



DEPARTMENT OF THE ARMY
ARMY FORCE MANAGEMENT SCHOOL
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FORT BELVOIR, VIRGINIA 22060-5923

DAMO-FMS

JUL 24 2025

MEMORANDUM FOR: Staff, Faculty and Students of the Army Force Management School (AFMS)

SUBJECT: AFMS Policy Letter #17 – Support to International Military Students (IMS)

1. Reference. U.S. Army International Military Student Officer (IMSO) Handbook dated 13 November 2019.
2. Purpose. To outline Commandant's policy regarding International Military Students (IMS) attending AFMS designated courses.
3. IMS are authorized to attend the How the Army Runs Course and the Manpower and Force Management Course.
4. Commandant's intent: Meet Secretary of the Army's guidelines for the conduct of Security Assistance / Foreign Military Sales training requirements at AFMS as established by the Security Assistance Foreign Training Agency (SAFTA).
5. AFMS policy follow.
 - a. Pre-Arrival. The school's Management Analyst will maintain situational awareness of any IMS scheduled to attend AFMS by monitoring the SANweb system. When necessary, the school's Management Analyst will coordinate directly with SAFTA representative on course cost, allocation, timelines, Invitational Travel Order (ITOs) and any other area connected with the IMS arrival to AFMS. The AFMS Registrar and Dean of Administration and Technology (DOAT) will support the school's Management Analyst in all aspects of the pre-arrival of an IMS to AFMS. If required, the DOAT is authorized to coordinate directly with SAFTA or the respective country's US Embassy Military Training Office. The DOAT will ensure that Fort Belvoir's Security Office and the Visitors' Center at Tulley Gate receive the approved ITO and required memorandum for granting 24/7 access to the IMS for the duration of ITO's effective dates.
 - b. Arrival at AFMS. The DOAT will coordinate the arrival of the IMS to base lodging, and the completion of DD Form 1172 for an IMS to receive an identification card (with blue strip). IMSs normally arrive 5 workdays prior to the start of their course. On the day of IMS arrival to Fort Belvoir, only base access coordination and identification card processing will be accomplished. In-processing to AFMS begins on the second day after arrival.

AFMS in-processing includes but it is not limited to issuance of non-network computer and a device to access commercial internet, office calls with school's leadership, Fort Belvoir's relevant information and orientation, issuance of places of interest around for Fort Belvoir for Quality of Life (QoL) support, designation of academic sponsor from the participating class, and the start of the Distributed Learning (DL) lessons as preparatory training prior to the start of the course. Additionally, the DOAT will coordinate and conduct a tour of the National Museum of the US Army and of the Pentagon prior to the start of the course.


c. Academic performance. The Dean of Academics (DOA) and respective Department Chair (DC) and Course Director (CD) will ensure that the IMS is integrated with his/her small group and the class. If required, additional testing time will be granted to overcome language issues. The use of Microsoft Translator feature is encouraged to facilitate the IMS performance when taking tests or class discussions. The DOA will ensure that Foreign Disclosure actions are coordinated with the supporting Foreign Disclosure Officer (FDO) prior to the start of the course. Additionally, respective DC and CD will coordinate directly with scheduled Instructors/Facilitators (I/Fs) and Guest Speakers to make them aware of the IMS country of origin so that proper lesson tailoring can occur based on FDO's guidance. An IMS desiring to visit family, friends or landmarks which require the issuance of a weekend pass (without affecting any academic or operational requirement), must submit a request for travel with detailed information to the Commandant for a decision. The IMS Standard Operating Procedure (SOP) will contain the details of the travel request. Upon conclusion of the course, the IMS will be presented with a school gift consisting of a small 8X10 matted picture frame of the Pentagon. When required, the school's Lead Administrative Officer may package the school's gift and mail it via Official Mail to the respective U.S. Embassy Military Training Office.

d. Departure. The DOAT will ensure that out-processing of the IMS is accomplished to collect any AFMS property, check out from base lodging or designated lodging location, confirm departure plans and determine if AFMS needs to provide any assistance.

e. Accountability. The Registrar uses the SANweb system to record the arrival, graduation and departure of the IMS.

f. After Action. The DOAT will coordinate an After-Action Review (AAR) by all concerned stakeholders NLT 2 weeks following the IMS departure from AFMS to collect any observations, best practices or lessons learned concerning the IMS activities while at AFMS.

5. Point of contact for this memorandum is MAJ Victoria A. Brown, at (703) 805-4488, email: victoria.a.brown92.mil@army.mil


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Commandant