

DEPARTMENT OF THE ARMY
U.S. Army Medical Department Center and School
2250 Stanley Road
Fort Sam Houston, Texas 78234-6188

Pamphlet
Number 1-5

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Administration
STAFF AND FACULTY - INTERNATIONAL MILITARY STUDENTS

1. **PURPOSE.** This pamphlet is designed to assist U.S. Army Medical Department Center and School (AMEDDC&S) personnel in dealing with a myriad of responsibilities in support of International Military Students (IMSS) at the school/installation. It will provide references and suggestions which may not be identified in AR 12-15, Joint Security Assistance Training (JSAT), or other source documents. In matters dealing with an IMS, the AMEDDC&S's International Military Student Office (IMSO) is your point of contact.

2. **REFERENCES.** See Appendix A.

3. **ABBREVIATIONS AND TERMS.** See Appendix B.

4. **INTERNATIONAL MILITARY STUDENT OFFICE CONTACT ROSTER.**
See Appendix C.

5. **INTERNATIONAL MILITARY STUDENT OFFICE.**

a. Serves as the U.S. Army Medical Department Center & School point of contact for the Security Assistance Training Program (SATP).

(1) Supervises the administration and support of SATPs for all activities at Fort Sam Houston within established policies, directives, and guidance. This includes formal training, observer training (OBT), and on-the-job training (OJT); and the Department of Defense Informational Program (DODIP).

(2) Acts as the major link between AMEDDC&S; the Department of Health, Education, and Training (DHET), AHS, AMEDDC&S; and the Security Assistance Training Field Activity (SATFA) for:

Program changes.

Student disposition

Student administration.

Serious incident reporting.

b. Advises the Commander on the Security Assistance Training Program (SATP). Supervises the implementation of SATPs as established by the AMEDD International Training Officer, DHET, for the Academy of Health Sciences (AHS), AMEDDC&S; Brooke Army Medical Center (BAMC); the Regional Dental Lab, U.S. Army Dental Activity; and the Institute for Surgical Research, IAW AR 12-15 and other published directives and guidances. Acts as liaison between AMEDDC&S staff and faculty and the IMS, in areas of cross-cultural communications, academic and disciplinary problems, counseling, etc.; relays school recommendations for recycle, attrition, or awarding Certificates of Attendance in lieu of a diploma. Coordinates scheduling of OJT or OBT upon request from DHET, or in gaps between formal courses. Advises school staff on Army policies and school procedures pertaining to the instruction of IMSS, sets English comprehension level (ECL) course prerequisites, testing, retesting, participation in physical training, adherence to unit policies, graduation standards, and exercises.

(1) Provides assistance to IMSS in administrative and personal matters. Establishes and maintains personnel records and actions, prepares amendments and endorsements to invitational travel orders (ITO), performs ECL testing, enrolls IMSS in training, and assists them in obtaining medical and dental care. Inprocesses/outprocesses IMSS to include transportation to/from the airport and coordinating billeting, meals, identification card, biographical data, photos, payment of travel and living allowance, orientations/briefings, and shipment of retainable instructional materials. Assists in reception/processing of IMSS' families. Prepares and disseminates reports, including International Student Academic Evaluation Reports (DA Form 3288R) to appropriate agencies.

(2) Assists in processing requests for training and for instructional material from IMSS, observers, visitors, and foreign governments.

(3) Administers the DODIP and the IMS Sponsor Program for IMS training at medical facilities on Fort Sam Houston. Provides planning, escort personnel, Ordering Officers, and Class A Agents as required for IP tours and activities.

(4) Prepares program and budget data, necessary documents for implementation of billing procedures for course cost reimbursement, and proper accountability of DODIP funds necessary for implementation of SATPs at medical facilities on Fort Sam Houston. Prepares input for Support Agreements, manpower reporting requirements, and for necessary Memorandums of Understanding/Agreements between the AMEDDC&S and supported/supporting medical facilities cooperating in SAT.

(5) Answers telephonic and in-person inquiries from personnel inside/outside the AMEDDC&S; provides locator and directory service for the AMEDDC&S.

6. **RESPONSIBILITIES TO IMS.** United States Government personnel have two different kinds of responsibilities to IMSS. First is the obligation to fulfill the educational commitment for military training. Second, and equally important, is the building of friendly relations with the countries the IMSS represent. This is done by extending to the IMSS and their family members traditional American courtesies, which should include a genuine display of hospitality, interest in their welfare, and personal assistance. United States personnel should treat IMSS as they do their U.S. counterparts, but should take into account certain cultural differences and political realities.

7. **UNAUTHORIZED COMMITMENTS.** Headquarters, Department of the Army (HQDA), or their designated representatives in the SATP are the only personnel authorized to make training commitments to IMSS, or to foreign country representatives. School personnel are not authorized to enter into agreements concerning curricula, type of training, or length of stay of IMS in the United States. All authority for the training of the IMS is contained in the ITO; the IMSO uses this as the sole authority in determining courses of study, leave, status of family members, etc. No commitment should be undertaken by school/activity personnel to change approved programs for IMSS. Legitimate requests from IMSS should be immediately referred to the IMSO who will then coordinate it with the appropriate agency for resolution.

8. **ACADEMIC TRAINING STANDARDS.**

a. International Military Students attend AHS courses as invited guests of DOD. Their country contracted for and paid tuition and expenses for their training, either with their own funds or from grant aid provided by the U.S. Government. Special academic and testing policies are designed to provide every opportunity for the IMS to acquire the skills and knowledge contracted for while upholding academic standards of the institution.

b. International Military Students are expected to meet the same standards as U.S. students for graduation from MEDCOM-sponsored courses. However, due to language difficulty, cultural adjustment, technical and educational background differences, unfamiliarity with course organization, study methodology, and U.S. Army force structure and doctrine, the IMS is likely to be disadvantaged.

c. The class advisor is responsible for the following actions which are intended to remediate the disadvantages and facilitate the IMS in achieving the course standards:

(1) Conduct a personal orientation to explain course standards and expectations for successful completion. Identify who the IMS is accountable to for absences and introduce the IMS to an academic counselor. The IMSs must attend all training including nontestable/nonpoint subjects. Physical training is encouraged but not mandatory.

(2) Select a highly motivated U.S. student to serve as an in-class sponsor for the IMS. The two will be seated together and the sponsor will assist the IMS with the class work and include him/her in his/her study group for after-class studies.

(3) Ensure that IMS's country flag is displayed at graduation ceremonies. Coordination should be made with Classroom Support prior to graduation. Rare exceptions to displays do occur for countries not officially recognized by the U.S. Government.

(4) Recognize formally the IMS and his/her country at the graduation ceremony.

d. The course advisors ensure the scheduling of the track training portion for the Officer Basic and Officer Advanced Courses.

9. ACADEMIC TESTING PROCEDURES.

a. Retesting and alternate testing methods. Liberal reteaching and retesting of IMS examination failures apply in all cases. Essay, short-answer, or oral instead of written examinations are authorized when the IMS has demonstrated a sincere effort, and unfamiliarity with exam methods are detected as a factor in academic failure.

b. Additional time. Students are allowed up to one and one-half times the amount of time allowed U.S. students to take an oral or written exam. International Military Students are allowed the same amount of time as U.S. students to complete practical or hands-on exams.

c. Reference materials. Students should be allowed basic references, such as translation dictionary, Webster's Dictionary, and a list of acronyms/military terms, as long as the latter are not being directly tested.

10. **MONITORING ACADEMIC PROGRESS.** Class advisors are responsible for carefully monitoring the IMS's progress, and reporting all test failures to the IMSO as soon as they occur. Do not wait until the student is failing the course; coordinate for pending academic disposition at each step of the course.

11. **ACADEMIC FAILURES.** The IMSs can and do fail AHS courses. However, the student should not be considered for drop or nongraduation unless he/she has been given every opportunity for successful completion without compromising course standards, as stated above. **When it has been determined the student, in spite of everyone's best efforts, is unable to grasp the course material and may not graduate, the IMSO is responsible for recommending alternatives to the student's country through training channels. Action taken will be in accordance with the country's instructions.**

a. Certificate of Attendance. This certificate is authorized for presentation in lieu of a diploma only with prior coordination with IMSO. The IMSs and their military dependents are very much concerned with receiving tangible evidence of the student's participation in U.S. Army training. Provision of a Certificate of Attendance meets this need for a conscientious IMS who cannot achieve course standards without misrepresenting the student's accomplishments or degrading the U.S. Army diploma.

b. Early return home. The country can withdraw the IMS from training prior to course completion and request he/she be sent home with no certificate. Such would be applicable for a student with academic and disciplinary problems, those who would not benefit significantly from completing the training, or for which Phase II requires successful completion of Phase I.

c. Recycle to same or another course. This alternative is seldom used because the country must pay a penalty for the course prematurely canceled in addition to the training and living allowance incurred.

12. **ACADEMIC EXCELLENCE.**

a. Students are eligible to participate in the Honors Program and can be named Honor Graduate or Distinguished Honor Graduate.

b. Lack of participation in physical training does not preclude the IMS participation in the Honors Program.

13. **PHYSICAL TRAINING STANDARDS.** All IMSs are encouraged to participate in physical training activities and tests. However, student participation or passing such tests is not considered a requirement for graduation.

14. **ACADEMIC REPORTS.** The Academic Report (Appendix D) is the major tool available to the Security Assistance Organization and to the foreign government to assess the overall IMS program for that country. The importance of this document cannot be overstated. It is a valuable tool used to evaluate performance, promote, retain, and identify their personnel for positions of significance. This form will be completed for each student upon completion of each course of instruction with the exception of preparatory courses. **Course instructors will complete the academic portions of this report.** The report must be forwarded to the IMSO no later than 10 working days after course completion. The IMSO will review and finalize the completed report before it is forwarded to the Dean, AHS for signature.

15. **OBSERVER TRAINING AND ON-THE-JOB TRAINING.**

a. In OBT the IMS trains next to U.S. personnel and learns by observation. In OJT the IMS learns by actually doing a specific task.

b. On-the-job training will not normally exceed 2 weeks. On-the-job training should be provided under the following conditions:

(1) The IMS has an interval of more than 5 working days, exclusive of processing, between two or more courses at the same school. The IMSO determines the type of training for the IMS.

(2) The IMS has an interval of more than 5 working days, exclusive of processing and travel time, between courses at two different installations. The first school will conduct OJT before the IMS travels to the next school.

(3) The IMS is removed from classroom instruction during classified portions of courses when access to the classified information has not been granted. The course advisor determines the alternate instruction for that period.

(4) To meet the special needs of a student or when there is no formal course of instruction available, OBT may be arranged. Arrangements for this type of training will be made by DHET and AMEDDC&S. This type of OBT is limited to a maximum of 6 months duration with a minimum ECL of 80 required. Appendix E contains The Surgeon General's policy on Patient Care Training for Foreign Nationals.

16. **DOD INFORMATIONAL PROGRAM.**

a. The goal of the IP set forth in DOD directive 5410.7, AR 12-15, and TRADOC Reg 12-1 is to provide the IMSs with a balanced understanding of the U.S., its society, institutions,

and ideals. Steps undertaken to give these individuals a perspective on American life are intended to complement and strengthen the strictly military side of their experiences while in the United States.

b. The IP is further intended to increase the students' awareness of U.S. commitment to the basic principles of internationally recognized human rights. Understanding of U.S. culture enables the IMS to better understand the foreign policy of the United States.

(1 The 11 objectives of the IP are

local (a U.S. Government institutions--federal, state, and

Judicial system.

Political parties.

Freedom of the press.

Diversity of life in the United States.

Labor/labor management.

Civil rights/minorities

h) Agriculture

Economy

Education

Public/social welfare programs and institutions

(2) The objectives are accomplished at the AMEDDC&S through tours, guest speakers, and visits to various types of institutions and historic places in the local area. An annual IP plan is developed and submitted to SATFA for approval. Every effort is made to meet the objectives with as little loss of training as possible.

17. **MILITARY AND CIVILIAN SPONSORS.** An important facet of the IP is the role of the IMS sponsor. Army Regulation 12-15 states "every effort should be made to ensure IMSs are received properly within U.S. military and civilian communities through the use of military and civilian sponsors."

18. **ACADEMIC SPONSORS.** Military training in some countries is quite different from that in the United States. International Military Students may need assistance in interpreting training

schedules and may be unsure about class procedures. A military sponsor enrolled in the same course can offer invaluable assistance to an IMS while, at the same time, learning insights about the military system in another country. In-class sponsors should, if possible, be volunteers.

19. **SOCIAL SPONSORS.** All IMSs attending courses in the Continental United States should be afforded the opportunity to meet persons outside their classes on an informal, one-to-one basis. An important part of the IMS's visit to the United States is the impression of this country he/she receives. While tours, guest speakers, and field trips are useful methods of accomplishing the objectives of the IP, a successfully implemented sponsorship program can have an enormous effect on the goodwill of, and make a lasting impression on, the IMS.

a. Sponsors for IMS at the AMEDDC&S are welcomed and needed. The presence of these representatives affords a unique opportunity for individuals from the Fort Sam Houston military and civilian communities to participate in a person-to-person effort toward establishing mutual respect, understanding, and friendship with people from other countries.

b. To sponsor an IMS or to receive additional information on the program, please contact the IMSO at (210) 221-8838/8542.

c. Sponsorship of IMSs is authorized where there is no direct conflict of interest, and is encouraged to provide such students with "A warm reception in the U.S. and home hospitality" during their training. Duly assigned sponsors of the DOD IP under Chapter 11, AR 12-15, are not in violation of the AMEDDC&S fraternization policy.

20. **RELIGIOUS/NATIONAL HOLIDAYS/PRAYER TIME FOR IMSs.** The Defense Security Assistance Agency and HQDA policy guidance restricts religious/national holidays for IMS training in CONUS to no more than 2 days per calendar year for each country involved. The IMSO has the holiday list. Feel free to contact us for information.

a. Since each student's primary purpose is to receive military training, the training activity is not required to excuse students from class, but is encouraged to do so if at all possible.

b. If the student is engaged in critical training, he/she be asked to forego observance of the event.

c. A significant number of IMSs are Muslim. Their traditional day of worship is Friday. If academics allow, IMSs of Muslim faith may be given time off on Friday afternoon for

prayers. Students must not be allowed to miss critical training which would jeopardize their academic standing. There is a mosque within Fort Sam Houston located in Bldg 2288, corner of Wilson and Connell, where Friday prayers are held at 1330. Normally, 2 hours can be allowed (including lunch period) for prayer. However, there is no religious law that requires IMSS to pray in a mosque.

21. **INSTRUCTIONAL MATERIALS.** International Military Students are authorized to retain and ship home instructional material issued to them during training. Reimbursement to the installation/school is included in the course tuition costs. Course directors/class advisors may contact the IMSO for clarification, if required.

APPENDIX A
PUBLICATIONS

Listed below are publications which were used in compiling this pamphlet or which will contribute to your knowledge of Security Assistance. Where the source is other than normal publications channels, we have so indicated.

DOD 5105.38-M
Security Assistance Management Manual

DOD 5410-17
An Informational Program for Foreign Military Trainees and Visitors in the U.S.

DOD 7290.3-M
Foreign Military Sales Financial Management Manual

AR 12-1
Security Assistance-Policy, Objectives, and Responsibilities

AR 12-15
Joint Security Assistance Training Regulation

AR 37-1
Army Accounting and Fund Control

AR 37-60
Pricing for Materiel and Services

AR 37-80
Finance and Accounting Support for the Army's Security Assistance Program

AR 380-10 (C)
Department of the Army Policy for Disclosure of Military Information to Foreign Governments

DISAM Journal
Published quarterly by Defense Institute of Security Assistance Management, Wright-Patterson AFB, OH 45433-5000

TRADOC Regulation 11-5
Cost Analysis Program (MOS/FMS Training Costs) RCS ATRM-159

TRADOC Regulation 12-1
Management of the Informational Program

SATFA U.S. Army Security Assistance Training Program Handbook
(Green Book)

Publication which describes the Security Assistance Program,
including student administration overseas. Also includes U.S
Army school and course data. TRADOC SATFA, Fort Monroe, VA
23651-5267

International Military Training News

Semiannual SATFA publication intended to provide updated
information and exchange ideas about IMS training. All IMSOs
receive this publication.

AMEDDC&S Regulation 10-1, 6 Aug 93, Organization and Functions

AHS Regulation 600-8, 30 Sep 88, Improper Relationships Involving
Student Personnel

AMEDDC&S Policy Memorandum, 27 Jan 94, MCCA-GIS Identifying
Academic Training Standards, Academic Testing Procedures,
Physical Training Standards, and Academic Excellence Standards
for IMSS.

APPENDIX B

GLOSSARY

AHS	Academy of Health Sciences
AMEDDC&S	U.S. Army Medical Department Center and School
DHET	Department of Health, Education, and Training
DOD	Department of Defense
DODIP	Department of Defense Informational Program
ECL	English Comprehension Level
HQDA	Headquarters, Department of the Army
MEDCOM	U.S. Army Medical Command
IMS	International Military Student
IMSO	International Military Student Office
IP	Informational Program
ITO	Invitational Travel Order
JSAT	Joint Security Assistance Training
OBT	Observer Training
OJT	On-the-Job Training
SAT	Security Assistance Training
SATFA	Security Assistance Training Field Activity
SATP	Security Assistance Training Program
TRADOC	U.S. Army Training and Doctrine Command

APPENDIX C

INTERNATIONAL MILITARY STUDENT OFFICE ROSTER

CHIEF

LOUELLA BUELL

TRAINING/IP COORDINATOR

ANGELA ACKLIN

AUTOMATION CLERK

SHARON FLOYD

INFORMATION RECEPTIONIST

JACQUELYN D. MOORE

LOCATION:

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MESSAGE ADDRESS: CDR AMEDDC&S FT SAM HOUSTON TX/MCCS-GIS

APPENDIX E

PATIENT CARE TRAINING POLICY FOR FOREIGN NATIONALS
IN ARMY MEDICAL DEPARTMENT FACILITIES

The medico-legal climate in which we operate precludes the foreign national trainees and observers from having any responsibilities, even under direct observation and supervision, in any procedures that have a degree of risk to the patient.

The following applies to all foreign participants in Army Medical Department training without regard to degree or license, since it is equally applicable to all foreign officer and enlisted health-care personnel.

1. The foreign national trainee/observer will have no responsibility for the diagnosis, treatment, and performance of any invasive procedure in the healthcare of our patients.
2. They should fully participate in the intellectual process of rendering care and have access to the instruments, records, and tissue samples so that they may gain and share information to the fullest extent possible.
3. No restriction should be placed on their presence within the area of patient treatment providing required precautions are ensured.
4. The foreign national trainee enrolled in a formal course requiring a clinical phase should be coupled with a U.S. student to observe all phases of the clinical assignment, participating to the fullest extent possible within parameters of this policy. They will not be academically penalized due to these restrictions. When foreign national trainees have participated in all phases of the program of instruction to include observation of all clinical assignments, they will be eligible to receive a diploma.

APPENDIX D

(SAMPLE)

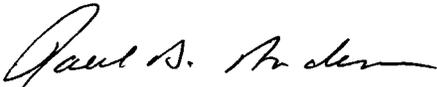
ACADEMIC REPORT - FOREIGN STUDENTS ATTENDING CONUS SERVICE SCHOOLS				
For use of this form, see AR 12-15: the proponent agency is the Office of the Deputy Chief of Staff for Operations and Plans.				
TO: (Include ZIP Code)		FROM: (Include ZIP Code)		
1. LAST NAME - FIRST NAME - MIDDLE INITIAL	2. GRADE	3. COUNTRY	4. SSN	5. BRANCH
6. NAME OR TITLE OF COURSE		7. DURATION OF COURSE(S)		
		From:	To:	
8. DID STUDENT SUCCESSFULLY COMPLETE COURSE		9. STUDENT WAS AWARDED		
<input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Sec 14)		<input type="checkbox"/> DIPLOMA/CERTIFICATE OF COMPLETION <input type="checkbox"/> CERTIFICATE OF ATTENDANCE <input type="checkbox"/> NONE		
10. ENGLISH LANGUAGE PROFICIENCY AND STUDENT'S PERFORMANCE IN COURSE USE RATINGS OF: 1 - EXCEPTIONAL 2 - EXCELLENT. 3 - VERY SATISFACTORY. 4 - SATISFACTORY. 5 - UNSATISFACTORY (Must be explained in Sec 14). 6 - NOT OBSERVED.				
a. Language Proficiency		b. Performance in Course(s)		
(1) Speech		(1) Attitude		
(2) Reading		(2) Motivation		
(3) Writing		(3) Ability to grasp instruction		
(4) Comprehension		(4) Performance in practical exercises		
		(5) Participation in class activities		
		(6) Potential as instructor		
11. ENGLISH COMPREHENSION LEVEL EXAMINATION SCORES				
a. In-Country: _____		b. CONUS School _____		
12. MILITARY AND CIVILIAN SPONSORS				
13. BRIEF REPORT ON STUDENT'S PARTICIPATION IN EXTRA-CURRICULAR AND COMMUNITY AFFAIRS (On and Off Post)				
14. COMMENTS (Continue on reverse, if necessary)				
a. Student Performance:				
(1) Academic Achievement:				
(2) Electives and Other Training:				
(3) Significant Strengths and Weaknesses:				
b. Other Entries:				
c. Explanation of Unsatisfactory Entries:				
TYPED NAME AND TITLE		SIGNATURE		DATE

(MCCS-GIS)

FOR THE COMMANDER:

OFFICIAL:

CHARLES E. DYER, II
Colonel, MS
Secretary of the General Staff



PAUL D. ANDERSON
CPT, MS
Adjutant General

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