

Chapter 11

United States Field Studies Program for International Military and Civilian Students and Military Sponsored Visitors

This chapter describes the policy, goal, objective, responsibilities, planning and development, implementation strategies and methods, funding and constraints of the FSP, formerly known as the IP.

Section I

Policies, Goal and Objective

11-1. Field studies program policy

a. Each IMS attending military and selected contractor training in the United States for a period of four weeks or longer, or participating in an orientation tour arranged under SCETP sponsorship, will be given the opportunity to participate in the FSP according to DODI 5410.17. The FSP is an integral part of the total training program, and is second in importance only to the military objectives for which the IMS is in training. Participation in FSP activities other than those that are integral parts of the course program of instruction is voluntary but highly encouraged.

(1) The provisions of this chapter also apply to IMS undergoing training at U.S. training installations overseas as appropriate to the surrounding environment.

(2) The provisions of this chapter do not apply to foreign personnel visiting at the personal invitation of the Chief of Staff, U.S. Army; Chief of Naval Operations; Chief of Staff, U.S. Air Force; Commandant of the Marine Corps; self-invited visits; or other programs not managed in accordance with the security assistance training process.

b. The specific FSP objective to provide IMS with an awareness and understanding of the American democratic way of life has been derived from the laws authorizing the programs that make up the Security Assistance Training Program: the Foreign Assistance Act of 1961 as amended, and the Arms Export Control Act as amended.

c. FSP implementation funds shall be included in course tuition rates. Funds will cover transportation, meals, lodging, admissions, tours and associated fees and service charges in accordance with current versions of DOD 5105.38-M, the Security Assistance Management Manual and DOD 7000.14-R, the Financial Management Regulation, Volume 15.

d. Public Law 108-7, Foreign Operations, Export Financing and Related Programs Appropriations Act, imposes constraints on the FSP. Funds supporting the FSP shall not be expended to pay for alcoholic beverages or for activities that are substantially recreational, including but not limited to entrance fees at sporting events, theatrical and musical productions and amusement/theme parks.

11-2. Field studies program goal and specific objective

The goal of the FSP is to ensure that international students return to their homelands with an understanding of the responsibilities of governments, militaries, and citizens to protect, preserve, and respect the rights of every individual. The FSP will be developed and implemented with the specific objective of promoting an understanding of U.S. society, institutions, and ideals and the way in which these elements reflect U.S. commitment to basic principles of internationally recognized human rights. To achieve this objective, the FSP will provide students and visitors with an understanding of the following facets of American life, within the limits of time and availability:

a. *Human Rights.* U.S. commitment to basic principles of internationally recognized human rights as reflected in United Nations General Assembly Resolution 217 A (III), "Universal Declaration of Human Rights," and The Constitution of the United States of America. This aspect of American life shall be emphasized in conjunction with all subsequent FSP topics.

b. *Diversity & American Life.* How the United States fosters political, economic, and social pluralism; the geographic, religious, and social diversity of American life; progress in applying American ideals to ethnic minorities and women, including how they address gender-based violence. How American families live and work in cities, towns and rural areas; how Americans function in communities, worship, work together in

organizations, participate in and support cultural and historical events; the role of volunteerism in American life.

c. U.S. Government Institutions. U.S. institutions of democratic governance, including electoral and legislative processes and civilian control of the military, and the institution and improvement of public administration at the national, intergovernmental, state and local levels.

d. Political Processes. American democracy and political reform, including opening the political process to all members of society, the practice of free elections, freedom of association, and the influence of various governmental and non-governmental organizations that promote democracy, the rule of law, transparency, and accountability in the political process.

e. The Judicial System. The U.S. establishment of the rule of law and an effective judicial system, the role of the military justice system and its procedures, and the laws and institutions for addressing extremist violence and taking effective action to prosecute those who are alleged to have committed crimes.

f. The Free Market System. The success of the U.S. economy due to land and tax system reform, encouragement of private enterprise and individual initiative, creation of favorable investment climates, curbing corruption where it exists, and spurring balanced trade; the independent roles of labor and management in negotiating pay, working hours and conditions, and other benefits associated with employment; the factors underlying industry and agricultural production, and how environmental protection has altered each; and the role of environmental protection.

g. Education. The purpose and range of educational institutions, the value of an educated and responsible citizenry, and the educational opportunities available to all citizens.

h. Health and Human Services. The U.S. institutions that provide quality health care and voluntary family planning services, housing, and other services, and the policies that are components of a social safety net, particularly for infants, children, and people with disabilities.

i. Media. The role of a free press and other communications media in American life; how diversity of media ensures people of all races, creeds and political persuasions can be heard (e.g., editorials, letters to the editor) and ensures diverse, pluralistic culture.

j. International Peace & Security. How the United States accomplishes effective and mutually beneficial relations and increased understanding with foreign countries in furtherance of the goals of international peace and security.

k. Law of War. The part of international law that regulates the conduct of armed hostilities, often called the "law of armed conflict." For the purposes of this facet, the law of war encompasses all international law for the conduct of hostilities binding on the United States or its individual citizens, including treaties and international agreements to which the United States is a part, and applicably customary international law.

Section II

Field Studies Program Responsibilities

11-3. Defense security cooperation agency

a. DSCA directs and supervises the FSP, including program funding.

b. DSCA publishes FSP implementing instructions in DOD 5105.38-M, the Security Assistance Management Manual.

11-4. Under secretary of defense

The Under Secretary of Defense (Comptroller) establishes pricing policy for the FSP in DOD 7000.14-R, Financial Management Regulation, Volume 15, Chapter 7.

11-5. Military services

a. The Military Services (MILSVC) will establish, administer, operate, and review the FSP at their respective installations based upon guidance in DoDI 5410.17 and DoD 5105.38-M.

b. Each MILSVC will designate an FSP Manager/FSP Point of Contact.

c. MILSVC will ensure that each installation commander or school commandant involved in training international students implements the FSP in accordance with the references cited in 11-1 above.

11-6. Combatant commanders

Combatant Command staff will ensure that SAOs are educated on FSP objective and goal, and that all IMS are briefed on the FSP prior to their departure for training.

Section III

Field Studies Program Planning Considerations

11-7. Place of field studies program in the security cooperation education and training program

One of the objectives of the SCETP is to promote better understanding of the United States, its people, political systems, institutions, values and way of life. Consequently, it is critical that IMS be exposed to non-military aspects of life in the United States in addition to their military training.

11-8. Types of field studies program events

FSP activities and events must be both interesting and educational in order to meet the objective of the program and to get maximum participation from IMS. The FSP Handbook provides many examples of possible FSP events along with lesson plans, sample student information and evaluation forms for both escorts and students. Local conditions will have a major impact on planning a FSP.

a. Local events can be conducted at the military installation or in the surrounding civilian community. These could include:

(1) A guest speaker, film and discussion, or a roundtable discussion on a topic in the news. These events should generally prepare students for an upcoming trip. Such event can be enhanced by serving food in a casual atmosphere.

(2) A day trip to a local city council meeting, court, business, school, or other public institution.

(3) A social event such as a picnic planned in conjunction with a local civic group, providing IMS the opportunity to get to know people in the local civilian community.

b. Overnight events can be conducted within in the surrounding area. These trips could include:

(1) A trip to the state capitol, including meetings with and or briefings by elected or appointed officials.

(2) A trip to a university, farm, business or historical site including tours, meetings, speakers.

c. A Washington, DC Field Trip is authorized for IMS in selected courses designated by the MILSVC.

(1) The purpose of this trip is to provide opportunities for IMS to achieve a deeper understanding and appreciation of the United States federal government and how governmental institutions affect U.S. citizens and people and nations throughout the world. It is important that, before arrival in Washington, DC, IMS be familiar with local and state government in the area of the military installation where they are undergoing training.

(2) Training installations are responsible for arranging roundtrip transportation to meet the approved trip schedule and for preparing IMS for their experience in Washington, DC.

(3) U.S. personnel designated as escorts will be knowledgeable about the SCETP in general and the FSP in particular. They will also have a general knowledge about how the U.S. government functions and be prepared to make maximum use of the Washington, DC Field Trip to attain the FSP objective. Escorts will brief IMS on each day's itinerary, describing the significance of the places to be visited. Escorts will emphasize that IMS will follow the full planned itinerary, with exceptions only in case of illness or other emergency.

d. Sponsorship programs are important in assisting IMS in getting to know American people and how they live. Sponsorship programs, both military and civilian, are voluntary and labor-intensive, but their value cannot be overestimated. IMSO will exercise care in selecting sponsors who have a genuine interest in helping international students and their families to understand the American people. Sponsors will not use their positions to enhance their personal or commercial businesses, enterprises or interests.

(1) Military sponsors are normally U.S. classmates of IMS who volunteer to assist the IMS in understanding unfamiliar terms, etc. Often sponsors and IMS become good friends and associate both inside and outside the classroom.

(2) Civilian sponsors generally come from the local community. They invite the IMS into their homes and may take them on family trips, to sporting events, etc. Chambers of Commerce and other civic groups may welcome IMS to civilian communities, and members may become sponsors. Civilian organizations established for welcoming foreign visitors to the United States exist near most training installations, and can play an important role in the sponsor program.

e. Events such as receptions, luncheons, etc. will encourage the mingling of IMS and U.S. personnel, military, civilian or both. These special events, like the other events in the program, should support the goals and objectives of the FSP.

11-9. Travel and transportation

a. USG or USG-contracted transportation will be used to the fullest extent possible for economy. IMSO are authorized to arrange for transportation and other support required for the FSP through installation support activities.

b. Commercial transportation is authorized if USG transportation is unavailable or inadequate.

c. FSP funds are authorized for use as a gratuity for the driver of a USG-contracted or commercial means of transportation. Gratuity amount shall not exceed normal percentage rate for such.

d. FSP trips will be limited to a 250 mile radius from the training installation. Exceptions are the Washington, DC Field Trip for selected students and FSP trips planned in conjunction with academic trips. In the latter situation the 250 mile radius begins at the temporary duty location. Additional limited exceptions must be authorized by the appropriate MILSVC FSP Manager.

e. Excess baggage is not authorized on FSP trips.

11-10. Dependents in the field studies program

When considered appropriate, dependents may accompany their sponsors on FSP trips at no additional cost to the USG. An exception is for minor costs, when individual collection from dependents for their share is impracticable; for example, parking fees or tolls.

Section IV

Developing the Field Studies Program Plan

11-11. Developing the annual field studies program plan

a. *Annual FSP plan requirement.* Each training installation/activity IMSO or designated POC will prepare an annual FSP plan which will be sent to the responsible MILSVC FSP Manager for approval in advance of implementation. Planning details including suspense dates are provided in the service specific sections of this chapter.

b. *Identifying conditions.* In order to plan effectively, IMSO must first determine the conditions that prevail at their installations, including funds required. The following should be considered in developing an annual FSP plan:

(1) The target audiences for the FSP events: grade/rank, countries/regions of origin, type of military training, etc. Some events that are appropriate for senior officers are not appropriate for junior enlisted personnel.

(2) The length of time students will be at the installation, along with periods of maximum student load to facilitate timing of significant FSP events.

(3) When the training schedule can accommodate FSP events (during duty hours, only on weekends or after duty hours, etc.). In courses consisting only of IMS, FSP events can sometimes be made part of the course of instruction. Maximum use should be made of time that becomes available when IMS are excluded from classified portions of courses.

(4) Installations whose education/training programs are primarily academic in nature may find it appropriate to include lectures and seminars on FSP topics in their courses of study. In all instances where seminars, lectures, or film showings are scheduled, the atmosphere should be informal. Questions and open discussion periods should be encouraged.

c. *Identifying available resources.* The IMSO should become familiar with elected and appointed officials in the local city or county government(s) in the local civilian community. Local civic groups, organizations, agencies, businesses and historical attractions should be contacted for potential program support and as possible sponsor sources. Local primary and secondary schools as well as colleges and universities can be very helpful in planning FSP events. Local events in which IMS mix with U.S. citizens should make up the foundation of the FSP. It is important for IMS to become familiar with state as well as local governments, and so the IMSO should also be familiar with elected and appointed officials at the state level. In addition, attractions in the general vicinity that focus on FSP topics should be investigated (e.g., civil rights museums/tours, presidential libraries, Revolutionary and Civil War battlefields, Native American reservations).

d. *Using the building block approach.* The IMSO is responsible for preparing IMS for FSP events in order to achieve the maximum benefit. IMS should always be briefed in advance of an event so that they understand the purpose of the event and have sufficient information to profit from the event. For example, a trip to a local elementary school should be preceded by a guest speaker, film or the IMSO describing the

American educational system. Events should be followed by a discussion period with a frank and open exchange of ideas. Both escorts and students should complete event evaluation sheets, which can be used to determine the value of the event for future students.

e. Establishing priorities. All FSP events should include human rights aspects, and these should be discussed with IMS prior to the event. The words "human rights" do not have to be used with IMS, but the right itself, such as the right to freedom of peaceful assembly and association, should be identified prior to the event, such as observing a political rally, a march endorsing or opposing a government action. FSP events should provide IMS with out-of-the classroom, practical experiences that reinforce the FSP goal. Top priority events are those that have clear human rights aspects, demonstrate American values and diversity in a democratic society, and focus on such topics as the Constitution and Bill of Rights; local, state and federal government institutions; judicial systems; civilian and military relationships and the U.S. political process. The IMSO, with the assistance of the MILSVC FSP Manager, should develop a FSP plan that ensures that every IMS in training four weeks or longer has the opportunity to participate in the FSP.

f. Scheduling events. Scheduling requires careful coordination with training departments and tracking of students to determine IMS availability. The IMSO should determine the desirability of conducting FSP events for students in selected classes as opposed to opening every event to every IMS. Planning quality events is of the utmost importance.

11-12. Field studies program event escorts

a. In most cases the IMSO will serve as the primary escort for IMS participating in a FSP event. The IMSO is responsible for carefully preparing any additional escorts for their duties.

(1) Escorts must understand the goals and objectives of the SCETP, and be particularly well-informed about the significance of the FSP, its goal, and the duties described in paragraph 11-13. In addition, escorts should clearly understand and be able to articulate the objective(s) of the event in which they are participating.

(2) Escorts should have sufficient information to be able to answer some IMS questions, and to be able to carry on a conversation on the topic at hand. They should have a basic knowledge of U.S. government and history, particularly the Constitution, and of internationally recognized human rights.

(3) Escorts should be accustomed to working with IMS.

b. The recommended number of U.S. escorts for FSP trips will be one escort for every ten IMS. For command and control purposes the number of escorts can be flexible, however, common sense must be applied. Contact the MILSVC FSP Manager if additional guidance on specific occurrences is required.

11-13. Planning and conducting individual field studies program events

Individual events must be carefully planned. The IMSO is the key figure in the planning, and is assisted as appropriate by additional personnel both within the IMSO and outside the office. The FSP Handbook contains lesson plans with sample Event Information Sheets along with sample Student and Escort Evaluation Sheets. In general, the "learning by seeing and experiencing" process should be followed. Local trips and other events at which acknowledged military and civilian experts receive IMS and make presentations or conduct discussions in their particular areas can be valuable. Those who address IMS should be familiar with the goal of the FSP, the specific purpose of the visit, and the English language comprehension level of the IMS. This requires advance coordination by IMSO personnel.

a. IMSO or escort will be knowledgeable, although not necessarily expert, about all aspects of the planned event. Logistical requirements must be arranged in advance so that the event will proceed smoothly.

b. IMSO or escort will brief IMS on the event, to include the learning objective(s), in advance. Any written material provided to IMS should be carefully prepared and reviewed to ensure it is clear, concise, and designed to enhance IMS experience.

c. Escorts will engage IMS in conversation as appropriate during the event to ensure IMS questions are answered and that objectives of the event are met.

d. Escorts will conduct an after action review (AAR) with students following the event in order to summarize the event and to reemphasize the objectives, then provide students with FSP Event Evaluation Sheets.

e. Escorts will complete an Escort Assessment Sheet.

f. IMSO will review Event Evaluation and Escort Assessment sheets and use the resulting information to determine events that should be retained, revised or eliminated from the annual FSP.

Section V

Field Studies Program Funding

11-14. Source of funding

Funds for the FSP are derived from course tuition costs.

11-15. Funding field studies program activities

The following are general funding-related guidelines for FSP activities:

a. IMS participating in FSP field trips are considered to be in a duty status. Therefore, appropriate orders will be published for IMS participating in FSP activities in excess of 10 hours.

b. IMET and other IMS authorized living allowances paid by the USG will continue to receive the living allowance during FSP activities, regardless of length.

c. FSP funds generally are used for field trips, admissions, and other activities that accomplish one or more DOD FSP topics. However, FSP funds may also be used to support certain activities on the training installation that accomplish specific FSP objectives, provided the activities are approved by the appropriate MILSVC FSP Manager.

d. FSP overnight trips must be approved by the appropriate MILSVC Manager.

e. FSP field trips, including the Washington, DC Field Trip, will be conducted on an all-expense-paid basis.

(1) An escort may be appointed as a class A paying agent/cashier to permit advance withdrawal of FSP funds to defray trip costs.

(2) Authorized expenses include transportation, lodging, meals, gratuities for meals and transportation, admissions and related fees, and brochures, pamphlets, and maps used as handouts. Personal expenses of the IMS, such as laundry, phone calls, and room service, are the responsibility of the IMS.

f. Funding is authorized for guests at FSP functions such as luncheons, dinners, and receptions that are planned to facilitate IMS and U.S. personnel meeting and engaging in conversation. The ratio for guests to students is 3 to 1. Exceptions must be authorized by the appropriate MILSVC FSP Manager in advance.

11-16. Funding constraints

a. Funds supporting the FSP shall not be expended to pay for alcoholic beverages or for activities that are substantially recreational, including but not limited to entrance fees at sporting events, theatrical and musical productions and amusement/theme parks.

b. FSP funds will not be used to support purely academic objectives, such as trips that are an integral part of the course curriculum for U.S. students. IMS expenses for such trips will be included in the course tuition apart from FSP.

c. FSP funds will not be used to defray transportation expenses for trips with academic rather than FSP objectives. However, FSP funds may be used for FSP events conducted in conjunction with academic trips.

11-17. Use of field studies program funds

Funds are authorized by respective MILSVC for implementation of the FSP. Control of expenditures under this category is the responsibility of the MILSVC and is addressed in the MILDEP sections.

a. The IMSO may be authorized to be reimbursed for legitimate out-of-pocket expenses incurred as a direct result of FSP activities. Reimbursement will be made from FSP funds available to the training installation based on itemized expenditures as approved by the installation commander.

(1) Examples of legitimate out-of-pocket expenses are POV mileage to and from transportation centers to transport IMS when official vehicles are not available, associated tolls, and parking fees.

(2) IMSO will itemize out-of-pocket expenses directly related to official FSP duties. The itemized list supports the SF 1164 (Claim for Reimbursement for Expenditures on Official Business) and will show the proper fund citation. This document will be submitted through the IMSO' commander to the appropriate finance and accounting office for reimbursement. Reimbursement will be made from FSP funds available to the training installation.

b. Advance of funds for FSP activities may be authorized.

(1) When an advance of funds is required, the training installation authorized to incur obligations for FSP purposes will perform the following actions:

(a) Designate and authorize an individual to incur and pay for expenses.

(b) Indicate the number of officer, enlisted, and civilian international students and the maximum amount to be expended.

(c) Authorize the appropriate finance officer to advance the required amount of funds.

(d) Single room accommodations are authorized only for IMS equivalent to O-6 and above. All other IMS will be assigned double room accommodations. IMS below the O-6 equivalent rank who want a single room will pay the difference in cost.

(2) When billing is made directly by an agency, club, or organization in connection with the FSP, an invoice or receipt will be provided. The appropriate accounting data will be entered on SF 1034 and processed by the appropriate finance officer.

c. The designated class A paying agent/cashier will arrange payment of expenses. The IMSO will brief the IMS prior to the tour to ensure a clear understanding of the expenses that will be paid, or reimbursed by, the escort. Emergency expenditures must be accounted for with full justification.

d. Single room accommodations are authorized only for IMS equivalent to O-6 and above. All other IMS will be assigned double room accommodations. IMS below the O-6 equivalent rank who want a single room will pay the difference in cost.

e. Escort expenses should be included in the estimated cost of FSP field trips, since they are required to participate in all aspects of the event. Escorts will receive single room accommodations. All related authorized expenses will be paid from FSP funds.

f. Escorts will receive FSP meal allowances in accordance with the JFTR rate for the location of the FSP activity when meals are not provided. Exceptions must be approved in advance by MILSVC FSP Manager.

11-18. Extraordinary expenses

a. Extraordinary expenses (EE) are those expenses incident to representational activities for IMS. Representational activities include, and EE funds help defray the costs of, commanding officer's receptions, civilian-or military-sponsored banquets, faculty-student luncheons, graduations, and other similar activities on a military installation that bridge cultural differences and enhance the relationship between the training installation and the local community.

b. Requests for funds for EE activities will be submitted to the MILDEP under established procedures.

c. Budget Project N60 funds are included in the IMET non-regional program to help defray the anticipated cost of EE for IMET IMS with the exception of alcoholic beverages. The expenditure of N60 funds for IMS not sponsored under the IMET is not authorized. However, joint activities are cost-effective and will be conducted with FMS-funded IMS. In that case, N60 funds and FSP funds will be prorated on the basis of the respective number of IMET and FMS IMS. In determining the amount of N60 funds to be used for representational activities, the following guidelines pertain:

(1) The basic allowance is \$1.00 for each officer and \$.50 for each enlisted IMS per course week.

(2) N60 funds may also be used to finance the cost of certain contingency expenditures when they are within the legislative constraints contained in the FAA. Disbursement of funds under these circumstances is authorized only after approval of DSCA.

(3) N60 requirements will be included in the annual FSP funding requirements determined by the MILDEP. Expenditure of these funds will be authorized by an allotment issued by the MILDEP.

d. EE activities for FMS IMS are funded from FSP funds.

e. Units making operational visits to the United States (foreign ships, aircraft squadrons and similar units) are not under either the FAA or AECA; hence, they do not qualify for EE funds.

Section VI

Other Field Studies Program Considerations

11-19. Field studies program support mementos

FSP support mementos may be presented to sponsors, guest speakers and other individuals who support the FSP at a cost not to exceed \$25. Annual cost of FSP support mementos is properly changeable to the FSP. Coins and plaques are examples of appropriate FSP support mementos. FSP support mementos are not intended for IMS. Departure mementos for IMS are referenced in 10-27 (h) (2.).

11-20. Reporting requirements

a. Training installations will maintain records of completed FSP activities so they can respond readily to requests for information.

b. Specific FSP reporting requirements are set forth in the MILDEP sections.

**Section VII
Department of the Army**

11-21. Purpose

This section prescribes Army policies, responsibilities and procedures for the conduct of the FSP both at the school/training activity level and the Washington DC Field Trip for IMS in selected courses. It applies to all Army agencies conducting training for IMS under the SCETP to include those students training under reciprocal agreements.

11-22. Minimum requirements

In order to assist the IMSO in developing an effective FSP, the following minimum requirements and priorities are established. They are based upon the objectives of the program and the length of time students are at the installation/training activity location. Table 11-1 recognizes that duration of IMS training varies greatly between schools/training activities. In addition, students at the same school attend courses of varying lengths, and arrive and depart at different times. These priorities were developed to provide structure while maintaining flexibility. This table should not be construed as a building block approach. It is not necessary or desirable to complete all priority B events before conducting a priority C event.

**Table 11-1
Minimum Requirements**

Letter Priority Order

- A. Diversity & American Life
- B. U.S. Government Institution or Political Processes or Judicial System
- C. The Free Market System or Education
- D. Health & Human Services or Media
- E. International Peace & Security or Law of War

Student Availability

- Less than 4 weeks
- 4 to 7 weeks
- 8 to 11 weeks
- 12 to 15 weeks
- 16 to 19 weeks
- *20 weeks and over

Minimum FSP Event Requirement

- None required; include if feasible
- Priority A event
- Priority A event and Priority B event
- Priority A event and Priority B event and Priority C event
- Priority A event and Priority B event and Priority C event and Priority D event
- Priority A event and Priority B event and Priority C event and Priority D event and Priority E event

*For each additional 4 weeks, add another event, preferably focusing on a facet not previously covered

11-23. Responsibilities

Table 11-2 identifies U.S. Army organizations and their responsibilities for various aspects of the FSP.

**Table 11-2
Responsibilities**

Organization Responsibilities

DASA (DE&C)

Policy and resource oversight for the conduct of the Army FSP.

**HQDA G2
Foreign Liaison
Office (FLO)**

DA Schools Washington, DC Field Trip (FT)

- * Prepare detailed itinerary in conjunction with SAFTA.
 - * Make logistical and student/escort life support arrangements including accommodations, meals, in and around travel.
 - * Receive, reconcile for accuracy and process for payment designated bills for lodging, meals, transportation and miscellaneous authorized expenses. Submit final FLO approved itemized costs to SATFA (ATFA-P4) within 10 days of trip completion.
 - * Coordinate Pentagon, Congressional luncheon and Arlington National Cemetery wreath laying events complete with appropriate briefings, tours and photos.
 - * Arrange official receptions to include host designation, invitation process/guest list maintenance.
 - * Provide for Pentagon event desk officer participation.
- Assist with congressional functions/requirements.

**HQDA G3
HQDA CLL
(Congressional
Liaison)
TRADOC**

Executive agent for the U.S. Army Security Cooperation Education and Training Program

**Director, Security
Assistance Training
Field Activity
(SATFA)**

Provide installation/training activity level FSP oversight

- * Responsible for policy guidance, administration and execution of the installation/training activity FSP.
- * Review FSP plans/execution reports for compliance with stated objectives.
- * Approve funding/ensure adequate earnings in course costs for approved FSP plans.

Conduct Washington, DC Field Trip (FT)

- * Develop annual schedule designating participating schools/classes and publish on SATFA Web page.
 - * Develop costs for each FT/ensure adequate earnings in course costs.
 - * Task participating schools for a qualified Field Trip director and escort officer(s). Train as required. Provide guidance for individual school itinerary development.
 - * Coordinate with HQDA DCS G2 (Intelligence) on itinerary development, provide IMS/escort(s) logistical and life support information.
 - * Provide fund cites to FT Director/IMSO for TDY expenses and to HQDA DCS G2 (Intelligence)
 - * Receive reimbursement vouchers and initiate obligation adjustments as required.
 - * Ensure completion of AAR by FT director with copies furnished to SATFA (ATFA-P4).
 - * Conduct annual review of the Washington, DC Field Trip with HQDA DCS G2 (Intelligence), making appropriate adjustments.
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11-24. Factors for an effective field studies program

An effective FSP will enhance IMS experiences at U.S. Army schools/training activities and ensure that IMS return to their home countries with a better understanding of Americans and the American way of life. Subsequent paragraphs provide guidelines for effective planning and execution of the FSP. IMSO should always be aware of individual IMS life support issues, academic progress, personal associations and experiences outside the classroom, which might affect IMS participation in and reaction to the FSP.

a. The IMSO should make every effort to ensure IMS are properly received within the military and civilian communities to bridge the geographic, economic, social, and cultural differences that naturally exist. IMS should be shielded from potential affronts and indignities.

(1) The use of FSP funds to purchase coffee, tea and other non-alcoholic beverages for the IMS lounge for use by the IMS.

(2) FSP funds will be used solely for FSP events, not to support command or other non-FSP events.

b. An effective FSP requires adequate resources in terms of both personnel and funds. The Manpower Staffing Standard System (MS-3) (paragraph 10-53a) delineates the number of personnel required for student support. TRADOC schools and other training activities with three or more IMSO staff under this standard will have a dedicated FSP Manager and, for larger programs, a Sponsor Coordinator and/or Assistant FSP Manager. The IMSO is ultimately responsible for the FSP, and should work closely with the FSP Manager and others to plan and execute an effective program.

c. The FSP should include opportunities for IMS to have personal contact with American people, civilian as well as military, through a sponsorship program or by other means. IMSO should ensure such opportunities by setting up a civilian sponsor program. This involves identifying people who are interested in inviting IMS into their homes and including them in family and community activities, matching them with IMS, giving them information and or training on the SCETP and working with people from other cultures, and recognizing them for their contributions. A successful sponsor program is a critical component of a well-rounded, effective FSP.

d. The Chief, IMSO, IMSO staff and trained escorts should engage students in dialog about FSP topics both within and outside the formal FSP. IMS are naturally curious about how Americans live and what Americans think about current affairs. Informal conversation is a good way to learn what IMS think about America.

(1) All escorts must be USG employees, and should be accustomed to working with IMS.

(2) Escorts must understand the goals and objectives of the SCETP, and be particularly well-informed about the significance of the FSP, its goal, and the duties described in paragraph 11-13. In addition, escorts should clearly understand and be able to articulate the objective(s) of the event(s) in which they are participating.

(3) Escorts should have sufficient information to be able to answer some IMS questions, and to be able to carry on a conversation on the topic at hand. They should have a basic knowledge of U.S. government and history, particularly the Constitution, and of internationally recognized human rights.

(4) For the Washington, DC Field Trip, SATFA FSP Manager will designate experienced IMSO as Trip Directors. The recommended number of U.S. escorts for the Washington, DC Field Trip will be one escort for every fifteen IMS. Since it is important to involve school leadership in the Washington, DC Field Trip when possible a separate designation of Senior Escort has been developed. Senior Escorts should be familiar with the local FSP at their school, and interact with both escorts and students on the trip. Contact the SATFA FSP Manager if you have a candidate and particular trip in mind.

e. Dependents are encouraged to participate in FSP events at no charge to the IMS when local guests with family members are invited. Dependents may participate in selected additional FSP events at no cost to the USG. Spouses who accompany IMS on the Washington, DC Field Trip are authorized to take part in selected official scheduled events on a space available basis. Spouses may attend the official evening reception hosted by the U.S. Army. An IMSO should not collect nor deposit money for dependents participating in FSP events. Efforts must be undertaken as not to commingle funds. Students must personally pay for their dependents on these trips. Costs for dependent participation must be provided in advance of the event.

f. SATFA will carefully review plans for school-conducted trips that involve extensive travel and costs in view of the FSP objectives to be achieved. Trips will normally be limited to a 250 mile radius from the training installation; requests for exceptions to the 250 mile radius must be submitted to SATFA. Requests must include complete justification consisting of FSP objectives to be met by the proposed trip, evaluation of closer alternative activities, projected costs and the impact if the exception is not granted.

11-25. Examples of field studies program events

Paragraph 11-2 lists the facets of American life to be used in developing a FSP. Listed below are typical events which might appropriately be scheduled for IMS to acquaint them with these aspects of American life, and which fit into the framework of the minimum coverage for the FSP. The IMSO should use this as a guide, programming actual visits after consideration of local assets, conditions and other means that could be employed to meet the same objectives, including guest speakers.

a. Human rights. This topic is to be emphasized in all FSP events. Specific human rights-related events include museums and monuments such as the Holocaust Museum, Andersonville Prison, and institutions that focus on civil rights.

b. Diversity & American Life. The Sponsorship Program provides many opportunities within this topic. Other possibilities include:

(1) Exposing IMS to ethnic, religious and other minority groups in order to give the students an idea of the challenges and opportunities for these groups.

(2) Local community organizations offer many opportunities for IMS observation and participation. For example, some IMS have volunteered with Habitat for Humanity.

(3) IMS should be invited to participate in typically American celebrations such as Halloween, Thanksgiving, Martin Luther King Day, and other special emphasis programs, preferably with an American sponsor.

(4) Students should be given a balanced picture of religion in America, to include the vast array of religious institutions which exist as a result of the First Amendment to the U.S. Constitution. IMS should be offered an opportunity to visit houses of worship of various religious denominations.

(5) Trips to local, state and national parks, and national monuments demonstrate the care Americans have taken to preserve and commemorate our history and preserve the natural environment.

c. U.S. Government Institutions. The IMSO must become familiar with elected and appointed officials at all governmental levels in order to plan events around this topic.

(1) Local government: The IMSO should introduce IMS to agencies and principal personnel of local government at the city, township or county level at the earliest opportunity. Students may be formally presented to local officials and provided a certificate of honorary citizenship. One purpose of such an introduction is to make the point that local government officials are locally elected and responsible, within broad limits, to local people rather than to the central authorities. IMS should also meet appointed officials and learn how elected and appointed personnel work together.

(2) State government: IMS should be taken to the state capital to be presented to the Governor and/or other officials, and to have an opportunity to observe selected operations of the state government. One purpose of this visit, like those outlined above, is to stress the autonomy of state governments and the independence of governors and state legislatures. Where possible, the state Supreme Court should also be included in such visits.

(3) Federal government: IMS should meet the member of Congress from the district where the training site is located, and become familiar with the basics of the American form of government. This is especially important for those students who will participate in the DC Field Trip.

d. Political Processes. IMS should gain a basic understanding of the electoral process in the United States. They should be able to observe candidates campaigning for office and the voting process.

(1) An understanding of the "grass roots" character of the American political party organization is best gained by bringing IMS in touch with representatives of the political parties in order to give them some idea of the problems of local party organizations, the means by which candidates are chosen, the use of publicity and other means to gain support, and the relationships between local and national party organizations.

(2) The IMSO should arrange for IMS to talk with leaders of opposition parties, preferably office holders rather than party workers. Such a visit should be designed to show students the nature of the "loyal" opposition in this country, that its leaders perform official duties and have official status and that the parties in power and opposition are in fact more united than divided on most of the basic problems facing American society.

e. The Judicial System. Arrangements should be made for visits to jails and detention centers and our municipal, state and federal courts, as well as meetings with officials of these facilities, who should describe the functions and responsibilities of these institutions and the rights of prisoners and defendants under our judicial system.

f. The Free Market System. The following types of trips are designed to suggest the scope and diversity of American business enterprise:

(1) Visits to industrial enterprises should be designed to give IMS an idea of the range of different kinds of industrial enterprises in the American economy, including dams and hydroelectric facilities, local affiliates of large national corporations, and smaller, locally-owned industries. Company officials should be encouraged to discuss decision-making procedures in the fields of product research and development, production scheduling, marketing and cost controls, and the character and effect of governmental controls over operations.

(2) Visits to banks, Savings and Loan Associations, Federal Housing Administration offices and agricultural cooperative credit facilities emphasize the range and ease of credit facilities available to the average American.

(3) Visits to local brokerage houses and discussions with stockbrokers emphasize the principles on which American financial investment is based and the procedures through which it is undertaken.

(4) Visits to large transportation centers for rail, air, water, truck or pipeline give IMS an opportunity to discuss the problems of management, maintenance, scheduling, and interconnection with transport officials.

(5) In addition to putting interested IMS in touch with local union officials, tours to regional and national headquarters will serve the useful purpose of emphasizing the scope of such organizations, the objectives of their leadership, and their political and financial independence. In addition, students should be introduced to plant union officials during visits to industrial plants.

(6) The IMSO should arrange tours to farms to show IMS American agriculture. It may be advisable to match the interests and regional background of students with certain specialized types of farming operations in the vicinity. Marketing procedures, facilities, farm loans, and the type of aid farmers receive from federal, state and other agricultural services in combating pests and diseases, controlling breeding stock should be emphasized.

(7) Trips to agricultural experiment stations will permit IMS to view development of new and hybrid plants, animal and fish stock, experiments in controlling local soil conditions, pests and diseases, etc. Emphasis should be placed on the financing of the station and the means it uses to make information available to farmers.

g. Education.

(1) Visits to nearby schools and colleges should show IMS the general availability of education, school laboratories and research facilities, extension course programs, agricultural experimental stations and cultural activities such as symphony performances, drama workshops, etc. College and university area study and exchange programs will be of special interest to IMS. These visits should emphasize the role of U.S. schools and universities - to teach and learn, not to function as political instruments - and to show the diversity of our educational institutions, including privately endowed colleges, state or city colleges, land grant universities, junior colleges and church-affiliated institutions.

(2) Arrangements should be made for IMS to speak to classes at local elementary and secondary schools, answer student questions, meet with administrators and faculty, eat lunch in the cafeteria and observe and participate in other school-related events.

h. Health and Human Services.

(1) IMSO should arrange visits to publicly supported housing, assisted living facilities and/or housing supported by religious or other organizations in order to demonstrate the way in which the elderly and less fortunate are cared for in American society.

(2) Visits to a Red Cross or other disaster relief facility would be of value in demonstrating how Americans contribute time and money to mitigate the effects of disasters.

(3) Visits to public health agencies such as clinics, welfare agencies, national and state employment services and the local Social Security Office will give the students an overall picture of the social service facilities available in the U.S.

i. Media. Visits to media offices should be arranged in order to emphasize how a free press works and the ways in which editors, publishers, and owners define their responsibilities to the public. While radio and TV stations and the printing plants of newspapers are interesting from a technical point of view, discussions with media management and news-gathering personnel are critical to understanding freedom of the press. A discussion of the various points of view expressed in letters to the editor of the local newspaper could be useful.

j. International Peace and Security. IMS training at installations near Mexico or Canada can be taken to border control checkpoints and meet with officials involved in immigration issues. Meetings with local officials and citizens involved in Sister City Programs with foreign cities can be instructive, as can meetings

with groups involved in the peace movement. Visits to Model United Nations events at local schools can be helpful, as can guest speakers from nearby universities.

k. Law of War. The IMSO can arrange for the IMS to participate in discussion with judges, lawyers, and scholars with expertise in the Law of War, Geneva Conventions and their Additional Protocols, and other International Treaties.

11-26. Planning

Planning begins mid-FY prior to the execution year when school schedules are complete and IMS input for the year has been entered into ATRRS. Table 11-3 lays out the timeframe and IMSO actions required to develop the Annual FSP Plan. Table 11-4 lays out the Washington DC Field Trip planning schedule.

Table 11-3
Annual FSP Planning

Date	Planning Action	Description
Jun - Jul	<u>Event Review</u>	Review each event conducted during the previous FY for compliance with FSP objectives and priorities; review escort and IMS assessments for each activity and determine if event is effective enough to repeat.
Jun-Jul	<u>Calendar Search</u>	Check calendars from all sources including the installation, school and city to avoid conflicts and ensure key individuals are available for applicable activities.
Jun-Jul	<u>IMS Input for FY</u>	Compile IMS input for each course for the next FY from SAN Web to determine when IMS will be arriving and departing.
Jun-Jul	<u>Event Contact Review</u>	Contact sponsoring personnel at proposed event locations to ensure their continued participation.
Jun-Jul	<u>Cost Review</u>	Review previous expenses for each activity (cost per participant and cost per IMS); research current costs for meals, lodging, transportation (military and commercial) and miscellaneous expenses; determine projected FSP funds for next FY given current rate.
Jul	<u>Develop the Plan</u>	Determine dates and number of times each event should be conducted in accordance with FSP priorities; determine funds required to support plan; compare with projected FSP funds for the next FY.
NLT 1 Aug	<u>Submit the Plan and enter in the SAN Web</u>	Update IMSO Annual FSP Plan for the next FY (enter event templates and pending event reports into SAN Web) and submit to SATFA with justification for additional funding if required.
NLT 1 Sep	<u>Submit End of Year Financial Report</u>	Compile financial data from previous FY and submit to SATFA. The report should include all FSP expenditures (to include non-event related expenses such as mementos and any FSP-funded TDY). Events conducted at no cost should be listed as well. Estimate expenditures for any events during September.
15 Sep	<u>Adjust Plan</u>	Make necessary adjustments to plan based on Director, SATFA review.

NLT 30 Sep	<u>Adjust SAN Web Plan</u>	Adjust all upcoming FSP event templates and pending events into SAN Web with estimated expenditures and participation.
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**Table 11-4
Washington, DC Field Trip (FT) Planning**

Date	Planning Action	Description
Jan	<u>Establish Senior PME School DC Field Trip Dates</u>	Coordinate with Senior PME schools for recommended dates for DC FT (SATFA)
Feb	<u>Reserve Dates for Total Number of FT</u>	Coordinate with hotel; reserve FT dates for the following year (SATFA/FLO)
Mar	<u>Reserve Dates for FT Events</u>	Coordinate with agencies supporting the FT for event reservations (FLO)
Apr	<u>School Coordination</u>	Coordinate dates with schools (SATFA)
May	<u>Draft Schedule Development</u>	Develop draft schedule including dates, schools and projected IMS numbers (SATFA)
Jun	<u>School Schedule Review</u>	Coordinate draft schedule with schools (SATFA)
Jul	<u>Final Schedule Publication</u>	Publish final schedule on SATFA web page (SATFA)
Aug	<u>Guest List Review</u>	Review guest list to be used for the FT reception; update as necessary (SATFA/FLO)
15 Oct	<u>Incorporation of FT Costs in Course Cost</u>	Project costs for FT and enter appropriate costs for each school into course (SATFA)
Trip - 30 Days	<u>School Participation Notification</u>	Notify SATFA and FLO thirty days prior to each scheduled FT: flight arrival and departure information; IMS names, countries and rooming assignments; escort names; any special requirements (School IMSO)
Trip - 30 Days	<u>FT Itinerary Notification</u>	Notify participating schools and SATFA of final FT itinerary (FLO)
Trip - 30 Days	<u>Funds Distribution</u>	Provide funds to FLO and participating schools for necessary expenses (SATFA)

Trip + 5 Days	<u>After Action Review</u>	Compile all escort and IMS feedback and submit final report to SATFA (Trip Director)
Trip + 10 Days	<u>Itemized Costs</u>	Submit final itemized costs to SATFA (FLO)

11-27. Field studies program event execution

The table below identifies each of the actions IMSO will take in order to execute an individual FSP event.

Table 11-5
FSP Event Execution

Not all enumerated items apply to each type of FSP event

1. Notify command of the event
 2. Develop strawman itinerary
 3. Select knowledgeable escorts
 4. Train new escorts
 5. Coordinate each individual activity on the itinerary to include admission, tour guides
 6. Coordinate guest speakers
 7. Coordinate all IMS life support items for the event to include hotels, transportation and meals
 8. Develop event flyer for IMS including topics to be covered
 9. Require IMS/guests to RSVP for attendance
 10. Double check all previously coordinated actions for completion
 11. Pre-brief IMS at least 5 days prior to the event
 12. Distribute itinerary to IMS
 13. Conduct event
 14. Distribute escort and IMS event assessment sheets
 15. Collect and review assessment sheets
 16. Prepare/submit FSP event report to SATFA via SAN Web NLT 10 days after event completion
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11-28. Reporting

a. IMSO will prepare and submit a report to SATFA for all FSP events conducted NLT 10 days after completion utilizing the FSP Events tool on the SAN Web. The report will include the cost of transportation, meals, lodging and miscellaneous expenses. The report will also include an official by-name list of IMS at all events and the number of attendees to include IMS, escorts, guests and sponsors.

b. IMSO will locally file the following information in separate event folders (not all inclusive).

- (1) Written lesson plan and related handouts
- (2) Itinerary
- (3) Documentation and justification of guests invited to all events
- (4) An overall escort and IMS assessment will be included for each event. Guest speaker effectiveness will be addressed. A recommendation on repeating or deleting the event will also be included.
- (5) Detailed receipts for all FSP expenditures.

11-29. Source of field studies program funding

As a result of the annual planning process as described in para 11-26, a final cost has been calculated by the IMSO to administer the execution year FSP. SATFA FSP Manager will review proposed FSP submitted by the IMSO for the execution year to determine its compliance with the stated objectives/guidelines of the program. Once the SATFA FSP Manager approves the proposed FSP plan, the SATFA FSP Manager will

present the plan to Director, SATFA for final approval. Upon Director, SATFA approval the required monies will be incorporated into the training activity's course costs. The FSP funds are actually earned when IMS enter their scheduled training. FSP funds are identified on course costs sheets sent annually to the IMSO and servicing resource management office and are generated via funding documents into the local training installation/activity Operation and Maintenance, Army (OMA) account. At the end of each FY, funds earned but not used for students continuing to the next FY should be obligated by use of a Miscellaneous Obligation Document (MOD). The funds on the MOD are immediately available at the beginning of the next FY for FSP use and should be used prior to any new funds received.

11-30. Use of field studies program funds

a. The IMSO is charged with the responsibility of executing the approved FSP for IMS and has been provided funds to do so through earnings generated in course costs. It is imperative that the IMSO have oversight of the projected FSP earnings/budget for the FY. The tool to accomplish this is the monthly funds status report they will receive from their servicing resource management office. FSP earnings and expenses should be captured in separate account processing codes (APC) from other Security Assistance earnings and expenses. The IMSO is also charged with making adjustments to the annual FSP based on the available funds balance as it changes with IMS additions/deletions throughout the year. Care should be taken not to spend more than the projected earnings for the FSP for the FY. Prior coordination with servicing resource management and contracting personnel is recommended to choose the best vehicle for payment of services rendered and goods procured. To assist in the execution of the FSP the following options are available:

(1) Class A Agent. IMSO or escort officers for FSP events may be appointed as Class A agents. The Class A agent will receive an advance of FSP funds to cover the estimated cost of FSP activities. Upon completion of the FSP activities, the Class A agent will reconcile with the finance and accounting office for settlement. A copy of the settlement document must be retained in the IMSO files.

(2) Government Purchase Card (GPC). GPC cards will be used for the FSP when possible to pay for administrative program costs and actual event execution costs. IMSO will coordinate with the local contracting officer for the issue of the credit card. IMSO will reconcile monthly GPC statements to ascertain all charges are legitimate and properly charged to the FSP. A copy of reconciled statements must be retained in the IMSO files.

(3) Unit Travel Cards. Unit Travel Cards will be issued to IMSO by local officials to defray cost of transportation, lodging and meals for large groups participating in an FSP event. IMSO will reconcile monthly Unit Travel Card statements to ascertain all charges are legitimate and properly charged to the FSP. A copy of reconciled statements must be retained in the IMSO files.

(4) Contract. A contract is another option available for use when paying for FSP events, to include guest speakers and trips. Once the services/goods contracted for have been received, then the receiving report, SF 1449, Solicitation/Contract/Order for Commercial Items, is signed by the IMSO. A copy of the signed receiving report must be retained in the IMSO files.

b. Payments for meals for IMS while participating in an FSP event should not exceed published per diem meal costs as specified by the JTR. Exceptions must be approved in advance by the SATFA FSP Manager.

c. Funds, to include cash, will not be given directly to IMS, but will be used by the escort(s) to meet expenses connected with the FSP.

11-31. Funding of security assistance training field activity-managed Washington, DC field trip

The SATFA FSP Manager will develop costs for each Washington, DC Field Trip to be conducted in the following FY. The costs developed will be based on historical cost data with consideration given to inflation and other pertinent factors such as increased transportation and lodging costs. A projected budget will be developed taking all factors into consideration. A Washington, DC Field Trip cost is customized, and included in the course costs for eligible courses, for each school (such as captains career courses). The costs for the Washington, DC Field Trip are identified separately from the regular FSP funds on the course costs sheets. SATFA ultimately retains and manages the funds for the Washington, DC Field Trip and issues fund cites to pay for appropriate charges to the program.

a. Proper expenses for the Washington, DC Field Trip include IMS roundtrip transportation from the school and expenses in the local Washington, DC area, i.e., lodging accommodations, guide service, official receptions, luncheons, and dinners. Escort officer(s) expenses are also proper expenses chargeable to the FT.

- b. The Field Trip Director's installation will prepare travel orders using the fund cite issued by SATFA. The Field Trip Director will defray his or her expenses using the fund cite in the TDY orders.
- c. The SATFA FSP Manager will determine the appropriate method for payment of field trip expenses in the Washington, DC area. SATFA will serve as ordering officer when necessary.
- d. SATFA allocates the extraordinary expenses (see para 11-19) issued to HQDA in accordance with DFAS 37-100 to help defray Washington, DC Field Trip expenses.

Section VIII

Department of the Navy (USN, USMC)

Field Studies Program

11-32. Responsibilities for the funding field studies program

- a. All Navy and Marine Corps commands will implement a comprehensive and integrated FSP based upon the general guidance set forth in Sections 11-1 through 11-20 of the SCETC and this section. Commanding Officers will ensure maximum effectiveness of the FSP within their command or activity.
- b. The Navy IPO (IPO-04) will supervise, administer, and authorize the expenditure of FSP funds within the DON. USN major claimants will implement and manage FSP for their respective commands and activities. SCETC will centrally supervise, manage, and authorize the expenditure of FSP for USMC commands and activities.

11-33. Designation of international military student officer

Each command directly concerned with IMS will designate at least one individual to serve as IMSO. The IMSO will act as the commanding officer's principal advisor for the FSP.

11-34. Source of funding

FSP funds are obtained from weekly course cost assessments and are part of the overall course tuition courses. Since Navy IPO centrally manages the FSP funds, all assessments should be credited to the Navy IPO's line of accounting.

11-35. Submission of annual data requirements:

- a. During the fourth quarter of each fiscal year, Navy IPO will provide guidance to all activities regarding data required to justify the next fiscal year's FSP. The FSP budget submissions will include the following information at a minimum:
 - (1) An estimate of the number of IMS to be trained during the next reporting period (budget year) and actual number of IMS that were trained in the current and prior years.
 - (2) An estimate of the total number of IMS weeks of training during the next training cycle (budget year) and actual number of IMS training weeks for the current and prior years.
 - (3) Types of students: number of IMET and FMS; grade/ranks of students for the budget year and actual data for the current and prior years.
 - (4) Detailed FSP plan for the budget year, listing the estimated dates, events, and detailed cost data. Each FSP event should be tied to achieving one or more of the specific objectives of the FSP.
 - (5) Quarterly funding phasing plan.
 - (6) Detailed justification for waiver requests for trips exceeding the 250 mile radius limitation.
- b. Marine Corps commands and activities will submit their annual requirements to CG SCETC MCCDC for consolidation and forwarding to Navy IPO (IPO-04). At a minimum, the submission will include the information outlined in paragraph a. above.

11-36. Funding field studies program events

- a. Advance of funds for FSP activities is authorized by DOD 7000.14-R Vol. 5. Upon approval of the activity annual budget submission, Navy IPO will provide funding to the activity via the NAVCOMPT Form 2275. Funding will be provided at the beginning of the fiscal year and quarterly, based on the activity's approved funding plan and available funds.
- b. Payments for meals while participating in local FSP events should not exceed \$15 per IMS for lunch/breakfast/picnics or \$25 per IMS for dinners/receptions/graduations.
- c. The total cost of mementos should not exceed \$25 per IMS. They should be of a permanent nature. (Ball caps and t-shirts are not considered to be of a permanent nature). Funding for mementos for guest

speakers/community leaders/sponsors should be identified separately in the annual budget submission to Navy IPO.

d. FSP tours, funds permitting, are conducted on an all-expense paid basis. Group meals while participating in overnight trips should not exceed the local per diem rate as set by the JTR. The IMSO may decide, however, to require participants to pay for some meals if limited funding would otherwise preclude proceeding with the tour.

e. Funds supporting the FSP shall not be expended to pay for alcoholic beverages or for activities that are substantially recreational, including but not limited to entrance fees at sporting events, theatrical and musical productions and amusement/theme parks.

f. Given limited FSP funds, events such as picnics, receptions, and dinners, although allowed if meeting FSP objective(s), should be not be a substantial cost component of the overall FSP. In addition, the number of guests should be in reasonable proportion to the number of IMS.

g. Marine Corps commands and activities will obtain funding for FSP events from SCETC. Funds available for Marine Corps FSPs will be based on an allocation from Navy IPO. Activities with an FSP will request funds on an as-required basis. SCETC will review each request and authorize funding for each FSP event. Detailed justification for FSP trips that exceed the 250 mile radius limitation must be included in SCETC's annual budget submission to Navy IPO. All of the preceding funding limitations are applicable to Marine Corps Commands.

11-37. Disbursing funds

Disbursement of funds, authorized by Navy IPO for FSP activities will be made by a designated Class A agent/cashier, according to DOD 7000.14-R, Vol 5. IMSOs at local commands may be authorized to draw advance funds by the commanding officer according to DOD 7000.14-R Vol. 5.

a. The designated individual will submit a claim using SF 1164 to the authorizing officer for approval according to DOD 7000.14-R Vol. 5. Each claim will be supported by accounting instructions specified in the NAVCOMPT 2275 document provided by Navy IPO authorizing the expenditure of these funds.

b. A copy of the liquidated SF 1164 indicating final cost of FSP event must be submitted to the FSP activity providing the funds. Marine Corps Commands and activities will submit liquidation documents to the CG SCETC MCCDC.

c. FSP activities must return unobligated funds to Navy IPO in a timely manner (no later than 90 days after the end of the fiscal year). The reversion of funds will be accomplished via an amendment to the NAVCOMPT 2275 or via a final 2193.

Section IX

Field Studies Program

The United States Coast Guard

11-38. Responsibilities for the field studies program

a. All USCG activities directly concerned with IMS will devise comprehensive and integrated FSP based upon the general guidance set forth in paragraphs 11-01 through 11-21 and this section.

b. USCG International Affairs (G-CI) will fund, implement and manage FSP for IMS attending Coast Guard training.

11-39. Designation of international military student officer

Each command directly concerned with IMS will designate at least one officer to serve as IMSO. The IMSO will act as the commanding officer's principal advisor for the FSP.

11-40. Source of funding

FSP funds are obtained from a weekly course cost assessment set each year. The USCG has selected the course/percentage method as the approach best suited to its purpose. This methodology does not apply to on-the-job training (OJT). Although OJT courses do not generate FSP funds, IMS involved in OJT courses are eligible to use activity FSP funds. Activities providing OJT may obtain appropriate funds through submission of an USCG FSP request form.

11-41. Submission of annual requirements

a. By 31 July each fiscal year, activities with an annual requirement of more than \$10K must provide USCG International Affairs (G-CI) via the appropriate chain of command, a detailed line item estimate per trip of FSP funds required during the next fiscal year. Training activities must carefully review and weigh plans for trips that involve extensive travel and costs against the FSP objectives to be achieved. The budget request must be formatted by Event (i.e. East Coast FSP trip), and include narratives, which are brief descriptions of the events highlighting the FSP topics and anticipated travel dates, cost estimates, and identify number of escorts and students, per diem rates, transportation costs, special event costs, meal and other incidental costs. Budget estimates exceeding 5% of prior year submission should provide a narrative to explain significant increases (e.g. new course included, increase in students, anticipated increase in bus costs, etc)

b. Training facilities with an estimated annual Field Studies Program budget less than \$10K, will request authorization and funding by submitting an FSP Activity Request Form not less than 15 working days prior to the event date. Completed forms should be forwarded to the USCG International Affairs (G-CI) via fax or electronically.

11-42. Funding field studies program events

Detailed justification for FSP trips that exceed the mileage limitations outlined in paragraph 11-10 of this instruction must be submitted with each FSP funds request. Waiver requests are to be submitted at least 30 days prior to FSP event and must include-

- a. Number of IMS (include country of origin and rank for each IMS) participating in event.
- b. Total round trip FSP distance.
- c. The specific FSP objectives that the trip will accomplish.
- d. A statement of why FSP objectives cannot be accomplished by local area trips must be included with the waiver request

Section X

United States Field Studies Program for International Military and Civilian Students and Military Sponsored Visitors

Department of the Air Force

11-43. Management of the field studies program

a. SAF/IAPX is responsible for FSP policies and procedures. AFSAT implements and manages the program.

b. The MAJCOM have overall management to ensure maximum effectiveness of the program at bases within the command. Each commander will designate an office of primary responsibility (OPR) to control and manage the FSP within the command. Staff visits and communication among bases, OPR, AFSAT, are encouraged to realize the greatest benefit of the FSP.

c. CONUS base commanders will implement the FSP at each base where IMS are trained. Base commanders overseas will carry out the FSP at bases where IMS are trained to the extent that local conditions permit. Commanders are encouraged to make maximum use of one-on-one interchange and associations between IMS and members of the staff, local military, and U.S. citizens to promote dialogues on the FSP objectives, especially where organized U.S. sponsored activities are limited.

11-44. Funding field studies program activities

Funds for conducting the FSP for IMET students are approved by the U.S. Congress and are paid as part of the tuition rate for IMS.

a. Requests for FSP funds will be submitted to AFSAT/TOI. If approved, the form will be returned with the applicable fund citation, which will constitute obligation authority. AFSAT is responsible for processing FSP funds requests and serves as administrator for USAF FSP funds.

b. When requesting funds to support IP activities, the category (FMS or IMET), country, and number of participants (for example, FMS/GY-5, IMET/PI-2) must be provided. This helps in charging the proper funds account.

c. Requests for legitimate out-of-pocket expenses, as outlined in paragraph 11-10a, must be submitted quarterly to AFSAT not to exceed \$50 per quarter. Expenses may then be processed against the obligation authority for out-of-pocket expenses.

11-45. Field studies program participation

a. An FSP may be conducted for FMS students attending contractor training implemented by AFSAT as line manager provided-

(1) The training is being conducted within the general area of an USAF base with an IMSO.

(2) The FSP does not adversely impact the student's training.

(3) The estimated Cost Factor of the FSP is included in the estimated training cost and reimbursed under the FMS case.

b. If the above conditions can be met, the contractor should provide for the release of the students for the FSP.

c. Dependents are not authorized on academic trips. Dependents may accompany the IMS when the FSP trip is not part of the scheduled training curriculum.

11-46. Data card

AF Form 1217 (IP Field Studies Program Data Card) will be used to record IMS participation in FSP activities. AF Form 1217 may be temporarily stored in a card file to permit easy access by the IMSO while the IMS is in training. However, AF Form 1217 must be transferred to the IMS' training records before they are forwarded to the next training installation or to the country SAO.

11-47. Plaques and mementos

The cost of special awards, plaques, and mementos in connection with FSP activities may be chargeable to FSP funds. The exchange of school emblems should not be promoted by U.S. Air Force activities, however, when requested by the IMS, school emblems may be provided at FSP expense in conjunction with FSP activities.

11-48. Air Force form 2642

a. Field studies program activities plan (RCS SAF/IAPX (Q)7103)

b. As a means of coordinating the overall coverage of FSP activities being planned for IMS and using desirable activities from one area for IMS of other areas, each installation programmed to receive IMS will prepare an FSP activities plan. Plans (original and two copies) will cover a 90-day period and be submitted quarterly through each MAJCOM headquarters to arrive at AFSAT/CC, 315 J Street West, Randolph AFB, TX 78150-4302, with an information copy to SAF/IAPX, 1080 Air Force Pentagon, Washington, DC 20330-1080 and SAF/FMBIS, 1130 Air Force Pentagon, Washington, DC 20330-1130, 60 days before the start of each fiscal quarter. This report is designated emergency status code C-2. Continue reporting during emergency conditions, normal.

c. In addition to local activities, the plan should include special activities and extended trips (Washington, DC, tours or visits to large metropolitan areas) that are planned when specific objectives cannot be accomplished in the local area.

11-49. Quarterly report

a. Field studies program activities (RCS SAF/IAPX (Q) 7104)

b. The IMSO will have participating IMS evaluate each FSP event just prior to completion. Four groups of 25 IMS or less, each IMS will complete an evaluation. For larger groups, a sampling may be taken. The IMSO will also assess each FSP event. Use the formats provided in the DOD Field Studies Program Handbook. A sampling of IMS evaluations and the IMSO assessment for each activity will be forwarded to AFSAT/CC, 315 J Street West, Randolph AFB, TX, 78150-4302. IMSO will submit a recap of all FSP events, provided at cost or no cost, and N60-funded activities NLT 15 days following the end of the fiscal quarter. The recap will include the following information for each event conducted during the fiscal quarter: DOD topics met; date and description of the event; number of IMS attending; percent of total IMS; countries represented; and actual cost to the FSP or N60 funds. This report is designated emergency status code D. Discontinue during emergency conditions.

c. FSP activities in which the IMS participates will be recorded and filed with the IMS training records.

d. IMS will maintain a current FSP resources file, which will serve as a ready reference of available activities and will provide an evaluation and continuity for each activity.

11-50. Use of field studies program funds

Requests for the use of FSP funds for activities not submitted under the SAF-IAPX (Q) 7103, or for items and activities that do not clearly relate to the FSP objectives, must be forwarded for a case-by-case decision to SAF/IAPX through AFSAT. The request must contain sufficient details and justification on which to make a decision.

11-51. International military student officer workshop

AFSAT will budget for and host an IMSO workshop. Air Force IMSO workshops will be conducted approximately every 18 months. Proposed agenda items will be forwarded to SAF/IAPX for review prior to publication.

11-52. Implementing Washington, DC, tours

a. IMS attending Professional Military Education, language training, and officers with CONUS course duration's, totaling 20 weeks or more will be afforded the opportunity to participate in the Washington FSP tour. At least 90 days notice is required by SAF/IAPA to plan the Washington, DC tour. Bases must coordinate with AFOAA for approval of the proposed tour dates and for an estimate of the cost for the group while in Washington, DC. After arrival in Washington, DC, group itineraries will not be changed without the approval of AFSAT.

b. After coordination SAF/IAPA, a funding requests describing the tour and the estimated costs for conducting the tour will be forwarded to AFSAT/TOI as stated below.

(1) Proposed dates of the tour, which have previously been coordinated with AFSAT, and the itinerary.

(2) Number of IMS by country.

(3) Estimated commercial transportation costs and hotel accommodations, meals, and incidentals as provided by AFOAA at the time of approval of the proposed tour.

(4) Number of USAF escorts.

c. AFSAT/TOI will forward fund approval at least 20 days before the tour date, with an information copy to AFOAA, 1080 Air Force Pentagon, Washington, DC 20330-1080.

d. Direct contact between the base and AFOAA is authorized after tour approval for planning and programming activities to help achieve the FSP objectives and for the logistics support necessary.

e. Upon completion of the tour, the escort officer will submit a report of the tour through the installation commander to AFSAT/CC, 315 J Street West, Randolph AFB, TX 78150-4302, with an information copy to AFOAA, 1080 Air Force Pentagon, Washington, DC 20330-1080 and SAF/IAPX, 1080 Air Force Pentagon, Washington, DC 20330- 1080. The report will reflect appraisal of the tour value, IMS reaction, and recommendations for improving future tours.

11-53. Accountability

The IMSO disposes of receipts for expenditure of funds according to Air Force instructions. Copies of SF 1034 approval for expenditures, total expenditure reports, and individual receipts will be filed together with a monthly folder.

a. Military and civilian agencies providing services for FSP activities must be requested to indicate the appropriate breakout of costs such as room rates, meal charges, and other individual services. However, receipts for individual services are neither required nor desired (when payment is made directly to the IMS in lieu of payment by the escort officer). Escort officers or IMSO will complete SF 1034 and include copies of all receipts for finance agencies to account for expenses. An administrative certificate or statement on the SF 1034 that the services were performed in connection with the authorized activity will be prepared.

b. The IMSO will advise AFSAT/CC of the total amount of funds expended within 15 workdays after completing the tour.

c. Support of all base activities is essential to the fulfillment of U.S. Air Force responsibilities for the FSP. Although the base IMSO is the focal point for FSP activities, he or she will require the cooperation and assistance of finance, transportation, information, and other base functions to carry out an effective program.

d. Base IMSO are encouraged to contact other IMSO within the same area so they are aware of other activities of interest to IMS at their location.