

Headquarters
Departments of the Army, the Navy,
and the Air Force
Washington, DC
5 June 2000

*Army Regulation 12-15
SECNAVINST 4950.4A
AFI 16-105

Effective 5 July 2000

Security Assistance Training

Joint Security Assistance Training (JSAT)

By Order of the Secretaries of the Army, the Navy, and the Air Force:



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History. This printing publishes a complete revision of this publication. Because the publication has been extensively revised, the changed portions have not been highlighted.

Summary. This joint regulation revises several regulations that cover the education and training of foreign personnel, and implements DOD 5105.38-M, Security Assistance Management Manual. It prescribes policies, responsibilities, procedures, and administration for the education and training of international military students by the Departments of the Army, Navy, and Air Force as authorized by U.S. security assistance legislation. It deals specifically with training under the International Military Education and Training Program and the Foreign Military Sales Program and contains instructions on the Department of Defense Informational Program.

Applicability. This joint regulation applies to Active and Reserve Components of the Army, Navy, Air Force, Marine Corps, Air National Guard, and Coast

Guard (for information guidance, and policy for SA sponsored international training), and DOD agencies.

Proponent and exception authority. The proponent of this regulation is the Secretary of the Army. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulations. Proponents may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Army management control process. This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

Supplementation. Supplementation of this joint regulation is prohibited without prior approval from HQDA (SAUS-IA-DSA), 102 Army Pentagon, WASH DC 20310-0102.

Suggested improvements. Army users are invited to send comments and suggested improvement on DA Form 2028 (Recommended Changes to Publications

and Blank Forms) directly to HQDA (SAUS-IA-DSA), 102 Army Pentagon WASH DC 20310-0102. U.S. Navy users send comments directly to Navy IPO (02T) 3801 Nebraska Avenue, NW, Washington, DC 20393-5445. Marine Corps users send comments directly to CG MCCDC (C38), 3094 Upshur Avenue, QUANTICO VA. 22134-5073. Air Force users send comments to SAF/IAX, 1080 Air Force Pentagon, WASH DC 20330-1080.

Distribution. Army: This publication is available in electronic media only and is intended for command levels D and E for the Active Army, the Army National Guard of the United States, and the U.S. Army Reserve.

Navy: SNDL—
Parts 1 (less 29N) and 2
Air Force: F.

*This regulation supersedes AR 12-15/SECNAVINST 4950.4/AFR 50-29, dated 28 February 1990. Also rescinds DA Form 3288-R, dated September 1990.

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Glossary

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should be forwarded to NETSAPA for determination and further disposition on a case by case basis. Reports dealing with the IMS academic evaluation should be included in the individual IMS training jacket that is eventually forwarded to the SAO, who in turn keeps a permanent copy. Training activities may destroy their copy of evaluation records as directed in Section SSIC 4950, SECNAVINST 5212.5C. For all other SATP-related correspondence or reports apply pertinent subject matter instructions from SBCNAVINST 5212.5C.

10-107. Academic evaluation reports

a. Academic evaluation reports will be prepared for each IMS undergoing training under the DON SATP. These reports provide the major source of information available to the SAO and the foreign government to assess the IMSs academic achievement. They are required for IMSs in all types of DON conducted or sponsored training including classroom training, on-the-job training, observership training, and contractor training.

b. The DD Form 2496 will be utilized for the preparation of these reports for most DON-conducted or-sponsored training. The DON SATP Programming Guide identifies those courses for which an alternate academic evaluation report is authorized or for which no report is required. Course title, CIN and MASL should be shown in Block 10. Do not, repeat, do not describe Informational Program activities on this form.

c. Details on the preparation and forwarding of these reports are provided in the DON SATP Programming Guide.

10-108. Foreign trainee status reports

a. Foreign trainee status reports provide details of IMS attendance at all types of DON conducted or sponsored training. These reports are required on IMSs in all types of DON conducted or sponsored training including classroom training, on-the-job training, observership training, and contractor training. They are required in addition to required ITO endorsements or academic evaluation reports. These reports are used for tracking and billing purposes. (See Fig. 10-3.)

b. All DON commands or activities conducting or sponsoring SA training for IMSs are required to submit these reports. Details on the completion and submission of these reports are provided in the DON SATP Programming Guide.

c. Report symbol OPNAV 4950-13 is assigned to this reporting requirement and is approved for 3 years from the date of this regulation.

Section IX

Department of the Air Force

10-109. International Military Student Administration

A report of IMSs failing to arrive as scheduled will be submitted by the gaining IMSO to the last training installation with information copies to AFSAT, 2021 1st Drive West, Randolph AFB, TX 78150-4300, SAF/IA, 1080 Air Force Pentagon, Washington, DC 20330-1080, and the appropriate SAO within 48 hours after scheduled arrival.

10-110. U.S. Air Force standards

The SAO must make sure that each IMS is briefed on U.S. Air Force grooming standards in AFI 36-2903.

a. IMSs will normally be required to comply with the provisions of AFI 36-2903. Training installation commanders will expect IMSs to maintain acceptable standards of appearance, conduct, health, and hygiene so as not to affect the discipline or morale of U.S. personnel.

b. International students enrolled in flying training courses, or in other training where operational or ground safety requirements require strict adherence to AFI 36-2903 standards, must maintain those standards or face disenrollment as no waiver will be granted.

c. When religious precepts or national laws preclude compliance, a substantiated request for waiver to AFI 36-2903 standards will be forwarded by the SAO to AFSAT and will include a copy of the country's proposed grooming standards. These requests will be evaluated on a case-by-case basis; approved exemptions will be recorded and maintained by AFSAT. AFSAT will be responsible for updating and advising CONUS IMSOs of approved exemptions. Waivers do not apply to flying training courses or to courses where operational or ground safety is a consideration.

d. The physical standards prescribed by Air Force regulations should be enforced only when deviation from the standard would present an operational or safety hazard or would prevent successful completion of the course.

10-111. Responsibilities of Country Liaison Officers (CLOs)

a. Air Force training units requiring a CLO to assist the USAF with IMS administration must forward a request to AFSAT for review, approval, and further staffing with SAF/IADV. The request will contain the following information.

- (1) Proposed position description of the CLO to include the USAF supervisor.
- (2) Justification for the position.
- (3) USAF installation and location of the Extended Visit Authorization (only one location may be specified.)
- (4) Other USAF or contractor facilities to be included in the position for recurring visits and justification.
- (5) Disclosure considerations, to include—
 - (a)* Highest level of security classification required for the position.
 - (b)* Methods of information disclosure.
 - (c)* Categories of disclosure IAW AFI 16-201.
 - (d)* Security arrangements (that is, badging, escort requirements, etc.

b. After SAF/IADV approval of the CLO position description, AFSAT will forward the proposal to country. Upon country approval and identification of the officer to be assigned as CLO, AFSAT will process a request for an Extended Visit Authorization to SAF/IADV. Once approved, the training unit will—

- (1) Maintain a current copy of the Extended Visit Authorization.
- (2) Insure that specific restrictions included in the Extended Visit Authorization are complied with.
- (3) Insure that the local FDO, MAJCOM/FDO, and SAF/IADV are informed of the CLO's supervisor, physical location, or other proposed changes to the Extended Visit Authorization.
- (4) Revalidate the CLO position NLT 60 days prior to the expiration date of the Extended Visit Authorization.

c. MAJCOM/FDOs and local FDOs which have CLOs under their control will—

- (1) Insure that the USAF supervisor is adequately briefed on his/her responsibilities.
- (2) Insure that the CLO's work environment is separated to the extent necessary to preclude uncontrolled access to files, materials, and discussions not authorized for release.
- (3) Complete the Extended Visit Authorization paperwork required for the CLO position.

d. While assigned to USAF installations, CLOs will comply with all USAF, MAJCOM, and local installation rules and regulations.

e. The use of unclassified information systems (DSN, USAF mail/distribution system, FAX machines, etc.) will be at the discretion of the USAF supervisor in coordination with the local FDO. When using USG information systems, the CLO will—

- (1) Identify themselves in conversation or writing as CLOs.
- (2) Use country specific stationery (use of official USAF letterhead stationery is not authorized).

f. Other policy issues and CLO duties are delineated in paragraph 10-8.

10-112. Designation and duties of IMSOs

a. The installation commander will designate an individual as IMSO to serve as the primary focal point for IMS matters and will forward the name, grade, organization, and telephone number to AFSAT, Randolph AFB, TX 78150-4302. If projected IMS loads do not justify a dedicated position for the IMSO function, it may be combined with other functions. However, IMSO duties will receive top priority in event of conflict. Individuals designated as IMSOs should be people-oriented, possess tact, and be of an appropriate grade or rank to enable them to deal effectively with the projected IMSs. Orientation and training for IMSOs are crucial. Contact AFSAT to schedule orientation and DISAM training. In addition, installations should program funds for Cross-Cultural Communications training at the USAF Special Operations Schools (USAFSOS). Contact USAFSOS/EDRC, Alison Building, 357 Tully Street, Hurlburt Field, FL, 32544-5800 for quotas.

b. IMSOs will initiate action through AFSAT to resolve problems related to grooming standards and religious principles that deviate from AFI 36-2903.

c. IMSOs will maintain the IMS's personnel and training record, using the four-part AF Form 10 (Unit Personal Record Group). A complete personnel and training record file will be maintained on each IMS except for those

participating in orientation tours. Specific record maintenance, transmittal, and disposition instructions are contained in other U.S. Air Force sections. IMS records will be organized as follows—

(1) *Section 1.*

- (a) DD Form 2339 (International Military Student Information).
- (b) DD Form 1172 (Application for Uniformed Services Identification Card DEERS Enrollment).
- (c) ITO (two copies).

(2) *Section 2.*

- (a) Student training records.
- (b) Qualification/observation/familiarization training request.
- (c) AF Form 797.
- (d) IMS academic report.
- (e) Certificates or awards.
- (f) Notification of faculty board actions.
- (g) Holdover actions, advancements, withdrawals.

(3) *Section 3.*

- (a) Incident reports with final results.
- (b) Complete history of individual counseling.
- (c) Miscellaneous correspondence (for example, hospitalization, arrival, in/out processing checklists).

(4) *Section 4.* AF Form 1217 (Informational Program (IP) Data Card).

d. Specific Air Force records will be maintained by IMSOs; that is, flight and personnel records for technical school IMSs.

e. The SAO is responsible for the initial preparation of biographic data. In cases where the biographic data records are not received from the SAO, base IMSOs are authorized direct communication with the SAO to obtain the data required to complete this record. An information copy will be sent to AFSAT.

f. The IMS's academic report (DD Form 2496) will be used to record instructor comments on the IMS's strengths, weaknesses, idiosyncrasies, and attitude. Comments should be made during the course of instruction as well as after completion. Instructions for completion of DD Form 2496 are contained in figure 10-4.

g. IMSOs will transmit IMS training records to the gaining base or activity not later than the IMS's graduation date. Failure to fulfill this requirement will be explained through channels to AFSAT, 2021 1st Drive West, Randolph AFB, TX 78150-4302.

(1) The IMSO will collect all appropriate documents and forward the complete personnel and training record file to the gaining installation. Every effort will be made to ensure that the file contains the final grade sheet for the course. However, the file will not be held pending receipt of the final grades. An appropriate notation that the IMS did complete the course and that the final grade sheet is forthcoming will suffice.

(2) The final CONUS training installation IMSO will personally review the contents of this file. After review, the IMSO will forward the records not later than 10 days after the IMS's graduation to the appropriate SAO. Release of information in the training record to foreign country personnel will be at the discretion of the SAO. However, records should be screened carefully to ensure that information of a sensitive nature is removed.

(3) Personnel and training record files maintained on IMSs training outside CONUS will be transmitted as directed by the component command.

(4) Privileged medical records and classified training records will be forwarded to the appropriate SAO for review and disposition.

h. Classified notebooks, workbooks, and similar documents developed by IMSs attending formal training in the United States will be transmitted to the home Service of the IMS through the SAO; AF Form 349 (Receipt for Document Released to Accredited Representatives of Foreign Nations) will be obtained for this purpose.

i. AFSAT is authorized to issue the appropriate SATP fund citations when justified for the purposes listed in paragraph 10-7c(1) and (2). This includes attendance at the special IMSO course conducted by DISAM, when invitations have been extended through appropriate command channels.

j. The IMSO will use AF Form 623 (On-the-Job Training Record) or an outline of the familiarization or qualification training provided to an IMS (to include the type of equipment used) when applicable. The IMSO will—

- (1) Brief the project officer or NCO on the use of appropriate training and evaluation records.
- (2) Be familiar with all familiarization and qualification training being conducted on the installation as well as the classification of that training.
- (3) Brief each IMS undergoing familiarization or qualification training and his or her supervisor to ensure that all understand the method of training. The IMS must realize that he or she will receive only the training described on the