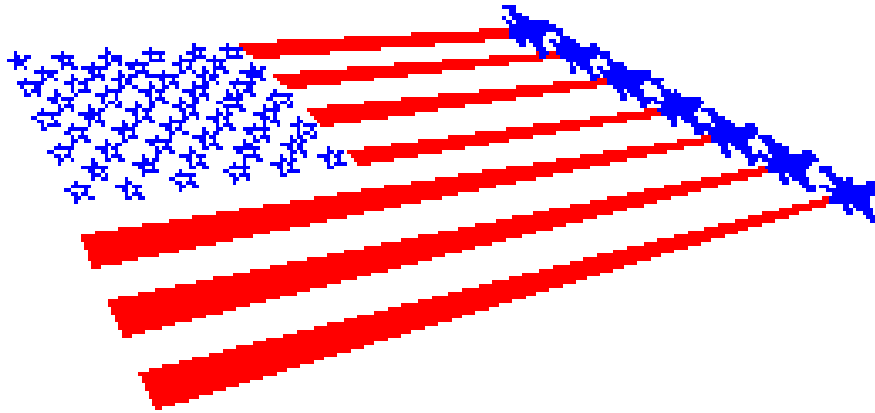


UNITED STATES



FOREIGN MILITARY SALES



TRAINING PROGRAMS MANAGEMENT HANDBOOK

FOR THE UNITED KINGDOM

(FIRST EDITION, FEBRUARY 2001)

DISCLAIMER STATEMENT

This handbook has been designed to assist British individuals interested in requesting US forces training under the Security Assistance Training Program (SATP). Hopefully, it will make the SATP process seem simpler. Joint Security Assistance Training (JSAT) Regulation provides the basis for the following material. Views or opinions expressed or implied in this handbook are not to be construed as carrying official sanction of the any Department of Defense (DoD) agency. It is provided for informational purposes only. The JSAT Regulation is the governing directive over the information contained within this handbook. Refer questions, corrections, and comments to MSgt Dennis Terrell, Foreign Military Sales (FMS) Training Programs Manager, Office of Defense Cooperation (ODC), Box 55, American Embassy, 24 Grosvenor Square, London W1A 1AE; or MSgt Dennis Terrell, ODC, PSC 801 Box 55, FPO AE 09498-4055. Telephone numbers: +44 (0)207 894 0778 or DSN (314) 235 4307; Fax +44 (0)207 894 0739 or DSN (314) 235-4634. E-mail: dterrell@san.osd.mil.

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INTRODUCTION

The SATP consists of US military training assistance to eligible countries. Security Assistance (SA) training includes all training provided under the Foreign Assistance Act (FAA) of 1961, as amended, and the Arms Export Control Act (AECA), as amended. The component of the SATP you belong to is Foreign Military Sales (FMS) which under the AECA, covers the sale of defense articles, services, and training to eligible foreign governments and international organizations. These sales are reimbursed as required by law.

OBJECTIVES

US SATP objectives in the United Kingdom (UK) includes:

- Developing skills needed for effective operation and maintenance of equipment acquired from the US;
- Assist the UK in developing expertise and systems needed for effective management and operation of its defense establishment;
- Foster UK's development of professional and technical training capability;
- Promote US military rapport with the UK armed forces;
- Promote better understanding of the US, its people, political system, institutions, and way of life; and,
- Increase the International Military Student's (IMS) awareness of the US commitment to the basic principles of internationally recognized human rights.

GUIDELINES

The guidelines of the SATP for the UK involve balancing UK training needs with US FMS policies. British training needs involves mission requirements and equipment acquisition and modernization. US FMS training policies must be programmed in accordance with the Arms Export and Control Act (Congressional Guidelines), the Joint Security Assistance Training Regulation (DOD Guidelines), and State Department Policies. In addition, UK defence procurement policies must be adhered to.

TRAINING MANAGERS

Training managers are the key elements in training development. They are found at all levels of the SATP and are responsible for effectively managing their portion of the SA training program. Early involvement of the Training Programs Manager will help ensure you have an effective training program.

US Security Assistance Training Program Managers: Training managers are located throughout the US SATP system. They are assigned the responsibilities as follows:

Defense Security Cooperation Agency (DSCA), Crystal City, Virginia: Formulates policy and approves waivers of the SATP.

Headquarters United States European Command/Logistics and Security Assistance Directorate (HQ USEUCOM/J4), Stuttgart-Vaihingen, Germany: Provides training policy guidance; monitors, coordinates, and evaluates approved UK training programs; recommends allocations and monitors student quotas for limited quota courses; and coordinates and approves all SATP policy waivers.

Military Department (MILDEP): Plans, develops, executes, and provides guidance for their respective service SATP; prepares, implements, and manages training cases; allocates course spaces based on resources and availability; develops course costs; coordinates all training requests between ODC-UK and training schools; and manages training agreements with UK Defense Procurement Office (UK DPO).

The MILDEPs involved in the SATP are: Air Force Security Assistance Training (AFSAT), Randolph AFB, Texas; Security Assistance Training Field Activity (SATFA), Fort Monroe, Virginia; Naval Education and Training Security Assistance Field Activity (NETSAFA), Pensacola, Florida; Marine Corps Training and Education Command (MCCDC), Quantico, Virginia; and, US Coast Guard International Programs (USCG/G-CI), Washington, DC.

Office of Defense Cooperation-United Kingdom (ODC-UK), American Embassy, London, England: Manages the UK training programs; assists the UK in identifying, planning, and programming US training that will meet UK requirements; conveys training requirements to appropriate MILDEP agency; accomplishes all administrative tasks required to send student to training; works directly with the US training managers and UK DPO, and unit training coordinators; and, issues the Invitational Travel Orders (ITO) for students authorized to receive training. Also, referred to as the Security Assistance Organization (SAO).

International Military Student Office (IMSO): In-processes and briefs incoming students; coordinates and monitors the training program at the training facility; conducts DoD Informational Program; and, oversees the administration, welfare, and support of the students. An IMSO is located at every US training installation.

UK Defence Procurement Training Managers: Training managers are also located throughout the UK defence procurement system. They are assigned the responsibilities as follows:

United Kingdom Defence Procurement Office (UKDPO), British Embassy, Washington, DC: The only MoD organization recognized by the DoD for processing requests for procurement from US Government for defense articles and services (other than certain specialist areas) through the FMS system. UK DPO also establishes and manages FMS cases; submits Letters of Request and Letters of Acceptance; arranges FMS cases and their subsequent financial management and reporting; manages the FMS Feeder which is one of nine feeder systems

providing payment information to the MoD Central Ledger; manages the UK training program; and, approves all training request for US Forces courses.

Unit/Case Sponsors: Ensures funding is available for training requested and approves training requests.

Training POC: Coordinates and approves training request.

British Liaison Office (BLO): British representative at the training location assigned the responsibility of trainee administration and discipline during training. If a BLO is not assigned, the senior trainee at each training installation is assumed to be in charge. The BLO will not be assigned duties that will interfere with their responsibilities to the SATP.

TRAINING ASSISTANCE

ODC-UK offers training assistance to help you get additional information on a course or to provide answers regarding the SATP process. Assistance is provided in response to specific requests. In order to assist you, you must provide the course title and the Military Articles and Services List (MASL) number, if known. If not known, provide a detailed description of the training required. Also, identify the purpose, scope, results, duration, number of trainees, and grade (officer/enlisted) requirements. The US military may be able to develop a course to meet your requirement, if a course doesn't exist. ODC-UK will support legitimate timely training requirements.

UK DPO must authorize the training request and the respective US MILDEP must approve then program the training. Quotas received directly from US military schools must have ODC-UK coordination, UK DPO authorization, and US MILDEP approval before the quota is valid and programmed. Individuals should not report to the training location without prior coordination from these three organizations.

CASE TYPES

There are three types of training cases: stand-alone, blanket order, and total package approach. The type of training case you need is determined on the frequency of training and whether the training was developed to support an equipment purchase.

A stand-alone training case is written for one or more courses or a particular type of training. A blanket order training case is written for annual training requirements. It offers a greater degree of flexibility as the funds are paid to set up the case but numerous types of training can be programmed. The Total Package Approach training case is prepared in conjunction with a major weapon system purchase.

Training included under the Total Package Approach can be completed once a specific number of trainees are training or for a term of service. The stand-alone and blanket order training cases can be established to program training for a three-year period. If you anticipate receiving

training for multiple years, the three-year request prevents training delays by reducing the administrative burden of establishing a new case each year.

AVAILABLE COURSES

The SATP offers available courses in a variety of subjects. Training for IMSs takes place in almost every location where US military personnel are based. Almost every DoD installation in the US has had IMS receiving training at one time or another. Additionally, USEUCOM components provide IMS training within the European Area of Responsibility, including training within the UK. Training includes courses in management and technical fields.

Professional Military Education (PME) courses include: War Colleges (Army War College, Air War College, and Navy Command College); Command and Staff Colleges (Army Command and General Staff College, Air Command and Staff College, Naval Staff College, Marine Corps Command and Staff College, and Marine Corps Command and Control Systems); Enlisted Academies (Army Sergeants Major Academy, Air Force Senior NCO Academy, Navy Senior Enlisted Academy); and, postgraduate studies (National Defense University, Armed Forces Staff College, Naval Postgraduate School).

Officer and Enlisted technical courses include training in aviation, operations (infantry, armor, artillery, etc.), logistics, medical, air defense, administration (personnel, finance, etc.), public relations, legal, maintenance, communications, environmental, and munitions skills.

SPECIAL TRAINING

Special training is available through Mobile Training Teams (MTT), Exchanges, On-the-Job/Qualification Training, and Observer/Familiarization Training. Arranging special training requires additional processing and coordination.

MTTs involve sending US training instructors to the UK to provide training. The team can be programmed to provide training for up to 179 days. MTTs are authorized for specific in-country training requirements, training associated with equipment transfer, or to conduct surveys and assessments of training requirements.

Exchanges are no-cost reciprocal training between similar US and UK PME schools and units. On-the-Job/Qualification Training involves follow-on practical application after formal training to allow the trainee to gain proficiency in newly acquired skills. Observer/Familiarization Training consists of observing methods of operations, techniques, and procedures. This training does not involve “hands-on” training.

COURSE CONSTRAINTS

There are certain course constraints that apply before training can be offered to any foreign government, including the UK. Classified courses are offered on a “need-to-know” basis. All courses require US foreign disclosure release. Intelligence training is limited to what is directly related to combat, operational, or joint staff intelligence.

Technical training on weapon systems or equipment is limited to the weapon systems or equipment that the UK has or has shown a firm intent to acquire. Additionally, technical skills and information may not be used to train third country unless approved in advance.

TRAINING COST

The training cost pays for training and use of facilities. It does not include transportation, lodging, meals, and other administrative expenses. The US will not pay for travel or living expenses.

Forfeiture charges apply when a trainee does not complete a course of instruction. Charges are assessed on the proportionate share of the course completed but no less than 50 percent of the course cost.

Forfeiture charges may also apply if the UK request cancellation or rescheduling of a programmed training quota. If the request is received no more than 60 days before start date, the forfeiture charged is not applied. If the request is received less than 60 days before start date, 50 percent of the course cost is charged; however, some forfeiture charges can be up to 100 percent.

Forfeiture charges do not apply if the cancellation is the fault of the US or during unavoidable circumstances (national disasters, airline strikes, or short-notice deployment of IMS to support other military operations). Every effort should be made to select a replacement for the IMS. In all cases of cancellation/rescheduling, please contact the ODC-UK.

CHANGES TO TRAINING

All requests to change current scheduled training or to arrange future training will be made through the FMS Training Programs Manager. If the trainee fails to meet the training standards established for the course, the training may be terminated and the trainee may be returned to home unit without completing the course. Additional training may be necessary to correct academic deficiencies. All requests must have approval from United Kingdom Defence Procurement Office (UK DPO), 3100 Massachusetts Ave NW, Washington DC 20008, and the case sponsors before additional training is authorized.

PLANNING AND PROGRAMMING

FMS TRAINING PROGRAM MANAGEMENT WORKSHOP

To ensure effective training programs management, ODC-UK and UK DPO host an FMS Training Program Management Workshop (TPMW) in February of each year. For planning purposes, this workshop is normally held the same week of the US President's Day bank holiday.

International training program managers from HQUSEUCOM/ECJ4 and each of the US MILDEP are invited to discuss their training programs. UK Case Sponsors and Training POC are invited to discuss current training issues. The UK Case Sponsors and Training POCs also

identify proposed training requirements/allocations for the next two Fiscal Years (FY). The US FY runs from October of the current year to September of the following year. The FMS Training Program Workshop in February 2001 was used to project training for Budget Year (BY)--FY 2002, Oct 01 – Sep 02, and First Plan Year (FPY)--FY 2003, Oct 02 – Sep 03.

During the FMS TPMW, UK DPO and ODC-UK training programs manager becomes knowledgeable of your training needs. The UK DPO then prepares the Letter of Request (LOR) based on your training requirements once an official request to establish a training case is received from the Case Sponsor. The Two Year Training Plan (TYTP) will be developed based on the requirements you made at the workshop. Attendance at the FMS TPMW will ensure you receive your projected training requirements during the upcoming BY. Remember, other eligible countries may be competing for the same courses as you so early planning is required.

TWO YEAR TRAINING PLAN (TYTP)

The Two Year Training Plan (TYTP) is the basic planning document that supports the UK's proposed training. It is based on the total training requirements for the BY and FPY. It is a consolidated request for training from all UK training sources. It is coordinated through UK DPO and reviewed at the HQ USEUCOM Training Program Management Review (TPMR) each May.

TRAINING PROGRAM MANAGEMENT REVIEW

HQ USEUCOM/J4 Security Assistance Training Program managers host the TPMR. Representatives from DSCA, each MILDEP, a limited selection of military schools, and training program managers from HQ USEUCOM's SAOs are invited to attend. The TYTP is reviewed and approved during the TPMR. ODC-UK must present, justify, and defend proposed requirements for the UK and review current year's training programs. The MILDEPs uses the TYTP and TPMR to begin the initial development of your training program.

Programming training consists of necessary actions by ODC-UK to request required training and in essence causes the training to be entered into the UK's training program. These actions take place in the day-to-day management of the UK training program. Programming requested training takes on a much more sophisticated training concept when submitting the UK's TYTP at the HQ USEUCOM TPMR.

PROGRAMMING PROCEDURES

To ensure your training needs are met, training must be programmed following the procedures listed below:

The unit must determine the need for training and submit those needs to UK DPO and ODC-UK. Schools cannot guarantee quotas. UK DPO submits a request for training (LOR), once funding authorization has been received from the unit or Case Sponsor, to the MILDEP. The cognizant MILDEP establishes the FMS case and develops the Letter of Acceptance (LOA). The MILDEP then forwards the LOA to UK DPO for signature and obligation of funds. Once signatures are

completed, UK DPO sends the LOA to the respective MILDEP (DSCA may countersign the LOA). Once implemented, the MILDEP allocates quotas based on availability and requested timeframe for training. The MILDEP then forwards the quotas and training dates through the Student Training Listing (STL) database to ODC-UK. ODC-UK forwards pre-training documents to training POC/trainee. The Training POC/trainee returns the documents to ODC-UK for ITO issuance.

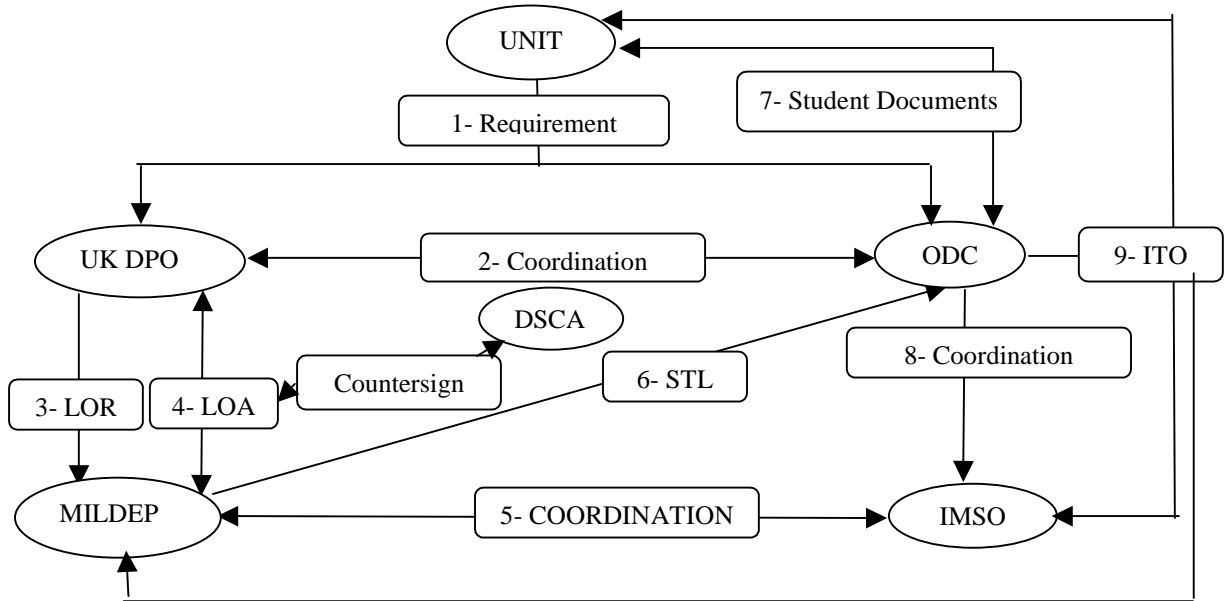


FIGURE 1: PROGRAMMING MATRIX

UNPROGRAMMED TRAINING

Training not included in the TYTP is handled on an exceptional basis. Training can be arranged and accommodated where possible. One factor to consider is the time requirements to establish/amend a training case. A new case requires 4 - 6 months processing while an amended case requires 1 - 2 months from the date UK DPO submits a LOR to the respective MILDEP to establish an FMS case.

Poor Planning/Failure to Program training strains existing requirements and has an adverse impact on the total training effort. This is particular true in training courses where quota availability is a constraint. In addition, unprogrammed training requirements distort planning and make forecasting ineffective.

CONCLUSION

In summary, we have highlighted what should be the major areas of concern to you before your departure for training. We hope this information will help you better prepare for your training and understand Americans so that your stay in the US will be more enjoyable.

CONTACTS

For additional information on the UK FMS Training Program, contact:

Office of Defense Cooperation-United Kingdom

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FMS Training Programs Manager

Box 55

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Fax: 020 7514 4634

E-Mail: dterrell@san.osd.mil

Internet: www.usembassy.org.uk

UK Defence Procurement Organization

FS-3 Mike Simpson

British Defence Staff, British Embassy

3100 Massachusetts Avenue NW

Washington DC 20008

Phone: (202) 588-6787

Fax: (202) 588-7882

E-Mail: msimpson@moduk.org

Internet: www.bdswh.org

STUDENT ADMINISTRATION

Student administration involves those tasks essential to processing and ensuring trainees attend the courses scheduled. Student administration includes the following areas: Three phases of training, Invitational Travel Order (ITO), travel documents, and medical.

THREE PHASES OF TRAINING

The International Military Student (IMS) training process involves three phases of training. Each phase of training must be completed to ensure the training goals are met. Before training can start, the trainee must be qualified to enter the course for which UK DPO has requested programming through the LOR process. Once all the requirements to enter training have been met, the trainee will be provided complete class dates and locations of the training.

Pre-Departure Phase

The first part of training is the Pre-departure Phase. Once approval of a requested course of instruction is received and the training is scheduled by the MILDEP, the administrative processing of the trainee will begin. These administrative actions must be taken before the trainee can attend the training course. During this phase of training, the Training POC or trainee provides contact information to ODC-UK. This initial contact is necessary to ensure the trainee has adequate time to complete the processing actions prior to departure for training.

The trainee must complete four documents during the pre-departure phase. Do not substitute or alter these documents without authority from the ODC-UK Training Programs Manager. Failure to provide or alteration of these documents may result in cancellation of quota.

Pre-departure Processing: Each trainee must complete a pre-departure processing form. This form is used to inform the trainee of the actions that must be completed prior to traveling to the training location. The student must provide travel details so the IMSO can be prepared to meet the student upon arrival at the airport or training location. Trainees should also indicate whether they plan to take leave upon completion of the course before ITOs are issued. Request for leave authorization while in training must be submitted through the trainee's home unit or applicable military representative at British Defence Staff (Washington) (BDS(W)), 3100 Massachusetts Ave NW, Washington DC 20008. Request must reach this office at least 15 days prior to course end date to amend ITOs. ODC-UK Training FL 1, Pre-Departure Processing for British Students, must be completed for this action. This form must be returned at least 6 weeks prior to course report date.

Security and Political Screening: A security and political screening certification must be submitted from the installation or unit security officer. The trainee will be treated in the same manner as US personnel within the limitations concerning access to and security of classified information. In this regard, the trainee will be subject to pertinent laws of the US concerning the safeguarding of military and other government information affecting the national defense. You will also be expected to comply with US military department administrative regulations governing access to and security of such information. Holding a clearance, or being positively

vetted does not justify disclosure of classified information. Political screening will determine if any derogatory information exists in local records and background checks. Use ODC-UK Training FL 2, Security and Political Screening for British Students, for this purpose. This document must be forwarded no later than 21 days prior to course start date.

Medical Screening: All trainees must undergo a medical screening. The medical screening involves a thorough physical exam within the preceding 3 months prior to class start date. The medical screening includes a chest X-ray, screening of HiV and other communicable diseases, dental examination, and a flight physical, if the trainee is selected to attend flight training. Expectant mothers do not require a Chest X-ray. A competent medical authority must sign and complete ODC-UK Training FL 3, Medical Screening for British Students, stating medical screening has been compiled with. These documents must be forwarded no later than 21 days prior to course start date.

All accompanying family members must undergo the medical screening. The medical screening must include all examination required for students except the dental examination. However, chest X-ray and HiV Screening are not required for children aged 14 and younger unless there is evidence of the existence of tuberculosis, HiV, or other communicable disease. Expectant mothers do not require a Chest X-ray. A competent medical authority must sign and complete ODC-UK Training FL 4, Medical Screening for Accompanying Family Members, stating medical screening has been compiled with. These documents must be forwarded no later than 21 days prior to course start date.

International Military Student Information Form (DD Form 2339): Each trainee must complete the International Military Student Information form. This form is used to provide general information regarding the student (biographical information, personal details, military assignment history, etc.)

Additional prerequisites: Meet any other additional prerequisites, if required.

The trainee should also have ITOs in hand prior to departing for training. ITOs should be issued at least 14 days prior to course start date. Report to the training installation as directed on your ITO. Please report on the date indicated as early or late reporting causes administrative and academic difficulties. It could also result in denied admission into the training.

Training Phase

Once the trainee reports to the training activity, many administrative actions are required to support and maintain the trainee during training. This is referred to as the Training Phase. The first step of this phase involves contacting the IMSO or BLO upon arrival at the training location. Trainees are also required to attend all scheduled classes and complete the course.

Post-Training Phase

Finally, when the trainee has completed training and is prepared to return to the UK, the final training phase begins. This phase is called the Post-Training Phase. Following the completion of the training, the IMSO will assist in mailing the trainee's Retainable Instructional Materials

(RIM) and forwarding the academic report to ODC UK. The RIM includes handbooks and material used by the trainee during the training session. ODC-UK then forwards the RIM, via the MOD mail system, to the trainee.

Within 30 days of completing training, the trainee should complete debriefing questionnaire and post or fax it to the FMS Training Program Manager. The Debriefing Questionnaire will be used to forward any RIM received from the training location. The debriefing will also be used to determine the trainee's impressions of the quality of training received and suggestions for improvements that may be made for subsequent students. ODC-UK Training FL 5, Debriefing Questionnaire for British Students, should be used for this purpose.

INVITATIONAL TRAVEL ORDER (ITO)

The Invitational Travel Order (DD Form 2285) is the single most important document for student administration. It is the controlling document for training terms, conditions, privileges, and accounting guidance. It is required before the training unit can conduct training. It is used for identification, itinerary, medical services, and authorization of dependents as well as admittance to training. It is also the official document for controlling all your training and entitlements while you are in the US. You are entitled only the training and privileges as stated in the ITO.

The FMS Training Programs Manager prepares the ITO. Before the ITO can be published and issued, all student requirements must be completed and the MILDEP must authorize the training. Training will not be conducted at any US military training installation without valid ITOs. Copies of the ITOs are sent to the trainee, the training facility, and UK/US training POCs.

The ITO should be reviewed to ensure that all information (personal details, family members listed if accompanying you, training course and location, family details) is correct prior to departure. The ITO should be carried at all times.

TRAVEL DOCUMENTS

ANNEX A, Format for BDS(W) Visit Application Form—Notice of Proposed Visit to USA: Do not submit an Annex A for attendance to any Security Assistance course. The form will normally be rejected and return, unactioned, since ITOs will be issued.

NATO Travel Orders: Members of Her Majesty's Forces normally travel to the US on NATO Travel orders. NATO Travel Orders do not authorize attendance in course. They only serve as authority to enter the US under official purposes.

Passports & Visas: If trainees plan to travel in leave status, trainees are responsible for obtaining any necessary passports and visas for entry into the United States. IMS who are members of the Armed Forces of NATO countries (like the UK) are normally exempt from any requirement for visas. Dependents of NATO Armed Forces personnel are entitled to "NATO-2" visas. Civilian IMSs from NATO countries and their dependents are entitled to "NATO-6" visas.

Due to the length of certain courses, it is recommended that trainees acquire an official passport if they are attending one of the following courses:

National Defense University
Army War College
Naval Command College
Air War College
USMC Command and Staff College
Persian-Farsi Basic

Armed Forces Staff College
Army Command & General Staff Course
Naval War College
Air Command & Staff College
USMC Command and Control Systems

Contact the Defence Passenger Reservations Centre, 20 Albert Embankment, London SE1 7TD, phone 020-7218-1473/5, for inquiries regarding passports and visas.

MEDICAL

Medical Documents: The trainee is encouraged to bring medical records for any problem that will require continued treatment while in the US. The trainee must take flight examination records if attending aviation courses. The International Certificate of Immunization should also be hand-carried for the trainee and authorized family members.

Medical Care: Trainees are presumed to be in good physical and mental condition, as well as being free from communicable diseases. If it is discovered that the trainee cannot qualify for training by reason of physical or mental condition and, in the opinion of medical authorities, will require treatment before entering training, the trainee will be returned to home unit immediately, or as soon as their condition will permit travel. The trainee must have ITOs and any other documentation that will assist the medical activity when reporting for treatment at US medical facilities.

The trainee is entitled to the same medical and dental care as US military personnel. Any cost for medical and dental care, medical examinations, or immunizations will be collected or reimbursed from the BDS(W). Consult BDS(W) or the BLO prior to receiving any non-emergency medical treatment.

Authorized accompanying dependents are also authorized medical care. Dental care may be provided on an emergency basis. A dental emergency is a situation where dental treatment is needed for relief of painful or acute conditions.

Prosthetic devices such as hearing aids or orthopedic footwear are not authorized for issue during the training. Eyeglasses may be furnished when necessary to perform assigned duties but only when eyeglasses are not available through civilian sources.

Emergency Civilian Medical Care: Payment for emergency treatment is chargeable to Her Majesty's Government as indicated on your ITO. The civilian medical facility should forward the itemized bill directly to the BDS(W). Authorized family members must pay for civilian medical treatment. Civilian medical care is expensive and in many cases will not be undertaken by civilian agencies without some guarantee of payment. It is recommend that medical insurance is obtained for family members.

FAMILY MEMBERS

Except for expressly designated courses or training, you are not encouraged to be accompanied by your dependents or have them join you during your course of training. US Government housing is normally not available and is not guaranteed to students with dependents, as there may be a critical shortage of housing. Civilian housing is generally distant, expensive, and difficult to obtain. Unauthorized dependents will not have access to the US training and medical facilities.

Family members are authorized to accompany if you are attending one of the courses listed below. Although you are encouraged to bring your family members to these courses, you are solely responsible for their complete support while in the US. Scheduled training report and start dates will not be changed to accommodate your travel with dependents.

National Defense University	Armed Force Staff College
Army War College	Army Command & General Staff Course
Naval Command College	Naval War College
Air War College	Air Command & Staff College
USMC Command & Staff College	USMC Command and Control Systems Course
Persian–Farsi Basic	

INTERNATIONAL MILITARY STUDENT INFORMATION

Form Approved CMB
No. 0702-0064
Expires

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0064), Washington, DC 20503.

1. NAME OF NATIVE COUNTRY United Kingdom	2. DATE PREPARED (DD/MM/YY) [REDACTED]	3. SCHEDULED DATE OF ARRIVAL IN US (DD/MM/YY) [REDACTED]
---	---	---

4. NAME OF STUDENT: [REDACTED]

a. FULL NAME (In Roman letters in order normally used with surname in capital letters; provide accent for last name, or phonetic pronunciation, as appropriate):
[REDACTED]

b. NAME (s) BY WHICH PERSON PREFERS TO BE ADDRESSED:

(1). IN OFFICIAL CORRESPONDENCE: [REDACTED]	(2). ORALLY AT OFFICIAL GATHERINGS: [REDACTED]
--	---

c. FULL NAME IN NATIVE ALPHABET (including Standard Telegraphic Code or other transcription code): [REDACTED]	d. VARIANTS, ALIASES, NICKNAMES: [REDACTED]
--	--

5. WORKSHEET CONTROL NUMBER (WCN): [REDACTED]	6. IMS SERVICE NUMBER: [REDACTED]	7. HOSTING SERVICE (US): [REDACTED]
--	--------------------------------------	--

8. RANK (Full official terms) [REDACTED]	9. DATE OF RANK (DD/MM/YY): [REDACTED]
a. ENGLISH LANGUAGE: [REDACTED]	
b. NATIVE LANGUAGE: [REDACTED]	

10. POSITION/BILLET: [REDACTED]

a. PRESENT POSITION (Position prior to US training tour): [REDACTED]	b. ANTICIPATED POSITION UPON RETURN TO NATIVE COUNTRY: [REDACTED]
c. MILITARY ADDRESS: [REDACTED]	
d. SCHEDULED DATE OF DEPARTURE FROM US (DD/MM/YY): [REDACTED]	

e. SCHEDULED US SERVICE SCHOOL(S):	f. SCHEDULED COURSE(S):
(1) [REDACTED]	(1) [REDACTED]
(2) [REDACTED]	(2) [REDACTED]
(3) [REDACTED]	(3) [REDACTED]
(4) [REDACTED]	(4) [REDACTED]

11. IMS BRANCH OF MILITARY SERVICE (check one)		12. SPECIALTY/OTHER ORGANIZATIONS (Ministry of Defense, space program, etc.) [REDACTED]
<input type="checkbox"/> ARMY	<input type="checkbox"/> AIR FORCE	
<input type="checkbox"/> NAVY	<input type="checkbox"/> SPECIAL BRANCH (Specify) [REDACTED]	

13. DATE OF BIRTH (DD/MM/YY): [REDACTED]	14. PLACE OF BIRTH (Town, state, province, country) [REDACTED]	15. SEX (check one)
		<input type="checkbox"/> MALE
		<input type="checkbox"/> FEMALE

16. HOME ADDRESS: [REDACTED]	17. TELEPHONE NUMBER (Include area code if applicable)	18. MARITAL STATUS (check one)
	a. HOME [REDACTED]	<input type="checkbox"/> MARRIED
	b. WORK [REDACTED]	<input type="checkbox"/> SINGLE

19. CITIZENSHIP (Indicate countries): [REDACTED]	20. NATIONALITY: [REDACTED]	21. RELIGIOUS AFFILIATION (if any): [REDACTED]
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22. TITLES, HONORIFICS (Prince, Doctor, Pandit, etc.): [REDACTED]		23. HIGH ORDER DECORATIONS (Native, US, other/; explain): [REDACTED]			
24. PHYSICAL DESCRIPTION:					
a. HEIGHT (Inches): [REDACTED]	b. WEIGHT (Pounds): [REDACTED]	COLOR OF HAIR: [REDACTED]	COLOR OF EYES: [REDACTED]	e. FACIAL HAIR (X if applicable) [REDACTED]	
				<input type="checkbox"/> Beard	<input type="checkbox"/> Mustache
f. EXISTING MEDICAL CONDITIONS (i.e. diabetes/heart/epilepsy): [REDACTED]					
25. MEMBERSHIP IN ORGANIZATIONS (Professional, social, military, other; inclusive dates of acceptance (DD/MM/YY): [REDACTED]					
26. PREFERENCES (Food, drink, tobacco, entertainment, sports, hobbies, other special interests): [REDACTED]					
27. PUBLISHED WORKS – BY OR ABOUT INDIVIDUAL (Title of article or book; if article, name of publication in which appearing; date published (DD/MM/YY): [REDACTED]					
28. CIVILIAN EDUCATION (University, college, or highest level schools, locations, major courses, degrees, honors; inclusive dates (DD/MM/YY): [REDACTED]					
29. LANGUAGES (Proficiency, dialects, degree of fluency, ability to act as a translator/ interpreter): [REDACTED]					
30. INTERNATIONAL TRAINING/TRAVEL (Countries, dated DD/MM/YY, purpose): [REDACTED]					
31. PHOTO SUBMITTED (check one) <input type="checkbox"/> YES <input type="checkbox"/> NO		32. DATE OF PHOTO (DD/MM/YY) IF SUBMITTED: [REDACTED]			
33. MILITARY SERVICE (Chronologically, inclusive dates DD/MM/YY and locations; military schools, in-country and foreign; promotions (specify rank and date DD/MM/YY); foreign service; units served/position held; retired/reserve status; involvement with programs/activities/ key people) (Use additional sheets if necessary): [REDACTED]					
34. DEPENDENCY DATA (If accompanied):					
a. FULL NAME OF SPOUSE: [REDACTED]		b. DATE OF BIRTH OF SPOUSE (DD/MM/YY): [REDACTED]			
c. PLACE OF BIRTH OF SPOUSE: [REDACTED]	d. CITIZENSHIP OF SPOUSE (Indicate countries): [REDACTED]		e. NATIONALITY OF SPOUSE: [REDACTED]		
f. SPOUSE BACKGROUND (Education; languages; preferences in food/drink, hobbies, entertainment; professional societies; special interests) (Use additional sheets if necessary): [REDACTED]					
g. INFORMATION ON CHILDREN (If accompanied)					
NAME(S)		SEX	DATE OF BIRTH (DD/MM/YY)		
[REDACTED]		[REDACTED]	[REDACTED]		
[REDACTED]		[REDACTED]	[REDACTED]		
[REDACTED]		[REDACTED]	[REDACTED]		
[REDACTED]		[REDACTED]	[REDACTED]		
[REDACTED]		[REDACTED]	[REDACTED]		

INSTRUCTIONS FOR COMPLETING THE DD FORM 2339,
INTERNATIONAL MILITARY STUDENT INFORMATION FORM

Use this sheet as a guide to complete the necessary items of the DD Form 2339. Please type or print legibly.

1. Name Of Native Country: "United Kingdom" or "UK"
2. Date Prepared: Self-explanatory
3. Scheduled Date Of Arrival In US: Self-explanatory
4. Name Of Student
 - a. Full Name: Self-explanatory
 - b. Name(S) By Which Person Prefers To Be Addressed: Self-explanatory
 - (1) In Official Correspondence: Self-explanatory
 - (2) Orally At Official Gatherings: Self-explanatory
 - c. Full Name In Native Alphabet: Leave blank
 - d. Variants, Aliases, Nicknames: Self-explanatory
5. Worksheet Control Number (WCN): Leave blank
6. IMS Service Number: Enter your military/civil service number
7. Hosting Service (US): Self-explanatory
8. Rank
 - a. English Language: Enter your rank/civil service
 - b. Native Language: Leave blank
9. Date Of Rank: Self-explanatory
10. Position/Billet
 - a. Present Position: Enter present duty position/title
 - b. Anticipated Position Upon Return To Native Country: Enter position you will be assigned to after you return from training
 - c. Military Address: Enter complete work address
 - d. Scheduled Date Of Departure From US: Self-explanatory
 - e. Scheduled US Service School(s): Enter name of school or training location
 - f. Scheduled Course(s): Enter name of course you are attending
11. IMS Branch Of Military Service: Check box for branch of service (Marines should check Navy and write "RM" in block "C". Civil service should check "Special Branch" box and indicate service.
12. Specialty/Other Organizations: List any other organization (MoD, DIS, etc)
13. Date Of Birth: Self-explanatory
14. Place Of Birth: Enter complete town, county, and country of birth
15. Sex: Self-explanatory
16. Home Address: Self-explanatory

17. Telephone Number
 - a. Home: Self-explanatory
 - b. Work: Self-explanatory
18. Marital Status: Self-explanatory
19. Citizenship: Self-explanatory
20. Nationality: Self-explanatory
21. Religious Affiliation: Self-explanatory
22. Titles, Honorifics: Self-explanatory
23. High Order Of Decorations: Self-explanatory
24. Physical Description
 - a. Height: Self-explanatory
 - b. Weight: Self-explanatory
 - c. Color Of Hair: Self-explanatory
 - d. Color Of Eyes: Self-explanatory
 - e. Facial Hair: Self-explanatory
 - f. Existing Medical Conditions: List any existing medical conditions
25. Membership In Organizations: Self-explanatory
26. Preferences: Self-explanatory
27. Published Works--By Or About Individual: Self-explanatory
28. Civilian Education: Self-explanatory
29. Languages: Self-explanatory
30. International Training/Travel: Self-explanatory
31. Photo Submitted: Do not submit photo unless requested
32. Date Of Photo: Self-explanatory
33. Military Service: Self-explanatory; if submitting resume or biography indicate biography attached
34. Dependency Data: Complete this section of if family members are authorized to attend the course
 - a. Full Name Of Spouse: Self-explanatory
 - b. Date Of Birth Of Spouse: Self-explanatory
 - c. Place Of Birth Of Spouse: Self-explanatory
 - d. Citizenship Of Spouse: Self-explanatory
 - e. Nationality Of Spouse: Self-explanatory
 - f. Spouse Background: Self-explanatory
 - g. Information On Children: Self-explanatory

**PRE-DEPARTURE PROCESSING
FOR
BRITISH STUDENTS**

STUDENT NAME (LAST, FIRST, INITIAL) [REDACTED]		RANK [REDACTED]
SERVICE/STAFF NUMBER [REDACTED]	DATE OF BIRTH [REDACTED]	COURSE REPORT DATE [REDACTED]

1. In accordance with the United States Joint Security Assistance Training Regulation (JSATR), I certify that I am required to meet certain requirements prior to issuance of Invitational Travel Orders (ITO) and travel to the training location. I also certify that before any family member accompanying me to the training location is listed on the ITO, they must meet certain requirements. Additional information is contained in the Pre-Departure Handbook that should be provided to you.

2. As such, I certify that I must:
- a) complete a DD Form 2339, International Military Student Information Form.
 - b) have ODC UK Security Form 1, Security and Political Screening Sheet, signed by installation or unit security officer.
 - c) have ODC UK Medical Form 1 (students only) and, if applicable, ODC UK Medical Form 2 (for authorized family members accompanying students) signed by competent medical authority.

3. Once certified, this form must be forwarded to: **Training Programs Manager, Office of Defense Cooperation (ODC), Box 55, US Embassy, 24 Grosvenor Square, London, W1A 1AE.** Failure to forward this form *no later than 6 weeks prior to course start date* may result in cancellation of the training quota. ITOs will only be issued once this form is completed and returned.

TRAVEL INFORMATION

DEPARTURE AIRPORT [REDACTED]	AIRLINE [REDACTED]	FLIGHT NUMBER [REDACTED]	DATE [REDACTED]	TIME [REDACTED]
ARRIVAL AIRPORT [REDACTED]			DATE [REDACTED]	TIME [REDACTED]

PLEASE COMPLETE IF YOU ARE CONTINUING TO THE TRAINING LOCATION ON ANOTHER FLIGHT

DEPARTURE AIRPORT [REDACTED]	AIRLINE [REDACTED]	FLIGHT NUMBER [REDACTED]	DATE [REDACTED]	TIME [REDACTED]
ARRIVAL AIRPORT [REDACTED]			DATE [REDACTED]	TIME [REDACTED]
EST. ARRIVAL AT TRAINING LOCATION (IF TRAVELING BY CAR) [REDACTED]			DATE [REDACTED]	TIME [REDACTED]

LEAVE

(COMPLETE THIS SECTION IF REQUESTING LEAVE UPON COMPLETION OF TRAINING)

Upon completion of training, I am requesting _____ (list number) days of leave. I have applied for leave from my line supervisor or an official authority responsible for granting my leave under British military leave procedures.

Note: Student's request for leave is granted in accordance with British military leave procedures.

LEAVE APPROVING OFFICIAL'S SIGNATURE [REDACTED]	LEAVE APPROVING OFFICIAL'S NAME/RANK [REDACTED]
STUDENT'S NAME (LAST, FIRST, INITIAL) [REDACTED]	SIGNATURE [REDACTED]
	DATE [REDACTED]

**SECURITY AND POLITICAL SCREENING
FOR
BRITISH STUDENTS**

STUDENT NAME (LAST, FIRST, INITIAL)

RANK

SERVICE/STAFF NUMBER

DATE OF BIRTH

COURSE REPORT DATE

1. In accordance with the United States Joint Security Assistance Training Regulation (JSATR), a security and political screening must be accomplished prior to issuance of Invitational Travel Orders (ITOs) for all scheduled training, regardless of level of classification.
2. As such, the security officer must certify that the individual listed above:
 - a) is sponsored by the British government.
 - b) has been subjected to a security vetting by the British government specifying the clearance granted (must be equivalent to Confidential or higher) and that the individual does not constitute a security risk to the US.
 - c) will not release, the information to be obtained or knowledge if its possession, except to authorized persons within the British government; and, in particular, may not be released to any other country, person, or entity therein or to any other international organization of any type or any person or entity associated with such organization without the express authority of the US Department of Defense (DoD).
 - d) will use the information exclusively for military or official purposes unless otherwise authorized by the US DoD.
 - e) will fully respect and protect any proprietary rights, including but not limited to those based on patent or copyright, related to or associated in anyway with the information obtained through training. The British government will exercise its best efforts to enforce such rights when it appears such rights may be violated as a result of information disclosed to the government or its members in connection with a US Security Assistance Training Program.
 - f) has no record of human rights abuses, drug trafficking, corruption, criminal activity, or other activities inconsistent with US foreign policy goals.
3. Once certified, this form must be forwarded to: **Training Programs Manager, Office of Defense Cooperation (ODC), Box 55, US Embassy, 24 Grosvenor Square, London, W1A 1AE.** Failure to forward this form *no later than 3 weeks prior to course start date* may result in cancellation of the training quota. ITOs will only be issued once this form is completed and returned.

SECURITY OFFICER'S CERTIFICATION

A security screening has been conducted.

The individual has a security clearance equipment to (check one)

TOP SECRET

SECRET

CONFIDENTIAL

A local records and background check has been conducted (check one)

No derogatory information was found

Derogatory information was found0

SECURITY OFFICER'S NAME AND RANK

SIGNATURE

DATE

**MEDICAL SCREENING
FOR
BRITISH STUDENTS**

STUDENT NAME (LAST, FIRST, INITIAL)

RANK

SERVICE/STAFF NUMBER

DATE OF BIRTH

COURSE REPORT DATE

1. In accordance with the United States Joint Security Assistance Training Regulation (JSATR), a medical and dental screening must be accomplished prior to issuance of Invitational Travel Orders (ITOs) for all scheduled training, regardless of level of classification. Students who cannot qualify for training by reason of physical or mental condition, and in the opinion of medical authorities, will require treatment before entering training, will be returned to home unit immediately, or as soon thereafter as his or her condition will permit travel.

2. As such, a competent medical and dental officer **must certify, no more than three months of course report date**, that the student:

- a) has received a thorough physical examination which includes a chest X-ray for tuberculosis, and screening for serologic evidence of Human Immunodeficiency Virus (HiV). X-rays are not required for expectant mothers or individuals who have undergone a chest X-ray within the last 12 months.
- b) is free of communicable diseases or other medical or dental defects that must require treatment or hospitalization during training.
- c) has received the complete immunizations prescribed by the US Public Health Service, as approved by the World Health Organization (WHO). Immunizations can be found @ <http://www.who.int.ith/english/table6.htm>.
- d) has met Class I, IA, or II flight medical standards (commonly referred to as Flying Class III Physical), if attending a flight training (pilot, loadmaster, aircrew, etc.) course.

3. Once certified, this form must be forwarded to: **Training Programs Manager, Office of Defense Cooperation (ODC), Box 55, US Embassy, 24 Grosvenor Square, London, W1A 1AE**. Failure to forward this form **no later than 3 weeks prior to course start date** may result in cancellation of the training quota. ITOs will only be issued once this form is completed and returned.

MEDICAL CERTIFICATION

I examined specifically for evidence of the conditions listed above. My examination revealed:

No apparent defect, disease, or disability.

List any prescription drugs taken.

The following defect, disease, or disability (include any prescription drugs taken):

MEDICAL EXAMINER'S NAME AND RANK

SIGNATURE

DATE

**MEDICAL SCREENING
FOR
ACCOMPANYING FAMILY MEMBERS**

FAMILY MEMBER'S NAME (LAST, FIRST, INITIAL)

DATE OF BIRTH

STUDENT'S NAME (LAST, FIRST, INITIAL)

RELATIONSHIP (SPECIFY)

1. In accordance with the United States Joint Security Assistance Training Regulation (JSATR), a medical screening must be accomplished prior to issuance of Invitational Travel Orders (ITOs) for all family members accompanying British students to US Forces courses.

2. As such, a competent medical and dental officer **must certify, no more than three months of course report date**, that the family member:

a) has received a thorough physical examination which includes a chest X-ray for tuberculosis, and screening for serologic evidence of Human Immunodeficiency Virus (HiV). Children aged 14 and younger do not require chest X-ray and HiV screening unless evidence of tuberculosis or HiV exists. X-rays are not required for expectant mothers or individuals who have undergone a chest X-ray within the last 12 months.

b) is free of communicable diseases or other medical or dental defects that must require treatment or hospitalization during training.

c) has received the complete immunizations prescribed by the US Public Health Service, as approved by the World Health Organization (WHO). Immunizations can be found @ <http://www.who.int/ith/english/table6.htm>.

3. Once certified, this document must be forwarded to: **Training Programs Manager, Office of Defense Cooperation (ODC), Box 55, US Embassy, 24 Grosvenor Square, London, W1A 1AE**. Failure to forward this form **no later than 3 weeks prior to course start date** will result in family member not being included on ITOs.

MEDICAL CERTIFICATION

I examined specifically for evidence of the conditions listed above. My examination revealed:

No apparent defect, disease, or disability.

List any prescription drugs taken.

The following defect, disease, or disability (include any prescription drugs taken):

MEDICAL EXAMINER'S NAME AND RANK

SIGNATURE

DATE

**DEBRIEFING QUESTIONNAIRE
FOR
BRITISH STUDENTS**

STUDENT'S NAME (LAST, FIRST, INITIAL)

RANK

SERVICE/STAFF NUMBER

CURRENT MILITARY ADDRESS

COURSE(S) ATTENDED

DATES

In accordance with the United States Joint Security Assistance Training Regulation (JSATR), the purpose of this questionnaire is to obtain student comments and recommendations concerning the overall training program. These questions should be answered in as much detail as possible (continue on reverse, if needed) to obtain a comprehensive evaluation of the overall training cycle.

This form is also used for you to provide us a forwarding address so we can mail any Retainable Instructional Material (RIM) sent to this office from your training location. Any RIM will be forwarded through MOD Courier Service to the military address you provide. Failure to complete and return this questionnaire may result in delay in receiving your RIM.

Please complete this document and mail to: **Training Programs Manager, Office of Defense Cooperation, Box 55, US Embassy, 24 Grosvenor Square, London, W1A 1AE, no later than 1 month after course graduation date.**

1. What is your evaluation of the training you received? Explain why the training was or was not interesting?
2. Was the training difficult? If so, what were the reasons?
3. What did you like the most about the US and your training?
4. What did you like the least about the US and your training?
5. Was the International Military Student Office helpful in assisting you with settling in and on general matters?
6. Did you receive additional help from instructors when you requested? If not, in which areas did you have problems?
7. Did you encounter any discourtesy from US personnel during duty and non-duty hours? If so, please explain the incident(s).
8. Did you experience any problems while in the US? If so, what were they and how were they solved?
9. Did the school arrange any tours or social activities for your participation while in training?
10. Explain how you will use the training received in your current or next military assignment?
11. Should the training you received be provided to other students? Why or why not?
12. Do you have any recommendations, suggestions, or general comments concerning your entire training cycle?