



DEFENSE SECURITY COOPERATION AGENCY

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AUG 30 2018

MEMORANDUM FOR DEPUTY UNDER SECRETARY OF THE AIR FORCE FOR  
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DEFENSE EXPORTS AND COOPERATION  
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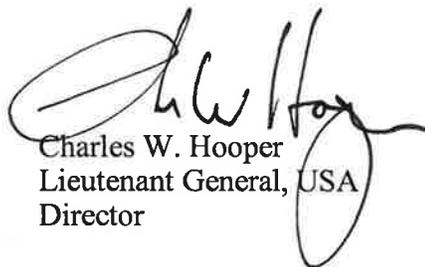
SUBJECT: Updates for International Military Student (IMS) Screening Requirements and Guidance for Security Assistance (SA) and Security Cooperation (SC) Training Management, DSCA Policy 18-31, [SAMM E-Change 388]

DSCA has updated Chapters 2, 10, 11, and 15 of the Security Assistance Management Manual (SAMM) to comply with recent statutory changes and to standardize International Military Student (IMS) policy applied across multiple fund sources in an effort to facilitate consistent and efficient planning and management of Department of Defense (DoD)-provided training. Updates to the aforementioned chapters are attached to this memorandum and are reflected in blue font. The changes apply to the management of foreign military or government civilian students participating in DoD-provided education and training (i.e. IMS) or touring USG activities under the sponsorship of DoD security assistance and security cooperation training programs managed or administered by DSCA. Changes also apply to all authorized dependents listed in section 12 of an invitational travel order (ITO) who accompany or join the IMS during their education and training.

The updates announced in this memorandum supersede DSCA Policy Memorandums 02-24, 04-19, 05-08, 09-42, 10-39, and 11-32 and are effective immediately. Changes will be published to the E-SAMM at <http://www.samm.dsca.mil> following this memorandum's release.

Significant changes include: expanding the scope of planning international training to support multi-year synchronization with larger SC strategic objectives; eliminating stovepipe program processes and harmonizing healthcare guidance and student management processes for all Title 10 and Title 22 grant-funded IMS; harmonizing requirements for security and medical screening, and any required Human Rights vetting requirements to be completed prior to the issuance of the Visa and the ITO; eliminating ambiguity by specifying dependents must be “authorized” vice “encouraged” to accompany the IMS to select training courses; updating the notification timelines for invitational professional military education courses; establishing new requirements for reporting of unauthorized absences; and, updating and moving section C11.8. Security Cooperation Education and Training Teams, into Chapter 10, International Training.

Should you have any questions about the changes in this memorandum, please contact Mr. Jim McGaughey, DSCA/BPC/ICB, at 703-697-9666, james.p.mcgaughey.civ@mail.mil, or Ms. Kathy Ton, DSCA/BPC/ICB, at 703-697-9316, kxanh.t.ton.civ@mail.mil.



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Attachment:  
As stated

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STATE/PM-RSAT  
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SCETC  
USCG International Affairs (G-CI)

## Security Assistance Management Manual (SAMM), SAMM E-Change 388

### Chapter 2 Updates

1. In Chapter 2. Security Cooperation Organization (SCO) and Case Manager Responsibilities; Security Assistance Planning and Survey Teams execute the following changes and moves:

#### **C2.1.3.2.3. DELETED**

**C2.1.3.3. Integrated Country Strategy/Mission Resource Request (ICS/MRR).** The ICS is the four-year strategy that articulates the U.S. priorities in a given country and is led by the Chief of Mission (COM). The ICS develops a common set of Mission Goals and Objectives through a coordinated and collaborative planning effort among Department of State and other U.S. Government agencies with programming in-country. Higher-level planning documents and strategies, such as the National Security Strategy, National Defense Strategy, the State-USAID Joint Strategic Plan, and Department regional and functional bureau strategies inform the ICS.

**C2.1.3.3.1.** Once completed, the ICS frames and informs the annual MRR and Mission-level performance management requirements. Once approved by the COM, the quadrennial ICS is submitted for DoS and Interagency review.

**C2.1.3.3.2.** For countries eligible to receive foreign aid, including military assistance, the annual MRR is the first step in the State and USAID budget formulation process. Each Mission uses the MRR to describe the Diplomatic Engagement and Foreign Assistance resources required to advance the nation's foreign policy goals and make progress on the Mission Objectives articulated in their ICS.

**C2.1.3.3.3.** The SCO Chief's participation in ICS/MRR development is key to securing the COM's support for any DOD executed, Title 22 funded activity/engagement with the partner nation.

**C2.1.3.4.1. Consistency with ICS/MRR.** SCO FMF/IMET budget requests and justifications are used by DOD representatives in DoS-led interagency discussions during the final stages of development of the DoS budget submission. DOD FMF/IMET proposals not consistent with the COM's ICS/MRR will be at-risk for exclusion from the final budget.

**C2.1.6. Training Management.** Detailed guidance on planning for International Training is discussed in Section C10.5, and the [Joint Security Cooperation Education and Training \(JSCET\) regulation \(AR12-15, SECNAVINST 4950.4B, AFI 16-105\)](#).

#### **C2.1.6.1. - C2.1.6.2.1.4. - DELETE**

**C2.1.6.7. Screening of Students.** See Section C10.8. International Military Student (IMS) Screening Requirements for all DOD Provided Training.

#### **C2.1.6.7.1. - C2.1.6.7.5. - DELETE**

**C2.1.6.8. Invitational Travel Orders (ITO).** The SCO is responsible for the preparation of each IMS's ITO. See Section C10.11.1., for additional information regarding ITO development and issuance.

**C2.1.6.9.4.1. Positions of Prominence (PoP).** SCOs will identify key Ministry of Defense (MOD) personnel who attended DOD training in the past or are currently attending DOD training and have risen in rank or assumed positions of significant importance, such as political leadership, military command above the Brigade level or general staff responsibility. The PoP list will assist current and future SCOs and DOD leadership to build and transition relationships that may lead to greater military cooperation and support between our nations. The SCO will update PoP data during the preparation of the annual Combined Education and Training Program Plan (CETPP). The CCMD submits consolidated information to DSCA (Building Partner Capacity Directorate (BPC)) following execution of its regional SCETWG. PoP data is used to assess the effectiveness of programs. See Section C10.21.1., and Figure C10.F3. Sample Combined Education and Training Program Plan (CETPP) for information on military and civilian positions of prominence, reporting format, and reporting timeline.

**C2.1.6.9.4.2. Joint DoS/DOD Foreign Military Training Report (FMTR).** The FMTR is a congressionally-mandated requirement for the DoS and DOD to submit an annual report on all U.S. military training provided to international personnel whether funded by DoS or DOD. The report covers a two-year period - the fiscal year just ended and the one in progress. SCOs must provide detailed information on training - virtually all of which should be accessible within TMS. See Section C10.21.2. for information on FMTR reporting.

**C2.3.3.1.5. Military Assistance Budget Call and the DoS ICS/MRR.** The SCO's FMF and IMET Budget requests should reflect the DOD's views. The ICS/MRR reflects the COM's views on required funding, which may differ from the SCO's views. The MRR input is tasked separately by the DoS. The Security Cooperation Office (SCO) should use the data it compiled for the DOD FMF and IMET Budget call as the basis for input to any tasking received for the MRR in accordance with the CCMD guidance.

## Security Assistance Management Manual (SAMM), SAMM E-Change 388

### Chapter 10 Updates

1. In Chapter 10 - International Training, execute the following changes, additions, and deletions:

#### **C10 - International Training**

Chapter 10, International Training, describes policies and procedures related to the provision of international training and education provided under security cooperation authorities.

<b>Section</b>	<b>Title</b>
C10.1.	<u>Purpose</u>
C10.2.	<u>Authorities For International Education And Training</u>
C10.3.	<u>General Policies</u>
C10.4.	<u>Key Training Management Tools</u>
C10.5.	<u>Planning for International Training</u>
C10.6.	<u>International Military Education and Training (IMET) Program</u>
C10.7.	<u>Training Under The Foreign Military Sales (FMS) Program</u>
C10.8.	<u>International Military Student (IMS) Screening Requirements for all Training</u>
C10.9.	<u>Healthcare Coverage</u>
C10.10.	<u>English Language Requirements</u>
C10.11.	<u>Invitational Travel Order (ITO)</u>
C10.12.	<u>Dependents</u>
C10.13.	<u>Travel and Living Allowance (TLA)</u>
C10.14.	<u>Training Tuition Rates</u>
C10.15.	<u>Suspensions and Cancellation of Training Programs</u>
C10.16.	<u>Regional Centers (RC) for Security Studies</u>
C10.17.	<u>Other Training Programs</u>
C10.18.	<u>Field Studies Program (FSP)</u>
C10.19.	<u>Unauthorized Absence (UA) of Students</u>
C10.20.	<u>Other Student Administration</u>

C10.21.	<a href="#"><u>Annual International Training Reports</u></a>
C10.22.	<a href="#"><u>Security Cooperation Education and Training (SCET) Teams.</u></a>

**C10.1. - Purpose.**

**C10.1.1.** The [Department of Defense \(DoD\)](#) provides education and training courses to foreign governments and international organizations at [DoD military schoolhouses](#), to include DoD-contracted facilities and selected Department of Homeland Security (Coast Guard) facilities.

**C10.1.2.** In this Chapter, the term "training" refers to both education and training transferred to [International Military Students \(IMS\)](#) through formal or informal periods of instruction in a classroom or field training environment, or via correspondence or other forms of distance learning and computer-aided instruction taught in the United States or overseas, unless otherwise explicitly stated. [Although an IMS may be a U.S. citizen, generally an “IMS” is citizen of the foreign government, with military or civilian status of that government, who is receiving education or training or is visiting USG activities under the sponsorship of the security assistance training program \(SATP\). Civilians are generally afforded the same protocol status as their equivalent military counterparts, as stated in the Invitational Travel Order \(ITO\).](#)

**C10.1.3.** Training is an integral part of a total program approach to building partner capability or capacity, and must be considered when estimating delivery dates of equipment or resourcing any capacity building programs. Adjustments to deliveries may be necessary to ensure that foreign personnel have the training and skills to meet operational requirements. Training programs must consider the absorption capacity of the host nation; the availability of qualified personnel; the skills to be developed, to include English Language Training (ELT); and the time required to plan, implement, and complete any additional individual and unit training once equipment is delivered. [The Joint Security Cooperation Education and Training Regulation \(JSCET\), \(Army Regulation \(AR\) 12-15, Secretary of the Navy Instruction 4950.4B, Air Force Instruction \(AFI\) 16-105\)](#), provides detailed descriptions of the programs and procedures listed in this chapter.

**C10.1.4.** In order to identify the applicable guidance in this Chapter that applies to a specific training activity or foreign student, you must know the specific legal authority and funding source for the proposed training activity. Identifying the guidance that applies to a specific training activity is determined by whether the foreign student's training will be funded by the student's own government (via national funds) or by USG funds via a SC/SA Program.

**C10.1.5.** Eligible foreign governments or international organizations may purchase training with their national funds through the Foreign Military Sales (FMS) program. They may also obtain training using USG funds provided by Security Assistance (SA) appropriations such as the International Military Education and Training (IMET) program, Foreign Military Financing (FMF), and Peacekeeping Operations (PKO). SA Programs are further defined in Section [C1.1.2.2.](#)

**C10.1.5.1.** Eligible foreign governments or international organizations may also receive training through Security Cooperation (SC) programs authorized in [Title 10 of the USC](#) and

funded through Defense appropriations, such as the Combating Terrorism Fellowship Program (CTFP) or other Building Partner Capacity (BPC) programs. SC Programs are further defined in Section [C1.1.2.1](#). See [Chapter 15](#) for more detailed information on individual programs.

## **C10.2 - C10.3 - NO CHANGES**

### **C10.4.1 - C10.4.2 - NO CHANGES**

**C10.4.3. Training Military Articles and Services Listings (T-MASL).** The T-MASL is the master list of formal training available to the international community. It contains course descriptions, prerequisites, duration (in weeks), location, cost, international notes, [special medical and health coverage information \(e.g. medical paperwork required for Fast Track countries\)](#), [dependent authorization](#), English language prerequisites and a training analysis code signifying the type of training. See Table C10.T18. For training analysis codes (TAC).

**C10.4.3.1.** The T-MASL must be updated on a regular basis and provided through the SAN. [In addition to administrative updates of the information captured above](#), miscellaneous tables and databases, such as Expanded International Military Education and Training (E-IMET) courses, location codes, and Oral Proficiency Interview (OPI) [must also be updated](#) along with the T-MASL.

**C10.4.3.2.** [MILDEPS will restrict the use of T-MASLs that do not include all of the training information required by Section C10.4.3. through C10.4.3.1. Non-descript T-MASLs cannot be used for mobile training team \(MTT\) events unless they are updated with information tailored to the specific training being proposed. See Section C10.22., Security Cooperation Education and Training \(SCET\) Teams, for additional MASL requirements for MTTs.](#)

### **C10.4.4. - C10.4.7. - NO CHANGES**

**C10.5. International Training Management.** Training international students is critically important to succeeding with the engagement challenges associated with security cooperation and building partner capacity efforts.

**C10.5.1. General.** The SCO is responsible for assisting the host country in identifying, planning, and programming U.S. training that will meet the country's requirements, conveying those requirements to the appropriate MILDEP training activities, synchronizing training with other related SC activities, and adjusting plans as necessary. The SCO is also responsible for all of the administrative tasks required to send military students from each partner nation to the United States for training or to bring training to the country.

**C10.5.1.1. Planning.** The SCO should make every effort to synchronize and sequence their training planning efforts to support the larger SC strategic and intermediate objectives to address gaps in capabilities through a multi-year plan. Properly sequencing training leverages grant program funding with partner nation funds. Ideally, the SCO should outline a multi-year training program that considers all IMET and other DoD and DoS grant funded programs to address approved training requirements; partner nation options for funding the training; identifying the location where training will be accomplished and who will conduct the training;

as well as the country's capacity to identify and screen qualified candidates within the restricted timelines required for many DoD or DoS grant funded programs.

**C10.5.1.2. Combined Education and Training Program Plan (CETPP).** The purpose of the CETPP is to assist the SCO in defining his overall training requirements for all funding sources. The CETPP data, including the narratives, are used by OSD and DSCA to gain insights into the country training priorities and issues. The CETPP is developed by the SCO using the online Security Cooperation-Training Management System (SC-TMS) which is located in the SAN. CCMD Theater Security Cooperation planning documents provide the SCO with a framework for the CETPP, and enable the SCO Chief or SCO Training Manager to ensure CETPP training activities fully support, and are included in the Integrated Country Strategy for the assigned partner nation. Figure C10.F3., provides an example of the CETPP.

**C10.5.1.2.1.** SCOs, in coordination with partner nation counterparts, must update their CETPP for planning use by the Military Services NLT 30 days before their CCMD annual SCETWG or as directed by the CCMD.

**C10.5.1.2.2.** The CETPP covers the budget year and planning year (budget year + 1), and consolidates partner nation's training needs from a joint United States-partner nation perspective. The plan considers all funding sources (e.g., Host Nation Funds, Foreign Military Financing (FMF), International Military Education and Training (IMET), International Narcotics Control and Law Enforcement (INCLE), DoD Train and Equip Programs, the Combating Terrorism Fellowship Program (CTFP), and all potential training sources (e.g., indigenous, third country, commercial, and other DoD and non-DoD U.S. Government-provided training). The CETPP is an important part of the SCO input to the military assistance budget process (e.g., FMF and IMET budget requests. See Chapter 14 for more information on budget requests.

**C10.5.2. Security Cooperation Education and Training Working Group (SCETWG).** Each CCMD is required to host an annual SCETWG to address all security cooperation (SC) and select security assistance (SA) training requirements for countries within its area of responsibility (AOR) to identify solutions to build stronger and more capable partners through synchronizing planning with country absorption capacity and resourcing of resident, non-resident and mobile training programs.

**C10.5.2.1.** The objectives of the SCETWG, are to review and coordinate the Combined Education and Training Program Plans; address any strategic and operational training requirements for the remainder of the current and next budget year; finalize the budget year IMET and CTFP training programs for each country; discuss challenges and updates to international training policy, program, and planning issues; provide specialized SANWeb and SC-TMS instruction for SCOs and LESs as needed; and DSAMS "real-time" visibility to address corrective actions required by the SCOs to properly program the countries' IMET and CTFP training. In addition, CCMDs use the SCETWG as a forum to obtain end-of-year review input from the SCOs. See Figure C10.F4., for a SCETWG Checklist, developed to track the progress of each countries IMET program.

**C10.5.2.2.** The CCMD will develop and coordinate its SCETWG agenda with DSCA (Building Partner Capacity Directorate (BPC)) and the MILDEPs at least 90 days prior to the SCETWG.

The SCETWG planning agenda should include a plenary session with focused discussions on international training focused planning and policy issues, and a programmatic session consisting principally of MILDEP centric panels focused on programming, verifying and validating training requirements/allocations. SCETWG Planning dates can be found on the SANweb front page under [Training/SCETWG Messages](#) Tab.

**C10.5.2.3.** Following a final line-by-line review, the output from the SCETWG is an approved (CCMD, DSCA and DoS), country plan for the remainder of the current year and the budget year for the programs reviewed at the SCETWG.

**C10.5.3. SCETWG Attendance.** Attendance will be controlled by invitation from the CCMD and limited to the minimum necessary personnel required to staff the Policy, MILDEP, CTFP and Resource Panels and address the training programs relevant to the countries represented at the SCETWG, specifically:

Step	Description
a.	SCO attendance is required for review of USG-funded training programs and is normally limited to one representative per country.
b.	Locally Employed Staff (LES), or Foreign Service National (FSN) attendance is authorized, in addition to the SCO, only when the CCMD determines that attendance is critical to the presentation and review of the programs. Attendance by the LES/FSN in lieu of the SCO requires CCMD approval.
c.	Representatives from DoS PM/SA, DSCA, MILDEPS (Including USCG), and other DoD Agencies responsible for education and training policy and representatives from field training activities who are responsible for the management and execution of country education and training programs may attend.
d.	One representative from each of the E-IMET schools (Resource Panel).
e.	MILDEPS may request that representatives from certain non-E-IMET schools be permitted to attend to address programs/courses developed to address CCMD specific country issues. (Resource Panel)
f.	Requests to expand SCETWG to include additional Title 10 or Title 22 Programs (e.g. Section 333), may be supported with appropriate coordination if approved by CCMDs in conjunction with DSCA (Building Partner Capacity Directorate (BPC)) and the MILDEPs.

**C10.5.3.1. - C10.5.3.3. - DELETE**

**C10.5.4. SCETWG Preparation.** Prior to the SCETWG, SCOs and MILDEPs must validate the remaining training for the current FY, as well working together to create training plans for the budget year and the planning year. The use of the SCETWG Checklist, (See Figure C10.F4.), is encouraged, as well as monitoring the IMET Summary Report in the Security Cooperation Training Management System (SC-TMS) to provide a current picture of IMET training. SCO training requests are programmed into DSAMS-TM by the Security Assistance Training Field Activity (SATFA), the Naval Education and Training Security Assistance Field

Activity (NETSAFA), the Air Force Security Assistance Training Squadron (AFSAT), the Marine Corps Security Cooperation Group (MCSCG), and the U.S. Coast Guard, Directorate of International Affairs and Foreign Policy (CG-DCO-I), as appropriate.

**C10.5.4.1.** SCOs must make every reasonable effort to develop programs that will not require revision after review at the SCETWG. This is particularly true for training courses where quota availability is limited, where it requires short-notice deployment of Mobile Training Team (MTT) personnel from operational units, or where there are requirements for tailored curricula. SCOs should be aware of any change or cancellation penalties and consider the impact changes may have on the country training program or other related SC activities. Additional information on changing or canceling training, to include deadlines and costs, is in Section C10.15.

**C10.5.4.2.** SCOs must also ensure the completeness of the CETPP as well as adhering to the IMET program percentage breakouts for PME, E-IMET, etc. See Figure C10.F4. SCETWG Checklist, for details of current State IMET program planning requirements. Additionally, review the IMET Summary Report on the SANWeb: SC-TMS/REPORTS/IMET SUMMARY to assess daily updates of the country IMET program status.

**C10.5.5.** Following the SCETWG, MILDEPs will make any necessary adjustments and coordinate the training request with the appropriate schools or training organizations to confirm quotas, schedule, and report and start dates. Any subsequent changes to IMET funded course allocations approved during the SCETWG must be approved by DSCA (Building Partner Capacity Directorate (BPC)), and remain within the country's IMET allocation, and maintain the required percentage levels for PME, E-IMET, and technical / operation training.

## **C10.6. - C10.6.3.1. - NO CHANGES**

**C10.6.3.2. Expanded IMET (E-IMET).** This is a special category of training and education within the IMET authority. Under the authorization for E-IMET, military and civilian personnel are trained 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. E-IMET objectives include contributing to responsible defense resource management; fostering respect for and understanding of democracy and civilian rule of law, including the principle of civilian control of the military; contributing to cooperation between military and law enforcement personnel with respect to counternarcotics law enforcement efforts; and improving the military justice system and promoting an awareness and understanding of internationally recognized human rights.

**C10.6.3.2.1.** Based on a determination of curriculum-content by the DSCA (Building Partner Capacity Directorate (BPC)), in collaboration with DoS (PM/SA) where appropriate, courses that meet one or all of the objectives in Section C10.6.3.2., may be certified as an E-IMET course. The process and format to request certification or recertification of E-IMET courses or programs are detailed in Figure C10.F3. A list of approved E-IMET courses can be found on the SANweb: SC-TMS/MASL.

**C10.6.3.2.2.** Courses that are certified as 100% E-IMET, will be reviewed at five-year intervals. Courses that have less than 100% E-IMET content must be recertified every three years. If an existing E-IMET course / program significantly changes, it is the responsibility of the schoolhouse to resubmit that program for E-IMET review/certification.

**C10.6.3.2.3.** When countries are restricted by law or policy to E-IMET assistance only, English language training and support, such as language labs, qualify as an E-IMET course. Military and related civilian personnel from countries whose IMET programs are restricted to E-IMET may only:

- a) participate in stand-alone English language training,
- b) receive English language support through the IMET program, or
- c) participate in preparatory English language training associated with other E-IMET courses.

**C10.6.3.3. Mobile Training Teams (MTTs).** The IMET program may provide training that requires U.S. personnel to conduct training in another country when the CCMD and DSCA have approved a policy waiver, or where a waiver exception exists. Training services may be provided in-country on a temporary duty (TDY) basis by an MTT. To include such training under the IMET program, the CCMD and DSCA (**Building Partner Capacity Directorate (BPC)**) must approve a waiver prior to programming or making any offer or commitment to the foreign government. See [Section C10.22.](#), for specific management restrictions for MTTs.

#### **C10.6.3.3.1. - C10.6.3.3.2. - NO CHANGES**

**C10.6.3.3.3.** The [Defense Language Institute English Language Center \(DLIELC\)](#) may conduct **IMET funded** in-country English language surveys without a policy waiver if the objective is to develop recommendations on where and how an in-country ELT program can be developed or improved.

**C10.6.3.4. Postgraduate Education.** IMET funds may be used for a **maximum of two** IMS to obtain a postgraduate degree at **non-invitational PME schools**, e.g. the U.S. Naval Postgraduate School or at the Air Force Institute of Technology **with the approval of State PM/SA**. **Requests will be approved at the SCETWGs**. **Any post-SCETWG requests for Master's Degree programs should be routed through the CCMD to DSCA (Building Partner Capacity Directorate (BPC))**. SCOs are authorized to program the cost of a Graduate Record Examination (GRE) when it is required.

**C10.6.3.5. Orientation Tours.** The IMET program may fund orientation tours if the CCMD and DSCA (**Building Partner Capacity Directorate (BPC)**), in coordination with the Department of State-Bureau of Political and Military Affairs Office (DoS-PM)) have approved a policy waiver to pay with IMET fund. Orientation tours are limited to new country programs unless justified by extraordinary circumstances. When requesting approval for orientation tours or visits to U.S. military installations and activities, approval of the SCO Chief must be cited. Certification of the importance of the tour to the country's training effort with supporting

rationale, to include proposed itinerary and areas of interest, must also be provided. [See Section C10.17.20.3., for additional information on Orientation Tours.](#)

**C10.6.3.6. Short Duration Courses.** The minimum duration of training in the United States that is funded under the IMET program is five weeks if all or part of the overseas travel is paid by IMET. If an IMET recipient country pays 100 percent of the overseas travel to and from CONUS training, there is no minimum duration requirement. When IMET pays [for any part of trans-ocean overseas travel](#), training less than five weeks in total duration requires a DSCA policy waiver before being programmed. IMS in-processing and/or ELT are not considered part of the five-week requirement. [This limitation does not apply to the courses listed in Table C10.T2., which are exempt from the 5-week duration requirement.](#) Waivers may be submitted by the SCO, through the CCMD to DSCA (Building Partner Capacity Directorate (BPC)).

#### **Table C10.T2. Exempt Short Duration Courses - NO CHANGES**

**C10.6.3.7. - C10.6.3.10. - NO CHANGES**

**C10.6.4. - C10.6.4.3. - NO CHANGES**

**C10.6.4.4. Training of Police Forces.** The [Foreign Assistance Act \(FAA\), section 660 \(22 U.S.C. 2420\)](#) does not permit training of police forces or law enforcement forces although there may be limited exceptions; contact [DSCA \(Building Partner Capacity Directorate \(BPC\)\)](#) for questions regarding exceptions. Neither the name given to a unit by the foreign government nor the ministerial authority under which it operates is sufficient to determine whether a particular force is a “police unit.” The determining factor is the nature of the function performed by the person or that persons unit.

**C10.6.4.5. Military Police Training.** IMET funded military police (MP) training for Military Police and non-police personnel [and units](#) is permitted [but requires that an appropriate host nation official certify that the skills learned in MP training programs are applied as part of the student’s military function, rather than in a civilian law enforcement function.](#) See certification requirements in [Section C10.6.4.5.1.](#)

**C10.6.4.5.1. Certification.** SCOs must certify to the State Department (PM/SA) that an individual attending MP training: [1\) does not currently conduct civilian law enforcement functions; and 2\) will not be involved in any civilian law enforcement activities for a period of two years following return from U.S. funded IMET training.](#) Certifications must be accompanied by an English translation if in a language other than English; include student name and rank, course title, T-MASL identification number, host nation service name, function and role, and WCN; and be signed by appropriate host nation official. They must be maintained on file by the SCO for a minimum of three years. [A copy of the certification must be provided to PM/SA, DSCA, and the CCMD prior to sending the student to training.](#) [Failure to provide certification may result in last minute training cancellations and loss of IMET funding.](#) The following is an example of certification statement:

The Government of [insert country] certifies that [insert student rank and name], who is scheduled to attend [insert course title and/or T-MASL ID] under WCN [insert
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number], is a member of [insert host nation service]. [insert student rank and name] does not currently conduct law enforcement functions and will not be involved with or assigned to a unit performing in any civilian law enforcement functions for a period of at least two years following completion of training listed above.

**C10.6.5. Types of Training that May Not Be Provided Under the IMET Program.** Table C10.T3., illustrates the types of training that cannot be provided under the IMET program. These restrictions apply only to training funded through the IMET program and will be adjusted to reflect the current language in the DoS IMET Grant- Military Assistance Guide (G-MAG). Any request for exception must be submitted through the CCMD to DSCA (Building Partner Capacity Directorate (BPC)).

**Table C10.T3. Types of Training Not Provided Under IMET**

#	Types Of Training Not Provided Under IMET
1	Training not related to accomplishment of the objectives of the IMET program
2	Initial or technical training in support of FMS-purchased equipment (provided under an FMS case) (See Section C10.6.3.10)
3	Training of non-career military personnel
4	Training in skills normally available in-country, exclusive of PME
5	Training already provided in a quantity which, taking into account reasonable attrition, is sufficient to meet requirements of the requesting country
6	Funding for courses conducted on DoD installations outside the United States, including NCO Academies or other PME courses without approval of DSCA (Building Partner Capacity Directorate (BPC)). Justification must specify that a similar course IS NOT provided in the United States.
7	Funding an IMS to attend a foreign military school, including a NATO school, (e.g., Niger using U.S. funds to send a Niger student to a German Military Academy).
8	Training which appears unlikely to produce skills that would be properly used by the requesting country
9	Repetitive training in the same courses. For example, SCOs should include no more than five of the same technical course, no more than ten of the same PME course in their IMET program, and no more than two master's degree courses per fiscal year. (Note: All requests for IMET funded Master's degree programs require State approval.)
10	Training at U.S. civilian schools not qualifying for inclusion in accordance with FAA, section 541 (22 U.S.C. 2347)
11	Sniper training

12	ELT not in support of the in-country ELT program or in support of specific U.S. follow-on training
13	Foreign language training
14	Purchase of training aids other than English language equipment or materials, books and publications
15	Advanced Distributed Learning (ADL), including Distance Learning, correspondence courses, other forms of OCONUS distance/distributed learning courses or satellite/remote <a href="#">courses that are not part of a training pipeline that includes a resident phase in CONUS, unless approved by DSCA (Building Partner Capacity Directorate (BPC))</a> .
16	Training to support national intelligence programs. The scope of military intelligence training available to international students is limited to that directly related to combat or operational intelligence. Tactical intelligence training programs are not extended to include training in support of national intelligence programs of foreign countries. Requests for intelligence training are reviewed by the IA to ensure compliance with this paragraph. Other potentially sensitive training requests should be addressed to <a href="#">DSCA (Building Partner Capacity Directorate (BPC))</a> .
17	Flight Training
18	Musical or Band Leader courses

**C10.6.6. - NO CHANGES**

**C10.6.6.1.** At each CCMD SCETWG, IMET training requirements that have been programmed into DSAMS-TM by the MILDEPs [for the current FY \(to include one-year, two-year, x-year, and de-obligation/re-obligation IMET\) and budget FY \(next fiscal year\) are reviewed by the CCMD, DoS, DSCA \(Building Partner Capacity Directorate \(BPC\)\) and the SCO to ensure the appropriateness of IMET funding. DoS, DSCA and CCMD approve the resulting country budget year IMET training programs. See Section C10.5.4. SCETWG Preparation, for additional info.](#)

**C10.6.6.2. - C10.6.6.7. - NO CHANGES**

**C10.6.7. Requests for IMET Policy Waivers.** Policy waiver requests will be reviewed and considered during the program review portion at the CCMD’s SCETWG. Requests include complete justification and a written statement of SCO Chief’s concurrence. Requests submitted outside the SCETWG are addressed by the SCO to the CCMD with an information copy to DSCA (Building Partner Capacity Directorate (BPC)) and the appropriate IA. DSCA (Building Partner Capacity Directorate (BPC)) and the CCMD jointly respond to the SCO request with information copy to appropriate IA. [Figure C10.F1.](#), provides the format for waiver requests. [A fillable PDF version is available in SC-TMS/FORMS.](#)

**C10.6.8. - NO CHANGES**

**C10.6.9. Approved IMET Training Sites.** Under the [FAA, section 541 \(22 U.S.C. 2347\)](#), IMET- funded training may be provided through attendance at military educational and training facilities in the United States (other than [Service Academies and ROTC Programs](#)); attendance in special courses of instruction at schools and institutions of learning or research in the United States; and participation in observation and orientation visits to military facilities and related activities in the United States. [See Table C10.T3., for restrictions on courses or activities conducted outside the United States.](#)

**C10.6.10. - C10.6.10.4.1. - NO CHANGES**

**C10.6.10.4.2. Travel to and from CONUS via U.S. Commercial Sources.** Travel to or from the United States must be via U.S. flag carrier to the fullest extent feasible. When the use of U.S. transportation for the entire trip does not permit the IMS to meet course or class convening dates, combinations of non-U.S. commercial air or surface common carrier (tourist class) and USG flag carrier is allowed. When this combination is used, U.S. flag carrier is used to the fullest extent possible for the return travel to the home country. If a U.S. flag carrier is not available, U.S. Embassy (travel office/agent) is to provide a certificate of non-availability. [See Section C10.13.5., for information regarding authorization to purchase roundtrip travel.](#)

**C10.6.10.4.3. - NO CHANGES**

**C10.6.10.5. Travel with Dependents.** DoD and DoS funded training programs, including IMET, do not fund dependent travel. [See Section C10.12., Dependents for additional information.](#)

**C10.6.10.6 - C10.6.13.4.1. - NO CHANGES**

**C10.6.13.4.2. Travel and Per Diem.** Include the travel costs to attend meetings directed by DSCA (Building Partner Capacity Directorate (BPC) and Directorate of Business Operations (DBO)), such as annual Security Cooperation Education and Training Working Group (SCETWG), and [the IMET End of Year Review](#). Infrastructure travel costs do not include the cost of site surveys or other trips related to a course or MET, which are charged directly to the course.

**C10.6.13.4.3 - C10.6.14. - NO CHANGES**

**C10.6.15. Invitation-Only Professional Military Education (PME).** [Each of the Services, as well as the Joint Staff establish the priorities for inviting foreign students to attend the select Senior and Intermediate level PME courses identified in Table C10.T5.](#) The internal processes used by the MILDEPS and NDU will consider Service priorities, the CCMDs requirements as well as the countries of emphasis identified within the annual PME Submission Memorandum from the Chairman of the Joint Chiefs of Staff, when they establish their allocation priorities and identify the countries that will receive invitations to provide a candidate to attend their courses. [The CJCS Guide 1800, International PME Strategy, provides additional guidance to the CCMDs to shape their prioritized inputs.](#)

**C10.6.15.1.** CCMDs, in coordination with the appropriate MILDEP Component Commands, must provide country prioritizations with full justification to the appropriate MILDEP point of contact, by November 16 of each year for the academic year that begins two years later, (e.g., by

November 16, 2018 for AY 2020-2021). For [National Defense University \(NDU\)](#), the CCMDs should provide country prioritizations are provided to the Senior Director for Security Assistance International Student Education Programs. During the Feb-Mar timeframe, the Joint Staff will lead an annual review board with the Services, DSCA and OSD participation to ensure that then proposed invites are aligned to the National Defense Strategy and the National Military Strategy.

**C10.6.15.2.** In order to facilitate student selection / programming processes, the Services and NDU should finalize their lists of countries that will receive invitations NLT June 1 of each year for the AY that begins the following summer (e.g. by June 1, 2019 for AY 2020-2021).

**Table C10.T5. Invitational Schools**

<b>Invitational Schools/Courses</b>
<ul style="list-style-type: none"> <li>• <a href="#">Air War College (D171010)</a></li> <li>• <a href="#">Air Command &amp; Staff College (D171002)</a></li> <li>• <a href="#">U. S. Army War College (B171800)</a></li> <li>• <a href="#">Army Command and General Staff College (B171768)</a></li> <li>• <a href="#">Army Command and General Staff College at Western Hemisphere Institute for Security Cooperation (B171425)</a></li> <li>• <a href="#">Naval Command College (P171001)</a></li> <li>• <a href="#">Naval Staff College (P171010)</a></li> <li>• <a href="#">Marine Corps War College (P171048)</a></li> <li>• <a href="#">Marine Corps Command &amp; Staff College (P171801)</a></li> <li>• <a href="#">National Defense University</a> <ul style="list-style-type: none"> <li>- <a href="#">Eisenhower School (B171806)</a></li> <li>- <a href="#">National War College (B171801)</a></li> <li>- <a href="#">International Counterterrorism Fellows Program, College of International Security Affairs (B171798)</a></li> </ul> </li> <li>• <a href="#">Army School of Advanced Military Studies (B171764)</a></li> <li>• <a href="#">Air Force School of Advanced Air and Space Studies (D171043)</a></li> <li>• <a href="#">Joint Special OPNS Masters Int'l Counterterrorism Fellow (B171808)</a></li> <li>• <a href="#">MS in Inter American Defense and Security (B171810)</a></li> <li>• <a href="#">Joint Advanced Warfighting School at the Joint Forces Staff College (B171021)</a></li> <li>• <a href="#">U. S. Army Sergeants Major Academy (B171200)</a></li> <li>• <a href="#">Marine Corps Expeditionary Warfare (P171818)</a></li> <li>• <a href="#">Marine Corps School of Advanced Warfighting (P171806)</a></li> </ul>

**C10.7.1 - C10.7.3.1. - NO CHANGES**

**C10.7.3.2. Civilian Students:** All Civilians must meet the course requirements, including those for security clearances. Civilians are generally afforded the same protocol status as their equivalent military counterparts, as stated in the Invitational Travel Order (ITO). See [Section](#)

C10.8.1., for IMS Selection/Screening Requirements.

**C10.7.3.2.1. Civilians: Ministry of Defense (MoD) Employees.** All civilian personnel may receive FMS (partner nation funded) training if they are MoD employees of eligible purchasers or employees under contract to the MoD in support of an FMS program, and approved by DoS. A third party transfer waiver may be required to be approved by DoS.

**C10.7.3.2.2. Civilians: Non-Ministry of Defense (MoD) Employees.** If appropriate under the Foreign Assistance Act (FAA), section 607(a) (22 U.S.C. 2357(a)), international civilians who are not MoD employees of eligible FMS countries, or who are employees of eligible non-military international organizations (e.g., NATO and the United Nations) may receive training.

**C10.7.3.2.3. – C10.7.3.3. - DELETE**

**C10.7.4. Location of Training for FMS Case Students.** Students may be trained at DoD schools, contractor facilities in the continental United States (CONUS), or outside of the continental United States (OCONUS), or civilian education institutions (on an exception basis). Training at civilian education institutions should be on a Direct Commercial Sale (DCS) basis between the civilian institution and the purchasing country vice through the FMS process. Requests for exceptions to this policy should be addressed to the [DSCA \(Building Partner Capacity Directorate \(BPC\)\)](#). International military personnel receiving training negotiated directly between the purchasing country and a contractor (DCS) may not use U.S. military facilities to support the training.

**C10.7.5. Travel and Living Allowance (TLA), Medical Care Requirements, and Other Student Support Costs for FMS Case Students.** The purchaser is responsible for all student support costs while they are in training. Student support costs in FMS case include transportation and travel costs, and living allowances (e.g., meals, lodging, custodial fees for quarters, and medical care). The purchaser must ensure that students receive sufficient allowances (30 days) for advanced start up housing costs and personal expenses in CONUS. SCOs should be aware of the status of living allowance provisions for their host nation's students. Leased housing and rental vehicle costs may not be included on an FMS case. [See Section C10.13.2. Travel and Living Allowance \(TLA\) on FMS/FMF Cases, for additional information. Contact DSCA \(Directorate for Business Operations/Comptroller\) for updated guidance regarding execution of TLA carry-over under Cross Fiscal Year \(CFY\)/ Full operational Capability \(FOC\) for Section 333 programs.](#)

**C10.7.6. Baggage Limitations.** A baggage limitation is not established for students receiving training under an FMS case as student travel is usually funded outside the FMS case. If a country has requested and DSCA (Building Partner Capacity Directorate (BPC)) has approved student travel under the FMS case, student baggage allowances are limited to the baggage authorizations for [USG funded](#) students.

**C10.7.7. - NO CHANGES**

**C10.8.1. General.** All IMS (military and civilian) receiving training from DoD, regardless of the funding source and the level of classification of the training, must complete local security

screening (See Section C10.8.3.), and medical screening (See Section C10.8.5.), prior to the issuance of the Visa and Invitational Travel Order (ITO), (See Section C10.11.). See Section C10.8.4. Human Rights (HR) Screening (Leahy Vetting), for additional screening requirements specifically focused on gross violations of human rights by individuals or units.

**C10.8.1.1.** If an IMS's reputable character or physical condition cannot be validated, the individual must not be approved for training and an ITO must not be issued.

**C10.8.1.2. Age.** The minimum age for students receiving SC training is 18 years.

**C10.8.1.3. Course Prerequisites.** SCOs must ensure IMSs meet course prerequisites noted in the Training MASL (T-MASL) for all scheduled training. The Military Department must insure that each T-MASL is updated regularly to reflect course prerequisites.

**C10.8.1.4. English Language Requirements.** SCOs must conduct English Comprehension Level (ECL) screening and testing for all non-exempt IMSs. Increasing the opportunities for the country to identify qualified candidates who do not require additional ELT will significantly reduce the cost of training. The SCO should review the in-country English Language Training (ELT) program to insure it incorporates instruction with the use of Language labs. See Section C10.10.3., for specific ECL requirements and waiver information.

## **C10.8.2. IMS Data Requirements for All DoD Provided Training.**

**C10.8.2.1.** The SCO will validate if the IMS has a current Student Control Number (SCN) and ensure the same SCN is used for subsequent training. The SCO must input all required IMS individual identification into the Security Cooperation Training Management System (SC-TMS) a minimum of 16 days prior to the report date of the IMS in the United States for training. This applies to all IMS attending DoD provided CONUS and OCONUS resident and non-resident training. See Section C10.8.3., for additional OCONUS SCET/MET/MTT requirements.

**C10.8.2.2.** The minimum IMS data that the SCO is required to enter in SC-TMS includes: name, rank, organization, date of birth (DOB), and place of birth (POB) consisting of city and country, passport and visa information, and cell phone number. A personal e-mail address, if available, should be included for emergency contact.

**C10.8.2.3.** If the IMS information is not available 16 days prior to training report date, the appropriate MILDEP [may cancel or re-schedule the training](#). Forfeiture charges will apply in accordance with the [DoD FMR, Volume 15, Chapter 7](#).

**C10.8.3. Security Screening.** Each IMS attending DoD provided training, regardless of the level of classification of the training, must be locally screened and Leahy Vetted, if appropriate. See Section C10.8.4. for additional information regarding Leahy vetting.

**C10.8.3.1.** The local screening process must be approved by the Ambassador. The screening must be completed by the in country U.S. officials, e.g. the Embassy Regional Security Officer, and representatives from the Drug Enforcement Agency, consular section, and other offices researching their appropriate databases for evidence of drug trafficking, support of terrorist activity, corruption, criminal conduct, or other activities inconsistent with U.S. policy goals *prior*

*to the issuance of the Visa and the Invitational Travel Order (ITO)*. This will preclude the arrival of an IMS unqualified to begin training. See Section C10.22.5.2. Security Screening for Security Cooperation Education and Training Teams (SCETs)/Mobile Education Teams (METs) and Mobile Training Teams (MTTs), for additional security screening information.

**C10.8.3.2.** During their annual review of the CETPP, the SCO will update the narrative describing how they incorporate the local security screening processes into the student selection process for the IMS receiving mobile team training.

**C10.8.4. Human Rights (HR) Screening (Leahy Vetting).** SCOs must ensure all foreign units and their commanders, or individuals from a security force, nominated for U.S.-funded training, including all resident, non-resident courses and SCET/MTT/MET training programs are properly vetted for gross violations of human rights, including human trafficking violations, if required. SCOs must ensure student or unit Leahy vetting is initiated early enough to accommodate the DoS “10-day” lead time vetting policy while ensuring completion of the process ahead of the training start date.

**C10.8.4.1.** SCOs should consult the U.S. Embassy Leahy Vetting Standard Operating Procedure (SOP), as well as the DOS, Bureau of Democracy, Human Rights & Labor, Office of Security and Human Rights, and DoD Leahy vetting requirements, which are available for approved users on the Security Assistance Network (SANweb) home page under the Training/IMS Screening and Vetting Guidance Tab.

**C10.8.4.2.** The Embassy will normally use the DoS International Vetting and Security Tracking System (INVEST) to vet foreign security forces prior to providing DoD-funded training, equipment, or other assistance.

**C10.8.4.3.** IMSs who are U.S. Citizens:

- a. Must still complete the local security screening outlined in Section C10.8.3.
- b. Can use their U.S. Passport so they do not need to apply for Visa to enter the United States;
- c. Are not required to be Leahy Vetted per DoS policy.
- d. Personally Identifiable Information (PII) protection requirements apply. SCO must input the IMS information and prepare the ITO the same way as for IMSs who are not U.S. citizens, including identifying how they will meet healthcare coverage requirements.
- e. Still require two (2) forms of identification for U.S. government ID card issuance that have the same exact spelling of their names.

**C10.8.4.4.** Leahy vetting is not required for IMSs whose training is funded with partner nation funds.

**C10.8.5. Student Medical Examination Screening.** Pre-departure\Pre-training medical screening examinations are required to ensure that an IMS is medically qualified for the requested training and that if the training is CONUS based, the IMS and any authorized

dependents can safely enter the United States without spreading any disease, such as Tuberculosis. The physical exams (conducted within three (3) months preceding the departure of the IMS and authorized accompanying or joining dependents) are required prior to issuing the ITO for an IMS to attend training in the United States. IMS found, after their arrival, to have medical conditions not meeting specific training requirements that cannot be resolved prior to commencement of training, will be disenrolled and returned to their country.

**C10.8.5.1. - C10.8.5.1.1.5. - DELETE and replace with the following:**

**C10.8.5.1. Requirements for IMS Medical Screening.**

**C10.8.5.1.1. Completed DD Form 2808 and DD Form 2807-1.** All medical examinations, required vaccinations and any other public health concern with the IMS will be recorded in English on DD Form 2808 (Report of Medical Examination), and DD Form 2807-1 (Report of Medical History), unless the country is eligible for Medical Fast Track (See Section C10.8.5.5.). The SCO will provide the forms and assist the IMS with the instructions for completing the forms for IMS and authorized dependents.

**C10.8.5.1.2. Immunizations.** The Report of Medical Examination, (DD Form 2808, block 82) forms must be signed by a Partner Nation MOD Physician or a licensed, practicing medical authority (e.g., Physician) from the list of qualified practitioners maintained by the U.S. Embassy, certifying that the named individual has the immunizations listed in Table C10.T6., and is medically fit to perform the education and training that he/she has been nominated to attend.

**C10.8.5.1.2.1.** Only a physician can determine which of the immunizations listed in Table C10.T6., are medically appropriate for each IMS, given his/her age, medical history and current medical condition. Only the MILDEP can approve a waiver for the IMS to attend training if all immunizations are not current.

**C10.8.5.1.2.2.** Once the screening is complete, a statement verifying IMS is free of “communicable disease of public health significance,” will be included on DD Form 2808, block 73.

**C10.8.5.1.2.3.** A “communicable disease of public health significance” is defined by the Department of Health and Human Services. See JSCET, Table 8-4, Communicable Diseases of Public Significance. The SCO should contact the U.S. Consular Section/U.S. Embassy for the most current list of communicable diseases. See Section C10.8.5.7., for information regarding Health policy waivers for any communicable disease.

**Table C10.T6. Required Immunizations List**

Required Immunizations List
<ul style="list-style-type: none"><li>• Measles, Mumps and Rubella</li><li>• Polio</li></ul>

- Tetanus and diphtheria toxoids, and acellular pertussis (if indicated Td/Tdap)
- Varicella (chickenpox)
- Yellow fever (if traveling from or thru an infected area)
- Hepatitis A and Hepatitis B

**C10.8.5.1.3. Serological test for HIV.** HIV test results will be included on DD Form 2808, block 49.

**C10.8.5.1.3.1.** Although HIV was removed from the list of communicable diseases for access into United States, a HIV waiver must still be submitted to the MILDEP. For some training, a waiver would not be permitted, depending on the HIV/AIDS level. The waiver requires the physical exam and laboratory work be attached. The MILDEP will coordinate the decision to grant the waiver with its medical personnel as well as with the institution where the training is to take place.

**C10.8.5.1.3.2.** If an individual has or will need to travel to the United States for training more than once in a 12-month period, and the HIV test prior to the initial training period is documented to have been negative, a repeat HIV test is not required unless the individual has symptoms of, or a clinical examination finds or suspects HIV.

**C10.8.5.1.4. Screening for Tuberculosis (TB) or other Lung Disease.** All IMS attending resident training in CONUS or OCONUS DoD facilities must be screened via chest x-ray or the Interferon Gamma Release Assay (IGRA) test to determine presence of latent or active TB or other lung disease. The results of the chest x-ray and/or the IGRA test will be included on DD Form 2808, block 73.

**C10.8.5.1.4.1.** If an individual has or will need to travel to the United States for training more than once in a 12-month period and the chest X-ray prior to the initial training period is documented as negative for active disease, a repeat chest X-ray is not required unless the individual has symptoms of, or a clinical examination finds or suspects, a pulmonary (lung) problem.

**C10.1.5.1.4.2.** If available, the IMS may take the IGRA to identify the presence of latent TB. If the IGRA test is positive for latent or active TB, or if the IMS does not have the option to take the IGRA test, the IMS must have a chest x-ray performed to identify/confirm the presence of active TB. If the IGRA test is negative for TB, a chest x-ray is not required unless the IMS will be attending high risk training that specifically requires the x-ray, (e.g. EOD, Dive, or SEAL training).

**C10.8.5.1.5. Pregnancy Test for Female IMS.** Test results will be included on DD Form 2808, block 73. If an IMS is pregnant, the SCO will be required to submit a request for a health policy medical waiver. See Section C10.8.5.7. for health policy waiver procedures. Female participants in Regional Center programs are not required to have a pregnancy test. See Section C10.9.6. Pregnancy Coverage for additional information.

**C10.8.5.1.6. Dental Examination.** A complete dental examination including dental certification, signed by a licensed, practicing medical authority (Dentist), [from the Partner Nation MOD](#) or from the list of qualified practitioners maintained by the U.S. Embassy; documented on [DD Form 2808, block 83](#), that no care is required for cavities, infection or any oral disease. Participants in Regional Center programs are not required to have a dental examination and certification.

**C10.8.5.2. Special Medical Screening Requirements.** All IMS attending courses with special medical prerequisites will complete the required physical examination in his/her home country and meet specific U.S. military medical standards before entry into the United States and full enrollment in those courses of study.

**C10.8.5.2.1.** When a course has special medical screening requirements (e.g., flight, diving, explosive ordnance disposal (EOD), Special Forces, and Ranger training), [the T-MASL must be updated to specify the requirement that the physical examination must remain current for the duration of the training.](#)

**C10.8.5.2.1.1.** In cases where the country does not have the capability to perform the required physical examination, or if the U.S. facility does not accept the medical records from the IMS home country, or the physical examination is required to be performed by a U.S. military physician, the SCO will annotate in the remarks section of the ITO that the first training installation is to conduct the physical examination at the IMS's country's expense, and include where the health screening bills are to be sent for payment. The only exceptions to billing the IMS's country are if previous NATO or other memoranda of agreements have waived this requirement.

**C10.8.5.2.1.2.** IMS found to have medical conditions not meeting specific training requirements, which cannot be resolved prior to commencement of training, will be disenrolled and returned to their country.

**C10.8.5.2.1.3.** When training is to take place at a non-USG facility in the home country of the IMS, or in a third country (e.g., a regional MTT), the DoD will not require medical screening. The SCO should make sure the country representative understands that the IMS must meet the specific medical/physical fitness prerequisites for the education/training to be provided.

**C10.8.5.2.1.4.** When the individual entered the United States [for other than education/training purposes, and then the individual has a need to attend SC education/training during the individual's visit to the United States](#) the health screening requirements described in this chapter, including use of DD Form 2808 and DD Form 2807-1 apply.

**C10.8.5.2.1.5.** When the individual is attending training outside the United States at a DoD military facility, screening requirements are the same as for training in the United States.

**C10.8.5.2.1.6.** The MILDEP may permit the specialized physical (e.g. flight physical), to take the place of the requirement for a pre-screening medical exam only if the specialized physical includes all of the requirements outlined in Section C10.8.5.1., and is completed within three (3) months preceding the departure of the IMS.

**C10.8.5.2.1.7.** If an individual has or will need to travel to the United States for training more than once in a 12-month period, or in exceptional instances where the IMS must return to the U.S. multiple times a year for the same training, (e.g. simulator training for pilots or KDC-10 boom operators) after the qualifying annual physical is accomplished, the SCO should coordinate with the IA to determine if the qualifying physical can be used to satisfy the recurring requirements until the expiration date of the physical (unless there has been a change in the IMS health since the physical was conducted).

**C10.8.5.2.2. Additional Medical Examination/Screening Prior to Commencing Training.**

Medically screened and certified IMSs are exempt from medical examinations or any Immunoassay (IA) urinalysis and blood screening programs before commencing training at U.S. training installations, except for specific situations noted below:

**C10.8.5.2.2.1.** At and by United States military training installations when the associated physical examination is an established prerequisite for admission to training that involves exceptional physical activity or safety (e.g., flight, diving, explosive ordnance disposal, Special Forces and Ranger training).

**C10.8.5.2.2.2.** At and by United States military training installations on an exception basis pending development of a particular testing capability which does not exist in the IMS's country. In these instances, the country pays for the cost of testing. The only exceptions to billing the IMS's country are if previous NATO or other memoranda of agreements have waived this requirement.

**C10.8.5.2.2.3.** Physical examinations in conjunction with sick call or hospitalization in order to diagnose an IMS's medical condition.

**C10.8.5.3. Medical Screening Requirements for Authorized Dependents.**

**C10.8.5.3.1.** Authorized dependents and their eligibility for benefits and privileges are defined in the JSCET, Paragraph 10-9b(12), Dependents and in DoDM 1000.13, Volume 2. Dependents, including U.S. citizens, will not be added to the ITO until all medical screening is completed and the minimum health care coverage requirements identified in Section C10.9., have been verified by the SCO. The medical coverage for dependents must be maintained until their return to the home country. Failure to maintain health care coverage for dependents will result in the dependent being removed from the ITO, loss of all other DoD privileges/access, and a recommendation for revocation of dependent's Visa. Failure to maintain health care coverage for dependents may also result in the IMS immediate disenrollment from U.S. training.

**C10.8.5.3.2.** A completed medical examination consistent with Section C10.8.5.1., to include screening for tuberculosis (TB), and serological test for HIV, is required for all authorized dependents. If the authorized dependent is under the age of 15, a TB and HIV test are not required unless the dependent has symptoms that are consistent with TB or HIV, or the dependent was in contact with a person infected with TB or HIV, or there is reason to believe the dependent has been exposed to either TB or HIV.

**C10.8.5.3.3.** If the dependent is required to be screened for TB, the dependent may be screened via chest x-ray or the Interferon Gamma Release Assay (IGRA) test to identify the presence of

latent TB, if available. If the IGRA is positive for latent or active TB, or if the dependent does not have the option to take the IGRA test, he/she must have a chest x-ray performed to identify/confirm the presence of active TB. See Section C10.8.5.1.4., for screening details.

**C10.8.5.4. Pregnancy Test.** A pregnancy test is required for each authorized female dependent spouse or female dependent child over the age of 18. If an authorized dependent is pregnant, the SCO will be required to [coordinate the requirements with the IMSO](#) and submit a request for a health policy waiver [through the CCMD to the MILDEP](#). See JSCET, Paragraph 8-13. Waivers; and Section C10.8.5.7. Health Policy Waivers for IMS and Authorized Dependents. Also see Section C10.9.6. Pregnancy Coverage for additional information.

**C10.8.5.5. Medical Fast Track.** The purpose of medical fast tracking is to relieve IMSs from approved countries of redundant medical tests and associated documentation [by allowing IMSs](#) to provide alternate certification of their medical examination and history. See [Table C10.T7.](#), for the list of countries approved for medical fast [tracking](#).

**C10.8.5.5.1.** Medical Fast Track is applicable to all IMS from eligible countries and Regional Centers participants who do not have a medical condition(s) requiring maintenance medication(s) and routine follow-up appointments during training (e.g., low or high blood pressure, diabetes, cardiac condition, allergies).

**C10.8.5.5.2.** Although the SCO does not need to review medical tests for individuals from fast track countries, the SCO must provide certification in accordance with [Section C10.8.5.1.](#), and state that the IMS has been medically screened and is medically fit to participate in the education/training he/she is scheduled to attend. The IMS is required to receive and forward/hand carry copies of his/her medical exams, medical history and any relevant medical test results for delivery to the medical treatment facility, identified by the IMSO, upon arrival in the United States. Medical test results must be in English or submitted with an official English translation.

**C10.8.5.5.3.** The IMS of a fast track country can submit his/her country's medical examination and medical history forms (in English) to the SCO in lieu of DD Form 2808 and DD Form 2807-1; however, the MILDEPs should ensure that the T-MASL reflects whether DD Form 2808 and DD Form 2807-1 are still required.

**C10.8.5.5.4.** [Pregnancy test results are required for female IMS from a fast track country.](#) When a course has special medical screening requirements (e.g., flight, diving, EOD, Special Forces, and Ranger training), the requirements of the receiving schoolhouse will apply. See [Section C10.9.6. Pregnancy Coverage for additional information.](#)

**C10.8.5.5.5.** If an IMS from an approved fast track country arrives for training with medical/dental conditions that should have been identified during the screening process, DSCA (Building Partner Capacity Directorate (BPC)) will re-evaluate the country's eligibility status for fast track medical screening. [DSCA will review the list of approved fast track countries annually in consultation with the CCMDs and the MILDEPs, to determine whether any countries should be removed or added.](#)

**C10.8.5.5.6.** Current fast track countries are:

**Table C10.T7. Fast Track Countries**

EUCOM	Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Israel, Italy, Luxembourg, the Netherlands, Norway, Poland, Portugal, Spain, Sweden, Switzerland, and the United Kingdom
CENTCOM	Lebanon
NORTHCOM	Canada
PACOM	Australia, Japan and New Zealand
SOUTHCOM	Argentina, Barbados and Chile

**C10.8.5.5.7. Medical** Fast Track does not:

- Relieve the country/IMS of the responsibility of providing health care coverage and/or insurance for the IMS and/or accompanying dependents.
- Relieve the country of complying with all medical screening requirements.
- Does not apply to authorized dependents medical screening.

**C10.8.5.5.8. - DELETE**

**C10.8.5.6. Invitational Travel Order Medical Screening Requirements.** For the IMS and authorized dependents who meet the requirements for either the regular screening or fast track, the SCO will ensure the ITO has the appropriate block checked that medical screening has been accomplished. Authorized dependents will not be added to the ITO until all security/medical screening and health care coverage requirements have been verified by the SCO. [See Section C10.11., for additional IMS and Dependent ITO requirements.](#)

**C10.8.5.7. Health Policy Waivers for IMS and Authorized Dependents**

**C10.8.5.7.1.** Health policy waivers based on the specific training requirements [or other criteria established by the MILDEP regarding](#) the individual’s health condition may be requested [by the SCO, through the CCMD to the appropriate MILDEP.](#) The MILDEP policy contact will coordinate health policy waiver requests with the appropriate medical personnel, training field activity and school personnel. Requests for health policy waivers are to be tracked and referenced by the MILDEP to ensure consistent application of criteria for each individual case.

**C10.8.5.7.2.** [The health policy waiver requests for the IMS should include the ITO number and schedule of training including dates and locations. Health policy waiver requests for authorized dependents should include corresponding IMS identifying information along with information on the dependent/IMS relationship.](#) All health policy waiver requests will include attached copies of the pertinent laboratory results.

**C10.8.5.7.3.** For individuals testing positive for communicable diseases not included in the Code of Federal Regulations (CFR) (e.g., Hepatitis A, Hepatitis B, and Hepatitis C), health policy waivers will be considered on a case-by-case basis from the U.S. Citizenship and Immigration Services (USCIS) under [INA Section 212\(g\)\(1\)](#) for Inadmissibility Due to a Communicable Disease of Public health Significance” by completing and submitting [USCIS Form I-601](#).

**C10.8.5.7.4.** Health policy waivers will not be approved for a pregnant IMS or authorized dependent under any program unless the IMS has documented medical coverage for pre/post-natal care, delivery, and care for the newborn. Health policy waiver requests will also include the address where bills will be sent for payment.

**C10.8.5.7.5.** All health policy waivers granted must be noted on the ITO. A health policy waiver may only be granted based on criteria established by the MILDEP.

**C10.8.5.7.6. - DELETE**

**C10.8.5.8. - C10.8.5.8.2. - NO CHANGES**

**C10.8.5.8.3.** Medical records of IMSs should be safeguarded as information that is for official use only. SCOs should no longer require IMSs inbound for a U.S. school to complete a DD Form 2870, [Authorization for Disclosure of Medical or Dental Information](#). When requesting health policy waivers, the SCO does not have to obtain a release of health information from the IMS.

**C10.8.5.8.4.** SCOs and IMSOs will not maintain IMS or dependent health information as part of IMS’ education/training historical records. SCOs must either return any medical records to the IMS or destroy them within 15 days after the IMS returns from training and note this requirement in the CETPP, Appendix A, Paragraph 4a. While medical service providers should maintain their own treatment records, the IMS will maintain a copy of his/her own health information during his/her stay in the United States for reference in medical treatment and emergencies.

**C10.8.5.9. Country Team Responsibilities.**

**C10.8.5.9.1.** Ensure that medical and dental screening requirements are completed in accordance with SAMM Section C10.8.5.1.1. and Section C10.8.5.1.5. These documents must be received through official channels (e.g., from the country to the SCO). At no time should the medical documentation be presented to the SCO by the IMS.

**C10.8.5.9.2.** Ensure that authorized dependents health screening requirements are completed in accordance with SAMM Section C10.8.5.3.

**C10.8.5.9.3. - NO CHANGES**

**C10.8.5.10. Security Cooperation Office (SCO) Responsibilities.**

**C10.8.5.10.1.** Review updated medical insurance policy coverage options to ensure compliance with DSCA policy on healthcare coverage requirements and coordinate available options with

host nation and IMS. Ensure healthcare coverage is verified by MILDEP prior to addition of dependents to IMS ITO.

**C10.8.5.10.2 - C10.8.5.10.4. - NO CHANGES**

**C10.8.5.11. - C10.8.5.11.4. - NO CHANGES**

**C10.8.5.12. International Military Student Office (IMSO) Responsibilities.**

**C10.8.5.12.1.** Review the ITO for compliance with healthcare coverage and medical screening requirements to include chest X-ray and HIV test results. Notify the MILDEP and SCO immediately of any discrepancies.

**C10.8.5.12.2. - C10.8.5.12.3. - NO CHANGES**

**C10.8.6. Regional Centers (RC).**

**C10.8.6.1.** Fast track procedures will be applied to all countries for purposes of RC program participant processing. Participants traveling to a RC program or event in the United States with an ITO or a letter of invitation issued by the SCO or Regional Center will adhere to the fast track procedures described in Section C10.8.5.5.

**C10.8.6.2.** Participants traveling to a RC program or event in the United States with an ITO or a letter of invitation issued by the RC must meet DoS medical screening entry requirements as determined by the U.S. Consular Office in the Embassy. If approved by the Director of the Regional Center, foreign military personnel assigned as a foreign liaison officer or Exchange Officer to DoD and who are stationed within the local commuting area of a U.S. based Regional Center may attend those RC events on a space available basis, without additional security or medical vetting.

**C10.8.6.3.** Participants traveling to a RC program or event in a third country will be responsible for meeting health requirements of the partner nation. For example, non-German participants must meet German entry requirements to attend a RC event at the Marshall Center.

**C10.8.6.4.** Participants traveling to a RC program or event do not require dental exams or a pregnancy test unless required by the host country.

**C10.9. Healthcare Coverage.** All healthcare services provided to an IMS or authorized dependent while attending training in CONUS or OCONUS, whether at a military treatment facility or at a civilian medical facility incur a cost that must be paid by either the IMS, the foreign country, or the U.S. government. To insure that healthcare is available when needed, before an ITO is issued, a viable means to satisfy potential healthcare costs incurred by the IMS undergoing DoD provided training and any authorized dependents (regardless of citizenship), while in the United States must be identified. This section outlines the avenues for establishing how healthcare costs will be satisfied for the IMS and/or their authorized dependents. An IMS's country's failure to pay the U.S. government or a U.S. healthcare provider for health care services received by the IMS and their authorized dependents may result in the IMS being returned home, or the authorized dependent being removed from the ITO, loss of DoD

privileges/access, and a DoD recommendation for DoS revocation of authorized dependent's Visa. Non-payment for health care services received by the IMS and their authorized dependents will jeopardize future country allocations for DoD provided training programs.

NOTE: DoD does not support either an IMS or non-U.S. citizen dependents applying for non-emergency U.S. Federal, State, or other U.S. taxpayer subsidized medical/dental programs. (See Section C10.9.8.5.6.1.) If the IMS has authorized dependent children that are U.S. citizens, those dependents may be permitted to participate in U.S. Taxpayer-subsidized medical and dental programs, but they still require appropriate healthcare insurance coverage.

**C10.9.1. Healthcare coverage while in the United States.** International Military Students (IMS) who are not participating in a U.S. Government funded program and authorized dependents for all IMSs are required to have foreign government provided healthcare coverage while in the United States. A foreign government must establish healthcare coverage by electing whether to

- (1) provide an indemnification letter;
- (2) arrange for payment of potential healthcare costs through a Foreign Military Sales case; or
- (3) provide proof of a commercial insurance policy.

The foreign government's requirement to elect one of the three described options to establish healthcare coverage does not apply to an IMS participating in a USG funded program. For an IMS participating in a U.S. Government (USG) funded program, the U.S. Government funded program will pay for emergency or non/elective medical or dental healthcare coverage for the IMS. Regardless of the existence or non-existence of foreign government provided healthcare coverage, every IMS remains financially responsible in their individual capacity for any of their unpaid healthcare bills, including co-payments, deductibles, and services provided.

**C10.9.1.1. Foreign government indemnification for Medical Coverage and direct payment to the service providers for healthcare costs incurred by the IMS and/or his/her authorized dependents.**

**C10.9.1.1.1.** If a foreign country selects to provide an indemnification letter, the SCO will note on the ITO that the country agrees to remit reimbursement of accrued bills for healthcare (medical and dental care) costs for the IMS and all authorized dependents. The SCO will add the name and address of the CONUS based, partner nation official responsible for reimbursing the providers of medical costs for the IMS and all authorized dependents during their stay in the United States. A foreign country indemnification letter may indicate a foreign government intent to self-fund all healthcare costs and/or satisfy such costs by means of a foreign government procured health insurance plan. If health care costs will be covered by a country funded group health insurance plan, the SCO will also note the CONUS based POC and U.S. address and contact information for payment. A foreign government group health insurance plan need not meet the individual coverage requirements outlined in Section C10.9.5. Minimum Required Healthcare Insurance Policy Coverage. If dependents are included on the signed letter of indemnification, they can be only added to the ITO if they are authorized by the U.S. Government and meet the screening requirements of Section C10.12.

**C10.9.1.1.2.** Healthcare bills are sent directly to an IMS' government entity with a U.S. address for payment. Bills should be paid within 90 days after the bill is sent. Arrangements that

require the IMS to pay for medical services and then seek reimbursement from his/her government are prohibited unless DSCA (Building Partner Capacity Directorate (BPC)) has granted a waiver. See Section C10.9.8.5.3, for the waiver process to establish a modified medical coverage arrangement. The approved waiver will be kept on file by the SCO and annotated on the Invitational Travel Order (ITO) where indicated. The waiver will be valid unless there is a failure to pay bills within 90 days.

### **C10.9.1.2. Training Case Line Item for Medical Coverage.**

**C10.9.1.2.1. Direct Payment by Foreign Government via a National Funds FMS Case.** An FMS training case funded with national funds may be used to pay the costs of a commercial healthcare policy to provide for medical and dental coverage for the IMS and authorized dependents. A foreign government group health insurance plan need not meet the individual coverage requirements outlined in Section C10.9.5. Minimum Required Healthcare Insurance Policy Coverage, if it meets the criteria outlines in Section C10.9.1.1.1. If a country wishes to include payment of pre-existing conditions like pregnancy, childbirth costs, or other medical condition(s) requiring maintenance medication(s) and routine follow-up appointments during training (e.g., low or high blood pressure, diabetes, cardiac condition, allergies), and/or non-emergency dental care or other elective procedures for an IMS and/or authorized dependents with this line, the details must be included in the case and noted on the ITO. The IMS and/or authorized dependents must be indemnified by the IMS' government for any pre-existing condition, including pregnancy coverage, special needs requirements, prescription coverage, and dialysis. See Section C10.9.6. Pregnancy Coverage for additional information. See Section C10.9.8.9. Medical Care for FMS Case IMSs.

**C10.9.1.2.2.** A Foreign Government may elect to use a National Funds FMS Case to pay for the cost of a commercial health insurance policy. However, the cost of procuring supplemental insurance is not treated as a cost of the training or the course itself.

### **C.10.9.1.3. Grant Program Funding for IMS Medical Care.**

**C10.9.1.3.1.** Some U.S. Government (USG) Title 22 funded programs (e.g. IMET and FMF), and Title 10 funded grant programs (e.g. CTFP and Section 333 programs), may pay for emergency or non/elective medical or dental healthcare costs for the IMS only. Medically necessary or non/elective medical or dental healthcare coverage is further defined as only providing the medically necessary treatment required to safely return the IMS to training or back to their country. The grant programs will provide emergency medical coverage when CONUS based students are traveling TDY to other countries as a requirement of their course of instruction.

**C10.9.1.3.1.1.** The grant program will authorize a cost factor to be assessed per IMS training line for the payment of IMS medical care received from military and civilian healthcare facilities. For example, the IMET factor of \$35 per IMS training line is authorized for programming purposes under generic code N7E (T-MASL B365003, D365003, and P365003)). Grant program funds collected from each IMS training line at the Service level will be used to pay medical costs incurred by that countries IMET funded IMS. A separate country or IMS

funded medical insurance policy or country indemnification will be required to pay for medical and dental care of all authorized dependents of IMS attending grant program funded training.

**C10.9.1.3.1.2.** Other U.S. Grant funded Title 22 programs (e.g., Foreign Military Financing (FMF)) may use an approved medical line on a case to provide emergency or non/elective medical or dental healthcare coverage for IMS only. FMF may not be used to cover authorized dependent medical care. See Section C10.9.9.1. Those programs that do not provide complete healthcare coverage for the requirements outlined in Section C10.9.5. Minimum Required Healthcare Insurance Policy Coverage, require either a separate FMS (partner nation funded) case for medical expenses, a letter of indemnification, or commercial insurance policy.

**C10.9.1.3.1.3.** For Title 10 funded BPC cases, (e.g., Section 333), the IA may add a separate line to the proposal or Memorandum of Requirement (MOR)/LOA to cover emergency or non/elective medical or dental healthcare coverage for IMS. If funds on the case are insufficient to cover unforeseen medical expenses, the case may be amended and BPC program funds may be added to the case.

**C10.9.1.3.2.** Grant funded programs will NOT cover treatment of an IMS or authorized dependent for a pre-existing condition, including pregnancy. Despite the lack of an indemnification letter from the foreign government, the IMS' government will still be expected to pay for all medical costs to treat an IMS and/or authorized dependents for any pre-existing condition, including, pregnancy coverage, high blood pressure and dialysis. The foreign government's responsibility for the cost of all medical care for pre-existing conditions and pregnancy must be noted on the ITO. See Section C10.9.6. Pregnancy Coverage for additional information. An IMS's country's failure to indemnify pay the U.S. government or a U.S. healthcare provider for health care services received by the IMS and their authorized dependents may result in the IMS being returned home, or the authorized dependent being removed from the ITO, loss of DoD privileges/access, and a DoD recommendation for DoS revocation of authorized dependent's Visa. Non-payment for health care services received by the IMS and their authorized dependents will jeopardize future country allocations for DoD provided training programs.

**C10.9.1.3.3.** All authorized dependents of an IMS attending grant funded training require a separate country or IMS funded supplemental medical insurance policy to pay any costs for medical and dental care unless payment is specifically guaranteed in writing by the foreign government. The IMS must contact the IMSO to ensure that dependent coverage covers expenses to meet the local school enrollment requirements, such as school physicals, immunization/vaccination, any special care required for pre-existing physical, cognitive or learning disabilities as well as pregnancy pre and postnatal care. Authorized dependents and their eligibility for benefits and privileges are defined in the JSCET, Paragraph 10-9b(12), Dependents and in DoDM 1000.13, Volume 2, Enclosure 15, and specific screening requirements are outlined in Section C10.8.5.3.

**C10.9.1.4. NATO/Partnership for Peace (PfP) Status of Forces Agreements (SOFA) and Reciprocal Health Care Agreements (RHCA) for Medical Coverage.** The details and scope of existing NATO/PfP SOFA and RHCA type agreements as well as those yet to be established vary, both in who is actually covered, for how long, and what coverage is provided. SCOs

should contact their COCOM Training POC to determine the status of any NATO/PfP SOFA and RHCA and to identify any limits in coverage.

**C10.9.1.4.1.** To insure full coverage, the IMS who are not participating in a U.S. Government funded program and all authorized dependents from nations with either a NATO/PfP SOFA and RHCA require supplemental commercial healthcare insurance or indemnification by their government for medical services not covered under the NATO/PfP SOFA and RHCA. See Section C10.9.3. Healthcare provisions for IMS covered under a NATO/PfP IMS SOFA, and Section C10.9.4. Healthcare provisions for IMS covered under a RHCA, for additional information.

**C10.9.1.4.2.** See Section C10.9.2. for information regarding healthcare costs incurred in a DoD Military Treatment Facility. See Section C10.9.7.2.3. for information regarding required annotations to the ITO if IMS or Authorized dependents are covered by a NATO/PfP SOFA or RHCA.

**C10.9.1.5. Medical Care for IMET Students.** See Section C10.9.1.3. for information regarding medical coverage requirements for IMET and other Title 10 and Title 22 grant funded programs.

**C10.9.1.6. Commercial healthcare insurance policies procured by the IMS for Medical Coverage.** All healthcare insurance policies must meet the individual coverage requirements outlined in Section C10.9.5. Minimum Required Healthcare Insurance Policy Coverage.

## **C10.9.2. Healthcare costs incurred in Medical Treatment Facilities.**

**C10.9.2.1. Healthcare costs incurred in a DoD Military Treatment Facility (MTF).** All healthcare services provided to an IMS or authorized dependent at a DoD MTF facility while attending training in CONUS or OCONUS, generate a bill that must be paid via one of the processes identified in Section C10.9.1. The healthcare costs are considered to be a personal debt of the IMS to the USG. The healthcare notation on the IMS ITO states who is financially responsible for paying the healthcare costs. The SCO, in coordination with the MILDEP, must work with the partner nation to collect any unpaid debt. SCOs should contact their Embassy to determine the status of any agreement between the USG and the foreign partner that may address coverage of DoD provided health care. (See Section C10.9.1.4.).

### **C10.9.2.2. Healthcare costs incurred in a Civilian Medical Treatment Facility.**

**C10.9.2.2.1.** When a specific medical or dental treatment is not available at a DoD treatment facility, the IMS and/or authorized dependents must obtain a referral from the appropriate DoD treatment facility for the medical or dental treatment to be received in a civilian medical or dental facility, (with the exception of an emergency or non-availability of the DoD treatment facility, such as weekend closure.)

**C10.9.2.2.2.** Civilian healthcare providers/treatment facilities typically will require the patient to show how costs for healthcare will be paid prior to treatment. Properly prepared ITOs fulfill this requirement. When the ITO indicates commercial healthcare insurance is required, the IMS/dependent will need to show to the servicing medical treatment facility his/her insurance

card with a U.S. based POC and phone number. The IMS/Dependent may be required to pay a co-pay and deductible if not yet met.

**C10.9.2.2.3.** The Department of Defense does not support the IMS and non-U.S. citizen dependents participating in non-emergency U.S. Federal, State, or other U.S. taxpayer-subsidized medical/dental programs (See Section C10.9.8.5.6.1.).

**C10.9.3. Healthcare provisions for IMS covered under a NATO/PfP IMS SOFA.** The following healthcare provisions pertain:

**C10.9.3.1. Healthcare at a DoD Medical Treatment Facility (MTF).**

**C10.9.3.1.1.** Outpatient care (medical and emergency dental) provided by a DoD MTF is at no charge to the IMS and authorized dependents (some treatments are available for only the IMS and not for authorized dependents).

**C10.9.3.1.2.** Inpatient care for both the IMS and dependents (if available) is on a reimbursable basis. Supplemental healthcare coverage is required for the IMS and authorized dependents if not covered by the program or case, or if payment is not guaranteed in writing by the foreign government.

**C10.9.3.2. Healthcare at a Civilian Treatment Facility.**

**C10.9.3.2.1.** Inpatient care for both the IMS and dependents is on a reimbursable basis. **The IMS and/or dependents** are required to have supplemental medical insurance coverage if not covered by the program or case, or if payment is not guaranteed in writing by the foreign government.

**C10.9.3.2.2.** If referred by a DoD MTF, IMS outpatient care (medical and emergency dental) at a civilian treatment facility is covered by TRICARE Select which is a healthcare program of the U.S. DoD Military Health System; however, a co-pay is required, as well as a deductible if not yet met. SCOs should contact their Embassy to determine the status of any agreement and to identify any limits in coverage. Additional TRICARE Select info for NATO/PfP IMSs can be found at: <https://tricare.mil/foreignforces/>.

**C10.9.3.2.3.** If referred by a DoD MTF, civilian outpatient care for authorized dependents covered under a NATO/PfP SOFA may be covered by TRICARE Select which will require the IMS or dependent to pay a co-pay and deductible if not yet met. Refer to the specific details of the agreement to identify any limits in coverage. Additional TRICARE Select info for NATO/PfP IMSs can be found at: <https://tricare.mil/foreignforces/>.

**C10.9.3.2.4.** Inpatient care for both the IMS and authorized dependents at a Civilian Medical Treatment Facility is on a reimbursable basis and **is not covered thru NATO/PfP SOFA**. The IMS and/or **authorized** dependents are required to have **supplemental** medical insurance coverage which may also require the individual pay the co-pay and any deductible amount, if not yet met (NOTE - this is not familiar to most foreigners).

**C10.9.4. Healthcare provisions for IMS and their Dependents covered under a RHCA.**

**C10.9.4.1.** RHCAs differ by country in coverage and do not provide full healthcare coverage. Article III of the RHCA describes the scope and specifically identifies who is covered - the IMS is not covered unless specifically identified within Article III. Additionally, although dependents of IMET funded IMSs are usually identified as being covered under the RHCA, unless specifically identified, the RHCA does not extend to dependents of students funded by other programs. It is critical that the RHCA be carefully reviewed by the SCO to determine if it is current or will expire during the IMS' expected stay. SCOs should review the language of any existing RHCA per instruction in Section C10.9.4.4., as well as the language defining dependents in DoDM 1000.13, Volume 2, Enclosure 15, and contact their Embassy or COCOM Training Manager to determine the status of any updates to the agreement and any limits in coverage.

**C10.9.4.2.** RHCAs are applicable only for providing medical and dental care (for authorized dependents only), in DoD medical and dental facilities at no cost; if a training installation does not have a DoD medical treatment facility (MTF), the terms of the agreement do not apply. Many military installations do not have a full service MTF, or the nearest MTF is located a considerable distance from the schoolhouse/training activity. RHCAs do not cover civilian provided healthcare for either the IMS or Dependents of the IMS, including care while traveling away from their assigned military installation.

**C10.9.4.3.** All authorized dependents of an IMS that rely on an RHCA or as their primary source of insurance coverage must secure the supplemental healthcare insurance needed to meet the requirements specified in Section C10.9.5.

**C10.9.4.4.** For verification and information on RHCA, please access the DISCS International Training Management web page at <http://www.discs.dsca.mil/pages/itm/>. To find a specific RHCA, go the menu on the left side of the page to the following link: Functional Areas/Health Affairs/RHCA.

### **C10.9.5. Healthcare Insurance Policy Coverage.**

**C10.9.5.1.** The healthcare coverage should include for all non-elective medical conditions for the IMS and authorized dependents and must be in effect for one year or the duration of the IMS and dependent' stay in the United States under DoD sponsorship (including leave period indicated in the ITO), and maintained until their return to the home country. **If the IMS permits his healthcare policy to lapse, is unable to meet these financial obligations and the home country government has not agreed to indemnify the costs, the IMS may be withdrawn from training and returned to home country.**

**C10.9.5.1.1.** Failure by the IMS to maintain health care coverage for themselves or their dependents may result in the dependent(s) being removed from the ITO, loss of all other DoD privileges/access, and a recommendation for revocation of dependent's Visa. Any lapse in IMS/Dependent healthcare coverage will jeopardize future grant funding and training allocations for the country.

**C10.9.5.2. Minimum Requirements.** Healthcare insurance policy coverage must meet the following requirements. Information concerning some healthcare insurance policies that meet

the requirements of this policy can be found on the web at <http://www.discs.dsca.mil/pages/itm/> under Functional Areas/[Health Affairs](#).

**C10.9.5.2.1.** Healthcare insurance policy coverage **must** include coverage for all non-elective medical conditions. **In addition to having healthcare coverage insurance**, the IMS and/or **authorized dependents must** be indemnified by the IMS' government **for any known pre-existing condition**, including **pregnancy pre and postnatal care** coverage and **any special care required for pre-existing physical, cognitive or learning disabilities**.

**C10.9.5.2.2.** Medical benefits of at least \$400,000 per year, **per individual/family member** (payable in U.S. dollars; no conversion from foreign currency).

**C10.9.5.2.3.** Deductible not to exceed \$1000 annually per family.

**C10.9.5.2.4.** **Repatriation** of remains in the amount of \$50,000 (**per individual/family member**), should a death occur in the United States, to provide for the preparation and transportation of remains to home country.

**C10.9.5.2.5.** Medical evacuation in the amount of at least \$250,000 (**per individual/family member**) for immediate transportation to the nearest adequate medical facility, and **to return to their home country** in the event it is **subsequently** determined to be medically necessary for the IMS, and/or authorized dependents to return to their home country.

**C10.9.5.2.6.** No exclusion for payment of benefits directly to a DoD MTF if applicable.

**C10.9.5.2.7.** Provide nationwide coverage/service; non-U.S. based policies must provide benefits in the United States.

**C10.9.5.2.8.** Provide single source administration/management for the policy.

**C10.9.5.2.9.** Have a point of contact in the United States. In all cases, **the insurance provider must directly reimburse medical healthcare providers** promptly in U.S. dollars, **and have a claims office with a U.S. address and U.S. phone number**.

**C10.9.5.2.10.** Have a copy of the policy written in English.

**C10.9.5.2.10.1.** An English copy of the policy will be provided to the SCO, the servicing MTF, and the IMSO at all schoolhouses within the IMS' training track (e.g., DLIELC). The IMS will also retain a copy of the policy.

**C10.9.5.2.10.2.** Some MILDEP schools require the IMSO to review health insurance policies for compliance with the policy in this Chapter prior to the issuance of the ITO to the IMS. The SCO will scan and send a copy (in English) of the proposed policy as directed by IMSO and/or MILDEPs.

**C10.9.5.2.10.2.1.** For students attending Maritime (Navy/USMC/USCG) and Army courses, submit policies for review through the SC-TMS based Commercial Healthcare Insurance Policy Review Upload Process.

**C10.9.5.2.10.2.2.** The SC-TMS upload process is identical across applicable Maritime (NAVY/USMC/USCG) and Army pipelines in order to provide standardization. The one exception is that Maritime and Army each have unique back-up email addresses to be used for review IF the SC-TMS upload process goes down.

- For Maritime: Using encrypted email send policies to:
  - [Maritime.MedIns.Review.fct@navy.mil](mailto:Maritime.MedIns.Review.fct@navy.mil)
- For Army: Using encrypted email send policies to:
  - [usarmy.jble.tradoc.mbx.hq-tradoc-satfa-med-ins-review@mail.mil](mailto:usarmy.jble.tradoc.mbx.hq-tradoc-satfa-med-ins-review@mail.mil)

**C10.9.5.2.11.** If the U.S. education and training event is taking place in a third country, medical coverage must meet the requirements of the [third country/training nation](#). Contact the SCO, the DoD training provider, or the appropriate Regional Center to determine specific [medical coverage requirements in the training nation](#).

**C10.9.5.2.12.** The minimum dollar standards and coverage requirements will be reviewed annually by DSCA (Building Partner Capacity Directorate (BPC)) to ensure that they reflect the current cost and coverage of U.S. healthcare.

#### **C10.9.6. Pregnancy Coverage.**

**C10.9.6.1.** Pregnancy insurance is in addition to insurance requirements specified in Section C10.9.5. Pregnancy and childbirth coverage is not usually included in insurance policies purchased less than 12 months in advance, and is generally very expensive. Pregnancy insurance coverage is not available for purchase after an IMS or dependent is determined to be pregnant as it is considered a pre-existing condition.

**C10.9.6.2.** A pregnant IMS or a pregnant authorized dependent will require a health policy waiver before being authorized on an ITO.

**C10.9.6.3.** Pregnant dependents will not be authorized to accompany or join the IMS unless the costs of prenatal, childbirth, and postnatal care are covered by an FMS (national funds) case, or an already existing pregnancy insurance policy for at least \$250,000 prior to their arrival, or if the country agrees to pay, in writing, for any incurred cost prior to the dependent's arrival.

**C10.9.6.4.** An IMS or authorized dependent without pregnancy coverage, who is found to be pregnant after arrival in the United States will be returned to her home country immediately unless the IMS' government guarantees within ten working days after notification to pay all costs associated for prenatal, childbirth and postnatal care. [Failure to provide payment of associated bills by the country within 90 days after the bill is sent could affect the authorization for dependents to accompany students from that country in the future and may result in the student's removal from training.](#)

#### **C10.9.7. Invitational Travel Order Healthcare Notations.**

**C10.9.7.1.** Required health screening and healthcare financial responsibility entries for the IMS and authorized dependents must be annotated appropriately and accurately on the ITO according to the status of the IMS. Authorized dependents will not be added to the ITO until all medical screening and healthcare coverage requirements have been verified by the SCO.

**C10.9.7.2.** For the IMS and authorized dependents, the SCO will check the appropriate block of the ITO to indicate how healthcare charges will be paid and ensure the ITO includes [the name of a U.S. point of contact](#), billing address and telephone number.

**C10.9.7.2.1.** When commercial insurance is the means of healthcare coverage, the SCO will include the insurance company name, policy number, inclusive dates of the policy, and [the U.S. point of contact \(individual\) name and contact information](#) in block 12 of the ITO.

**C10.9.7.2.2.** If the foreign government or an FMS case is designated as the source of funding for the IMS and authorized dependent healthcare coverage, a statement will be included in the Remarks Section of the ITO that indicates whether or not all costs associated with pregnancy coverage are included in this coverage.

**C10.9.7.2.3.** If there is a valid Reciprocal Health Care Agreements (RHCA) or NATO/Partnership for Peace (PfP) Status of Forces Agreements (SOFA), the SCO checks item 12b(3) on the ITO and adds the following statement to item 13, “[Medical care in the DoD medical treatment facilities \(MTF\) is provided under \[reference the agreement, date, etc.\]. Reimbursement for provided services provided is not required.](#)” See C10.9.4. for additional RHCA information.

## **C10.9.8. Healthcare Coverage Responsibilities.**

**C10.9.8.1. DSCA Responsibilities.** DSCA is the DoD designated authority for international SC training and education programs. DSCA develops and promulgates policy and guidance, and provides oversight for the implementation and execution of healthcare coverage policy to the MILDEPs, IMSOs CCMDs, and SCOs. DSCA reviews, coordinates with the MILDEPs, and approves requests for exceptions to the healthcare coverage policy.

**C10.9.8.2. Combatant Commands Responsibilities.** Ensure that the SCO understands and adheres to the policies contained in this chapter.

**C10.9.8.3. MILDEP Responsibilities.** When commercial healthcare coverage is required, establish procedures for the review of student healthcare policies to ensure compliance with the SAMM and any applicable MILDEP directives. If a MILDEP uses a contractor to review student healthcare coverage policies, the cost of the contract for medical review may be computed as part of the tuition rate. [See the DoD Financial Management Regulation, Volume 15, Chapter 7, paragraph 071002.D.](#) The cost developed will be the same per student regardless of the training rate, as the cost is an incremental cost. If the cost to review the medical healthcare coverage is not included in the IMSO duties, then a separate line will be included on the case and the country charged for the service.

**C10.9.8.3.1.** In coordination with the CCMD, enforce the following directives when notified by the IMSO of IMS non-compliance with this policy:

**C10.9.8.3.1.1.** When notified by the IMSO of an irresolvable lapse or lack of required commercial healthcare insurance for the IMS, coordinate with the IMS' government to determine the payment mechanism for outstanding medical bills. If the IMS' government does not agree to pay for required healthcare insurance or outstanding medical bills MILDEPs need to take action to withdraw the IMS from education and training and return the IMS to his/her home country.

**C10.9.8.3.1.2.** When notified by the IMSO of an irresolvable lapse of required commercial healthcare insurance for authorized dependents, the MILDEP will take the following action:

- Direct the SCO to remove all non-compliant authorized dependents from the ITO.
- Direct the IMSO to collect DoD issued ID cards and request the IMS to return authorized dependents to home country.
- If the IMS fails to send authorized dependents home within ten working days, direct the IMSO to withdraw the IMS from training and return the IMS to home country.

**C10.9.8.4. Country Responsibilities.** When applicable, provide to the SCO copies of signed, legal country-to-country agreements or other statements that stipulate payments and reimbursement methods of healthcare costs for the IMS and/or authorized dependents (e.g., RHCA, SOFAs).

#### **C10.9.8.5. SCO Responsibilities.**

**C10.9.8.5.1.** Determine healthcare coverage requirements and payment method(s) applicable to IMS and authorized dependents (if any). If commercial healthcare coverage is required, scan and send an English language copy of the insurance policy along with the proposed ITO to the IMSO and any others specified by the MILDEP at least 30 days prior to report date for unaccompanied IMS and at least 60 days prior for accompanied students.

**C10.9.8.5.2.** Obtain concurrence from the MILDEP that coverage meets the requirements of this policy prior to signing the ITO. [Special attention must be taken to ensure the IMS understands their responsibilities \(if they have authorized dependents\) to purchase coverage to augment support for any known physical, mental or learning disabilities, school enrollment physicals and any immunizations/vaccinations, and pregnancy pre and postnatal care.](#)

**C10.9.8.5.3.** Submit a waiver request through the CCMD to [DSCA \(Building Partner Capacity Directorate \(BPC\)\)](#) for a modified medical coverage arrangement (e.g., country-provided healthcare coverage requires student to pay outpatient costs and seek reimbursement); or a country wishes to guarantee payment for medevac or repatriation expenses rather than including in the insurance. [DSCA \(Building Partner Capacity Directorate \(BPC\)\)](#) will coordinate approval of the waiver request with the MILDEPs. Once approved, the SCO request will include specific details of the proposed arrangement with the U.S. points of contact and the U.S. billing addresses for the Nation and the IMS, with the date of DSCA approval, in the ITO. [The approved waiver will be kept on file by the SCO and annotated on the](#)

Invitational Travel Order (ITO) where indicated. The waiver may be voided if there is a failure to pay bills within 90 days.

**C10.9.8.5.4.** If applicable, ensure the IMS has a copy of his/her healthcare insurance policy (in English) for delivery to the IMSO upon arrival at his/her first education and training site.

**C10.9.8.5.4.1.** When the IMS or authorized dependents are covered by a RHCA or NATO/PfP SOFA, ensure ITO block 12 specifies either a supplemental commercial healthcare insurance policy or indemnification by their government for healthcare services not covered under the RHCA (See Section C10.9.4.) or NATO/PfP SOFA (See Section C10.9.3.).

**C10.9.8.5.5.** If applicable, include in block 15 of the ITO a notation of any existing special medical conditions/preconditions for both the IMS and/or dependents. Do not provide any details that may compromise the rights to privacy of the IMS or authorized dependents.

**C10.9.8.5.6.** If training will occur in a third country, ensure the IMS has met healthcare requirements of the host nation.

**C10.9.8.5.6.1.** Brief the IMS on the following:

- Explain eligibility for healthcare in a DoD MTF.
- When applicable, advise that failure to maintain required healthcare insurance policy coverage, to include pregnancy coverage, for the duration of his/her stay, could result in removal from education and training and return home.
- Inform the IMS that while under sponsorship of DoD SC education and training programs, non-emergency participation on behalf of the IMS or non-U.S. citizen dependents, in a U.S. Federal, State, or other U.S. taxpayer-subsidized medical/dental programs is not permitted/supported by the DoD and may result in removal from education and training and return home.
- Inform the IMS of the financial and ethical responsibilities regarding all aspects of this healthcare policy, and have the IMS acknowledge, in writing, an understanding of the policy concerning healthcare insurance coverage, including consequences of a lack of pregnancy coverage and policy against using non-emergency U.S. taxpayer provided medical/dental assistance under DoD sponsorship. Retain the statement until the IMS has returned to home country.

#### **C10.9.8.6. IMS Responsibilities.**

**C10.9.8.6.1.** Acknowledge, in writing, an understanding of the policy concerning healthcare insurance coverage, including consequences of the lack of pregnancy coverage and policy against applying for financial assistance, welfare benefits, a social security number, driver license or other, non-emergency U.S. tax-payer provided medical/dental assistance while under DoD sponsorship **without approval from the Military Service.**

**C10.9.8.6.2.** If applicable, present healthcare insurance policy (in English) to the IMSO and to medical treatment facilities.

**C10.9.8.6.3.** Notify the IMSO immediately of any and all medical care required or received by the IMS and/or dependents, including cases of pregnancy. It is not necessary to divulge private medical information if it does not affect successful completion of training, but it is necessary to let the IMSO know that a medical bill may be expected.

#### **C10.9.8.7. IMSO Responsibilities.**

**C10.9.8.7.1.** Review the ITO for accuracy. When commercial healthcare insurance policy is marked or stated in the remarks, a copy of the insurance policy, along with any updates to the policy, will be placed in the IMS file.

**C10.9.8.7.2.** If commercial healthcare insurance is required for the IMS and/or authorized dependents, as directed by the MILDEP, review the healthcare insurance policy for compliance with requirements in Section C10.9., prior to IMS authorization for travel. Provide the SCO with instructions on where to send the English version for review. Report any deficiencies in healthcare coverage immediately to the MILDEP Country Program Manager and SCO. If it is found that minimum coverage requirements have not been met, ID cards will not be issued to dependents.

**C10.9.8.7.3.** Advise the IMS of the requirement to take the ITO and healthcare insurance policy documentation to local medical treatment facilities and any physicians [that provide them medical services during](#) their stay in the United States.

**C10.9.8.7.4.** Brief the IMS on all procedures and requirements as outlined in this chapter, including requirements in cases of pregnancy. Obtain a signed memorandum of acknowledgement and understanding from the IMS.

**C10.9.8.7.5.** If unauthorized dependents arrive at the training activity location, contact the MILDEP training policy manager immediately for advice on [restricting installation access and healthcare coverage](#).

#### **C10.9.8.8. Regional Centers (RC) Responsibilities.**

**C10.9.8.8.1.** Ensure that participants traveling to a RC program or event (e.g., course, seminar, conference, and workshop) meet any and all healthcare coverage requirements imposed by the country where the RC event is being held.

**C10.9.8.8.2.** For each RC program or event that requires travel to the U.S., specific health coverage requirements will be identified [as part of the Fast Track Program](#). See Section C10.8.5.5.1.

**C10.9.8.8.3.** Update the T-MASL and the nomination process to ensure the SCO is aware of the specific health coverage requirements for each RC program and event that requires travel to the U.S., ensuring that the participants are appropriately screened.

**C10.9.8.9. Medical Care for FMS Case Students.** An FMS case may [include host nation funds](#) to cover medical care at DoD and commercial health care facilities for FMS students training under the case. Medical care for authorized accompanying dependents may also be

included in the FMS case if specifically requested by the purchaser. An FMS case should not be used for the sole purpose of obtaining medical care for international students or their dependents unless approved in writing by the DSCA (Directorate for Security Assistance (DSA), Building Partner Capacity Directorate (BPC), and Strategy, Plans, and Policy Directorate (SPP)) prior to LOA development.

**C10.9.8.9.1.** Cases funded by [Foreign Military Financing \(FMF\)](#) may not be used to cover [authorized](#) dependent medical care.

**C10.9.8.9.2.** Each FMS IMS attending CONUS training (to include accompanying dependents authorized on the IMS's ITO) must have health care coverage explicitly stated on the ITO. [See Section C10.11., for additional info regarding ITO requirements.](#) See Section C10.8.5., and Section C10.9., for requirements for medical screening and healthcare coverage.

**C10.10.1. English Language Training (ELT).** Training in U.S. military schools and installations is conducted in English, except for the U.S. Army's Western Hemisphere Institute for Security Cooperation (WHINSEC), the U.S. Air Force's Inter-American Air Forces Academy (IAAFA), and most programs offered by the Naval Small Craft Instruction and Technical Training School (NAVSCIATTS). International students must be able to understand, speak, read, and write English at a level of proficiency that enables them to successfully complete training.

**C10.10.2. Responsibility for ELT.** Defense Language Institute English Language Center (DLIELC), under the command of U.S. Air Force Air Education and Training Command (AETC), is responsible for operational and technical control of the Defense English Language Program (DELP), which encompasses all Department of Defense (DoD) English language programs or courses conducted for U.S. personnel or international students under the International Military Education T10.

**C10.10.3. - C10.10.3.2. - NO CHANGES**

**C10.10.3.3. Minimum English Comprehension Level (ECL) for Students Entering Defense Language Institute English Language Center (DLIELC).** The minimum ECL score for entry into general ELT at DLIELC is 55, regardless of the training's funding source. Training Assistance [for ELT](#) may be purchased under the FMS program, or by the training of instructors at [DLIELC](#) if permitted and authorized under the IMET or other USG-funded programs. [Training assistance may also utilize](#) English language MTTs or Language Training Detachments (LTDs), or provide appropriate ELT materials and equipment. Details on DLIELC, MTTs, and LTDs are included in the DLIELC website at [www.dlielc.edu](http://www.dlielc.edu).

**C10.10.3.4. Exemptions from all English Comprehension Level Testing Requirements for Education and Training Purposes.** Certain countries whose students have consistently demonstrated an English speaking capability during training are exempt from all ECL testing requirements. This exemption does not apply to ECL testing requirements set for U.S.-sponsored exercises and competitions. An annual review by DLIELC, MILDEP training activities, and DSCA ([Building Partner Capacity Directorate \(BPC\)](#)) determines if the exemption should continue. [DSCA \(Building Partner Capacity Directorate \(BPC\)\)](#), in

coordination with the DSCA ([Strategy, Plans, and Policy Directorate \(SPP\)](#)), confirms the exemption list each year and issues a memorandum to the training community. Students from exempt countries must continue to demonstrate successful English language performance during training or the exemption must be withdrawn.

**C10.10.3.5. Exemptions from In-Country English Comprehension Level Testing for Direct Entry into Training.** Certain countries whose students demonstrate an English speaking capability are exempt from in-country ECL testing prior to direct entry into non-ELT training. Students from exempt countries are ECL tested at the first training installation. An annual review determines if the exemption should continue. DSCA (Building Partner Capacity Directorate (BPC)) confirms the exemption list each year by message. Students from exempt countries must continue to demonstrate successful English language performance during training or the exemption must be withdrawn.

**C10.10.3.6. Waiver to Course Minimum ECL Requirement to Attend DLIELC.** DSCA (Building Partner Capacity Directorate (BPC)), in consultation with the DoD Executive Agent for ELT and DLIELC, and with the concurrence of the CCMD, may grant a waiver to an ECL score of less than 55 for entry into general ELT at DLIELC when justified by unusual circumstances, regardless of funding source.

**C10.10.3.6.1.** Requests for waivers to minimum course ECL prerequisites for follow-on training (FOT) or Direct Entry Training are made by the SCO through the CCMD [to the Military Service \(See JSCET, section 5-9\)](#), in coordination with the training unit.

**C10.10.3.6.2.** ECL Waivers may be for individual IMSs or groups of IMSs supporting a particular country program. See Figure C10.F6., or go to the SAN: SC-TMS/Forms for a fillable, DLIELC English Comprehension Level (ECL) Waiver Request template.

**C10.10.3.7. Test of English as a Foreign Language (TOEFL).** SCOs are authorized to program the cost of the TOEFL under IMET and CTFP when it is required for entrance into approved degree-granting military undergraduate or graduate training programs. IMET and CTFP do not fund the prospective students' travel cost to the testing site.

**C10.10.3.8. Specialized English Training (SET).** Attendance at SET is required when general ECL requirements have been met and the IA determines (based on school house recommendation) that exceptional fluency or specialized vocabularies are essential to safety or effective participation in the course of instruction. For Senior PME courses, "SET Required" is programmed by exception as needed. Students must meet the highest level of the required ECLs, and if applicable, the OPI requirement(s) for their follow-on training (FOT) courses before they are entered into their SET portion of their courses - even if in specific cases the ECL and/or OPI requirement(s) have been waived by the FOT. If a waiver is desired to enter SET without the required ECL and OPI qualifications, a request must be submitted by the SCO or MILDEP to AF/A1DG with FOT concurrence.

**C10.10.3.9. Conduct of English Language Training (ELT) by Other than DLIELC.** All IMET-funded ELT must be conducted by DLIELC. [ELT which leads to follow-on U.S. military training must also be conducted by DLIELC unless justified and approved by DSCA](#)

(Building Partner Capacity Directorate (BPC)), including ELT resourced through partner nation funded FMS cases, and DoD-funded security cooperation (SC) programs (worldwide).

**C10.10.3.9.1.** For FMS cases, ELT may be conducted via contracted training with DLIELC oversight and agreement between the IA, AF/A1D and DSCA (Building Partner Capacity Directorate (BPC)). LORs should be coordinated with the IA and DLIELC before submitting to DSCA (Building Partner Capacity Directorate (BPC)) for approval. If approved, the requested training would apply to the scope of the proposed ELT program, potentially including SET. Any follow-on changes to the case to increase student load or extend the duration of the ELT program requires a revised request to be approved by DSCA (Building Partner Capacity Directorate (BPC)). All requests should include the information contained in Table C10.T8.

**Table C10.T8. Information Required for a Decision on the Conduct of English Language Training (ELT) by Other than the Defense Language Institute English Language Center (DLIELC)**

#	Decision Information and Rationale
1	Explain why other ELT arrangements are needed.
2	ELT information including location, description of training facilities, number of students, training objectives, duration of the ELT program, and estimated cost.
3	Written IA and AF/A1DG position on the proposed ELT exception.
4	Statement that DLIELC <b>periodically</b> monitors the ELT to ensure that DLIELC technical standards are being met; and performs a DLIELC certification once a year.
5	Statement that funding is available for DLIELC to <b>periodically</b> monitor and provide quality control of the proposed ELT, for FMS through the cases with an appropriate line item, or for other SC programs with a budgeted program line.

**C10.10.3.9.2.** The IA will ensure that any contractor providing English Language Training pursuant to any FMS case adheres to all DLIELC requirements concerning the curriculum quality, standards, and execution of the training. The IA will also establish procedures and standards within the contract for IMS administration.

**C10.10.3.9.3.** For all other ELT supporting DoD-funded security cooperation (SC) programs, the IA will establish procedures to adhere to the DLIELC American Language Course Placement Test (ALCPT) and ECL testing procedures and ensure Contractor adherence to DLIELC testing procedures by including/ referencing these procedures in the contract. The ALCPT testing procedures for contractors are found in the ALCPT Handbook at [www.dlielc.edu](http://www.dlielc.edu), and ECL testing procedures are outlined in DLIELC Instruction 1025.15, English Comprehension Level (ECL) Test Guidelines.

**C10.10.3.10. Direct Entry ECL Failure Forfeiture Charge.** The MILDEP may impose a forfeiture charge in all instances when direct entry students fail to achieve the prerequisite ECL on the CONUS course entry ECL test and when failure results in rescheduling or cancellation of direct entry training due to language deficiency. This policy applies to all direct entry students, including those from countries granted a waiver from the in-country ECL testing.

**C10.10.3.11. English Language Training Materials (ELTM).** Textbooks, testing materials, training aids, interactive multimedia (CDs/DVDs), and publications used to establish and/or support in-country ELT programs may be acquired under the IMET program, other SC programs, or purchased through FMS procedures. A factor of 50% of the cost of the materials ordered is programmed for air shipping transportation costs. EMTL can be shipped by ground transportation if specified by the country.

**C10.11.1. IMSs participating in DoD provided training will travel to the U.S. or other training location on an ITO, not on a Foreign Visit Request (FVR).** The ITO is the controlling document provided to international students authorizing them to participate in DoD provided training. The ITO provides the dates and location the IMS is to receive training; the accounting fund cite that will be used to pay for the training; the guidance for determining what support the IMS is entitled to; and the privileges the IMS may be entitled to while receiving training. The ITO will only be provided to IMSs once they complete in-country security and medical screening.

**C10.11.1.1.** The SCO is responsible for the preparation, explanation, and issuance of an ITO for each individual IMS. Multiple IMSs may not be entered on a single ITO. The only ITO document authorized is the SC-TMS generated ITO. An example of an ITO is shown in Figure C10.F2. If the Service financial system is temporarily down and funded ITOs cannot be generated via SC-TMS, SCOs should contact the IA for guidance.

**C10.11.1.2.** Foreign participants in joint or combined exercises, Subject Matter Expert Exchanges, or other visits (with the exception of Orientation Visits/Distinguished Visitor Orientation Visits (OT/DVOT) which require both an FVR and an IT), that do not explicitly involve instruction/training must travel on a FVR, not on an ITO.

**C10.11.1.3.** The SCO will annotate the required health screening and health care financial responsibility entries for the IMS and authorized dependents appropriately and accurately in paragraphs 11 and 12 on the ITO. For the IMS and authorized dependents who meet the requirements for either the regular screening or fast track, the SCO will ensure the ITO has the appropriate block checked that medical screening has been accomplished.

**C10.11.1.4.** When the IMS is covered by a NATO/PfP SOFA or their authorized dependents are covered under an RHCA, ensure that the ITO block 12 specifies the name of a U.S. point of contact, billing address and telephone number for the supplemental commercial healthcare insurance policy and/or indemnification by their government for healthcare services not covered under the NATO/PfP SOFA (See Section C10.9.3.) or RHCA (See Section C10.9.4.).

**C10.11.1.5.** If applicable, include in block 15 of the ITO a notation of any existing special medical conditions, cognitive or physical disabilities/preconditions for the IMS and/or any dependents. This information is required to insure the appropriate care is available at the

training location. Care should be taken to ensure confidentiality of any details that may compromise the rights to privacy of the IMS or authorized dependents.

**C10.11.2. Student Documentation.** ITOs and Visas will only be issued to the IMS and authorized dependents after in-country IMS/dependent screening is completed. (See Section C10.8.3.). The IMS or authorized dependent name on the ITO will be the same as on the country-issued passport and visa. No changes can be made to the IMS' name on the ITO or within SC-TMS until the name on the IMS' passport and visa are changed.

**C10.11.2.1.** All IMSs are required to have a minimum of six (6) months remaining on their passport upon completion of programmed training. See State Department website for additional passport and Visa information: <https://travel.state.gov/content/travel/en/us-visas/other-visa-categories/visas-diplomats.html>). It is recommended that IMSs carry their passport and visa with them at all times while in the U.S. Each IMS is responsible for his/her own travel documents. If there are any discrepancies, IMSs should contact his/her embassy to correct the problem immediately.

**C10.11.2.1.1.** The U.S. Visa is the authority to travel to the United States during the valid period; it has no relation to the period of stay in the United States. Multiple entry Visa's should be considered if the IMS will be required/permitted to visit Mexico, Canada, or other countries during the period of training.

**C10.11.2.1.2.** The Form I-94 is the Department of Homeland Security Arrival/Departure Record issued to the IMS. Rather than distributing a paper Form I-94, the IMS's passport will be scanned generating an electronic arrival record. The U.S. Citizenship and Immigration Services (USCIS) will issue an automated Form I-94 to the IMS when they enter the United States their air or sea port of entry and place an admission stamp on their travel document (a paper version of Form I-94 may be obtained at <https://i94.cbp.dhs.gov/>). This date, in conjunction with their ITO, forms the documentation that governs the IMS's status in the United States.

**Figure C10.F2. Example of Invitational Travel Order from SC-TMS.**

(These changes must be incorporated on the example - not required to remain in the SAMM text.)

<p><b>Item 11. Security and Student Screening:</b></p> <ul style="list-style-type: none"><li>a. Human Rights, Security, and Medical screening have been completed in accordance with Section C10.8., and JSCET paragraph 10-39 for IMS listed in item 6 of this order. The IMS was properly screened via Department of State (INVEST) and within DoD, Homeland Security and other required databases for records of Gross Violations of human rights, Human Rights abuses, drug trafficking, support of terrorist activity, corruption, criminal conduct, or other activities inconsistent with U.S. policy goals.</li><li>b. NO CHANGE.</li></ul> <p><b>Item 13. Terms:</b></p>
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- c. The IMS and dependents listed are required to acquire and maintain healthcare insurance coverage through the duration of their training in the United States. The IMS will be responsible for custodial fees and personal debts incurred by self or family members. This includes accepting responsibility for reimbursing the providers of all emergency/ non-elective medical costs for the IMS and all authorized dependents during their stay in the United States. If the IMS permits his healthcare policy to lapse, is unable to meet these financial obligations and the home country government has not agreed to indemnify the costs, the IMS may be withdrawn from training and returned to home country. This will jeopardize future grant funding and training allocations for the country.

## C10.12. Dependents

**C10.12.1. Definition.** Authorized dependents and their eligibilities for benefits and privileges are defined in the JSCET, Paragraph 10-9b(12), Dependents, and in DoDM 1000.13, Volume 2, Enclosure 15.

**C10.12.2. Dependent Travel.** Dependents are only authorized to accompany the IMS to the schoolhouses/courses identified in Table C10.T9., and select other courses where the T-MASL narrative specifically permits dependents.

**Table C10.T9. Schoolhouses/Courses where Dependents are Authorized to Accompany IMS (at No Cost to the USG).**

### **Schoolhouses/Courses where Dependents are Authorized to Accompany IMS**

- Air War College (D171010)
- Air Command & Staff College (D171002)
- Air Force Institute of Technology Graduate Programs
- Army War College (B171800)
- Army Command and General Staff College (B171768)
- Army Command and General Staff College at the Western Hemisphere Institute for Security Cooperation (B171425)
- Army Command and General Staff College - School of Advanced Military Studies (B171764)
- U. S. Army Sergeants Major Academy (B171200)
- Joint Forces Staff College - Joint Advanced Warfighting School at the (B171021)
- Joint Special Operations Master's Program for International Counterterrorism Fellows, Ft. Bragg (B171808)
- National Defense University - Eisenhower School (B171806)
- National Defense University - National War College (B171801)
- National Defense University - International Counterterrorism Fellows Program, College of International Security Affairs (B171798)
- Naval Command College (P171001)
- Naval Staff College (P171010)
- Naval Postgraduate School Graduate Programs
- Marine Corps War College (P171048)

- Marine Corps Command and Staff College (P171801)
- Marine Corps Expeditionary Warfare (P171818)
- Marine Corps School of Advanced Warfighting, (P171806)
- Inter-American Defense College (B171810)

**C10.12.2.1.** The SCO may submit a request to the appropriate MILDEP for authorization to bring dependents to Schoolhouses/Courses not listed in Table C10.T9., or to other courses where the T-MASL does not specifically permit dependents. The decision to authorize dependents to accompany IMS to training will be based on a case by case review of the ability of the schoolhouse and community to provide adequate family support and potential impact on the IMS ability to achieve course standards for completion. The MILDEPs may only authorize the IMS to bring those dependents to the United States who complete the required medical screening and have a medical healthcare coverage policy in place. (See Section C10.8.5.3. Medical Screening Requirements for Authorized Dependents). The MILDEP approval/ assurance must be provided to the SCO and the IMSO and, if appropriate, the IA should update the international notes on the T-MASL to reflect authorization for dependents.

**C10.12.2.2.** Only authorized dependents who complete the required medical and security screening and have a medical healthcare coverage policy in place may be added to the ITO. (See Section C10.8.5.3.)

**C10.12.2.3.** USG funding (e.g., DoD and DoS funding), will not be used to provide transportation for authorized dependents. If authorized to bring dependents, the IMS may make arrangements to travel with the authorized dependents at their own expense if it does not impact their arrival for course reporting date or class attendance.

**C10.12.2.4.** The USG funded IMS may be reimbursed for the cost of their transportation when accompanying authorized dependents if U.S. flag carriers were used to the extent available and the ITO authorizes the IMS travel at USG (e.g., DoD or DoS) program expense. Reimbursement is at the U.S. military airlift tariff rate if U.S. military airlift transportation would have been the mode used through USG arrangements or the actual cost of travel, whichever is lower, or Category Z rate or the actual cost of travel, whichever is lower.

### **C10.13. Travel and Living Allowance (TLA)**

**C10.13.1. Travel and Living Allowances for International Students Funded by USG Security Assistance (SA) and Security Cooperation (SC) Programs.** The living allowance for international military students (IMS) is intended to cover an average cost differential for the student living away from his/her home station. It is not a substitute for the IMS' normal method of compensation and/or pay. The IMS' government is responsible for timely payment of sufficient overall compensation and/or pay.

**C10.13.1.1.** International military or civilian students funded by USG SA and SC programs are not subject to the regulations in the JTR, although their USG funded living allowance is computed using the locality per diem rates published in the Joint Travel Regulations (JTR) for temporary duty travel (TDY). See Table C5.T8. General LOA Preparation Responsibilities, for additional information.

**C10.13.1.2.** IMS TLA is not subject to long term TDY flat rate per diem rules in the JTR and will be based on the locality per diem rate for the duration of the IMS stay in CONUS or OCONUS. See Table C10.T10.

**C10.13.1.3.** Table C10.T10 provides TLA rates for students receiving training under all USG funded Security Cooperation (SC) and Security Assistance (SA) programs.

**Table C10.T10. Daily Supplemental Living Allowances for International Military Students (IMS) under USG Funded Security Assistance and Security Cooperation Programs.**

**C10.13.2. TLA on FMS/FMF Cases.** TLA is normally not part of an FMS/FMF case (See Section C4.5.1.). However, in exceptional situations, DSCA may specifically authorize an LOA to include the payment of TLA for international students. To include TLA on a case, the SCO must request a waiver, [through the COCOM and MILDEP IA to DSCA \(Building Partner Capacity Directorate \(BPC\)\)](#). DSCA will consider a waiver to support payment of travel and lodging for the IMS only if the IMS travel is associated with formal or informal training, instruction, evaluations or field training exercises that are part of the case and impart military skills to the IMS. [A DSCA approved waiver is required for an FMS case to include TLA.](#)

**C10.13.2.1.** TLA includes travel from country to CONUS training location (and also between training locations) and the living allowance comprised of lodging, meals and incidentals. DSCA will not consider a waiver to pay any TLA for any non-students. For any non-students, including those traveling on a Foreign Visit Request, their country must directly pay for their travel to CONUS and also their per diem.

**C10.13.2.2.** Since travel management for international partners not engaged in U.S. provided formal or informal training, instruction, evaluations or other actions that instruct military skills to the partner personnel does not constitute a defense service, and DSCA cannot approve TLA for such travel or consider a waiver under these circumstances.

**C10.13.2.3.** The case as well as the ITO should also indicate that the TLA paid to the IMS is limited to the authorized living allowance rates in [Table C10.T10](#). IMSs authorized TLA should be provided advance TLA prior to departing home country. The amount of the advance should be the [greater](#) of the following: a minimum of two weeks living allowance or the entire living allowance authorized if the total training duration is five weeks or less. The SCO will indicate the amount of the allowance paid on the ITO.

**C10.13.2.4.** The date of the DSCA approval for travel and lodging must be entered into the case note on the LOA document. If TLA costs are included on the LOA and the case is financed with FMF, U.S. carriers must be used. The ITO may authorize the student to travel by military aircraft and reimburse the USG by direct bill at the non-government rate.

**C10.13.2.5.** Military departments (MILDEPs) are authorized to charge appropriate management costs to administer payment of TLA to IMS under FMS cases.

**C10.13.3. TLA on BPC Cases.** [The IA will coordinate training proposals with the DSCA Integrated Regional Team \(IRT\) and the BPC Program Managers to ensure CONUS or OCONUS training is appropriate and executable before including such training in the BPC](#)

MOR. The IA may include appropriate TLA charges on BPC cases in accordance with the authorized living allowance rates in Table C10.T10. Approval from DSCA ([Building Partner Capacity Directorate \(BPC\)](#)) to include TLA charges on the BPC MOR is not required. Refer to [Section C15.3.4.](#), to ensure that projected training schedules comply with period of performance restrictions applicable to the BPC program.

**C10.13.4. - C10.13.9.2. - NO CHANGES**

**C10.13.10. Baggage.** Authorized and unauthorized baggage information can be found in Table C10.T12., which does not apply to Regional Centers. SCOs should contact the Regional Centers for the amounts of baggage that will be authorized for its participants.

**Table C10.T12. Authorized and Unauthorized Baggage**

<b>Authorized Baggage</b>
<p>Allowances outlined below apply for the portion of the travel costs payable from U.S. appropriated funds. Baggage sizes and dimensions are to conform to carrier stipulations.</p> <ol style="list-style-type: none"> <li>1. Two pieces of checked baggage, not to exceed carrier stipulations, are authorized for IMS when education/training is 12 weeks or less.</li> <li>2. Three total pieces of checked baggage, not to exceed carrier stipulations, are authorized for IMS when education/training is 13 through 23 weeks.</li> <li>3. <a href="#">Four total pieces of checked baggage, not to exceed carrier stipulations, are authorized for IMS when education/training is 24 weeks and longer.</a></li> <li>4. In addition to the allowance in paragraphs (1) through (3) above, one additional piece of baggage not to exceed carrier stipulations is authorized for the following IMS receiving U.S.- funded travel:             <ol style="list-style-type: none"> <li>a. When IMS is accompanied by authorized dependents and is attending education/training programs listed in <a href="#">Table C10.T9.</a></li> <li>b. <a href="#">When IMS is attending flight training or other long-term training that requires special (e.g., flight helmet), or excessively heavy uniform requirements.</a></li> </ol> </li> <li>5. IMS are authorized to pay and be reimbursed the baggage surcharges for the authorized baggage cited above.</li> </ol> <p>NOTE: If the airlines will not accommodate the authorized baggage cited above, the IMS should ship the unaccommodated, but authorized, baggage the most economical way (e.g., FEDEX, UPS, USPS), and seek reimbursement for that cost. Schoolhouse IMSOs should monitor the baggage policies and latest surcharge costs for the carriers used from their commonly-used airports for changes, and inform SCOs when additional authorizations are needed on the ITOs.</p>
<b>Unauthorized Baggage</b>

Shipment of baggage in excess of the weight allowance is not authorized. Disposition of unauthorized baggage is made at the expense of the student or the IMS' government. Commanding officers of the training or administrative installation should ensure that unauthorized baggage is shipped at the student's expense prior to his/her departure from the installation. IMS reporting to ports of departure with unauthorized baggage are requested to forward the unauthorized baggage by commercial means at their expense. If lack of time prohibits this, the traffic representative takes unauthorized baggage into custody, and the IMS is given a receipt for the baggage. The IMS will travel on the scheduled flight or carrier. After departure, the traffic representative delivers the unauthorized baggage to the IMS' consulate.

**C10.14.1. - C10.14.1.2. - NO CHANGES**

**Table C10.T13. NATO Reciprocal Agreement Participants**

<b>Country</b>	<b>Effective Date</b>
Albania (ALB)	JAN 2015
Belgium (BEL)	MAR 2013
Bulgaria (BGR)	JAN 2014
Canada (CAN)	JUL 2014
Croatia (HRV)	MAY 2012
Czech Republic (CZE)	NOV 2013
Denmark (DNK)	AUG 2014
Estonia (EST)	JUN 2012
France (FRA)	MAY 2012
Germany (DEU)	JUN 2012
Greece (GRC)	NOV 2012
Hungary (HUN)	MAY 2012
Italy (ITA)	JUN 2012
Latvia (LVA)	MAR 2012
Lithuania (LTU)	NOV 2011
Luxembourg (LUX)	SEP 2016
Netherlands (NLD)	MAR 2016
Norway (NOR)	JUN 2012
Poland (POL)	JAN 2012

Country	Effective Date
Portugal (PRT)	FEB 2017
Romania (ROU)	FEB 2012
Slovak Republic (SVK)	JUN 2012
Slovenia (SVN)	JUN 2012
Spain (ESP)	NOV 2012
Turkey (TUR)	MAR 2013
United Kingdom (GBR)	OCT 2011

**Table C10.T14. Other Reciprocal Agreement Participants**

Country	Effective Date
Australia	DEC 1981
Israel	JUNE 1988
Japan	JAN 1986
New Zealand	APR 1982

**C10.14.1.3. Rate C (Formerly FMS Incremental Rate).** Countries currently in receipt of IMET or designated as a high-income foreign country, in accordance with [the FAA, Section 546\(b\)](#) (Austria, Finland, the Republic of Korea, Singapore, and Spain) and purchasing training via an FMS case using their own national funds, are eligible for Rate C. DSCA (Directorate of Business Operations (DBO)) maintains the DSCA IMET Allocation Database System (DIADS) that identifies countries currently receiving IMET. Refer questions on a country’s IMET status to DSCA (Directorate of Business Operations (DBO)). [See Section C9.4.3.1.2., for additional management information for situations where an IMET eligible country does not have IMET funding continued into the subsequent year.](#)

**C10.14.1.4. - C10.14.1.5. - NO CHANGES**

**C10.15. Suspensions and Cancellation of Training Programs**

**C10.15.1. Charges for Course Cancellations or Withdrawals.** For certain dedicated (all international) and contract courses, a 100 percent penalty is charged for cancellation unless filled by another student. For all other courses, if the country requests cancellation or rescheduling less than 60 days prior to the course start date, the country’s IMET program (or other grant program) or FMS case is charged 50 percent unless filled by another student. [The penalties will be reviewed and adjusted annually by the Implementing Agencies. These charges are reflected for each cancelled course assessed a cancellation penalty and the respective training line will be annotated with the code “FO” in the Training Line Status column to indicate forfeiture and that a penalty fee was charged.](#) Exceptions are as follows:

**C10.15.1.1. - NO CHANGES**

**C10.15.1.2.** The cancellation penalty is not applied when the cancellation is due to decisions by the United States, (i.e., [budget continuing resolution \(CR\) limits available grant funding](#), sanctions, deletion or rescheduling of classes), the cancellation is due to unavoidable circumstances within the country (i.e., national disaster), or the quota is used by the United States or another country. [If the IA is requested by DSCA, ICW State PM not to cancel courses within 60 days of course start, in anticipation of CR funds being made available, the IMET program will be charged 50 percent cancellation fee unless filled by another student.](#)

**C10.15.2. - C10.15.2.3. - NO CHANGES**

**C10.16.1.** The RCs for Security Studies are international venues for the exchange of ideas among nations. Each center covers a geographical area based on the Unified Command Plan. Through classroom-based activities, research, and outreach, the five centers build partner capacity, human and institutional, consistent with U.S. policy goals. See Table C10.T15. for RC Web Sites.

**Table C10.T15. DoD Regional Center Web Sites**

<b>Regional Center</b>	<b>Web Address</b>
Africa Center for Strategic Studies (ACSS) (Washington, D.C.; Ethiopia; and Senegal)	<a href="http://www.africacenter.org">www.africacenter.org</a>
Daniel K. Inouye Asia-Pacific Center for Security Studies (DKI APCSS) (Honolulu, HI)	<a href="http://www.apcss.org">www.apcss.org</a>
William J. Perry Center for Hemispheric Defense Studies (WJPC) (Washington, D.C.)	<a href="http://www.williamjperrycenter.org">www.williamjperrycenter.org</a>
George C. Marshall Center - European Center for Security Studies (GCMC) (Garmisch-Partenkirchen Germany)	<a href="http://www.marshallcenter.org">www.marshallcenter.org</a>
Near East-South Asia Center for Strategic Studies (NESA) (Washington, D.C. and Bahrain)	<a href="http://www.nesa-center.org">www.nesa-center.org</a>

**C10.16.2. - C10.16.5.1. - NO CHANGES**

**C10.16.6. Health Insurance for Regional Centers.** Participants traveling to an RC program or event (e.g., course, seminar, conference, workshop, etc.) are responsible for meeting any and all healthcare coverage requirements required by the country where the RC event is being held. The host RC will advise event participants of any corresponding requirements. [See Section C10.8.6. Regional Centers \(RC\) and Section C10.9.8.8. Regional Centers \(RC\) Responsibilities](#), for additional healthcare coverage requirements.

**C10.16.6.1.** Attendees are encouraged to obtain or have medical insurance for themselves and/or any family member that might accompany them to any RC courses or events.

**C10.17.1. - C10.17.6.4. NO CHANGES**

**C10.17.7. Exchanges.**

**C10.17.7.1. FAA, Section 544 - Exchange Training.** FAA, section 544 (22 U.S.C. 2347c), authorizes reciprocal [Professional Military Education \(PME\)](#) exchanges. The President may provide for the attendance of foreign military personnel at PME institutions in the United States (other than MILDEP Academies), without charge, if such attendance is part of an international agreement.

**C10.17.7.1.1.** These international agreements provide for the exchange of students on a one-for-one reciprocal basis each fiscal year between the U.S. PME institutions and comparable institutions of foreign countries and international organizations (IO). Each country or IO is responsible for paying its own students' TLA.

**C10.17.7.1.2.** Institutions specifically included are the U.S. MILDEPs' Command and Staff Colleges and War Colleges, Joint Forces Staff College, Naval Postgraduate School, and the Air Force Institute of Technology. MILDEPs are authorized to designate schools as PME institutions for SC training.

**C10.17.7.1.3.** Requests for new PME exchanges [agreements or for extensions to existing PME exchange agreements should be sent to DSCA \(Office of the General Counsel \(OGC\)\), in coordination with the DSCA \(Building Partner Capacity Directorate \(BPC\)\)](#), so that an umbrella (DoD and/or MoD) level exchange agreement is negotiated and completed.

**C10.17.7.1.4.** Specific MILDEP-level requests are sent to the IA after the DoD-level agreement is in place. The Joint Security Cooperation Education and Training (JSCET) provides the prescribed Memorandum of Agreement (MOA) format for this purpose.

**C10.17.7.2. - C10.17.7.2.5. - NO CHANGES**

**C10.17.8. Flight Training Exchanges (FTE).** [FAA, section 544 \(22 U.S.C. 2347c\)](#), authorizes the exchange of comparable flight training. FTEs must be pursuant to an international agreement, which provides for the exchange of students on a one-for-one basis during the same U.S. fiscal year. The JSCET Regulation provides the prescribed MOA used for this purpose. FTE requests are forwarded to the IA for action with an information copy [to DSCA \(Office of the General Counsel \(OGC\)\) and DSCA \(Building Partner Capacity Directorate \(BPC\)\)](#).

**C10.17.9. NO CHANGES**

**C10.17.10. [Humanitarian Assistance \(HA\)](#).** An HA effort pursuant to 10 U.S.C. 2561 may include the provision of training to foreign security force participants provided that the purpose of such training constitutes humanitarian assistance. For example, an HA effort to provide training to build a foreign partner's capacity to respond to a natural disaster may include Ministry of Defense participants who would be tasked as part of the foreign partner's disaster

response. The primary purpose of such assistance would be to improve the foreign partner's disaster preparedness for the benefit of the civilian populace.

**C10.17.11. International Narcotics Control and Law Enforcement (INCLE).** INCLE, a DoS program, authorized in the [FAA, sections 481-490 \(22 U.S.C. 2291-2291j\)](#), has two strategic goals to minimize the impact of international crime on, and reduce the entry of illegal drugs into the U.S. The INCLE training programs strengthen foreign criminal justice sectors and promote international cooperation. Training provided through the FMS system using INCLE funds is governed by the same laws and policies as those outlined for FMF, and must also meet the requirements of the INCLE authority.

**C10.17.12. Joint Combined Exchange Training (JCET).** The JCETs are planned two years before the event with concurrence from the Office of Secretary of Defense for Policy (OSD(P)) and DoS. The JCET program permits U.S. Special Operations Forces (SOF) to train in a foreign country through interaction with foreign military forces and is authorized by [10 U.S.C. 2011](#). It enhances SOF skills, such as instructor skills, language proficiency, and cultural immersion. DoD directly funds the SOF JCET program for the primary purpose of training U.S. SOF personnel, although incidental-training benefits may accrue to the foreign friendly forces at no cost. The foreign government pays TLA expenses for its participants. The United States may pay the incremental expenses incurred by a foreign country as the direct result of this training. Incremental expenses include the reasonable and proper cost of rations, fuel, training, ammunition, transportation, and other goods and services consumed by the country. Pay, allowances, and other personnel costs are excluded.

**C10.17.13. Building Partner Capacity for Foreign Security Forces (10 U.S.C. 333) Section 333.** Assistance may include training at no charge to the foreign country to build the capacity of foreign security forces to conduct certain types of operations. The BPC training rate is identical to the IMET rate except that the FMS administrative surcharge will be applied to it (See Section C10.14.1.4.). Section 333 funds may be used to pay travel and supplemental living allowance to IMS based on the established IMET rate.

**C10.17.14. Combating Terrorism Fellowship Program (CTFP).** CTFP is designed to address key challenges globally, regionally, and in specific countries through a tailored program of education and training activities. Permanently authorized by [10 U.S.C. 2249c](#), the CTFP provides a unique and flexible tool to focus efforts toward building partner capacity to meet a specific Combatant Command objective. Contact DSCA (Building Partner Capacity Directorate (BPC)) for questions regarding CTFP.

**C10.17.15. Section 1004 - Counter-Drug Training Support (CDTS).** NOTE - Section 1004 of the NDAA for FY1991 was repealed by the NDAA for FY2017, and the authority to conduct counter-drug training of foreign forces now resides in 10 U.S.C. 333.

**C10.17.16. MILDEP Academy Programs.** DoD's three MILDEP Academies admit foreign students to the full four-year programs, and also conduct academic exchange programs of varying length and content. Foreign cadets must meet all academy prerequisites and receive the

same pay and allowances as their U.S. counterparts. Up to 40 foreign students may attend each MILDEP Academy at any one time as members of an Academy class. Countries reimburse the program cost (to include the living allowance) to the MILDEP Academy unless a full or partial waiver of costs is granted by USD(P). [The management of the Military Academy Programs has been transferred to DSCA. Additional guidance is forthcoming - in the interim, please contact the CCMD Training Manager or DSCA \(Building Partner Capacity Directorate \(BPC\) for programming guidance.](#)

**C10.17.17. Cadet Semester Exchange Abroad Program (C-SEAP).** The parent (sending) MILDEP is responsible for the basic pay and living allowance for their cadets and all travel costs associated with transporting their cadets to and from the host (receiving) Air Force Academy. The host Air Force Academy provides the exchange cadets with billeting and subsistence and the cost of travel during training.

**C10.17.18. U.S. Coast Guard (USCG) Academy Foreign Cadet Program.** [14 U.S.C. 195](#) authorizes a limited number of foreign national appointments (maximum of 36) to the USCG Academy. Cadets can earn a Bachelor of Science degree in marine engineering and naval architecture, electrical engineering, civil engineering, mechanical engineering, marine and environmental sciences, management, or government. The foreign government must agree in advance to reimburse the USCG for all costs incurred for a cadet's training at the USCG Academy, except when a waiver is granted by the Commandant, USCG. Countries must agree that upon graduation, the cadet will serve in the comparable maritime Service of his or her country for an appropriate period of time.

**C10.17.19. National Geospatial-Intelligence Agency (NGA) International Program.** NGA conducts specialized training in geospatial intelligence at the National Geospatial-Intelligence College (NGC). NGC accepts IMS through FMS and IMET. Eligible foreign governments may receive tuition-free training through NGA's bilateral agreements. In the bilateral program, sponsor governments must cover per diem and travel expenses for their IMS. SCOs should process bilateral IMS in the same manner as FMS and IMET students, except for annotating on the ITOs that the training is tuition-free in accordance with the bilateral agreement.

#### **C10.17.20. Specialized Training.**

**C10.17.20.1. Observer Training.** During Observer Training, the IMS observes methods of operation, techniques, and procedures. Observer Training is not part of a formal course of instruction although it sometimes supplements or follows a student's formal training. Observer Training is authorized only if a course covering the desired training is not available. This includes specialist-type training. Certain Observer Training explicitly excludes "hands on" training. For example, foreign personnel enrolled under Medical Observer Training are prohibited from hands-on patient care.

**C10.17.20.2. On-the-Job Training (OJT) or Familiarization Training.** OJT is follow-on technical training devoted to practical application conducted after attendance at a formal course of instruction. This training is planned in advance as part of the country's training program. For IMET, OJT conducted independently and not in conjunction with formal courses of instruction is authorized in the United States only if a course covering the desired training is not

available. OJT in overseas schools and installations is provided in accordance with CCMD or MILDEP policies, dependent on the training sponsor.

**C10.17.20.3. Orientation Tours (OT).** Orientation Tours familiarize selected mid- and senior-level foreign military personnel with U.S. military training and doctrine. These tours may be designated as Distinguished Visitor Orientation Tours (DVOTs) if there are General Officers or equivalent MoD civilian personnel in the delegation. These tours are hand-tailored, short, intensive education programs that meet the specific needs of the country. National Defense University (NDU) is responsible for conducting OTs and DVOTs sponsored by the SC training program. These tours are limited to countries with lesser-developed defense relationships with the United States (e.g., new IMET recipient countries), unless extraordinary circumstances exist. In addition to the military objectives, OTs serve to enhance the United States and participating nation mutual understanding, cooperation, and friendship. [See Section C10.6.3.5., for DVOT additional information.](#) [See Section C10.11.1.2., for additional information regarding the requirement for foreign visit requests \(FVR\) and ITO for DVOT participants.](#)

**C10.17.20.3.1. Orientation Tour Requirements.** [See the National Defense University DVOT Program Overview and Desk Top Reference - available at <http://ismo.ndu.edu/ISMO-Programs/International-Visits/DVOT-Program/>.](#) Some OTs are eligible for IMET funding. When submitting orientation tour requirements, the positions held by the visiting officers **must be indicated.** [A fillable OT/DVOT request form and worksheet are also available in SAN/SC-TMS under FORMS.](#)

**C10.17.20.3.1.1.** Requests for OTs at the Chief of Staff and higher levels are not funded under IMET and should be referred to the corresponding U.S. element for funding and other action.

**C10.17.20.3.1.2.** DVOTs are funded with IMET, FMF or FMS. [The country must have available IMET funds or have an open FMS or FMF case that can be used to fund the DVOT.](#) [IMET and FMF funded DVOTs are authorized for senior country officials holding positions of major importance and high authority below the equivalent U.S. position of Chief of Staff or Chief of Naval Operations.](#) [All FMS, FMF and IMET-funded DVOTs must be approved by DSCA \(Building Partner Capacity Directorate \(BPC\)\).](#) If the visit includes visits to a senior OSD or JCS office, then a similar visit to DoS will be scheduled.

**C10.17.20.3.1.3.** DVOTs should not exceed fourteen calendar days plus overseas travel time and should be limited to not more than five visitors per tour. Travel arrangements (mode of transportation for overseas and domestic travel) and accommodations should be comparable to those provided U.S. personnel under similar circumstances.

**C10.17.20.3.1.4.** Orientation Tours (not DVOTs) are authorized for selected officers who may become future leaders and policy makers. Tours should be restricted in number (not more than seven visitors per tour) and limited primarily to international military participants. [OT/DVOTs to visit the U.S. Military academies are not authorized.](#) The FAA, section 636(g) (22 U.S.C. 2396(g)), provides the authority to reimburse the expenses of U.S. military officers detailed in connection with orientation visits of foreign military and related civilian personnel.

**C10.17.20.3.1.5.** Medical Screening, Security screening and Human Rights Screening (Leahy vetting) [are required for all OT and DVOT participants.](#) [Human Rights Screening \(Leahy](#)

Vetting) is not required if the tour is funded with FMS/Partner Nation Funds. DVOT and OT participants funded by FMF and IMET are covered for emergency medical treatment only. See Section C10.8., for specific screening requirements.

**C10.17.20.3.2. Country Team Evaluation of Orientation Tours.** Prior to any proposal to country officials, which could be construed as an agreement to provide a tour, the SCO [should coordinate with the NDU OT/DVOT Manager to ensure the request meets OT guidance.](#) Once the coordination is complete, the SCO will forward the OT requests to the CCMD, DSCA, NDU, and the IA, with supporting rationale and justification for approval. [\(NOTE: A fillable OT/DVOT request form and worksheet are available in SAN/SC-TMS under FORMS.](#) IMET-funded OTs are programmed only after the SCO Chief attests to their importance to the country's efforts and the SCO forwards the request for approval. Orientation Tours should not comprise a major portion of an established program nor be a routine use of country program funds.

**C10.17.20.3.3. - C10.17.20.3.7. - NO CHANGES**

### **C10.18. Field Studies Program (FSP)**

**C10.18.1.** In accordance with DoD Instruction 5410.17, each International Military Student (IMS) attending a formal course in the United States under security cooperation (SC) and other related programs is given the opportunity to participate in the U.S. FSP. The FSP objective is to provide a view of U.S. society, institutions, and goals, outside the classroom. The FSP should include discussion with the IMS on the facets of [Human Rights with a focus on Diversity and American Life, U.S. Government Institutions, Political Processes, Judicial System, Free Market System, Education, Health and Human Services, Media, International Peace and Security, and Law of War,](#) and the way in which all of these elements reflect the U.S. commitment to the basic principles of internationally recognized human rights. Implementing Agencies (IAs) are responsible for FSP implementation. Cost factors for implementing the FSP are developed by the IAs and included in course tuition costs.

**C10.18.2. - C10.18.8. - NO CHANGES**

### **C10.19. Unauthorized Absence (UA) of Students**

**C10.19.1.** As soon as the IMSO has verified that the IMS is absent from scheduled activities without proper authorization, the IMS will be considered in a UA status (also referred to as absent without official leave (AWOL)). [There is not a DoD requirement to wait 24 hours before making the UA determination. Every IMS who is UA is considered a potential threat to national security so prompt notification of UA is critical;](#) however, a high degree of certainty must be applied prior to making a notification of UA.

**C10.19.1.1.** When an IMS is determined to be in a UA status while in travel from one training installation to a follow-on training location, the IMSO at the IMS's last installation is responsible for notification and reporting requirements (after coordinating with the next installation). The following actions will be taken when an IMS is in a UA status.

**C10.19.2. IMSO responsibilities:** [The IMSO must carefully check IMS accountability records before making a determination of UA to ensure that the IMS is not absent because of](#)

misunderstanding the schedule, sick in quarters/local hospital, or for other plausible reasons. Once the IMSO verifies that the IMS is UA, the IMSO will accomplish the following notification actions:

**C10.19.2.1.** Notify the Department of Homeland Security/Immigration and Customs Enforcement (DHS/ICE) office, both local and national office by email at [CTCEU@ice.dhs.gov](mailto:CTCEU@ice.dhs.gov); the appropriate MILDEP training manager and country program manager; the CCMD Training Office; and [DSCA \(Building Partner Capacity Directorate \(BPC\) Institutional Capacity Building \(ICB\) Division\)](#). The notification should include, but is not limited to the items listed in Table C10.T16.

**C10.19.2.1.1.** Notify all organizations if an IMS previously reported as being in a UA status voluntarily returns to a DoD training installation or is known to be detained by local authorities.

**Table C10.T16. Information to be provided on student Unauthorized Absence**

<b>Information To Be Provided On Student Unauthorized Absence</b>
<ul style="list-style-type: none"><li>• IMS full name and country of citizenship/origin</li><li>• Passport and visa information</li><li>• Effective date and time of absence</li><li>• Date of birth</li><li>• Place of birth</li><li>• Last known location</li><li>• Last known mobile telephone number of IMS</li><li>• Case identification or Work Control Number (WCN)</li><li>• Type of training and any follow on training for which the IMS is programmed</li><li>• Travel circumstances (flight arrangements, layovers)</li><li>• Any information concerning events that may have contributed to the UA status</li><li>• Known variations in name spelling or alias - check against passport and visa</li><li>• <a href="#">Known relatives or friends and contact information in the United States</a></li><li>• Information on U.S. driver's license (e.g., number, issuing State, expiration date)</li><li>• Information and copy of any DoD identification (ID) cards issued</li><li>• <a href="#">Available financial information, including bank accounts, Credit/Debit card information</a></li><li>• Foreign Identification Number (FIN)</li></ul>

**C10.19.2.2. - C10.19.2.7. - NO CHANGES**

**C10.19.3. - C10.19.3.2. - NO CHANGES**

**C10.19.3.3.** Provide a declaration of unauthorized absence to DHS/ICE, signed by the MILDEP headquarters element. Declaration will include the UA IMS's name, date of birth, country of birth, country of citizenship, date of absence, and passport and visa numbers. In the e-mail to ICE (directed to ALRCU@dhs.gov; CTCEU@ice.dhs.gov) that provides the scanned copy of the declaration, the MILDEP will include any information on the DoD point of contact and any information on IMS relatives in the United States, including notation of any relative of prominence.

**C10.19.3.4.** In coordination with DSCA (Building Partner Capacity Directorate (BPC)), provide disposition instructions to the installation for any IMS in a UA status who voluntarily returns to a DoD installation.

#### **C10.19.4. - C10.19.4.3. - NO CHANGES**

**C10.19.4.4.** Submit an Unauthorized Absence/AWOL progress message in SC-TMS after the last end date of the training track.

#### **C10.19.5. DSCA (Building Partner Capacity Directorate (BPC)) Responsibilities:**

**C10.19.5.1.** Notify and forward the information in Table C10.T16., to DHS/ICE, and other appropriate DoD and DoS offices.

**C10.19.5.2.** Notify the appropriate DSCA Integrated Regional Team (IRT)/Country Manager to forward to the Defense Attaché of the IMS's country of origin, usually located in Washington, D.C.

**C10.19.5.3.** Participate in the working group consisting of State, DHS/ICE, DIA, FBI, and USNORTHCOM J34 representatives, maintain a list with current status information for all IMSs.

**C10.19.5.4.** The DSCA (Directorate of Business Operations (DBO)) issues guidance when it is necessary to proceed under Continuing Resolution (CR) Authority.

#### **C10.20. - C10.20.6. - NO CHANGES**

**C10.20.6.1. Weight Allowances.** The weight allowance for RIM is reduced to 100 pounds for PME, postgraduate education, language instructor training, and 50 pounds for all other courses.

**C10.20.6.2. Packaging and Labeling Requirements.** Materials are packaged and labeled at the training installation and shipped to the country SCO address in the country or to the SCO official address for classified material, for delivery to the IMS. If approved by the SCO, the RIM may be shipped to the student directly as indicated on the ITO via the most economical method available. DoS Pouch service is limited but may be used if available, in cases where there is no APO/FPO/DPO. A copy of the student's ITO will be placed inside the package. Use of the Army and Air Force Post Office, Fleet Post Office, or Diplomatic Post Office (APO/FPO/DPO) address of the sponsoring SCO is authorized if available. Packages shipped via the SCO should be addressed to the SCO (student's name must not be entered on address

label) and include (on the side of the package) the WCN and Program Year for IMET IMS and the WCN and FMS case for FMS IMS.

**C10.20.6.3. Shipment of Personal Property.** The training installation IMSO ensures that no personal effects or other unauthorized matter is shipped with the instructional material.

**C10.20.7. Maintenance of IMS Records.** DoD schools that train IMSs under SC programs must maintain IMS records for the same length of time as they are required to maintain records for other students. Country teams and/or SCOs retain IMS records for a minimum of 10 years. Electronic filing is encouraged and authorized. See Section C10.8.5.8.4., for information regarding maintenance and destruction of IMS medical records.

#### **C10.20.8. – NO CHANGES.**

**C10.20.8.1.** Due to the need for CLO accountability, it is required that all CLOs report to the IMSOs for in/out processing in addition to notifying IMSOs of any departure from assigned duty location (i.e. leave, TDY, etc.) scheduled leave in-country. CLOs will adhere to the same administrative requirements as the IMS to ensure accountability.

**C10.20.8.2.** SCOs must ensure CLOs are briefed prior to departure. CLOs will adhere to any IMS administrative requirements to ensure accountability for their safety and welfare.

#### **C10.20.9 – NO CHANGES**

### **C10.21. Annual International Training Reports**

**C10.21.1. Positions of Prominence Report (PPR).** Each CCMD ensures that SCOs update PPR data annually in the CETPP prior to the CCMD SCETWG. DSCA (Building Partner Capacity Directorate (BPC)) extracts PPR information from the CETPPs. The data is used to assess the effectiveness of the programs and support subsequent alumni engagement activities.

#### **C10.21.1.1. - C10.21.1.3. - NO CHANGES**

**C10.21.2. Foreign Military Training Report (FMTR).** FAA, section 656 (22 U.S.C. 2416), and the annual Foreign Operations Appropriations Act require the Secretary of Defense and Secretary of State to jointly prepare and submit to the appropriate Congressional committees a report on all military training provided to foreign military personnel by the DoD, DHS, and DoS during the previous fiscal year and all such training proposed for the current fiscal year. For the purpose of this report, “training” is defined as any activity where a significant objective is the transfer of knowledge or skills (related to the performance of tasks of a military or defense nature) to units or individuals of the foreign armed forces or foreign MoD civilians. This definition includes only education and training events, it does not include military exercises. The timeline (See Table C10.T17.), ensures this report is compiled and submitted to Congress to meet the legislated deadline.

**Table C10.T17. Foreign Military Training Report (FMTR) Preparation Timeline**

Date*		Action
August	End	DSCA (Building Partner Capacity Directorate (BPC)) issues the annual Foreign Military Training Report (FMTR) Data Call tasking message to all training activities, MILDEPs, CCMDs, The Joint Staff, and SCOs, outlining detailed reporting procedures and administrative guidance for the report. This message includes the Non-Security Assistance (Non-SA) Microsoft Excel workbook used to report training information not managed in in the Security Cooperation Training Management System (SC-TMS).
September	Start	<p>Upon receipt of the tasking message, the CCMDs and MILDEPs will provide their training data provider Points of Contract (POCs) to DSCA.</p> <p>Within SC-TMS, SCOs complete all data inputs/updates for COCOM’s review. COCOMs and MILDEPs begin their training data compliance review in SC-TMS correcting any errors and providing any missing information.</p> <p>Non-SA Data providers compile and prepare their programs submissions in the MS Excel Non-SA workbook and coordinate with their DoD sponsors for review.</p>
	End	<p>End of the fiscal year.</p> <p>Training data compliance review in SC-TMS must be complete and the FY dataset is finalized.</p>
October	Start	The finalized FY dataset is downloaded from SC-TMS and imported into the FMTR data system. Initial data validation procedures begin.
	Mid	<p>DSCA compiles data received from SC-TMS with reported Non-SA Data sheets. Data validation checks are performed and DSCA works directly with Non-SA data providers to correct errors.</p> <p>DSCA works with DoS to prepare updated country justification narratives.</p> <p>DSCA finalizes updates to the body of the report, including the listing of training programs and report package.</p>
	End	DSCA prepares draft FMTR for internal review.
November	Start	DSCA prepares the final FMTR draft for internal/external organizations’ coordination.

Date*		Action
	Mid	DSCA begins internal/external coordination with DSCA Directorates, DoD GC, DoD LA, Joint Staff, OSD Regional offices. A copy is forwarded to State.
	End	DSCA completes resolution and consolidation of comments from the internal/external coordination.
December	Start	DSCA prepares the final “Signature Report” and completes any updates to the DoD staffing package.
	Mid	Report is forwarded to the DSCA’s Front Office (FO) for approval and Director’s signature. The signed report is forwarded to the Under Secretary of Defense for Policy (USD(P)) for approval and signature.
	End	Upon receipt of USD(P) approval, DSCA forwards the signed report to DoS - Under Secretary Of State For Political Affairs.
January	Start	DoS begins their internal coordination process.
	Mid	DSCA works with DoS to finalize any report related issues. DoS finalizes their report edits.
	End	DoS prepares printed copies of the report for delivery to Congress.
* Note: Dates may vary depending on the work week each year		

**C10.21.3. - C10.21.4. - NO CHANGES**

**Figure C10.F1. International Military Education and Training (IMET) Waiver Request Format - NO CHANGES**

**Figure C10.F2. Example of Invitational Travel Order from SC-TMS - NO CHANGES**

**Figure C10.F3. Sample Combined Education and Training Program Plan (CETPP) - NO CHANGES**

**Table C10.T18. Training Analysis Codes and Worksheet Control Numbers (WCN) - NO CHANGES**

**C10.F4. Figure C10.F4. Virtual SCETWG Checklist.**

**C10.F5. E-IMET. Request for Certification or Re-Certification of E-IMET Courses.**

**C10.22. Security Cooperation Education and Training (SCET) Teams.**

**C10.22.1. Definition and Purpose.** SCET teams consist of U.S. Military, Department of Defense (DoD) civilian, and/or contractor personnel deployed to a foreign country on Temporary Duty (TDY - 179 days or less), or Permanent Change of Station (PCS - more than 179 days) status. These teams provide advice, training, technical assistance, or support to personnel of the host nation. This assistance is provided to meet specific objectives in connection with the development of a country's capabilities. Prior to programming these teams, planners should take into consideration all of the advantages and disadvantages inherent in the use of this type of assistance in a particular country. Deployment of SCET teams should also be consistent with DoD, Combatant Command (CCMD), and the U.S. Embassy Country Team Mission Strategic Plan (MSP). Table C10.T1., provides a listing of the various authorities for education and training.

**C10.22.1.1. Constraints.** Teams deploy and function under authority of the relevant section of either Title 10 USC, Title 22 USC or other relevant legislation are subject to procedures and constraints included in the authorizing legislation and/or established policy. Procedures and constraints vary greatly from one legislative authority to another and all concerned with a particular team's deployment must fully understand those differences. [See Section C10.8.3.1. Security Screening for Security Cooperation Education and Training Teams \(SCETs\)/Mobile Education Teams \(METs\) and Mobile Training Teams \(MTTs\).](#)

**C10.22.1.2.** Before a team deploys under Title 10 USC authorities, the Security Cooperation Organization (SCO) will ensure the team understands any rules of engagement or other constraints applicable to the particular section of the law that authorizes the deployment. The SCO will refer any questions to the Combatant Commander's (CCDR) Staff Judge Advocate for resolution prior to the team's deployment.

**C10.22.1.3.** Teams deploying under security assistance (SA) authorities, Title 22 USC, will not engage in, or provide assistance or advice, to foreign forces in a combat situation. Additionally, such teams must not perform operational duties of any kind except as may be required in the conduct of On-the-Job Training in the operation and maintenance of equipment, weapons, or supporting systems. Teams deploying under SA authorities must not perform SCO functions or augment the SCO or U.S. forces in country. Teams will not serve as an integral part of the Armed Forces of the hosting nation.

**C10.22.1.4.** All members of SCET teams must understand their responsibilities concerning acts of misconduct by foreign country personnel. The Military Department (MILDEP) responsible for SCET organization and management will brief team members prior to deployment on what to do if they encounter or observe such acts.

**C10.22.1.5.** The provisions listed in the above paragraph represent a level of conduct the United States expects each foreign country to observe. If team members encounter prohibited acts, they will disengage from the activity, leave the area if possible, and report the incidents immediately to the SCO, who will notify the Chief of the U.S. Mission. The Chief of the U.S. Diplomatic Mission through the SCO will identify proper U.S. authorities during the team's initial briefing. Team members will not discuss such matters with non-U.S. Government (USG) authorities such as journalists or civilian contractors.

**C10.22.1.6.** SCOs will initiate SCET requests using the [DD Form 2964 Security Cooperation Education and Training \(SCET\) Team Request](#), submitted through the CCMD to the MILDEP IA. A fillable PDF of the Security Cooperation Education and Training (SCET) Team Request (DD Form 2964) is located on the SANweb in SC-TMS/FORMS.

## **C10.22.2. Types of Security Cooperation Education and Training Teams.**

**C10.22.2.1. Extended Training Service Specialist (ETSS).** ETSS are DoD military and/or civilian personnel normally deployed in a PCS status and who are technically qualified to provide defense related advice and instruction, or training in the installation, operation, and maintenance of weapons, equipment, and systems. ETSS are attached to the SCO for operational oversight and administrative and logistical support, but do not perform SCO staff duties. ETSS are not used for follow-on retraining or advisory duties, except in rare instances when the recipient country cannot provide qualified personnel from its own resources or hire qualified personnel from non-indigenous sources.

**C10.22.2.1.1.** ETSS deploy under SA authorities contained in Title 22 USC and are programmed under budget generic code N30 on the basis of person-month requirements. ETSS are most often programmed under a FMS case. Because of funding severability issues, ETSS are not normally programmed for either the IMET or the CTFP program. DSCA (Directorate for Security Assistance (DSA), Building Partner Capacity Directorate (BPC), and Strategy, Plans, and Policy Directorate (SPP)) must approve ETSS deployment under either of these programs. The Case Manager and SCO should ensure the FMS case contains appropriate language to support ETSS deployment. All costs involved in deploying and sustaining the ETSS must be included in the LOA. Depending on the country, this can include such items as dependent travel, movement of household goods, and dependent schooling.

**C10.22.2.1.2.** ETSS that provide English language instructors, supervisors, or advisors on detached duty status from Defense Language Institute English Language Center (DLIELC) are referred to as a Language Training Detachment (LTD).

**C10.22.2.1.3.** ETSS may be provided for periods up to one year under International Military Education and Training (IMET). Only DSCA (Directorate for Security Assistance (DSA), Building Partner Capacity Directorate (BPC), and Strategy, Plans, and Policy Directorate (SPP)) can approve longer periods.

**C10.22.3. Contract Field Services (CFS).** CFS are civilian personnel under contract from private industry who perform the same functions as ETSS. CFS personnel are used only when the Implementing Agency (IA) determines that services by DoD personnel are not practical. Only DSCA (Building Partner Capacity Directorate (BPC)) can approve use of CFS personnel under IMET. CFS requirements are programmed on the basis of person-month requirements. Estimated contract cost covers the total training service cost, including salary, transportation, baggage, etc. Budget generic code N30 funds CFS personnel.

**C10.22.3.1.** CFS costs depend on the value of a negotiated contract with the civilian firm involved and include such costs as salary, in-country maintenance, CONUS travel, and overhead.

**C10.22.3.2.** The SCO is responsible for ensuring the contractor understands regulations and procedures for receipt, dispatch, storing, and safeguarding of military information, including classified information.

**C10.22.3.3.** CFS contracts are non-personal services contract. U.S. officers and employees should have no supervisory control over contractor personnel. Non-personal services contract means a contract under which the personnel rendering the services are not subject, either by the contract's terms or by the manner of its administration, to the supervision and control usually prevailing in relationships between the Government and its employees.

**C10.22.3.4.** Contractors and their employees will not be placed in policy-making positions or in positions of command, supervision, administration, or control over DoD personnel or personnel of other contractors; nor will they become part of a foreign government organization.

**C10.22.3.5.** Security clearance for employees of contractors performing field services will conform to the requirements of applicable DoD instructions or regulations. Other administrative requirements such as those involving certificates of performance, logistical support, travel, identification, privileges, and reports will conform to the appropriate provisions of the MILDEP regulation, as incorporated within the contract for the services.

**C10.22.3.6.** According to the terms of the contract, the contracting officer may require the contractor to remove from the job site any CFS employee who endangers persons or property or whose continued employment under the contract is inconsistent with the interests of the USG.

**C10.22.3.7.** CFS personnel are authorized leave for U.S. federal holidays as specified in MILDEP procurement procedures. All other leave and absence are authorized at the discretion of the contractor.

**C10.22.4. Technical Assistance Field Teams (TAFT).** TAFT are DoD and/or contractor personnel deployed in a permanent change of station (PCS) status for the purpose of providing in-country technical, advisory, or maintenance support to foreign personnel on specific equipment, technology, weapons, and supporting systems when mobile training teams (MTT) and ETSS are not appropriate for the purpose (e.g., Technical Assistance Team (TAT) deployed in a TDY status). Any training a TAFT provides is collateral to their technical and maintenance support function. TAFT cannot be provided under IMET.

**C10.22.5. Mobile Training Team (MTT) and/or Mobile Education Teams (METs).** MTTs are DoD and/or contract personnel on temporary duty (up to 179 days) for the purpose of training foreign personnel in the operation, maintenance, or support of weapon systems and support equipment, or for specific training requirements that are beyond in-country U.S. resources. Requirements for assistance in excess of 179 days should be met by CONUS training or be provided as an ETSS.

**C10.22.5.1.** MTT deploy under Title 10 USC, Title 22 USC, or other statutory authorities. METs provide training developed primarily in response to the expanded-IMET program in a seminar and/or educational format.

**C10.22.5.1.1.** MTTs may be authorized for either CONUS or OCONUS deployment. This includes in-country training surveys to determine specific country training needs; to identify quantity requirements that are beyond the country's capability to assess and that are associated with equipment deliveries; and to provide assistance for self-defense.

**C10.22.5.1.2.** MTTs should be considered when training must be accomplished quickly in response to a threat or adverse condition affecting the security of the foreign country; training is of relatively short duration; training must reach a large number of trainees; or when training can be conducted only on equipment or in facilities located in the foreign country.

**C10.22.5.2. Security Screening for Security Cooperation Education and Training Teams (SCETs)/Mobile Education Teams (METs) and Mobile Training Teams (MTTs).** Local security screening and Leahy vetting for gross violations of human rights is required for the specific foreign units, including foreign unit commanders attending a U.S. funded SCET/MTT/MET focused on a specific unit(s). When U.S.-funded training is not intended for a specific unit but provided to an ad hoc assembly of individual participants from a variety of different units, accomplish the security screening described in Section C10.8.3. for each individual participant (IMS). For a MTT/MET funded with FMS national funds, the security screening uses the standard local screening process developed by the country team with the Ambassador's approval. Leahy vetting is not required for IMSs whose SCET/MTT/MET training is funded with national funds.

**C10.22.5.2.1.** The MILDEP will establish the training line with an appropriate Team track type (i.e. Team) and Training track type (i.e., IMS or Team) noted to permit SCO to enter IMS data for screening requirements. Upon completion of the security screening, the MILDEP will ensure that the T-MASL identified for the MTT has been reviewed, is up to date and contains all required IMS information.

**C10.22.5.2.2.** The MILDEP will ensure that the number of IMSs expected to participate in training is entered (instead of "1"). This provides the ability to compare the quantity of IMSs expected on the training line with the number of names entered to determine if the MTT was attended and resourced correctly. IMS information should be entered into SC-TMS prior to commencing SCET/MTT/MET training conducted by DoD.

**C10.22.5.2.3.** The MTT team lead or team chief will coordinate directly with the SCO to verify the list of IMSs approved to participate in the training and confirm that all IMSs have completed security screening requirements before training commences. The MTT team-lead or team-chief will also alert the SCO of any inconsistencies, and provide any necessary edits/updates of IMS data to the SCO. The SCO will update the IMS individual identification data in the Security Cooperation Training Management System (SC-TMS) within 15 days after the completion of training. This applies to all IMS attending DoD provided MTTs, including CONUS and OCONUS, resident and non-resident training.

**C10.22.5.3. General MTT/MET Programming and Funding Information.** The MILDEPs will ensure that each MTT is programmed using a T-MASL line appropriately tailored for the training requested, and that there is a separate line on the STL created for adding IMS names. MTT's will NOT use generic or "other" T-MASLS. MTT Instructors will coordinate with the

SCO to insure that all IMSs are properly vetted and their names are entered into SC-TMS before training commences.

**C10.22.5.3.1. MTT and METs are funded under budget generic code N20.** Programming must include duration in weeks; number of team members; costs for overseas travel (round trip); in-country travel; travel and living allowances; CONUS travel; baggage; and DoD civilian salaries. Only the MILDEP can approve excess baggage.

**C10.22.5.3.2.** Per diem allowance costs during temporary duty travel outside CONUS is computed according to Joint Federal Travel Regulations (JFTR) rates for U.S. military personnel, and rates shown in the "Standard Regulations, Government Civilians, Foreign Areas" (published by the DoS) for USG civilians. MTTs' CONUS travel costs are programmed at an estimated rate to include commercial air transportation, baggage, and per diem.

**C10.22.5.3.3.** Costs of team members traveling from overseas locations are computed using commercial air (tourist rate) transportation, per diem, and excess baggage. Additional travel costs should be based on the Joint Travel Regulations (JTR) and other applicable directives and regulations.

**C10.22.5.3.4.** When more than one MILDEP is involved, a joint MTT is programmed using the MASL line of the MILDEP providing the most team members. If each MILDEP provides an equal number of team members, the MTT is programmed using the Military Articles and Services List (MASL) line of the MILDEP counterpart to the requesting foreign country MILDEP.

**C10.22.5.3.5.** All team member costs, including pre-deployment orientation or training costs are programmed as "unit costs" of the country program.

**C10.22.5.3.6.** Training aids (including packing, crating, handling, and transportation (PCH&T)) are programmed separately under budget generic code N20, description: MTT-TRNG AIDS (MASL Item-ID 309000-CONUS, 319000-O and/or S). This program line shows the next sequential suffix of the Work Control Number (WCN). Only training aids that cannot be requisitioned under FMS are included under this procedure and must be approved by DSCA (Directorate for Security Assistance (DSA) and Building Partner Capacity Directorate (BPC)).

**C10.22.5.3.7.** Light refreshments during breaks in MTT/MET-provided training may be funded if the provision of such refreshments prevents disruption of the training agenda. The MTT/MET must be a formal DoD conference with a published and substantive agenda, which includes scheduled speakers, and involves matters of topical interest to participants from multiple agencies and/or foreign governmental participants, where refreshments are incidental to the overall conference. The SCO must provide the DSCA (Directorate of Business Operations (DBO)) adequate documentation explaining that no other convenient source of refreshments for attendees exists. This documentation must be provided to the DSCA (Directorate of Business Operations (DBO)) at least **45 days** prior to the start of training.

**C10.22.5.4. MTT Funded with FMS.**

**C10.22.5.4.1.** An MTT may be furnished under an LOA, either as a separate case or as part of an existing training case. MTTs provided through an FMS LOA may cross fiscal years. The MILDEPs develop cost data for these MTTs. The same cost elements as stated for IMET MTTs are used, with the addition of military pay and allowances with current acceleration factors for all military members of FMS-funded MTTs.

**C10.22.5.4.2.** When planning for MTTs, the SCO should allow adequate time for:

- Determination of price and availability;
- LOA preparation and processing;
- Submission to and acceptance by the country;
- Receipt of the initial deposit and issuance of obligation or expenditure authority;
- And, MTT team orientation and preparation of training aids after funding is received.

#### **C10.22.5.5. MTT funded with IMET.**

**C10.22.5.5.1.** A fundamental objective of IMET is to influence current and future senior leaders among foreign military personnel by exposing them, during training in the United States, to the American people, way of life, institutions, beliefs, and aspirations. This must be considered when proposing an MTT OCONUS deployment in lieu of CONUS training. A decision to use MTTs should not be solely based on cost considerations. Every attempt should be made to provide MTTs through FMS rather than IMET. MTT requests under IMET must demonstrate that an MTT is the best approach and that IMET is the only available funding option. A DSCA (Building Partner Capacity Directorate (BPC)) waiver is required to program an MTT under IMET.

**C10.22.5.5.2.** MTTs are programmed by the SCO for the fiscal year in which the team will be used. Teams are programmed on a man-week basis. An IMET funded MTT cannot be funded across fiscal years; therefore, personnel on MTT duty must terminate their TDY and return to home station before September 30 unless action has been taken to reprogram the team in the new fiscal year. Such reprogramming is subject to the 179-day restriction on MTTs, receipt of Continuing Resolution Authority (CRA) or other budget authority in the new fiscal year, and DSCA approval. Consider also that there are some authorities that allow funding across fiscal years. See SAMM Chapter 15.

**C10.22.5.5.3.** Transportation costs for round trip team travel are chargeable to the fiscal year of the start of the TDY. Once a formal MTT request is submitted according to MILDEP instructions and the details of mission, concept, composition, duration, and source agency finalized, the IMET will be adjusted to reflect the MTT cost estimate developed by the appropriate MILDEP. The following factors will be included: CONUS travel and team orientation programmed per-member to include CONUS airfare, per diem, and baggage; transoceanic travel (round trip) using current commercial airfare rates; travel and per diem allowances according to the JFTR; in-country travel costs; and cost of team members. For civilians, this cost is calculated from the base salary rate plus acceleration factor as prescribed

by current DoD pricing instructions. No salary costs are included for military members. All team member costs, including pre-deployment orientation or training cost, are programmed as "unit costs" of the country program.

**C10.22.5.5.4.** An MTT cannot be deployed under IMET until funds are available; therefore, a SCO must consider lead times when requesting and programming a MTT.

**C10.22.5.5.5.** For costing purposes, MTTs are subject to IMET incremental pricing policy.

#### **C10.22.5.6. MTT's funded from Non-IMET Sources.**

**C10.22.5.6.1.** An MTT may be funded by the Counter Terrorism Fellowship Program (CTFP) only after receipt of Office of the Secretary of Defense Special Operations/Low Intensity Conflict (OSD(SO/LIC)) and CCMD approval. CTFP-funded MTTs use the same cost programming and cost elements as IMET-funded MTTs.

**C10.22.5.6.2.** MTT Training programs, as defined in Section C10.1., must be associated with a T-MASL and appropriate suffix lines must be built to capture costs for Salary, Per Diem, Training Aids, in country costs, etc. An MTT provided under the CTFP program or the Section 333 Authority will use the same cost programming and cost elements as an IMET-funded MTT.

**C10.22.5.7. Technical Assistance Team (TAT).** Similar to TAFTs, TATs provide SA services not SA training. TATs are DoD and/or contractor personnel deployed to place into operation, maintain, or repair equipment that was provided under SA programs. Any training a TAT provides is collateral to its primary mission of placing into operation, maintaining, or repairing equipment sold or provided to the host nation. TAT services [can be provided under an FMS case but](#) cannot be provided under IMET, except in the case of the installation of English language laboratories. TAT personnel deploy in TDY status unlike TAFT personnel who deploy in PCS status.

**C10.22.5.8. Requirement Survey Team (RST).** RSTs deploy to help the SCO develop and define equipment, training and technical assistance requirements for the host nation. The Funding source depends upon the nature of the mission and could include, but is not limited to, FMS cases and IMET. An Expeditionary Requirements Generation Teams (ERGT) is a type of RST organized and deployed by DSCA. See Section [C2.4.2.](#), for more information on ERGT.

**C10.22.5.9. Pre-Deployment Site Survey (PDSS).** An RST team chief may deploy alone or with other personnel as an advance party to ensure preparations for the main body are in place. As with RSTs, funding sources for a PDSS will depend upon the nature of the mission and could include, but are not limited to, FMS and IMET cases.

**C10.22.6. Other SCET Teams and OCONUS activities under Title 10 USC.** Teams or personnel deployed under various authorities, such as [Combatant Commander Initiatives Fund \(CCIF\) \(10 USC 166a\)](#), or [Joint Combined Exchange Training \(JCET\) \(10 USC 2011\)](#) are programmed as a part of the development of a Combatant Command Theater Security Cooperation Plan. Unlike those teams programmed under SA procedures, IMET and FMS, Title 10 SCET deployments are typically tasked by the CDR directly to a MILDEP

component command. Funding is provided by the tasking CCDR to the Service component providing the team. Teams composed of Special Operations Forces personnel require Special Operations Command (SOCOM) approval. The Service component command follows its proscribed internal procedures for filling CCMD tasking, [ensuring training is associated with a T-MASL \(See Section C10.22.5.6.2.\)](#).

**C10.22.6.1. Combatant Commander Initiatives Fund (CCIF).** Under authority of 10 USC 166a, CJCS may provide funds to CCDRs to deploy personnel in a TDY status to foreign countries to provide military education and training to military and related civilian personnel of that country. Beyond provision of SCET teams, these funds may also be utilized for force training, contingencies, selected operations, command and control, joint exercises (including activities of participating foreign countries), humanitarian and civil assistance, personnel expenses of foreign country defense personnel participation in bilateral or regional cooperation programs, and force protection.

**C10.22.6.2. Military-to-Military Contacts and Comparable Activities.** Under authority of [Traditional Commanders' Activities \(TCA\)](#) the Secretary of Defense (SECDEF) may direct military-to-military contacts and comparable activities designed to encourage a democratic orientation of defense establishments and military forces of other countries. SECDEF may provide funds to the CCDRs, which may be used for the activities of traveling contract teams, military liaison teams, exchanges of civilian or military personnel between DoD and defense ministries of foreign governments, exchanges of military personnel between units of the armed forces and units of foreign armed forces, seminars and conferences held primarily in a theater of operations, and distribution of publications primarily in a theater of operations. Except for the activities specifically authorized by this section, funds provided may not be used for the provision of any other defense articles or services, including training, to any foreign country.

### **C10.22.7. Coordination and Programming of SCET Teams.**

**C10.22.7.1.** Whenever possible, the SCO should forecast requirements for SCET multiple years in advance of the expected deployment date. SCO's plans for SCET should be included in the CCMD out-year theater SC planning where they are ultimately integrated and synchronized with other SC activities in support of a larger strategic objective.

**C10.22.7.2.** SCO should also capture SCET requirements in the SCO Combined Education and Training Program Plan (CETPP). The CETPP includes all SCO training requirements for a three-year period (current year, budgeting year (current+1), and planning year (current+2)).

**C10.22.7.3.** Finally, the SCO submits SCET requests, at annual Security Cooperation Education and Training Working Groups (SCETWGs). Requests not identified as part of the CETPP and submitted at a SCETWG are considered "out-of-cycle". Although an out-of-cycle request does not necessarily prevent a SCET from being sourced, the various DoD organizations that resource SCET may have fewer resourcing options to support late-developing requirements.

**C10.22.7.4.** To obtain SCET team support, SCO should initiate coordination with the appropriate MILDEP or Service training organization as soon as an OCONUS training requirement is

identified. Formal requests for SCET teams funded by FMS, IMET, CTFP and Section 333 are submitted via DD Form 2964. A fillable PDF of the Security Cooperation Education and Training (SCET) Team Request (DD Form 2964) is located on the SANweb in SC-TMS/FORMS.

**C10.22.7.4.1.** All SCET teams must comply with DoD, CCMD, and MILDEP airworthiness policies outlined in [DoDD 5030.61, DoD Airworthiness Policy](#).

**C10.22.7.4.2.** SCOs should reflect airworthiness policy requirements and compliance in applicable SCET Team requests (DD Form 2964s). DD Form 2964s not addressing airworthiness will be returned to CCMDs and SCOs for appropriate clarification and action (in order to ensure required actions before approving sourcing of USAF support).

**C10.22.7.5.** SCET sourced by U.S. Special Operations Forces must be endorsed by the theater Special Operations Component Command (SOCPAC, SOCCENT, SOCEUR, SOCSOUTH, or SOCAF), and approved by the U.S. Special Operations Command (SOCOM).

**C10.22.7.6. Coordination with the Host Nation.** In many cases, the relative cost and level of difficulty in preparing for a SCET is significantly higher for the partner nation than for the United States. [Some examples of the difficulties that the partner nation must address and mitigate include](#); limited budgets, manning, number of personnel with English language capability, logistics; finite ground and/or air transportation assets to transport IMSs; complex approval procedures; and ongoing combat operations. Early and continuous coordination with the partner nation can help ensure SCET team mission success.

**C10.22.7.6.1.** The SCO must work with representatives from the Embassy team and partner nation to define the SCET/MTT/MET team mission and ensure the host nation military understands, in detail, the requirements for team/cadre members and students, including:

- IMS screening timelines and personal data requirements, including: name, military rank and prerequisite skills and ECL;
- Training equipment requirements; by type and number;
- Types of training facilities required;
- Transportation and communications requirements;
- Safety equipment, medical care/evacuation requirements, and;
- Other SCET team support arrangements.

**C10.22.7.7. MTT/MET Requirements Definition.** Requirements for SCETs resourced from DoS grant funded programs, e.g. IMET or FMF, and DoD grant funded programs, e.g. Section 333 must be captured in the CCMD proposal (MOR) document and accurately reflected within DSAMS. In order to ensure that the IMS data is available for the mandatory reporting requirements, the training must be listed on a separate line, by T-MASL during case development. The training must be assigned a Team Training Track/Pipeline within DSAMS permitting the SCO (or MILDEP manager) to enter the names of the IMSs.

**C10.22.8. Selection of personnel.** MILDEPs, commands, and agencies providing personnel for assignment to a SCET team should ensure that those personnel have the experience, technical ability, maturity, and personality to accomplish their duties in a manner that is in the best interest of the United States.

**C10.22.8.1.** The SCO requesting a SCET team will identify the expertise and qualifications that the team members should possess. Any special requirements, considerations, or restrictions should also be identified.

**C10.22.8.2.** Team members must be medically fit to perform duty with a SCET team in the designated country. Physical disorders that may require medical attention or hospitalization may disqualify a candidate. Medical expenses incurred for non-military team members will be charged to the program supporting the team.

**C10.22.8.3.** Personnel selected for SCET must have enough time remaining in the MILDEP before separation or retirement to complete the required period of deployment.

**C10.22.9. Quality of Life (QOL) and Mission Sustainment (MS) Items for SCET Teams.**

QOL items are any articles or services that, in the judgment of the SCO Chief and CCDR, have a positive effect on the living and and/or or working environment of the deployed SCET Team. MS items are those articles and services that are essential for the successful accomplishment of the team's mission. Factors to be considered in determining specific QOL and/or MS item requirements should include availability of suitable entertainment, climate and/or geography, security, local language, and recreational facilities.

**C10.22.9.1. Examples of QOL Items.** Examples of QOL items include, but are not limited to magazines, athletic equipment, fishing equipment, camping equipment, scuba gear, equipment repair, etc. Not included are charges for consumables, memberships, lessons, etc. Additionally, personal entertainment equipment, such as TVs, DVD players, or stereos, should only be provided for use in dayroom-type situations when justified by unusual circumstances or when individual team members cannot reasonably be expected to bring or acquire their own (e.g., extreme isolation or harsh environmental conditions, and limitations on baggage and/or personal belongings that members may bring). High cost QOL items over \$500 must be approved by the CCDR and justified in the budget submission. Due to storage and repair problems, it may be more economical to rent and/or lease authorized high-cost equipment on an occasional basis to reduce the costs involved.

**C10.22.9.2. Examples of MS Items.** Examples of MS items include, but are not limited to housing, dependent education, medical support, security guards, drivers, physical conditioning equipment (e.g., aerobic equipment, weight lifting equipment), transformers, and environmental and morale leave. Not included are charges for consumables, memberships, lessons, etc.

**C10.22.9.3.** The SCO Chief is the ultimate authority in-country for approving expenditures for these items within published guidance and LOA limitations.

**C10.22.9.4. Funding for QOL and/or MS Items.** QOL items for SA-funded teams are provided to the team by the parent MILDEP and not from [either Title 10 or Title 20 program](#)

**funds provided to the SCO.** If MILDEP funds are inadequate to meet QOL requirements for FMF-funded FMS SCET teams, then the FMF-funded FMS case funds may be used if specifically authorized in the LOA. QOL items cannot be funded under IMET but may be provided to IMET-funded teams from in-country SCET team stocks or parent MILDEP. MS items identified by the SCO can be purchased in-country using case funds if specifically authorized in the LOA. **QOL items will not be authorized under Section 333/SC Account funded programs.**

**C10.22.9.5. Disposition of QOL and/or MS Items.** Prior to departure from country, the SCO and SCET team chief conduct a physical inventory of QOL and MS property. The MILDEP determines disposition of QOL items furnished by the MILDEP. The SCO determines disposition of QOL items purchased with case funds. The SCO chief is the ultimate authority in-country for disposition of MS items within published guidance and LOA limitations. For continuing SCET team missions, the team chief assigns the property to the follow-on team chief or temporarily to the SCO. When the SCET team mission is complete, the property is transferred to an authorized representative of the host nation or returned to the MILDEP as appropriate. Items purchased with case funds ultimately become the property of the host nation and the SCO assigns the property to an authorized representative of the host nation.

**C10.22.10. Security Assistance Team Command Relationships.** The Chief of the U.S. Diplomatic Mission exercises general supervision over the in-country operations and activities of SCETs through the SCO Chief. The CCDR provides necessary technical assistance and administrative support to SCOs to facilitate the efficient and effective oversight of SCETs activities, including QOL for personnel. The level of support provided to team members under an FMS case must not exceed the level authorized for in-country DoD personnel of equivalent grade who are funded by U.S. appropriations or FMS. Oversight of SCETs by CCDR through SCOs must not usurp MILDEP authority in issues of case management, contract administration, or the technical execution of the SAT mission as described in the individual terms of reference (i.e., Letter of Offer and Acceptance).

**C10.22.11. SCO Chief.** The SCO Chief exercises administrative control over in-country SCET teams and is responsible for coordinating the team's activities to ensure compatibility with other DoD elements in or directly related to the U.S. diplomatic mission. The SCO Chief ensures compliance with CCMD directives and keeps the CCDR informed of SCET team activities and progress.

**C10.22.12. SCO.** SCO support responsibilities include, but are not limited to, those shown in Table C10.T19.

**Table C10.T19. SCO Functions in Support of Security Cooperation and Education Training Teams**

#	<b>SCO Functions in Support of Security Cooperation and Education Training Teams (not inclusive)</b>
1	Forecast SCET requirements and include these requirements in CCMD out-year Theater Security Cooperation (TSC) planning and SCO CETPP.
2	Submit formal SCET team requests, using format provided in <a href="#">Table C11.T16.</a> , at annual SCETWG. Submit out-of-cycle SCET team requests to the appropriate MILDEP w/ copies to other stakeholders.
3	Conduct coordination with the host nation and the appropriate MILDEP or training organization to identify, validate, and refine training and training support requirements.
4	Assist the MILDEP in identifying country and/or case unique management and administrative duties in the implementing program directive.
5	Ensure necessary equipment, instruction, facilities, and technical publications are available before or upon SCET team arrival in country.
6	Ensure foreign personnel to be trained meet the prerequisites necessary to comprehend the technical level of the training to be <a href="#">provided and the names are entered into SAN/SC-TMS</a> prior to training commencing.
7	<a href="#">Support compliance with applicable DoD, CCMD, and MILDEP airworthiness policies for any DoD personnel required to fly on partner nation military aircraft. Support includes interaction with partner nation officials to allow and support appropriate DoD qualified personnel to conduct airworthiness compliance actions (e.g. Military Airworthiness Authority level assessments or unit airworthiness specific operational checklist assessments) as well as any required partner nation funding (as/if applicable).</a>
8	Exercise operational and administrative oversight over the in-country SCET team and ensure the team’s activities are consistent with the CCMD TSC and Embassy Mission Strategic Plan (MSP).
9	Review residential leases to ensure quarters are appropriate for rank and dependent status of team members and comply with DoD and DoS standards. The SCO ensures each lease request is submitted to the Embassy Interagency Housing Board, if required, for approval prior to signature by the appropriate contracting officer. If higher headquarters approval is required, ensure Embassy Interagency Housing Board reviews request before forwarding lease to the Implementing Agency (IA) case manager.

#	<b>SCO Functions in Support of Security Cooperation and Education Training Teams (not inclusive)</b>
10	Establish procedures to review all team TDYs and approve requests for out-of-country travel.
11	Review SCET team chief's request for annual funding prior to submission to the IA team manager.
12	Review SCET team request for purchase of Quality of Life (QOL) and/or Mission Sustainment (MS) items and items required to execute the team training and/or technical assistance mission. The SCO provides the MILDEP and the CCDR and/or designated Regional Component Command with an itemized listing of recommended QOL and MS articles to be included in the LOA. SCOs ensure the requested items are authorized in the LOA under which the team operates and that vendor discussions and actual purchases are made through a USG contracting office.
13	Ensure team chief establishes supply and/or equipment accountability records that provide a complete audit trail from item acquisition to disposal. All non-expendable, durable property costing \$50.00 or more is recorded on a property record.
14	Review team property and inventory records for accuracy. Ensure continuous in-country accountability is maintained by conducting a physical inventory prior to team and/or team chief departure from country. As a minimum, physical inventories for PCS teams are conducted annually.
15	Perform periodic reviews of team petty cash funds to ensure funds are adequately protected and cash management is in accordance with Embassy budget and fiscal office procedures.
16	Assist SCET team chief with establishing procedures with the Embassy for payroll support of any foreign service employees hired to support the SCET team.
17	Prior to SCET team/team chief departure from country, conduct an after action review (AAR) and, with the team chief, provide inputs into the CCMD Theater Security Cooperation Information Management System (TSCMIS).
18	Ensure the SCET team chief provides formal after-action report within 30 days of completion of the team's mission using format provided in <u>AR 12-15/SECNAVINST 4950.4B/AFI 16-105</u> .

**Delete Table C10.T20. Training Team Request Format.** Formal requests for SCET teams funded by FMS, IMET, CTFP and Section 333 are submitted [via DD Form 2964](#). A fillable PDF of the Security Cooperation Education and Training (SCET) Team Request (DD Form 2964) is located on the SANweb in SC-TMS/FORMS.

**C10.22.13. SCET Team Chief.** The SCET team chief is the senior team member and assigns duties and responsibilities to team personnel. The SCET team chief is [under the administrative control of the SCO](#) while in-country and is an integral part of the SCO in support of the overall SC mission. The team chief is responsible to the MILDEP, CCMD, or Regional Component Command, as appropriate, for the accomplishment of the SCET team technical and/or training mission. SCET team chief responsibilities include, but are not limited to, the duties shown in [Table C10.T21](#).

**Table C10.T21. SCET Team Chief Functions**

#	<b>Security Cooperation Education and Training Team Chief Functions (not inclusive)</b>
1	Assign duties to team members to ensure the team mission is accomplished within the prescribed time frame.
2	Submit request and justification of all TDYs required in support of team mission to SCO for review. Requests for out-of country TDYs must be approved by the SCO.
3	Coordinate annual request for Security Assistance team funding with SCO prior to submission to MILDEP case manager.
4	Submit requests and/or justification for Quality of Life (QOL) and/or Mission Sustainment (MS) items, and items required to execute the team mission, to the SCO prior to purchase.
5	Establish and maintain supply and/or equipment accountability records for all QOL, MS and mission essential property in accordance with MILDEP directives and procedures. Provide SCO with a copy of property records listing all non-expendable, durable equipment valued at \$50.00 or more.
6	Provide SCO with access to team property for the purpose of conducting a physical inventory (at least annually and/or prior to team chief departure from country).
7	Identify problems that may impact team personnel and/or mission to the SCO and the MILDEP.
8	Send copies of receipts and vouchers to the MILDEP, CCMD, and/or designated Regional Component Command, as appropriate, and hold copies on open action files until cleared through accounting and finance channels.
9	Provide annual (for PCS teams) or end of tour (for TDY teams) progress report to the MILDEP, CCMD, and/or designated Regional Component Command, as appropriate, to include a complete listing of personnel/units trained.

#	<b>Security Cooperation Education and Training Team Chief Functions (not inclusive)</b>
10	Prior to departure from country, conduct an after action review (AAR) with the SCO and assist the SCO in providing inputs into the CCMD Theater Security Cooperation Information Management System (TSCMIS).
11	Provide an after-action report within 30 days of completion of the team's mission. See format provided in <u>AR 12-15/SECNAVINST 4950.4B/AFI 16-105</u> .

## Security Assistance Management Manual (SAMM), SAMM E-Change 388

### Chapter 11 and Chapter 15 Updates

1. In **Chapter 11. Special Programs and Services**, execute the following changes, additions, and deletions:

**C11.8. MOVED - See C10.22. Security Cooperation Education and Training (SCET) Teams.**

**C11.8.1 - C11.8.13. – DELETE**

2. In **Chapter 15, Building partner Capacity Programs**, execute the following changes, additions, and deletions:

**C15.2.4.3. Identification of Desired Capabilities.** The Requesting Authority, in coordination with the CCMD (if it is not the CCMD itself), should define Benefitting Country military roles required to meet security objectives under existing and emerging security environments. For each capability considered, this assessment should ideally include an analysis of doctrine, organization, training, materiel, leadership, personnel, and facilities within the Benefitting Country so as to prevent an overly narrow focus on equipment or training solutions. The assessment, captured in the CCMD's Country Campaign Plan, should also consider the Benefitting Country's political will to apply the capabilities, the national legal framework that permits or circumscribes the application of the capabilities in support of the desired partner role, and the capacity of the MoD and other supporting institutions to sustain the capabilities. The Country Campaign Plan articulates how desired roles and capabilities relate to specific CCMD and national-level strategic objectives. The U.S. Embassy includes desired partner nation objectives [in the Integrated Country Strategy \(ICS\) and Mission Resource Request \(MRR\)](#).

**C15.3.3.7. Training.** All training requirements must be captured in the CCMD Proposal (MOR) document.

**C15.3.3.7.1.** The IA will apply Rate D for tuition-based training funded with BPC program funds ([see DOD FMR Volume 15, Chapter 7](#)). For training requiring dedicated resources, the full cost of the training will be applied (excluding military pay and civilian unfunded retirement).

**C15.3.3.7.2.** The IA will enter all BPC training in the DSAMS Training Module, to include training provided by Mobile Training Teams (MTTs). [The training must be assigned a Team Training Track/Pipeline within DSAMS with an appropriate and descriptive T-MASL.](#) The SCO will record all Benefitting Country student information in the Security Cooperation Training Management System (SC-TMS) prior to the training start date. [See Section C10.4.2.](#)

**C15.3.3.10. Travel and Living Allowances (TLA) for Training.** See [Section C10.13.3](#). The IA may include appropriate TLA charges on the MOR in accordance with the authorized living allowance rates in [Table C10.T10](#). Approval from DSCA (Building Partner Capacity Directorate (BPC)), to include TLA charges on the MOR is not required. Refer to [Section C15.3.4.](#), to ensure that projected training schedules comply with period of performance restrictions applicable to the BPC program.

**C15.3.3.10.1. Medical Expenses.** BPC Grant funded programs fall under a number of authorities that may provide funding for emergency and non-elective health care necessary to either return the IMS to training or return the IMS to their country. In this case, the IA may develop a new T-MASL to identify a medical line to the LOA to cover non-emergency medical expenses not covered by the program or the IMSs' medical insurance. If funds on the case are insufficient to cover unforeseen medical expenses, the case may be amended and BPC program funds may be added to the case. See [Section C10.9.1.3.1.3](#), BPC Training Case for Medical Expenses.

**C15.3.3.10.2. Dependent Travel.** Dependents are not authorized to accompany the IMS to BPC training unless they meet the requirements outlined in [Section C10.6.10.5](#), Travel with Dependents and [Section C10.12](#), Dependents.