

IMSO Checklist

- ❑ Receive Twelve Month Projection Report via e-mail from NETSAFA
 - Check dates for confirmed training
 - Check appropriateness of training
 - Share with instructors
 - Are there prerequisites?
 - Are the dates valid?
 - Has course duration changed?
 - Is pipeline valid?
 - Is training classified? Has country received disclosure approval?

- ❑ Send welcome aboard package to SA

- ❑ Call BOQ/BEQ at first opportunity once training is confirmed

- ❑ Consider transportation arrangements

- ❑ Determine who will be TCO for English Language Testing

- ❑ Expect ITO anytime within 1 month prior to class start
 - If you don't receive it, contact SCETC
 - Read ITO carefully regarding travel, living allowances, dependents, etc.

- ❑ Expect arrival information 30 days prior (for accompanied IMS) or 15 days prior (for unaccompanied IMS) to class start (via message, e-mail, or IMSO SAN Web)
 - If you don't receive it, contact SCETC
 - Arrange for someone to meet IMS at airport (preferably of equal rank)

- ❑ Prepare training record

- ❑ Pick up IMS at airport

- ❑ Day after arrival –
 - Give arrival brief to IMS
 - Discuss ITO with IMS
 - Issue ID cards (IMS and dependents)
 - If ITO says IMET Program or FMS case pays living allowance, take student to Disbursing to collect money (usually, no more than two weeks at a time)
 - Have TCO administer English Language Test if applicable
 - Check passport/visa and ask if student has an airline ticket. Consider holding for safekeeping

- ❑ During the student's stay at school
 - Prepare commencement report (IMSO SAN Web)
 - Prepare order modifications (if/when necessary)
 - Be aware of IMS problems and what to do (call SCETC)
 - Disciplinary problems (cannot discipline, can only recommend disenrollment)
 - Academic problems
 - Civilian fines
 - Language deficiencies
 - IMS personal problems
 - Dependent problems
 - Medical problems

- ❑ Determine travel arrangements prior to departure. Recheck ITO. POV authorized?
 - Notify follow-on training activity 14 days prior to departure
 - If gap in training dates, gaining activity determines arrival date
 - Discuss itinerary with IMS

- ❑ Preparing for IMS Departure:
 - Obtain/prepare graduation certificates or Letters of Attendance
 - Prepare student to check-out of BOQ/BEQ (BEQ bills to be sent to NETSAFA N-31 for IMS who receive living allowances)
 - Give departure brief to IMS
 - Take IMS to airport

- ❑ Prepare completion and academic reports within three days after departure (IMSO SAN Web)

- ❑ Within five days, mail training record/medical record to follow-on training site or if last training installation, mail to SAO

- ❑ Mail Retainable Instructional Material (RIM) to SAO (don't mail with training/medical record). Make sure the WCN and case designator is on the outside of the package.