DEFENSE SECURITY COOPERATION AGENCY

WASHINGTON, DC 20301-2800

1 0 JUL 2002
In reply refer to:
I-02/009003-P2

MEMORANDUM FOR THE TRAINING COMMUNITY

SUBJECT: Updated Guidance for Use in Developing and Reviewing the Eligibility of Courses / Programs for Addition to the Expanded International Military Education and Training (E-IMET) Program (DSCA 02-24)

Reference DSCA memorandum I-006595/95, 27 November 1995, subject: The Expanded International Military Education and Training (E-IMET) Program.

The referenced memo provided the training community with policy guidance to use when developing and evaluating a new course or program for possible addition to the list of approved E-IMET courses. The attachments to this memo expand on the 1995 memo and provide schoolhouse course developers and service policy offices with updated E-IMET policy guidance.

Realizing the fact that the Programs of Instruction (POIs) for existing E-IMET courses are living plans, subject to change to keep them current and responsive to student needs, each E-IMET approved course must be reviewed biannually by the schoolhouse concerned and recertified for continued E-IMET eligibility. The date of recertification will be added to the E-IMET handbook so it is clear when the course or program was last reviewed. This new step will provide the necessary reassurance that E-IMET courses continue to meet the intent of the program as legislated by the Congress. Services should attempt to get each E-IMET course under their purview recertified using the attached format by 31 December 2002.

Your inputs and suggestions, to make this guidance more useful to the users, are always appreciated. DSCA point of contact for this issue is Brion Midland, (703) 604-6610; email brion.midland@osd.pentagon.mil.

Tome Walters

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DIRECTOR

Attachments
As Stated

JUNE 2002

CHANNEL OF SUBMISSION FOR EXPANDED IMET (E-IMET) COURSE RECERTIFICATIONS OR NEW E-IMET COURSE / PROGRAM REQUESTS

PART I

SCHOOLHOUSE TO SERVICE – DESIGNATED E-IMET PROGRAM POINT OF CONTACT (POC)

The Schoolhouse should **electronically** provide the Service POC (typically the Training Policy POC) with the required information using the attached format.

For E-IMET course recertifications, the schoolhouse should state when (Month / Year) the course / program was last recertified (i.e., approved) by DSCA for addition to the list of eligible E-IMET programs.

PART II

SERVICE TO DSCA POLICY, PLANS AND PROGRAMS DIRECTORATE (P3)

The Service reviews the submission:

If the Service agrees/endorses the submission, forward the schoolhouse submission **electronically** to DSCA/P3 with a transmittal memorandum. **Scan in the signed service transmittal memo** and attach the schoolhouse-provided documentation.

If the Service does not agree or needs further details, send the submission back to the schoolhouse.

For each E-IMET submission sent forward to DSCA, state:

Service review indicates that the course / program does NOT duplicate another E-IMET course / program

Service review indicates that the course / program is broadly focused so as not to be perceived as technical or functional in nature

The Service has reviewed and concurs with the proposed course / program for E-IMET eligibility for the following categories of students, i.e., officers ONLY, civilians ONLY, etc.

For recertifications, be sure to state when (Month / Year) the course/program was last recertified (i.e., approved) by DSCA for addition to the list of eligible E-IMET programs.

PART III

DSCA POLICY, PLANS AND PROGRAMS DIRECTORATE (P3)

DSCA.P3 will conduct a final review of the Service package and prepare a memo response to the Service. For recertifications the memo will be signed out by the Director, P3 and the E-IMET Handbook annotated accordingly. For new E-IMET course / program additions, a recommendation package will be prepared for Director, DSCA approval to include a memo back to the Service and a short message to the training community announcing the new E-IMET course and advising that additional details and programming information will be forthcoming from the responsible Service.

JUNE 2002

CRITERIA FOR

SCHOOLHOUSE USE IN RECERTIFYING OR DEVELOPING NEW E-IMET COURSE / PROGRAMS

AND FOR

SERVICE USE IN EVALUATING NEW OR EXISTING COURSES / PROGRAMS AS EXPANDED IMET (E-IMET) ELIGIBLE PROGRAMS

EXPANDED IMET (E-IMET OBJECTIVES)

1. Responsible Defense Resource Management (**DRM**)

Managing and administering military establishments and budgets

Focus on intensive, professional-level training in management of defense ministries, forces and budgets

2. Improved Military Justice Systems and Procedures In Accordance with Internationally Recognized Human Rights (**MJ/HR**)

Creating, implementing and maintaining effective military judicial systems and military codes of conduct, with a special emphasis on the protection of internationally recognized human rights

3. Fostering Greater Respect for and Understanding of the Principle of Civilian Control of the Military (**CCM**)

STEP 1

Keeping in mind the three (3) overarching Expanded – IMET program objectives (listed above), prepare proposed **program / course synopsis** covering each of the following points.

- Background
- Summary about Program scope
- Course Duration
- Class Size
- How Offered: At one (1) specified CONUS location or also off-site
- Intended International Audience (e.g., mix of MoD military and civilian members assigned to positions with "x" type of duties and responsibilities)

STEP 2

Prepare **notional program of instruction (POI) / schedule** for each day of the proposed program / course. For a longer course, such as a Master's degree program the notional POI should be developed for each portion (unit / topic / module) of the proposed course / program.

Time	Session Number	Session Title / Session Thrust	Credit Hours

STEP 3

Is the proposed program duplicative of an existing E-IMET program? Refer to current list of Expanded IMET – approved programs / courses at the following link:

http://disam.osd.mil/intl_training/Resources/References/EIMET-HB.pdf

Is the proposed program broadly focused (so as "not" to be perceived as technical functional, or clinical in nature)?

STEP 4

Ask and document answers to the following question.

Does the majority of the course (as revealed through a thorough review of the program of instruction (POI) address one or more of the E-IMET objectives listed on the attachment page? **(See Note 1)**

Each separate module in a POI should be evaluated separately. For each module, determine and note the applicable E-IMET objectives(s) and E-IMET percent content, if any. Use the format on the attachment entitled **DOCUMENTATION OF A PROGRAM / COURSE FOR EXPANDED IMET CONSIDERATION** to document your review.

In the case of a Mobile Education Team (MET) program, does the "core" fixed – non-tailored) portion of the POI contain E-IMET material making greater than 50 % of the MET E-IMET? **(See Note 2)**

NOTES

Note 1 – Each module in a POI should be evaluated separately. For each module, determine and note the applicable E-IMET objective(s) and percent, if any.

Note 2 – It is recognized that METs are nearly always tailored to meet the customer country / attendee's unique needs. However, in order to NOT require each offering of a listed MET to be individually reviewed for E-IMET applicability it is necessary for the core (non-changing) portions of a MET program to total greater than 50 % of the total program in order for it to meet E-IMET eligibility on its own merits.

DOCUMENTATION OF A PROGRAM / COURSE FOR EXPANDED IMET CONSIDERATION

Course Title: _____

Module Name	A Total Class Hours	E-IMET Objective(s) Addressed	B E-IMET Percent of Module	C Total E-IMET Hours (Sum A x B)

Total Course Instructional Hours

Total E-IMET Instructional Hours

E-IMET Percent of Total Instructional Hours
(equals Total E-IMET Instructional Hours / Total Course Instructional Hours)

---------- SAMPLE COMPLETED FORM ----------

DOCUMENTATION OF A PROGRAM / COURSE FOR EXPANDED IMET CONSIDERATION

Course Title: **Security Assistance Management Course**

Module Name	A Total Class Hours	E-IMET Objective(s) Addressed	B E-IMET Percent of Module	C Total E-IMET Hours (Sum A x B)
Communication Factors in the U.S.	2.25	CCM	50	1.125
Introduction to Security Assistance	1.0	DRM	100	1.0
Foreign and National Security Policy	3.5	CCM/DRM	100	3.5
Security Assistance Resource Management	2.0	DRM	50	1.0
Acquisition Policy and Process	2.0		0	0.0
Introduction to Sustainment and Logistics	2.0	DRM	100	2.0
Sustainment and Follow-on Logistics Support	2.0	DRM	100	2.0
Logistics Exercise	3.0	DRM	100	3.0
Financial Management	5.0	DRM	100	5.0
Financial Management Exercise	2.0	DRM	100	2.0

Total Course Instructional Hours 24.75

Total E-IMET Instructional Hours 20.625

E-IMET Percent of Total Instructional Hours 83.3
(equals Total E-IMET Instructional Hours / Total Course Instructional Hours)