAM RESOURCES FILE	
<small>ACTIVITY</small>	
OKLAHOMA STATE CAPITOL - OKLAHOMA CITY TOUR	
<small>IP OBJECTIVE</small>	<small>OTHER IP OBJECTIVES</small>
2. Government Institutions - State Capitol	4. Political Processes
	1. Constitution and Bill/Rights
<small>NAME OF CONTACT</small>	<small>TELEPHONE</small>
MS LAURA TOWLER	(405) 521-3356
<small>ADDRESS (Street, City, State and ZIP Code)</small>	
N. E. 23rd Street and Lincoln Boulevard Oklahoma City OK 73105	
IMSO REMARKS	
<small>EFFECTIVENESS</small>	Excellent tour. Guides explain the political process for electing officials and the roles they perform as Legislators in making laws. Also the roles of Governor and Lt Governor and the election and roles of State Supreme Court Judges who make decisions regarding criminal and civil cases.
<small>EVALUATION</small>	The guides are very knowledgeable and friendly, maintaining student interest and they answer many questions.
<small>DATES ACCOMPLISHED</small>	
April 96, July 96, and Sept 96	
<small>REMARKS</small>	Very good people to work with. Tours scheduled after 2:00 P.M. are preferred because of easier access to parking.

INFORMATIONAL PROGRAM ACTIVITY CHECKLIST

Proposed Activity:

Location:

Date/Time:

Key Contacts:

ACTION	COMPLETED	REMARKS
<ol style="list-style-type: none"> 1. Request activity by letter/call to host. 2. Confirm activity with host. 3. Obtain permission from instructors to release IMS. 4. Invite participants. 5. Determine number of IMS participating. 6. Advise host of number of IMS/escorts attending. 7. Organize detailed but flexible schedule. 8. Select escorts. 9. Brief escorts. 10. Arrange transportation. 11. Arrange billets. 12. Confirm transportation. 		

ACTION	COMPLETED	REMARKS
<ol style="list-style-type: none"> 13. Compute total cost. 14. Request funds from AFSAT/TOI. 15. Obtain fund authorization from AFSAT/TOI. 16. Brief IMS. 17. Advise food service of IMS abstinence. 18. Execute the activity. 19. Prepare an IMSO/Escort Assessment 		

20. Record IP activity in IMS training record.
21. Report actual expenditure to AFSAT/RMC and Base Accounting and Finance Office.
22. Prepare thank you letters to hosts.
23. Forward Assessment and Student Critiques.

Other Pertinent Information:

Informational Program - TRIPS

Location/Purpose			Activity Number	Date/Time of Activity	
ATTENDEES			REMARKS		
IMET Students					
FMS Students					
INM Students					
1004 Students					
Guests					
US Gov't/DoD Personnel					
TOTAL			0		
TRIP COSTS			*REMARKS		
Per Diem					
Travel					
Meals					
Lodging					
Baggage					
Admission Fees					
Add't'l Fees (if needed)*					
Other (explain in remarks)*					
TOTAL COSTS			\$0.00		

Informational Program - SOCIAL

Location/Purpose			Activity Number	Date/Time of Activity	
ATTENDEES			REMARKS		
IMET Students					
FMS Students					
INM Students					
1004 Students					
Guests					
US Gov't/DoD Personnel					
TOTAL			0		
SOCIAL COSTS			*REMARKS		
Food					
Refreshments					
Paper Plates, Cups, Etc.					
Gratuity					
Clean-up/Set-up Fees					
Other (explain in remarks)*					
TOTAL COSTS			\$0.00		

Informational Program - OTHER

Location/Purpose			Activity Number	Date/Time of Activity	
ATTENDEES			REMARKS		
IMET Students					
FMS Students					
INM Students					
1004 Students					
Guests					
US Gov't/DoD Personnel					
TOTAL			0		
OTHER COSTS			*REMARKS		
Coffee/Tea Supplies					
Sodas/Refreshments					
Mementos					
Name Tags/Badges					
Film/Processing					
Membership Dues					
Culture Grams, etc.					
Other (explain in remarks)*					
TOTAL COSTS			\$0.00		

ESCORT'S ASSESSMENT OF IP ACTIVITY

NAME OF SENIOR ESCORT:	NAME OF COMMAND:
DATE OF ACTIVITY:	NUMBER OF INTERNATIONAL STUDENTS PARTICIPATING:
COUNTRIES REPRESENTED:	
IP TOPIC(S):	DID EACH INTERNATIONAL STUDENT RECEIVE A PRE-BRIEF CONCERNING THIS EVENT? YES _____ NO _____ (IF NO, EXPLAIN IN REMARKS SECTION)
DID EACH STUDENT RECEIVE AN IP EVENT INFORMATION SHEET(S) CONCERNING THIS ACTIVITY? YES _____ NO _____ (IF NO, EXPLAIN IN REMARKS SECTION)	DID EACH STUDENT COMPLETE AN IP EVENT EVALUATION SHEET FOLLOWING THIS ACTIVITY? YES _____ NO _____ (IF NO, EXPLAIN IN REMARKS SECTION)
WERE THE ARTICLES UNDER THE UNIVERSAL DECLARATION OF HUMAN RIGHTS PERTAINING TO THIS ACTIVITY IN BLOCK 5 OF THE IP EVENT LESSON PLAN(S) ADEQUATELY COVERED DURING THIS EVENT? YES _____ NO _____ (IF NO, EXPLAIN IN REMARKS SECTION)	DID THIS ACTIVITY CLEARLY SUPPORT THE IP AREAS OF EMPHASIS AS OUTLINED IN BLOCK 6 OF THE IP EVENT LESSON PLAN(S) ? YES _____ NO _____ (IF NO, EXPLAIN IN REMARKS SECTION)
DID EACH INTERNATIONAL STUDENT RECEIVE A DEBRIEF REEMPHASING THE OBJECTIVE(S) OF THIS EVENT? YES _____ NO _____ (IF NO, EXPLAIN IN REMARKS SECTION)	NOTE: THE DEBRIEF SHOULD BE GIVEN IMMEDIATELY PRIOR TO THE STUDENT COMPLETING THE IP EVENT EVALUATION SHEET FOLLOWING THE ACTIVITY BY REEMPHASIZING THE DECLARATION OF H.R. ARTICLES LISTED IN THE APPLICABLE LESSON PLAN(S)
REMARKS : (PROVIDE AN ASSESSMENT OF THIS EVENT. IF MORE SPACE IS NEEDED, CONTINUE ON REVERSE)	
One of these forms should be filled out by the senior escort the first day of duty following completion of each Informational Program activity	

CHAPTER VII - IMSO SELF-ASSESSMENT CHECKLIST

GENERAL

1. Does the IMSO have access to the commander to provide him information regarding students and to obtain guidance when necessary?
2. Is the International Military Student Office adequately manned? Are positive efforts being made to fill any vacancies?
3. Has the IMSO's name, office, and phone number been forwarded to AFSAT? Is notification timely? (AFI 16-105, para 10-7a)
4. Has the IMSO briefed the Base Commander, his/her staff and other appropriate base officials on the background of the SATP, base implementation procedures, and the DOD Informational Program?
5. Are staff and operating activities aware of the contents and responsibilities in AFI 16-105?
6. Have local training and support agencies established procedures to ensure coordination with the IMSO as the base-level point of contact for SATP matters?
 - a. Do all base agencies who might be the first to come in contact with a new international military student (i.e., Security Police, base taxi drivers, squadron duty NCO, in-processing personnel at MPF, etc.) know the name, phone number, and location of the IMSO?
 - b. Does this information include the IMSO's home phone for non-duty hours?
7. Do the procedures in item 6 include prompt notification, assistance, and response in the following specific instances?
 - a. Changes in student status
 - b. Exercise of jurisdiction by state or federal authorities over international students
 - c. Hospitalization, injury, or death of international student (AFI 16-105, Chap 10, Section V, para 10-11, para 10-114, 10-126, 10-127)
 - d. Reports of major breaches of discipline (AFI 16-105, para 10-16, 10-116)
 - e. Reports of accumulated minor breaches of discipline (AFI 16-105, para 10-16, 10-116)
 - f. Reports of unauthorized absence (AFI 16-105, para 10-38, 10-112 1, 10-124)

STUDENT-ADMINISTRATION

1. Does the IMSO have current regulations, AFI 16-105? Command Supplements?
2. Does the IMSO maintain a personnel and training record on each international student except those on orientation tours? (AFI 16-105, para 10-7(5))

3. Does the IMSO thoroughly brief new students about their rights, privileges, and responsibilities? (AFI 16-105, para 10-55)
 - a. Are international trainees billeted with their U.S. counterparts or in quarters appropriate to their rank? (AFI 16-105, para 10-122)
 - b. Do international military students understand the rules and regulations governing their behavior and attendance in the academic unit (i.e., Training Department, Flying Training Squadron, Familiarization duty location, etc.)? (AFI 16-105)
 - c. Do IMET students understand the IMET supplementary living allowances due them? (AFI 16-105, Chapter 9, Section II)
 - d. Do incoming students receive a briefing regarding their BX, Commissary, Theater, and other privileges? (AFI 16-105, para 10-14)
 - e. Are incoming students given a handout containing key information presented at the incoming briefing?
4. Does the IMSO issue DoD Forms 1173 (ID and Privilege Cards) at students' first training location? Does the Pass and Registration Section over stamp the Form 1173 with either "VALID WITHIN CONUS ONLY" or "VOID OUTSIDE CONTINENTAL LIMITS OR U.S.?" (AFI 16-105, para 10-19)
 - a. Are DD 1173s issued only to dependents authorized in the ITOs?
 - b. Are DD 1173s collected and destroyed at the final training location?
5. Is an international student Status Report (AF Form 1761) prepared and submitted to AFSAT each Thursday when the status of any international student has changed during the previous week? Does the report list only those students whose status has changed? (AFI 16-105, para 10-132)
6. Have AFSAT and the local Country Liaison Officers been advised of students who are a potential problem, either academic or disciplinary, in time to effect some corrective action?
7. Are Country Liaison Officers invited to sit as non-voting members of faculty boards for students from their country? (AFI 16-105, para 10-10 8 e (6))
8. Does the losing IMSO notify the next gaining activity (SAO, Port facility, or Base IMSO), with info to AFSAT and appropriate Country Embassy in Washington, by whatever means is necessary to ensure receipt at least 15 workdays, or as soon as possible, before the student(s) arrive? (AFI 16-105, para 8-2, para 10-6c)
9. Does the IMSO ensure that complete personnel and training records are forwarded to arrive at next training location at least 5 days prior to student's arrival? (AFI 16-105, para 10-7b(6), para 10-112)
10. Are the personnel and training record files personally reviewed by the IMSO for completeness and forwarded to the SAO as soon as possible, but not later than 60 days after student's graduation when the base is the final CONUS training location? (AFI 16-105, para 10-7 b(6), para 10-112g)

11. Are flying training student's individual flight records and medical records forwarded directly to the SAO by the final training location? (AFI 16-105, para 10-7b (6))

STUDENT WELFARE

1. Does the IMSO retain appropriate records of applications for duty-free beverages?
2. Are international students briefed on the prohibition of civilian employment while in training? (AFI 16-105, para 10-27)
3. Are international students restricted from space available travel on military aircraft while in a leave status? (AFI 16-105, para 10-118)
4. Does the IMSO ensure that the privately owned vehicles are properly registered and insured? Has the IMS been scheduled to attend traffic safety course? (AFI 16-105, para 10-34)
5. Have procedures been established to ensure that all international students have cleared their personal obligations official and unofficial - prior to departure?
6. Has the departing international student been briefed on baggage weight allowances? (AFI 16-105, para 8-8)
7. Are students briefed on local requirements for the use and registration of firearms? (AFI 16-105, para 10-33)

INFORMATIONAL PROGRAM

1. Has the quarterly Informational Program Activities Worksheet been properly prepared and submitted to arrive 60 days prior to the fiscal quarter? (AFI 16-105, para 11-52)
2. Has the IMSO submitted a quarterly Recap of Informational Program Activities to AFSAT/TOI to arrive NLT 15th day of the following quarter? (AFI 16-105, para 11-49b)
3. Has the Commander ensured the Informational Program topics have been supplemented or modified to fit the character and background of the students involved? (AFI 16-105, para 11-49a) A good practice would be for the commander to participate in the IP activities, as appropriate.
4. Has IMSO advised AFSAT/TOI of the total amount of funds expended within 15 workdays after completion of the quarter activities? (AFI 16-105, para 11-49b)
5. Have eligible international officers been given an opportunity to visit our nation's capital - grades and time permitting? (AFI 16-105, para 11-47)
6. Are commanding officer receptions, civilian or military sponsored banquets, faculty student luncheons, graduations, and other similar activities that bridge cultural differences and enhance the relationship between the training installation and the local community being incorporated into the Informational Program? (AFI 16-105, para 11-11a)
7. Does the base have a civilian/military sponsor program for international students? (AFI 16-105, para 11-15c)

8. Has the IMSO implemented an active and imaginative Informational Program for all international students? (AFI 16-105, para 11-2b)
9. Does the IMSO keep a current Informational Program resource file? (AFI 16-105, para 11-53 d)
10. Are all receipts for expenditures maintained by the IMSO for two years? (AFI 16-105, para 11-49)
11. Upon completion of the Washington tour, did the escort officer submit an evaluation report of the tour to AFSAT/TOI? (AFI 16-105, para 11-47 e)
12. Have all Informational Program activities been noted in the student's training records? (AFI 16-105, para 11-50)
13. Does the IMSO develop a liaison with the Public Affairs Officer to insure the right publicity goes to the base and local papers? (AFI 16-105, para 10-32)

APPENDIX I

CALENDAR YEAR 2004 HOLIDAYS FOR IMS

The holiday information below was derived from the FY04 two year training plans listed in the SAN Web. POC is DLIELC/LEXP, DSN 473-3342 (COMM 210-671-3342).

DIAGRAPH	COUNTRY	DATE	HOLIDAY NAME (COMMENTS)
AF	AFGHANISTAN		EID AL-FITR (Exact date subject to lunar sighting, end of Ramadan)
AF			EID AL-ADHA (Exact date subject to lunar sighting)
AL	ALBANIA	28 NOV	INDEPENDENCE DAY*
AL		04 DEC	ARMED FORCES DAY*
AG	ALGERIA**		U.S. HOLIDAYS ONLY
AC	ANTIGUA**		U.S. HOLIDAYS ONLY
AR	ARGENTINA	25 MAY	REVOLUTION DAY*
AR		09 JUL	INDEPENDENCE DAY
AM	ARMENIA	05 JUL	CONSTITUTION DAY
AM		21 SEP	INDEPENDENCE DAY
AT	AUSTRALIA	26 JAN	AUSTRALIA DAY
AT		08 JUN	QUEEN'S BIRTHDAY
AU	AUSTRIA	01 MAY	LABOR DAY*
AU		26 OCT	NATIONAL DAY
AJ	AZERBAIJAN	11 FEB	GURBAN BAIRAM
AJ		20 MAR	NOVRUS BAIRAM*
BF	BAHAMAS**	04 JUN	LABOR DAY
BF		12 JUL	INDEPENDENCE DAY*
BA	BAHRAIN		EID AL-FITR (Exact date subject to lunar sighting, end of Ramadan)
BA			EID AL-ADHA (Exact date subject to lunar sighting)
BG	BANGLADESH		EID UL-FITRE (Exact date subject to lunar sighting, end of Ramadan)

BG			EID UL-AZHA (Exact date subject to lunar sighting)
BB	BARBADOS**		U.S. HOLIDAYS ONLY
BO	BELARUS**	09 MAY	VICTORY DAY*
BO		27 JUL	INDEPENDENCE DAY
BE	BELGIUM		U.S. HOLIDAYS ONLY
BH	BELIZE**	09 APR	GOOD FRIDAY
BH		21 SEP	INDEPENDENCE DAY
DA	BENIN	01 MAY	LABOR DAY*
DA		01 AUG	INDEPENDENCE DAY*
BL	BOLIVIA**	06 AUG	INDEPENDENCE DAY
BL		07 AUG	ARMED FORCES DAY*
BK	BOSNIA	01 Mar	INDEPENDENCE DAY
BK	HERZEGOVINA	25 NOV	DAY OF THE REPUBLIC*
BC	BOTSWANA	01 JUL	BDF DAY
BC		30 SEP	BOTSWANA DAY
BR	BRAZIL**	07 SEP	INDEPENDENCE DAY
BR		15 NOV	PROCLAMATION OF THE REPUBLIC
BX	BRUNEI	23 FEB	NATIONAL DAY
BX		29 JUN	PROPHET MOHAMED'S BIRTHDAY
BU	BULGARIA**	03 MAR	LIBERATION FROM OTTOMAN YOKE DAY
BU		06 MAY	ARMED FORCES DAY
CB	CAMBODIA**	13 APR	NEW YEAR'S DAY
CB		18 JUN	KING'S BIRTHDAY
CM	CAMEROON	11 FEB	YOUTH DAY
CM		01 MAY	LABOR DAY*
CN	CANADA	01 JUL	CANADA DAY
CN		11 NOV	REMEMBRANCE DAY
CV	CAPE VERDE	15 JAN	ARMED FORCES DAY
CV		05 JUL	INDEPENDENCE DAY

CT	CENTRAL	1 MAY	LABOR DAY*
CT	AFRICA	1 DEC	NATIONAL INDEPENDENCE DAY
CD	CHAD	25 MAY	AFRICAN LIBERATION DAY
CD		11 AUG	INDEPENDENCE DAY
CI	CHILE**	09 APR	GOOD FRIDAY
CI		18 SEP	INDEPENDENCE DAY*
CO	COLOMBIA**	20 JUL	INDEPENDENCE DAY
CO		07 AUG	BATTLE OF BOYACA DAY*
CR	COMOROS ISLANDS**		ID EL-FITRE (Exact date subject to lunar sighting)
CR		06 JUL	NATIONAL DAY
CF	CONGO	1 MAY	LABOR DAY*
CF	(BRAZZAVILLE)	15 AUG	NATIONAL DAY*
CX	CONGO, REPUBLIC OF		U.S. HOLIDAYS ONLY
CS	COSTA	01 MAY	LABOR DAY*
CS	RICA**	15 SEP	INDEPENDENCE DAY*
HR	CROATIA	25 JUN	CROATIA STATE DAY
HR		05 AUG	PATRIOTIC GRATITUDE DAY
EZ	CZECH	08 MAY	WWII LIBERATION DAY*
EZ	REPUBLIC	28 OCT	NATIONAL DAY
DE	DENMARK		U.S. HOLIDAYS ONLY
DJ	DJIBOUTI		EID AL-ADHA (Exact date subject to lunar sighting)
DJ		27JUN	NATIONAL INDEPENDENCE DAY*
DO	DOMINICA**		U.S. HOLIDAYS ONLY
DR	DOMINICAN	27 FEB	NATIONAL INDEPENDENCE DAY
DR	REPUBLIC	16 AUG	NATIONAL RESTORATION DAY
TT	EAST	20 MAY	INDEPENDENCE DAY
TT	TIMOR	20 SEP	LIBERATION DAY

EC	ECUADOR**	24 MAY	PINCHINCHA BATTLE
EC		10 AUG	INDEPENDENCE DAY*
EG	EGYPT		RAMADAN BAIRAM (Exact date subject to lunar sighting, end of Ramadan) (EID AL-FITR)
EG		06 OCT	ARMED FORCES DAY
ES	EL	09 APR	GOOD FRIDAY
ES	SALVADOR**	15 SEP	INDEPENDENCE DAY
ER	ERITREA		EID AL FITR (Exact date subject to lunar sighting, end of Ramadan)
ER		07 JAN	CHRISTMAS (Coptic Church)
EN	ESTONIA	24 FEB	INDEPENDENCE DAY
EN		23 JUN	VICTORY DAY
ET	ETHIOPIA		EID AL-FITR (Exact date subject to lunar sighting, end of Ramadan)
ET		07 JAN	CHRISTMAS (Coptic Church)
FJ	FIJI	31 MAY	RATU SIR LALA SUKUNA DAY
FJ		10 OCT	FIJI DAY*
FI	FINLAND		U.S. HOLIDAYS
FR	FRANCE	12 APR	EASTER MONDAY
FR		14 JUL	BASTILLE DAY
MK	FYROM	07 JAN	ORTHODOX CHRISTMAS
MK		11 OCT	PEOPLES UPRISING AGAINST FASCISM
GB	GABON	01 MAY	LABOR DAY*
GB		17 AUG	INDEPENDENCE DAY
GG	GEORGIA	07 JAN	ORTHODOX CHRISTMAS
GG		28 AUG	DAY OF THE VIRGIN*
GY	GERMANY	01 MAY	LABOR DAY*
GY		03 OCT	DAY OF GERMAN UNITY*
GH	GHANA	06 MAR	INDEPENDENCE DAY*
GH		01 JUL	REPUBLIC DAY
GR	GREECE	25 MAR	NATIONAL INDEPENDENCE DAY

GR		28 OCT	OHI DAY
GJ	GRENADA**		U.S. HOLIDAYS ONLY
GT	GUATEMALA	30 JUN	ARMY DAY
GT		15 SEP	INDEPENDENCE DAY
GV	GUINEA**	03 APR	DECLARATION of the SECOND REPUBLIC*
GV		02 OCT	INDEPENDENCE DAY*
PU	GUINEA	03 AUG	MARTYRS OF COLONIALISM DAY
PU	BISSAU**	24 SEP	INDEPENDENCE DAY
GU	GUYANA**	23 FEB	REPUBLIC DAY
GU		26 MAY	INDEPENDENCE DAY
HA	HAITI**	02 JAN	ANCESTORS' DAY
HA		09 APR	GOOD FRIDAY
HO	HONDURAS**	15 SEP	INDEPENDENCE DAY
HO		03 OCT	SOLDIERS' DAY*
HU	HUNGARY	15 MAR	REVOLUTION DAY
HU		23 OCT	REPUBLIC DAY*
IN	INDIA**	15 AUG	INDEPENDENCE DAY*
IN		02 OCT	MAHATMA GANDHI'S DAY*
ID	INDONESIA		IDUL FITRI(Exact date subject to lunar sighting, end of Ramadan)
ID			IDUL ADHA (Exact date subject to lunar sighting)
IS	ISRAEL	6 APR	PASSOVER
IS		26 APR	INDEPENDENCE DAY
IT	ITALY		U.S. HOLIDAYS ONLY
IV	IVORY	01 MAY	LABOR DAY*
IV	COAST	07 AUG	INDEPENDENCE DAY*
JM	JAMAICA**	07 AUG	INDEPENDENCE DAY*
JM		21 OCT	NATIONAL HEROES DAY
JA	JAPAN	11 FEB	NATIONAL FOUNDATION DAY
JA		23 DEC	EMPEROR'S BIRTHDAY

JO	JORDAN		EID AL-FITR (Exact date subject to lunar sighting, end of Ramadan)
JO			EID AL-ADHA (Exact date subject to lunar sighting)
KZ	KAZAKHSTAN	21 MAR	MUSLIM NEW YEAR*
KZ		16 DEC	INDEPENDENCE DAY
KE	KENYA	01 JUN	MADARAKA DAY
KE		12 DEC	INDEPENDENCE DAY*
KS	KOREA	22 JAN	LUNAR NEW YEAR
KS		28 SEP	KOREAN THANKSGIVING DAY
KU	KUWAIT		EID AL-FITR (Exact date subject to lunar sighting, end of Ramadan)
KU			EID AL-ADHA (Exact date subject to lunar sighting)
KG	KYRGYZSTAN	21 MAR	MUSLIM NEW YEAR*
KG		31 AUG	INDEPENDENCE DAY
LG	LATVIA	24 JUN	SUMMER SOLSTICE
LG		18 NOV	INDEPENDENCE DAY
LE	LEBANON	01 AUG	ARMY DAY*
LE		22 NOV	INDEPENDENCE DAY
LT	LESOTHO**	04 OCT	INDEPENDENCE DAY
LT		26 DEC	BOXING DAY*
LH	LITHUANIA	16 FEB	INDEPENDENCE DAY
LH		25 DEC	CHRISTMAS*
MA	MADAGASCAR	01 APR	EASTER MONDAY
MA		26 JUN	INDEPENDENCE DAY*
MI	MALAWI		U.S. HOLIDAYS ONLY
MI		06 JUL	INDEPENDENCE DAY
MF	MALAYSIA		HARI RAYA PUASA (Exact date subject to lunar sighting, (EID AL-FITR))
MF		31 AUG	MALAYSIAN NATIONAL DAY
MV	MALDIVES**	03 JUN	Prophet MOHAMMED'S Birthday (date varies)

MV		26 NOV	NATIONAL DAY
RM	MALI		END OF HADJ (Exact date subject to lunar sighting)
RM		22 SEP	INDEPENDENCE DAY
MT	MALTA**		U.S. HOLIDAYS ONLY
MR	MAURITANIA		EID AL-FITR (Exact date subject to lunar sighting)
MR			EID AL-ADHAN (Exact date subject to lunar sighting)
MP	MAURITIUS	21 MAR	NATIONAL DAY*
MP		07 NOV	DIVALI*
MX	MEXICO**	16 SEP	INDEPENDENCE DAY
MX		12 DEC	VIRGIN OF GUADALUPE*
MD	MOLDOVA	06 JAN	ORTHODOX CHRISTMAS
MD		27 AUG	INDEPENDENCE DAY
MG	MONGOLIA**	22 JAN	LUNAR NEW YEAR
MG		11 JUL	NAADAM*
MO	MOROCCO**		EID AL-FITR (Exact date subject to lunar sighting)
MO			FEAST OF THE LAMB (Exact date subject to lunar sighting)
MZ	MOZAMBIQUE		U.S. HOLIDAYS ONLY
WA	NAMIBIA	21 MAR	INDEPENDENCE DAY*
WA		04 MAY	CASSINGA DAY
NP	NEPAL**	14 APR	NEPALI NEW YEAR'S DAY
NP		29 DEC	KING BIRENDRA'S BIRTHDAY
NE	NETHERLANDS	30 APR	QUEEN'S BIRTHDAY
NE		05 MAY	LIBERATION DAY
NZ	NEW ZEALAND	09 APR	GOOD FRIDAY
NZ		25 APR	ANZAC DAY*
NU	NICARAGUA**	19 JUL	SANDINISTA REVOLUTION ANNIVERSARY

NU		15 SEP	INDEPENDENCE DAY
NK	NIGER	03 AUG	REPUBLIC DAY
NK		18 DEC	INDEPENDENCE DAY*
NI	NIGERIA	12 JUN	DEMOCRACY DAY*
NI		01 OCT	INDEPENDENCE DAY
NO	NORWAY	17 MAY	CONSTITUTION DAY
NO		25 DEC	CHRISTMAS*
MU	OMAN		EID AL-FITR (Exact date subject to lunar sighting)
MU			EID AL-ADHA (Exact date subject to lunar sighting)
PK	PAKISTAN**	23 MAR	PAKISTAN DAY
PK		14 AUG	INDEPENDENCE DAY*
PN	PANAMA**	09 APR	GOOD FRIDAY
PN		03 NOV	INDEPENDENCE DAY
PP	PAPUA NEW GUINEA**	9 APR	GOOD FRIDAY
PP		16 SEP	INDEPENDENCE DAY
PA	PARAGUAY	09 APR	GOOD FRIDAY
PA		15 MAY	INDEPENDENCE DAY*
PE	PERU**	28 JUL	INDEPENDENCE DAY
PE			U.S. HOLIDAYS
PI	PHILIPPINES**	12 JUN	INDEPENDENCE DAY*
PI		30 DEC	RIZAL DAY
PL	POLAND	15 AUG	ARMED FORCES DAY*
PL		01 NOV	ALL SAINTS DAY
PT	PORTUGAL	10 JUN	PORTUGAL DAY
PT		08 DEC	FEAST OF THE IMMACULATE CONCEPTION
QA	QATAR		EID AL-FITR (Exact date subject to lunar sighting)
QA			EID AL-ADHA (Exact date subject to lunar sighting)
RO	ROMANIA	25 OCT	ARMED FORCES DAY

RO		01 DEC	NATIONAL DAY
RS	RUSSIA	07 JAN	ORTHODOX CHRISTMAS
RS		12 JUN	INDEPENDENCE DAY*
RW	RWANDA**	01 JUL	INDEPENDENCE DAY
RW		01 OCT	HEROES DAY
TP	SAO TOME &	1 MAY	LABOR DAY*
TP	PRINCIPE**	12 JUL	INDEPENDENCE DAY
SR/SI	SAUDI ARABIA		EID AL-FITR (Exact date subject to lunar sighting)
SR/SI			EID AL-ADHA (Exact date subject to lunar sighting)
SK	SENEGAL		TABASKI (EID AL-ADHA) (Exact date subject to lunar sighting)
SK		04 APR	NATIONAL INDEPENDENCE DAY*
SE	SEYCHELLES**	18 JUN	NATIONAL DAY
SE		29 JUN	INDEPENDENCE DAY
SL	SIERRA	27 APR	INDEPENDENCE DAY
SL	LEONE**		U.S. HOLIDAYS
SN	SINGAPORE**	01 MAY	LABOR DAY*
SN		09 AUG	NATIONAL DAY
LO	SLOVAKIA	01 SEP	CONSTITUTION DAY
LO		24 DEC	CHRISTMAS EVE
S3 (SA)	SLOVENIA	25 JUN	NATIONAL DAY
S3 (SA)		26 DEC	INDEPENDENCE DAY*
BP	SOLOMON	09 APR	GOOD FRIDAY
BP	ISLANDS**	08 JUL	INDEPENDENCE DAY
UA	SOUTH AFRICA		U.S. HOLIDAYS ONLY
SP	SPAIN	09 APR	GOOD FRIDAY
SP		08 DEC	IMMACULATE CONCEPTION
CE	SRI LANKA**	04 FEB	INDEPENDENCE DAY
CE		13 APR	SINHALA AND HINDU NEW YEAR

SC	ST KITTS-NEVIS**		U.S. HOLIDAYS ONLY
ST	ST LUCIA**		U.S. HOLIDAYS ONLY
VC	ST VINCENT**		U.S. HOLIDAYS ONLY
NS	SURINAME**	13 MAR	HOLI PHAGWA*
NS		25 NOV	INDEPENDENCE DAY
WZ	SWAZILAND		U.S. HOLIDAYS ONLY
SW	SWEDEN	06 JAN	13TH DAY OF CHRISTMAS
SW		01 MAY	LABOR DAY*
SZ	SWITZERLAND	09 APR	GOOD FRIDAY
SZ		01 AUG	NATIONAL DAY*
TW	TAIWAN	10 OCT	DOUBLE TEN DAY* LUNAR NEW YEARS DAY (Exact date subject to lunar sighting)
TI	TAJKISTAN	23 FEB	FORMATION OF ARMED FORCES DAY
TI		09 SEP	INDEPENDENCE DAY
TZ	TANZANIA**		EDD EL-FITR (Exact date subject to lunar sighting)
TZ		09 DEC	INDEPENDENCE DAY
TH	THAILAND	11 AUG	QUEEN'S BIRTHDAY
TH		05 DEC	KING'S BIRTHDAY*
TO	TOGO	13 JAN	NATIONAL LIBERATION DAY
TO		27 APR	INDEPENDENCE DAY*
TN	TONGA**	04 JUN	EMANCIPATION DAY
TN		04 JUL	KING'S BIRTHDAY
TD	TRINIDAD &	31 AUG	INDEPENDENCE DAY
TD	TOBAGO**		U.S. HOLIDAYS
TU	TUNISIA**		EID ESSEGHIR (Exact date subject to lunar sighting)
TU			EID EL-KEBIR (Exact date subject to lunar sighting)

TK	TURKEY	30 AUG	VICTORY DAY
TK		29 OCT	REPUBLIC DAY
TX	TURKMENISTAN	09 MAY	VICTORY DAY*
TX		27 OCT	INDEPENDENCE DAY
UG	UGANDA	09 APR	GOOD FRIDAY
UG		01 MAY	INTERNATIONAL WORKERS DAY*
UP	UKRAINE	07 JAN	ORTHODOX CHRISTMAS
UP		24 AUG	INDEPENDENCE DAY
TC	UNITED ARAB EMIRATES		EID AL-FITR (Exact date subject to lunar sighting)
TC			EID AL-ADHA (Exact date subject to lunar sighting)
UK	UNITED	25 AUG	SUMMER BANK DAY
UK	KINGDOM	26 DEC	BOXING DAY*
UY	URUGUAY**	19 JUN	GEN ARTIGAS' BIRTHDAY*
UY		18 JUL	INDEPENDENCE DAY*
U2 (UZ)	UZBEKISTAN	21 MAR	ORIENTAL NEW YEAR*
U2 (UZ)		01 SEP	INDEPENDENCE DAY
NH	VANUATU	09 APR	GOOD FRIDAY
NH		30 JUL	INDEPENDENCE DAY
VE	VENEZUELA**	09 APR	GOOD FRIDAY
VE		05 JUL	NATIONAL DAY
WS	WESTERN	09 APR	GOOD FRIDAY
WS	SAMOA**	25 APR	ANZAC DAY*
YE	YEMEN		EIDAL FITR (Exact date subject to lunar sighting)
YE			EID AL ADHA (Exact date subject to lunar sighting)
ZA	ZAMBIA	26 JUN	DEFENSE FORCES DAY*
ZA		24 OCT	INDEPENDENCE DAY*
ZI	ZIMBABWE	18 APR	INDEPENDENCE DAY*
ZI		12 AUG	DEFENSE FORCES DAY

*Holidays occurring on Saturday will be observed on Friday. Those occurring on Sunday will be observed on Monday.

**Holiday information was not available. CY 03 holidays are listed.

APPENDIX II - Sample ITO Amendments

SUBJECT: INVITATIONAL TRAVEL ORDER 127-732-92-D, Jordan, 17 June 1992

3400 TCHTW/TTGF, International Military Student Office 20 Aug 92 Lowry Air Force Base,
Colorado 80230-5100

TO: AMMOURI, BASSAM A., JO 000/192/131

WSCN: 0732

Member of the Jordan Air Force

IS AMENDED TO READ:

WSCN	MASL/COURSE/LOCATION/DURATION	REPORT/START/GRAD DATE
0732	D148172/AUDIO-VISUAL QUAL TRN/ 1365 AVS LACKLAND AFB TX/6 WKS	31AUG92/31AUG92/16OCT92

AUTHORITY: "JSAT" REGULATION dated 27 Mar 90 & MAJ AMMAN JO AF TNG
MSG DTG 191332Z AUG 92

DANIEL K. OLSON, MAJOR, USAF
Chief, International Military
Student Office

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[X]-[Other training locations]

3330 TCHTW/TTGF

SUBJECT: INVITATIONAL TRAVEL ORDER DAO CHAD, ITO #09-86, dated
09 Jul 892 CD 92 IMET

International Military Student Office, 3330th Technical Training Wing, Chanute Air Force
Base, IL 61868-5000

TO: SGM (E9) Artereau GOUKINI, LN 000, WCN 0060, SCN 8622601 Member of the
CHADIAN Presidential Guard

1. SUBJECT ORDER IS AMENDED TO READ AS FOLLOWS:

WCN	MASL	REPORT/ENTER/GRAD	LOC
0060L	D177009	13AUG92/18AUG92/O8MAY92	DLI
0060A	D141015	18MAY92/21MAY92/15SEP92	CHA
0060C	D149055	24SEP92/28SEP92/02OCT92	MSP
0060Y	D141187	05OCT92/16OCT92	MSP
0060B	D149183	20OCT92/13NOV92	MSP
0060Z	D141187	16NOV92/27NOV92	MSP
0060D	D149029	30NOV92/18DEC92	MSP

2. WCN 0060Y/Z and living allowance during time frame will be funded under Fund Citation
57-1171081.CD 497 8815 PN10 407 408 409 454 462 846800 CIC: 4B 788 N1CD 846800.

3. Authority: AFI 16-105, dated 27 Mar 90 and AFSAT/TO Msg
091915Z Sep 92.

FOR THE COMMANDER

ZOLLIE W. HARRIS, JR., Major, USAF
Chief, International Military Student Office

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IAP MN
2 - DAO CHAD
[X] - [Other training locations]

LEAX/7113699

23 Apr 92

SUBJECT: INVITATIONAL TRAVEL ORDER MAP JORDAN, ITO #34562-92, dated 28 Jan 92, JO 92 IMET

Defense Language Institute, English Language Center, Lackland Air Force Base, Texas 78236

TO: 2LT (01) Moh'd A. ASSAF, LN 000, WCN 0562, SCN 8703306 Member of the ROYAL JORDANIAN Air Force

IS AMENDED TO READ:

WCN	MASLLE/COURSE/LOCATION/DURATION	REPORT/START/END DATE
05621	D177008/ELT/LAFB, TX/13 wks vice 09 wks	/920508 vice /920410
0562A	D122011/AIR TRAFFIC CONTROL CONTROL OFFICER/KEESLER AFB, MS	920519/920522/920810 V I C E 920414/920417/920706

Authority: AFI 16-105, dated 27 Mar 92/AFSAT/TO MSG 032015Z Mar 92/MAP JORDAN MSG 120907Z Mar 92

FOR THE COMMANDANT

CHARLES V. GREEN, GS-12
Chief, Training operations Branch

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