DISAM Curriculum Review Minutes

20-21 February 2013
DRAFT (11 Mar 13)

SECTION 1—Day 1 General Session

1. Welcome and Administrative Remarks. Mr. Greg Sutton, DISAM Director of Research, welcomed the attendees and provided administrative remarks. Attachments 1 and 2 contain the agenda and list of attendees. Other handouts and copies of presentations were provided to attendees. Copies of all presentations can be provided upon request (or via the DISAM website available for a period of 60–90 days after publication of the minutes). These provide more particulars than will be contained in the minutes.

2. DISAM Commandant's Update and State of the Institute. Dr. Ron Reynolds highlighted the state of the institution and current issues.

- Prior to getting into key academic initiatives, Dr. Reynolds highlighted a number of general updates to DISAM in terms of DISAM organizational changes, construction/renovation of facilities, accreditation, lessons learned/best practices, and DISAM IT concerns:

  - In the last year, DISAM has added a fifth directorate—the Directorate of Online Learning, which better captures and emphasizes the role and significant throughput of DISAM online learning courses, modules, and learning guides. Based on content, audience, and need for student record keeping, online courses and materials are maintained with the Blackboard Learning Management System or simply made available on the DISAM website (such as the ITAR 101 course).

  - Ongoing facility construction/renovation is to be completed this summer (July 2013), which will provide 25 percent more academic and office space for DISAM as well as meet curriculum classroom needs. These include the capability for classified (up to SECRET) class presentations and discussions (particularly geared towards the SCM-O course). Construction itself is progressing well, although there have been some delays as the Air Force Audit Agency was moved out of the building. DISAM (and DSCA/CWD) will assume occupancy of that part of the building.

  - DISAM will undergo a (once every 6-year cycle) Council on Occupational Education inspection the week of 11 March. The Team Chief conducted a preliminary visit to DISAM the week of 11 February. DISAM is preparing additional clarifications for the self-study, which, along with exhibits, will be reviewed and questioned by the team.

- o Dr Reynolds noted that the impending visit did have an impact on several action items from the 2012 Curriculum Review, as DISAM decided to minimize some of the changes due to preparation for the accreditation visit. One in particular was the changing of course designations (looking at 100- to 400-level courses, similar to a college environment for ease of understanding course progressions). Once the visit and any potential after action items are completed, DISAM will complete pending actions from last year's meeting. Non-completed action items from last year will be listed in this year's action items for tracking and completion.

  - o The roles of the Directorate of Research were highlighted to include DISAM publications (most importantly the *DISAM Journal*) and the Center for Lessons Learned. A draft version of a proposed DSCA Instruction for SC Lessons Learned and Best Practices was passed to each participant with the request for them to provide any comments from their respective organizations (preferably in the next three weeks). The predominant movement in the process is the use of the Joint Lessons Learned Information System (JLLIS) as the primary repository for SC lessons learned and best practices, which will provide greater access to input and view those ideas/initiatives throughout the SC community.

  - o The longest pole in DISAM's tent is the overwhelming number of IT issues that must be addressed with limited IT staffing (workforce supplemented by contractor support). Dr. Reynolds noted the effort required supporting online learning course development and maintenance, SCWD, other budget programs (SAARMS/SCIRMS), and the local area network that ties together DISAM faculty/staff and student work stations. DISAM programming personnel are also responsible for maintaining the program that provides support to the DSCA FMS/FMF Admin POM effort. Thus, there are a lot of pieces with continually shifting priorities. These comments were made to ensure all attendees would understand why applications such as SCWD, International Affairs often take longer to update/change than is desired.

  - o Current IT initiatives include a software/technology rewrite to better handle future requirements and Direct Disbursement issues with DSCA and DFAS which will reduce transaction charges from ICASS and DFAS.

- o In terms of academic programs, Dr Reynolds stressed that DISAM needs and reaches out to obtain continuous feedback in addition to the annual curriculum review—noting the various areas/subjects of curriculum, levels of training and throughput numbers and trends. It was requested that DISAM update their slide/handout of "SC Training Levels and Training Availability" to include course designations in addition to course names (Action Item #1 – complete – HPPG SCTI table on website updated with course designation).

- o Dr Reynolds commented on the historic offerings of DISAM courses and the anticipated number of offerings for each course in FY14. DISAM anticipates the calendar being finalized in May (perhaps as late as June) and will publish dates and course offerings as soon as possible on its website. It was stressed that the number of class offerings on the charts as well as the "draft" academic calendar with dates noted are still tentative and subject to change.

- o Other DISAM academic programs were mentioned: Executive Tutorials, METs, On-Sites, Outreaches, and Partnerships with other institutions and organizations. Should constituencies have need of any of those opportunities, they need to contact DISAM and the schoolhouse will work with the organization to best meet requirements.

- o General information on student fill rate of resident classes and student survey metrics were highlighted.

- o Throughout the presentation, Dr. Reynolds pointed to key initiatives that will be at the forefront for the remainder of FY13: facilities, SC community management, lessons learned/best practices, SCM-AO course development, academic partnerships and curriculum coordination, and continued emphasis on viable online learning opportunities.

- o To conclude the presentation, Dr. Reynolds provided information on the continuing emphasis on SC training (stemming from the High Priority Performance Goal of 95 percent trained in FY10–11) as well as SC community efforts that are ongoing within DSCA.

  - o Current percentages were reviewed (overall trained percentage for the entire workforce is a little above 92 percent). Dr. Reynolds highlighted the reasons for the memos that went out in December from the DSCA Director to the MILDEP IAs and GCC Commanders requesting continued assistance and need for support to maintain the SC training emphasis. Very few of the personnel in the meeting were aware of the memo that went to the IAs and GCCs (copies of the memos were provided in the Curriculum Review booklet). A number of the attendees said that they were not receiving the emphasis from leadership to continue the efforts (for GCCs, difficulties continue in maintaining personnel information in SCWD) to allow accurate reporting, and recognize training shortfalls. They requested greater interaction/dialogue from DSCA leadership to maintain the momentum. DISAM will pursue that with DSCA and track those efforts in the coming year (Action Item #2). DISAM also expressed a commitment to assist GCCs with SCWD maintenance including periodically sending DISAM personnel in theatre.

o The Global Master of Arts Program (GMAP) and International Affairs Certification Program (IACP) were touched on. Most particularly, some anticipated changes to the IACP were listed; however, much hinged on the need for a mandatory program (vice the current voluntary program) for workforce professional development. Progress over the past year has been much slower than anyone, including the Director and Deputy Director of DSCA, desired or anticipated.

o Dr. Reynolds ended the presentation by again thanking everyone for their presence, involvement and support of DISAM (as well as that of their organizations and organizational leadership). Much has been done in the area of training, especially over the last 3–4 years, and progress needs to continue. DISAM and the attendees realize we're not in a stagnant environment.

3. Directorate of Online Learning: DISAM Online Learning Update. Mr. Dwayne Eldridge, Director of Online Learning provided an online learning update that included the following:

o An overview of the recently created Directorate of Online Learning and the points of contact within the directorate.

o A briefing on the methods of delivering online learning, emphasizing that courses requiring registration, tracking of student progress and award of certificates and DISAM credit will be delivered via Blackboard. Mr. Eldridge also explained that student records are maintained in DISAM's student database, which receives reported completion data from Blackboard. Courses and learning guides that do not require registration, student tracking, award DISAM credit, and/or are provided as "just in time" job aids or "performance support tools" are delivered via DISAM's public website.

o Mr. Eldridge briefly reviewed DISAM's Online Learning webpage and covered the courses and Learning Guides that may be registered for and/or accessed there. He discussed the ITAR 101 learning guide as a product that was specifically designed to provide some needed information to the security cooperation workforce, while alleviating the need for Mr. Mike Slack of DSCA to take his presentation on the road. Mr. Eldridge also noted DISAM hosts a course for DIILS on the DISAM Blackboard LMS without the need for DISAM personnel to be involved in the course. He also highlighted the USASAC Security Cooperation Officer Introduction to the Army Security Assistance Enterprise, which will be hosted on DISAM Blackboard LMS in order to gather student information for USASAC and be available via the DISAM website.

   o Dr. Reynolds emphasized that DISAM intends to host more learning guides and/or courses going forward and pointed out that DISAM will have to modify the Blackboard contract to account for increased numbers of students that will result from that initiative and DISAM's own online learning initiatives. Timing will be dependent upon funding for the effort.

o Mr. Eldridge concluded by discussing how DISAM is introducing new computer-based technology to enhance the classroom experience and improve learning and retention in the resident courses. Examples provided were the Audience Response System, more gaming and computer-based scenarios. He also discussed making presentations and videos of presentations by guest speakers available to the students while at DISAM and/or via the DISAM website.

   o There was a question about whether information concerning the Security Cooperation Workforce Database (SCWD) levels of familiarization and orientation courses is on the website. Mr. Eldridge explained that they were recently added along with other information students might need.

SECTION 2—Day 1 CONUS and OCONUS Breakout Sessions

4. Directorate of International Studies (OCONUS) Courses Update. Dr Ernie McCallister presented a brief overview of the DISAM OCONUS Courses.

The following presentations were given highlighting particular course initiatives. Within the context of each course, the course objective, target audience, primary lesson topics and the order of each topic's address by day in the syllabus, and student feedback on each course was covered.

o **SCM-I (International Purchaser) Course**. Mr. Bob Van Horn highlighted the state of the SCM-I course and current issues. Of particular note:

   o SCM-I is going well. The standard twelve-day course provides an overview of security cooperation followed by one of three advanced tracks on Logistics, Finance, or Training Management. Students may also take the overview (eight days) and the advanced tracks (four days) as stand-alone courses. The curriculum includes a Field Studies Program that introduces students to the American way of life, incorporating visits to local government, commercial, cultural, and educational entities, and to private homes. DISAM believes that the SCM-I curriculum structure and content are appropriate and effective. Student end-of-course survey scores are well above the DISAM target metric.

   o DISAM plans to introduce exercises on writing LORs and FMS program management in FY14. Otherwise, no significant changes planned.

   o DISAM will attempt to get on the agenda of a Foreign Procurement Group (FPG) in order to brief the SCM-I curriculum and to get feedback from FPG members (Action Item #4).

- DISAM noted that SCM-I classes are chronically undersubscribed, but DISAM is regularly contacted by SCO offices and international partner nations requesting DISAM assist them with getting a seat – a seeming contradiction. Discussions with AFSAT earlier this month indicated that most classes are initially fully booked, but countries subsequently cancel requirements, leaving seats unfilled. Some countries have had a 100 percent cancellation rate over the last several years. This is particularly troubling since SCM-I, as an internationals-only course, imposes a 100 percent cancellation penalty fee, even if funded by IMET or other US programs.
- JSOU suggested that DISAM work with SCOs, MILDEPs, GCCs, etc., to identify international personnel already in the US as LNOs, members of coalition headquarters staffs, etc. These people may already meet many of SCM-I course prerequisites (e.g., English language proficiency, human rights vetting) and so may be able to fill a class seat on short notice (Action Item #5).
- DISAM will continue to explore ways to work with AFSAT and SCOs to ensure that seats are filled or are cancelled far enough in advance to allow for reallocation (Action Item #6) [Note: In an introductory briefing for the Curriculum Review, Dr. Reynolds stated that the DISAM "ultimate goal" is to have 28–30 students per class. With this metric for class size, the SCM-I is close to meeting that standard and does meet it for most classes].

- **SCM-LO (Locally Employed Staff Orientation [LES]) Course**. Mr. Bob Van Horn discussed the particulars of the Locally Employed Staff (LO) course. Of particular note:

  - SCM-LO was established in FY12 specifically for LES. Therefore, at least for now, LES are no longer permitted to attend SCM-O or SCM-I. DISAM has conducted three SCM-LO classes to date. Scores on student end-of-course surveys are well above the DISAM target metric. The next SCM-LO class is scheduled for Aug 13.

  - SCM-LO course structure and content are in flux. SCM-LO was originally developed by pulling blocks of instruction (BOIs) from SCM-O and SCM-I. DISAM is in the process of developing a revised syllabus which will better meet the needs of the LES.

o DISAM originally scheduled SCM-LO to run concurrently with SCM-O so that the two classes could be combined in the last week of both syllabi for advanced instruction in Training Management and Resource Management. DISAM plans to decouple SCM-LO from SCM-O in FY14, even when they do overlap on the calendar, so that they may be taught as separate blocks.

o One challenge for SCM-LO is the amount of material that could be included in the syllabus but with limited class days. (DISAM believes that two weeks is about as long as SCOs will be willing to release LES for DISAM training. The longer the course, the fewer students we will see, unless the Combatant Commands and/or DSCA mandate otherwise.) DISAM's challenge is to determine the right mix of topics. So far, DISAM has received only minimal feedback from SCOs regarding SCM-LO.

o Another challenge related to course content is the wide disparity in job requirements and responsibilities for LES in embassies around the world. A topic that may be critically important to an LES in one SCO may be completely irrelevant to an LES working elsewhere. All DISAM courses must deal with this dilemma. Our general approach has been to develop what we think is a good DoD-level baseline curriculum and then allow the students to focus on the areas which most apply to them in their specific SCO.

o Still another question regarding SCM-LO is whether there is enough long-term demand to warrant a separate course. Unlike SCOs, who tend to rotate out of their jobs every one to four years, LES tend to stay in their jobs for much longer. Since SCM-LO is intended to be an entry-level course, it is possible that once the backlog of untrained LES have attended DISAM there will no longer be enough annual demand to require a stand-alone course. At that time, it may make more sense to integrate LES into one of our other courses as needed (e.g., SCM-I). DISAM has only averaged twenty-one students per class over the first three classes, out of a planned capacity of thirty-two. Moreover, one of our attendees was an American employee based in CONUS who attended by special arrangement with DISAM/DI. Another was an LES who attended only the last week of class, again by special arrangement with DISAM/DI, because his USG supervisor

said he achieved a basic understanding of SC through the online course and OJT and operational requirements would only allow him to attend the second week of class.

o Mr. Van Horn noted that DISAM has added BOIs on Humanitarian Assistance and Disaster Relief (HA/DR) based on input from AFRICOM during the FY12 Curriculum Review. DISAM is also considering adding BOIs on mil-to-mil programs and Building Partner Capacity (BPC) programs/cases, among others. When DISAM noted that during the process of refining the SCM-LO syllabus we had removed BOIs on IAC and FMS vs. DCS. DAU and DSCA asked that DISAM consider adding these BOIs back into the syllabus. DISAM agreed to review these requests as an option (Action Item #7). Note that any of the changes proposed in this paragraph would likely mean dropping or reducing other BOIs, extending the training day, extending the length of the course by one or more days, or some combination thereof.

o SOUTHCOM stated SCM-LO syllabus contained much that didn't apply to LES from their AOR. They would prefer that LES only receive training that applied specifically to their duty positions, i.e., those responsible for Training Management only received instruction on that topic, LES who did Resource Management only received instruction on that topic, etc. They suggested that DISAM offer concurrent tracks in relevant subject areas, similar to what we do for the advanced tracks in SCM-I. He noted that this might also mean that we could reduce the SCM-LO course from two weeks to one. DISAM agreed to review this as an option (Action Item #8).

o Mr. Van Horn noted that DISAM needed feedback from the GCC/SCO community on a variety of topics, including but not limited to SCM-LO structure, content, and venue; the validity and utility of an FSP Practicum; whether to conduct SCM-LO as a stand-alone course or to integrate LES into other courses; and whether to keep SCM-LO separate but run it in conjunction with other courses, (e.g., SCM-AO classes taught at GCCs and elsewhere). Lively discussion ensued on each topic.

o Discussion turned to what type and depth of knowledge the LO students should attain in the course, how many classes to conduct a

year, how long the course should be, and how often LES personnel attend this course or another for continuing education.

- o PACOM noted that while SCM-LO was intended as initial training for newly-hired LES, there are few if any training opportunities for LES who have been on the job for several years. He suggested that DISAM develop a syllabus for refresher training for more senior LES. This syllabus could be taught at DISAM, off-site in conjunction with other events, (e.g., SCETWGs), or in some combination thereof. DISAM agreed to take this for action (Action Item #9).

- o **SCM-AO (Action Officer) Course**. CDR Ed McFarland discussed the Action Officer course with the key areas under development, the material the GCCs present, how DISAM can better coordinate our material with that of the GCCs, the best locations to conduct the course in FY14, and support required for each course by the GCC. The course has been very well received and is hitting the mark for the GCC action officers. DISAM will work with the GCCs to improve Component Command attendance. (Note: In late March, DSCA advised DISAM that a travel "cap" has been levied on all DoD appropriated fund travel—this will effectively eliminate all travel for SCM-AO training for personnel not in non-appropriated fund billets).

  - o CDR McFarland highlighted the objective of the course, specifically calling out the requirement to address Security Cooperation / Security Assistance authorities, funding, and roles of DoD and DoS. The target audience was also highlighted with emphasis being put on the need for Component Command personnel and non-security cooperation directorate staff personnel (e.g., personnel from J2, J4, J5, J8 etc.). This will help educate personnel who do not work security cooperation programs as their primary responsibility. GCCs agreed to work with DISAM to improve Component Command attendance in the SCM-AO course (Action Item #10).

  - o Next, CDR McFarland discussed the FY12 Prototype classes conducted in-residence and at AFRICOM and the Marine Corps Security Cooperation Group. Overall feedback from these prototype classes indicate that we are hitting the relevancy target and target audience.

  - o Current progress was discussed on the FY13 AO course offerings and representatives from the GCCs provided feedback on each of their classes; overall the classes have been successful.

o CDR McFarland then discussed the minor adjustments to the resident AO course embedded in the Overseas course. These changes were made to better align focus on the following phases: Security Cooperation Environment, Security Assistance, Security Cooperation, and Security Cooperation Planning & Tools. Additionally, it was mentioned that DISAM would look at using the non-resident curriculum as the "core" curriculum for the AO course (i.e., both resident and non-resident) (Action Item # 11).

o CDR McFarland mentioned the potential to add non-resident offerings for component commands in the following locations: Italy, Texas, Arizona, South Carolina, Bahrain, and an additional week for Washington, DC.

o CDR McFarland discussed the requirement for support from the GCCs in the areas of practical application, unique policies/procedures/roles, and on-site logistical support. It was also mentioned that DISAM had recently hired two new faculty members to take the lead in coordinating class offerings and curriculum development/maintenance.

o Lastly, a projected AO offering schedule was distributed to the participants; they were asked for feedback on the schedule/curriculum.

DISAM will pre-coordinate DISAM slides with GCC representatives to ensure that GCCs and/or DISAM do not duplicate teaching/discuss topics (Action Item #12).

There was a request to look into limiting the amount of time in the classroom to free up students' time to take action on real-world work items, with the goal being no more than 30 hours of classroom instruction to permit either a 4 day (7.5 hours each day) or a 5 day (6 hours each day) AO course dependent upon AO-hosting location needs (Action Item #13).

GCC representatives provided feedback on course offering dates, but took the action to confirm date. PACOM was okay with the draft dates; SOUTHCOM preferred an August 2014 offering; CENTCOM preferred a fall 2013 offering (i.e., to avoid Ramadan); EUCOM/AFRICOM mentioned September 2013 or end of October 2013, an offering in Italy around 18 November, and possibly a January offering in Stuttgart (Action Item #14).

o **SPP-D (State Partnership Program Director) Course**. Mr. Ken Martin highlighted the state of this course. Key areas included curriculum development and expanded regional cultural training.

- - Retitled "Security Cooperation Management State Partnership Course" (SCM-SP).
    - Class convening changed from three to now two annually matching the demand.
    - More DISAM instructor emphasis on why the lessons are important to the class.
    - Planning portion to be expanded to include more case studies.
    - Changing "SC Legislation" lesson to similar SCM-O presentation on "Introduction to SC Programs."
    - Combining End-Use Monitoring into the IPSR/Technology Transfer presentation.
    - Providing "IPSR/Tech Xfer/EUM" lesson on Day Four and moving "International Training" to Day Five.
    - Indicated the course does not include FMS Logistics, Finance, or Acquisition, and also indicated the course is co-taught by National Guard Bureau (NGB) representatives and DISAM faculty.
    - Reducing "FMS Process Overview" by 50 percent to now just one hour on Day Three.
    - Most changes will begin with next class convening 25 March 2013.

  - **SCM-AT Course**. Mr. Aaron Prince highlighted the state of the SCM-AT course and current issues. Distribution of student quotas (50) for the various organizations was provided to the audience for the upcoming class.
    - The need for guest speakers to keep the training at the advanced level was discussed. The course is going well overall.
    - SCM-AT is a Level 4 class, which can meet Level 4 requirements.
    - Right now, one offering per year of the SCM-AT class seems sufficient given the demand in last year's class and the high use of guest speakers within the class.
    - When addressing who is the target audience of the course, while mentioning that the SCO is one of the targets, identifying that this includes the LES within the SCO is important.

  - **SCM-O (Overseas) Course**. Dr. Ernie McCallister presented the results and analysis of the SCM-O 6-month post-graduate surveys.

    - The surveys were e-mailed to graduates from SCM-O-1-12 through SCM-O-9-12. Of the 503 e-mails, 153 were rejected, and assuming the rest reach their destination, a return rate of roughly 24 percent has been achieved.

    - The GCC representatives suggested the surveys be e-mailed to them so that they can ensure proper delivery to our target audience. This

recommendation was accepted by all. Future e-mail surveys will be sent to the GCC representatives (with appropriate student name and location) and the GCC will forward for action (Action Item #15-Closed by agreement at CR).

o The survey results indicated an overwhelming satisfaction with the SCM-O course in general (4.2 out of 5.0).

Secondary analysis of some of the survey sub-categories indicated the "usefulness" of some topics should/could be addressed and the course managers and functional area managers in DISAM/DI will examine these results (Action Item # 16). Further discussion on the SCM-O class was continued on Day 2.

5. Directorate of Management Studies (CONUS) Courses Update. Mr. Thomas Dop, Director of Management Studies presented a brief review of the SCM-OC (Orientation) course, SCM-C (CONUS) course, SCM-E (Executive) course, MTCR (Missile Technology Control Regime) course, IPSR (International Programs Security Requirements) course, and the SCM-CR (Case Closure) course. Mr. Dop highlighted the state of these courses and current issues. Of particular note:

o The SCM-OC course is being "slimmed down" to make it more of an orientation course. This has been completed for the resident version and will be completed online by 1 Oct 13 (Action Item #17)

o If a student is taking the SCM-OC as a pre-requisite for SCM-C they now have to complete it within six months of taking SCM-C instead of the previous sixty days.

o There was a renewed emphasis to ensure service quota managers get the word out to SCM-C students that the class ends at 1600 on Friday so students should NOT plan return travel earlier than 1800 on the last day of the course.

o There was some discussion on whether any service could get an additional SCM-CR course in FY13, but the answer was no due to current funding issues.

o Mr. Dop gave a short presentation to set the tone for the detailed discussion of the advanced CONUS course. As part of this presentation DISAM offered to combine the SCM-CM and SCM-CF course into a single Case Performance (SCM-CP?) course. After much discussion it was determined that these courses should remain separate.

The MILDEPs agreed to provide DISAM with relevant case studies for use in both the regular class and in the seminars (Action Item #18).

o **SCM-CM (Case Management) Course**. Mr. Bill Rimpo facilitated a detailed discussion on the state of this course and current issues. Of particular note during the discussion:

Who is the course designed for? One service sends executives, another sends case managers, and a third sends whoever wants to go. Mr. Rimpo explained who the target audience was. This was a fruitful discussion as there were differing definitions of a Level 4 course. DISAM will clarify the target audience of SCM-CM on their website (Action Item #19).

  o In addition, concerns were voiced that the course is called the Case Management course, when it also includes program management. DISAM will rename the course to clarify that the course is a Program and Case Management course (Action Item #20).

The MILDEPs voiced their concern that the objectives for the service specific seminars were not clear. DISAM will clarify the objectives for each seminar and provide them to guest speakers at least thirty days in advance of a scheduled course (Action Item #21). All services agreed that they would provide the best-qualified guest speakers for the seminars

There is a need to restructure student evaluations for the seminars so more productive feedback is gained. DISAM will update the survey to attain this goal (Action Item #22).

Mr Rimpo stated that there is redundancy between what DISAM teaches and what the seminar guest speakers discuss. DISAM will invite potential guest speakers to take the course so that they can evaluate the material and reduce redundant information.

o **SCM-CF (Case Financial) Course**. Mr. Christopher Krolikowski facilitated a detailed discussion on the state of this course and current issues. Of particular note:

  o Most of the discussion was similar to the discussions on the SCM-CM course. The focus again was on MILDEP specific seminars and how the course flowed.

  o Mr. Larry Hutson from AFSAC mentioned that he thought the SCM-CF course should be a prerequisite for attending the SCM-CR course. After a brief discussion it was determined that only the USAF had this requirement. USAF will decide if they want SCM-CF to be a prerequisite for SCM-CR and inform DISAM (Action Item # 23).

SCM-CS (Customer Support/Logistics) Course. Dr. Joanne Hawkins facilitated a detailed discussion on the state of this course and current issues. Of particular note:

- o Dr. Hawkins discussed the SCM-CS online refresher course and informed all that the timeline for completion had been shortened from ninety days to sixty days prior to the start of class.

- o There was also much discussion on why this course did not have service seminars, but instead relied on multiple guest speakers from differing parts of the SC community. It was explained that the course does not break out into individual service seminars as the speakers are targeted to the entire audience (i.e. Freight Forwarder, DLA, etc.). This was understood and acceptable to MILDEP reps/attendees.

SECTION 3—General Session (DAY 2)

- o **SCM-O (Overseas) Course (cont'd).** To begin the second day, co-course managers Mr. Tim Burke and Mr. Ron Yakkel highlighted the state of the SCM-O course, current issues, and suggestions for curriculum enhancement:

  - o The review noted the stability of the FY12-FY13 blocks of instruction (BOI) schedule as the first full year of the lengthened SCM-O course was executed.

  - o Some FY13 modifications were highlighted: Advanced Logistics now in Week Three, guest speakers from USAID and OFDA for the Humanitarian Assistance/Disaster Relief blocks, the continuing Consultations and Briefings (Cs & Bs) with DSCA, and the additional guest speakers added to the course lineup (e.g., USACE, DTRA CWMD, DTRA SALW, etc.)

  - o The course review focused on the successes of the expanded curriculum and minor adaptations to the flow of instruction. Also discussed was the transition of five blocks of instruction into Computer-Based Training Modules.

  - o Student Feedback on the "Commandant's Three" questions given at the end of each in-residence session indicated overall satisfaction with DISAM's course objectives, the quality of instruction, and the relevance to their job (all three rated 4.3 +- .1 on a 5.0 scale)

  - o Proposals for modifications to the course were presented and discussed.

    - o Retention of Information ongoing initiatives

- Amount of material (reduce it; have time for questions and discussion of material)

- Detail (not expert level; simply functional)

- Organization (structured weekly by category: Environment, SA, SC, Advanced Training)

- Rigor (daily quizzes)

- Exercises (more hands-on PE)

o Lesson Objectives to be re-worked to make them more "demonstrative and interactive" (Action Item #24).

o Additional work to be done once construction to permit classified instruction is completed.

o The activities for a SCO Laboratory where the students will be "subjected" to the daily life of a SCO are currently being developed in conjunction with the GCCs.

o The Audience Response System was demonstrated and discussed as a method for better student interaction.

o Attendees noted the following:

o Viability of an NGO guest speaker (follow-on from last year's discussion), brown bag lunch, or perhaps a CBT. Suggestion to contact the Regional Centers for Security Studies to acquire their curriculum/video/modus operandi (Action Item #25).

o Regarding Cs & Bs, there was a general consensus that it is a great idea as a concept, but the audience on both sides of the VTC needs to be examined, particularly to include the GCCs in the discussion. AFRICOM was the most vocal about GCC involvement and the chain of command to the SCO.

o SOUTHCOM was very interested in "international training management" and requested there be no time removed from this area.

o NORTHCOM asked to ensure DISAM covers logistical issues to include covering shipping across borders. He had a request from a SCO for more information about the DSP-85 in the course. It was noted that shipping across borders to include receipt of items by

the SCO is included in SCM-O. The DSP-85 is also adequately covered in the class.

o EUCOM is interested in emphasizing a method to show how SCOs can "work with a country" to move them forward as the action office versus the SCO. EUCOM also had a request from a SCO to add a PE about the ICASS council. Tim Burke briefed that DISAM is in the process of developing a day in the life of the SCO that will incorporate both of these items.

o PACOM plans to institute Cs&Bs at the HQ GCC for all inbound SCOs. All the GCCs agreed that the computer-based training for the five blocks of that replace classroom BOIs be mandatory i.e., not optional as was discussed. (Action Item #26)

o With regard to the practical exercises, the GCCs requested more hands-on learning in the area of writing 1206 and other funding proposals. Tim Burke briefed that the course is expanding the use of exercises and that these are areas to be included.

o General idea of SCO Lab was well received.

o Dr. McCallister reiterated that DISAM is a tool for the GCCs and that they need to tell DISAM "what the SCOs need to know (be able to do) when they arrive in country." This will help us develop appropriate Practical Exercises.

REGIONAL SIDEBARS: All the seminars directors met with their GCC representatives to discuss seminar-related curriculum. In general, all GCCs are extremely pleased with the recent DISAM hires as seminar directors. Of note, the GCCs were pleased with the VTC interaction in the seminars; AFRICOM is interested in initiating contact.

AFRICOM: Curriculum review discussion with the AFRICOM representatives (Mike Cascairo, head of the Security Cooperation Programs Division, and Gunda Seng, section chief for FMF/EDA and our POC for all DISAM training and scheduling issues) went very well.

Gunda reviewed the slides and curriculum currently in use in the AFRICOM seminar and suggested useful changes to material that will be incorporated into future seminars. She also promised to provide contact information for the AFRICOM IG Office so that we can continue discussions on incorporating IG trends and issues into both the seminar and the Capstone block. In addition, she and Mike would both like to see more BPC-related scenarios in our main classroom exercises, specifically our Bandaria planning exercise. Mr. Burke briefed earlier that the course is expanding the use of exercises and that these are areas to be included.

PACOM: Collectively reviewed several regional studies presentations (e.g., USPACOM and J4 Missions, Cross-cultural communications, Rise of China, SC Inspection schedule, and Country Security Cooperation Planning). Mr. Roark had Kerry Nicholls (Deputy PACOM/J45) forward a new presentation with pie charts depicting the various SC programs used in the Asia-Pacific, highlighting dollar values for the last three fiscal years by program and country. Kerry Nicholls requested USPACOM send the updated Strategy Document recently published under Admiral Locklear's signature.

Mr. Roark discussed his plan to institute Cs and Bs for SCOs and will continue supporting our DISAM-PACOM VTC/teleconference with students for country specific update briefings. He also requested DISAM emphasize the importance of SCOs focusing on the requirements aspect of their partner nation via country security cooperation plans. He also reviewed the country book binder format and handouts that students are presented during the Regional Studies breakout.

SOUTHCOM/NORTHCOM: Discussions with the NORTHCOM Rep, Jeff Stivers, and SOUTHCOM Rep, Ress Wilson, centered on the O course and Regional Seminars. They were interested in ensuring that the SCOs leaving DISAM had practical experience with some of systems used frequently downrange, to include Security Cooperation Information Portal (SCIP), FMF/IMET Budget Web Tool, Overseas Humanitarian Assistance Shared Information System (OHASIS), and Theater Security Cooperation Management Information System (TSCMIS). WHRS is experimenting with providing this focused training/exposure. Students from SOUTHCOM will leave with a CD with information from those systems (FMS Cases in execution and development, IMET/FMF budgets, HA projects) for their country. Additionally, students are taught the basics of TSCMIS (engagements, country plans, taskers, pol-mil sheets, timetables). The reps provided positive feedback on a focused, practical approach during seminar. The time to conduct this training resulted from deleting one guest speaker. If the proposed FY14 SCM-O course framework is approved, the seminar will be provided with two hours for practical work, allowing the resumption of three guest speakers.

CENTCOM:
1. Relevant Issue: What is the ideal time and location to conduct the next CENTCOM SCM-AO Course?

The CCJ5 rep, Mr. Frank Rodriguez believes that the early Nov 13 timeframe at Tampa, FL would probably work best because it's right after PCS season. Also, it was agreed another in-theater SCM-AO course would be needed, but the CENTCOM J5 Director would need to engage the Component Commands to ensure a strong turnout. CCJ5 approve to hold the next CENTCOM SCM-AO course at Tampa, FL from 4–9 Nov 13. Also, identify the location for the next in-theater SCM-AO course for Aug 14 (Action Item #27).

2. Relevant Issue: DISAM Middle East Seminar Guest Speaker Support.

CCJ5 would like a list of CENTCOM Desk Officer Guest Speaker dates for the remainder of FY13. The Middle East Seminar Director provided a list of proposed dates for CENTCOM on 22 Feb 13.

3. Relevant Issue: Qualitative Military Edge (QME) Briefing to CENTCOM students. The DISAM Middle East Seminar Director requested CENTCOM briefing on how QME impacts strategic engagement in AOR. This briefing will be incorporated into the SCM-O Regional Seminar. CCJ5 provides Middle East Seminar Director QME Briefing (Action Item # 28).

4. Relevant Issue: Classified discussions with CENTCOM SCM-O students.

CCJ5 rep stated that CENTCOM would like to have classified discussions with the CENTCOM SCM-O students. The Middle East Seminar Director will schedule the auditorium for all upcoming CENTCOM Desk Officer Guest Speaker dates

5. DISAM consult with CENTCOM CCJ5 Secured VTCs (SVTCs).
CCJ5 rep recommends, if possible, CENTCOM SCM-O students attend CCJ5 SVTCs to get exposure to issues in AOR. Middle East Seminar Director said the plan is to incorporate SVTCs with CCJ5 once the third floor renovation is complete and SVTC equipment is installed (Action Item #29). In the meantime, the Middle East Seminar Director and alternates will try to attend a few SVTCs each month in order to pass on information to students. DISAM will locate Tandberg terminal on Wright-Patterson AFB and schedule time to participate in CCJ5 SVTCs.

EUCOM: Mr. Bruce Balbin, EUCOM J5/8 Senior Technical Advisor, Security Cooperation, was the designated rep. EUCOM is very pleased with the seminar topics being addressed. He brought his list of SCO feedback and noted that most of the issues were addressed at the Curriculum Review. The SCO Chief idea about a mock ICASS council was forwarded to Dr. Weber (Action Item #30).

Other SCO inputs included:

o   Asking that there be a bit more discussion in class about the process for FMF construction. DISAM added this during CY12. There is no time to add additional education in this area for the limited number of personnel that require more than currently covered.

o   Wanting some discussion on strategies, tools, and techniques to work with HN partners for planning and managing cases. DISAM is in the process of

expanding practical exercises in the SCM-O course. This should adequately address this requirement.

- o Recommended including a VTC with the implementing agencies so that members get a chance to see who their country reps/desk officers/case managers are and what issues need to be resolved. While there is value in this request there is not adequate time in the current course to accommodate this. Once the current Cs&Bs with the GCCs, DSCA, OSD, and DoS are complete, DISAM could readdress.

- o Requested a refresher course; during the EUCOM IG visit, SCO found out some things were not current with the latest policy. The only refresher course currently available for someone in a one to three year tour is the SCM-OC-OL.

- o Refresher training for officers performing Defense Cooperation in Armaments role. The current SCM-O course included limited education on the armaments cooperation and the audience is relatively small. There are insufficient resources to address this request at this time.

Discussion was also held regarding the length of the Action Officer course. It was acknowledged that tying action officers up for an entire week while still on home turf could be problematic. DISAM agreed that the AO course could be tailored by each GCC to reduce total instruction time to thirty-two hours to allow flexibility in hosting it and maximizing staff participation (See Action Item #13).

- o **Defense Acquisition University:** Mr. D.T. Tripp and Dr. Mary Redshaw from DAU presented their proposal for additional training in acquisition basics. Following a discussion on the benefits of having additional acquisition awareness for every member of the SCO, and underscored by references to the Security Assistance Management Manual, the DAU suggestion was to incorporate a two-day acquisition session into the SCM-O four-week course, most likely to be held in the fourth week.

  - o Discussion amongst the GCC representatives, other attendees and DISAM faculty focused on the depth of the requirement for acquisition knowledge.

  - o A secondary topic involved the Defense Cooperation in Armaments billets around the globe and the requirement for such, and the training and/or ownership of those billets. Different GCCs have approached the issue in different ways, but in general it appears that justification for those billets is waning or has waned.

  - o EUCOM expressed surprise that the idea of a block of instruction tailored specifically to officers going to just the the relatively few DCA positions was not mentioned. We acknowledged through various emails last October

a need to better prepare officers going into Defense Cooperation in Armaments (DCA) positions. At present they attend the DISAM SCM-O course but do not get in-depth international acquisition training. We discussed two options to give them the training they need to better perform DCA related duties once in-country. One option we thought DAU was pursuing was to develop an online course focused broadly on the international acquisition customer. This course, maybe a combination of the 202 and 203 courses, would be appropriate for anyone working international acquisition programs and issues. This course could serve as training for DCA bound people, but would not be optimal. The other option was to develop a course focused on international cooperative acquisitions addressing the specific requirements of DCA positions. This course could be offered as a specialized "track" for the 4th week of DISAM when individuals study specific areas in which they expect to work once in their SCOs.

o DAU agreed that DCA bound people could benefit from additional training but took the position that the target community for some tailored, concise acquisition was broader than just DCA position assignees.

DAU will send a survey to the GCC representatives to be further sent to the SCOs asking about the acquisition experiences in country and trying to develop a position as to whether more acquisition-related training is required prior to arrival in country (Action Item #31).

o **SAF/IA** Mr. Michael Tyson presented the results of the FY10/11 SAF/IA sponsored study regarding training for US Air Force officers assigned to billets in embassies. The results of the GCC-informed study indicated gaps in the training for USAF SCOs according to the Universal Joint Task Listings.

o DISAM SCM-O course managers presented the response to the study, which indicated the gaps that were identified in the FY11 study had been addressed in the FY12, four-week version of the course.

o Several issues regarding potential GCC-level training were identified as not viable for DISAM to address. The GCCs agreed that there are additional training requirements that are beyond the scope of DISAM's charter (theater-specific processes particularly related to classified-theater needs) and the GCCs will address those areas.

o The Dean asked whether SAF had requested a blanket waiver from DSCA IAW DoD Directive 5132.13 for positions that USAF has coded as "SCO level 1." The DoD Directive 5132.13 requires all personnel assigned to SC billets OCONUS to complete SCM-O (formerly SAM-O) ("Level 3" courses) prior to arrival in-country. SAF/IA indicated they had not, but they had briefed DSCA on the process.

- o The Dean highlighted the DoD and DoS requirement for instruction on "life in the embassy," which is not covered by the OC (Level 1) course. DSCA has indicated the O-course is the only DISAM course qualified to meet that need.

- o EUCOM also did not agree with the SAF/IA analysis and questioned the adequacy of Level 1 (minimal) training for anyone going to an overseas ODC office.

SCM-TO/TM (Training Officer/Training Manager) Course.
Mr. Ferrelle Rodriguez-Perez Smith (DISAM/DI), the course manager for SCM-TO/TM, briefed on the current state of the class. Mr. Smith provided a detailed look at the course objectives and course curriculum. Mr. Smith highlighted that it was his goal, based on student critiques, to reduce redundancy in what DISAM teaches and what the MILDEP representatives teach.

Topics of discussion during this year's Curriculum Review included:

1. A suggestion that MILDEP representatives that brief during the MILDEP breakout attend the first three days of SCM-TO/TM in an effort to avoid redundancy between DISAM curriculum and their MILDEP-specific breakout topics. Additionally, Mr. Smith stated he would discuss the issue with the MILDEP representatives during the upcoming SCM-TO/TM course scheduled for 25 Feb–1 Mar 13 (Action Item #32).

2. Another suggestion was made to provide the MILDEP representatives a copy of the end of course survey so they can view the comments made by students about their MILDEP breakout (Action Item #33).

3. A final suggestion was made to offer the USMC and USCG the opportunity to speak as the Maritime POC during the MILDEP breakout. According to Ms. Janie Glover, NETSAFA, the USMC and USCG have provided instruction during the TO/TM course in the past. However, due to a change in the experience level of current potential speakers, there is not a pool of qualified instructors in the USMC or USCG to provide the necessary instruction. She stated that this could change in the future and the USMC and USCG would still be afforded the opportunity to provide instruction.

    Mr. Dwayne Eldridge, DISAM/DO, asked the group if they felt the TM module of the SCM-TO/TM course was worth maintaining. Mr. Smith informed the group that there were twenty-four TM graduates in FY11 and nineteen TM graduates in FY12. Mr. Eldridge stated that the module was costly to maintain for only twenty-four students annually. He agreed to table disbanding the TM module until further data/survey was available.

Joint session—Day 2, 21 Feb 2013

- o **Navy IPO Presentation on Strategic International Acquisition Planning.** Mr. Ed Phillips presented an initiative being proposed by Navy IPO. The ultimate goal of the initiative, involving training for CONUS-based personnel, would be to greatly enhance our (US) ability to anticipate requirements from our international partners. This would carry through in more "advance" actions during even the most preliminary dialogue with a host nation.

  - o The Navy, in looking at their various Systems Commands, found a lack of knowledge and experience in areas such as dealing with international competitions (and working with GCC leadership). This was manifested in the inability to focus efforts during those competitions and providing support to the desired GCC capability requirements process for a host nation, linking the requirements to SC objectives, and using proper pre-LOR resources.

  - o The primary potential audiences for this course would be MILDEP personnel supporting or leading international campaign efforts, Program Office personnel, SCOs, ERGT members, DSCA Weapons Division Personnel, and other stakeholders as determined by their organizations involved in advanced planning and pre-LOR activities.

- o Navy IPO has developed a notional course outline/syllabus, and desired to present this proposal at the DISAM Curriculum Review to all attendees to determine if others believe there is a requirement and would support such a course.

  - o Dr. Reynolds noted that he became aware of this initiative in mid-December 2012, based on conversations with Navy IPO (Steve Bowdren); there had been follow-up with Navy IPO and DSCA Weapons Division (Michele Hizon).

  - o DSCA Weapons intends to stand up a working group to determine what is needed, but is waiting to come up with lessons learned based on three separate ongoing competitions.

    - o The outcome of this discussion was favorable based upon current information. DISAM will put out further information as it becomes available. Any organization desiring participation in the Working Group can advise Dr. Reynolds.

- B. **Additional Action Item topics:** Over the two days several discussions occurred that did not pertain to a specific course. Of particular note during the discussions:

- o All the services are providing "body counts" to DSCA as part of the discussion about sequestration. DISAM should get the final tally on number of funded SC

positions from DSCA and compare the numbers to those in the SCWD for accuracy (Action Item #34):

- o DISAM needs to define and publish the requirements for taking a Level 4 course on the road for an on-site (Action Item #35).

SECTION 4—Action Items

Action Items from General Session (DAYS 1 & 2):

1. DISAM will update their slide/handout of "SC Training Levels and Training Availability" to include course designations in addition to course names. (DISAM/DC) [Closed—web page updated 5 Apr 13]

2. DISAM will pursue greater interaction/dialogue between DSCA leadership and Curriculum Review attendees to maintain emphasis on training SC professionals and maintaining accurate tracking, IAW HPPG guidelines. (DISAM/CC)

3. DISAM will send a query to GCCs to determine what knowledge and at what level the LES personnel need to depart DISAM with. This will be used to develop curriculum that better meets the needs of the LES personnel in the SCOs. (DISAM/DI & GCCs)

4. DISAM will attempt to get on the agenda of a Foreign Procurement Group (FPG) in order to brief the SCM-I curriculum and to get feedback from FPG members. (DISAM/DI)

5. DISAM will work with SCOs, MILDEPs, GCCs, etc., to identify international personnel already in the US as LNOs, members of coalition headquarters staffs, etc. that could fill SCM-I quotas on a short notice since they may already meet many of SCM-I's course prerequisites (e.g., English language proficiency, human rights vetting). (DISAM/DI)

6. DISAM agreed to continue to explore ways to work with AFSAT and SCOs to ensure that seats are filled or are cancelled far enough in advance to allow for reallocation. (DISAM/DI) (CLOSED)

7. DAU and DSCA asked that DISAM consider adding these BOIs back into the syllabus. DISAM agreed to review these requests as an option. (DISAM/DI)

8. SOUTHCOM suggested that DISAM offer concurrent tracks in relevant subject areas in the SCM-LO course, similar to what we do for the advanced tracks in SCM-I. He noted that this might also mean that we could reduce the SCM-LO course from two weeks to one. DISAM agreed to review this as an option. (DISAM/DI)

9. DISAM will send a survey to GCCs to determine what follow on training is required for LES personnel after completing the SCM-LO course. This will be used to

potentially develop a course to meet that need starting in FY15. (DISAM/DI & GCCs)

10. DISAM and GCCs will work on improving Component Command attendance in the SCM-AO course (DISAM/DI and GCCs).

11. DISAM will consider using the non-resident curriculum as the core curriculum for the AO course (both resident and non-resident). (DISAM/DI)

12. DISAM agreed to send copies of SCM-AO slides to GCCs 2 weeks prior to SCM-AO course in their AOR so that they could better tailor their material to the course. (DISAM/DI & GCCs) (CLOSED)

13. DISAM agreed to work with the GCCs on tailoring each course to their needs so that the course could be conducted in 32 hours allowing students time to take action on real-world work items. (DISAM/DI & GCCs) (CLOSED)

14. DISAM will coordinate dates and locations with GCCs for the SCM-AO courses in FY14. (DISAM/DI & GCCs)

15. DISAM needs to mail SCM-O course surveys to GCCs so that they can forward to the appropriate personnel and ensure responses. DISAM and GCCs agreed. DISAM/DI and GCCs. (CLOSED)

16. DISAM will conduct further analysis of SCM-O 6-month post-graduate surveys and potential to impact curriculum development. (DISAM/DI)

17. The SCM-OC course is being "slimmed down" to make it more of an orientation course. This has been completed for the resident version and will be completed online by 1 Oct 13 (DISAM/DM)

18. MILDEPS provide DISAM with relevant case studies for use in both the regular class and in the seminars. (DISAM/DM, MILDEPS)

19. DISAM needs to clarify the target audience for the SCM-CM course on their website. (DISAM/DM)

20. DISAM needs to rename the SCM-CM course to clarify that it is a Program and Case Management course. (DISAM/DM)

21. DISAM needs to clarify the objectives for each SCM-CM seminar and provide them to guest speakers at least 30 days in advance of a scheduled course. (DISAM/DM)

22. There is a need to restructure student evaluations for the SCM-CM seminars so that better/more productive feedback is gained. (DISAM/DM)

23. USAF to decide if they want SCM-CF to be a prerequisite for SCM-CR and inform DISAM. (USAF, DISAM/DM)

24. DISAM will rewrite lesson objectives (SCM-O) to make them more "demonstrative and interactive." (DISAM/DI)

25. Viability of an NGO guest speaker (follow-on from last year's discussion), brown bag lunch, or perhaps a CBT. Suggestion to contact the Regional Centers for Security Studies to acquire their curriculum/video/modus operandi. (DISAM/DI)

26. DISAM agreed to make the (five) computer-based training modules mandatory blocks of instruction for successful completion of the SCM-O course. (DISAM/DI)

27. CENTCOM J5 will identify the location for the next in-theater SCM-AO course for Aug 14. (CENTCOM J5)

28. CCJ5 to provide the DISAM Middle East Seminar Director with a copy of the QME Briefing. (CENTCOM J5)

29. DISAM will schedule time to participate in CCJ5 SVTCs once the construction on the third floor is complete and SVTC capability is available. (DISAM/DI)

30. DISAM will develop a mock ICASS Council and conduct an exercise in the advanced resource management block. (DISAM/DI)

31. DAU agreed to send a survey to the GCC representatives to be further sent to the SCOs asking about the acquisition experiences in country and trying to develop a position as to whether more training is required prior to arrival in country. (DAU)

32. MILDEP representatives that brief during the MILDEP breakout of the SCM-TO/TM course will attend the first three days of SCM-TO/TM in an effort to avoid redundancy between DISAM curriculum and their MILDEP-specific breakout topics. (DISAM/DI and MILDEPS)

33. DISAM will provide MILDEP representatives a copy of the end of course survey so they can view the comments made by students about their MILDEP breakout. (DISAM/DI)

34. DISAM will obtain data on the number of funded SC positions from DSCA and compare the numbers to those in the SCWD for accuracy. (DISAM/DR)

35. DISAM needs to define and publish the requirements for taking a Level 4 course on the road for an on-site. (DISAM/DM)

RONALD H. REYNOLDS, DPA, GS-15
DISAM Commandant

Attachments:
1. DISAM Curriculum Review Agenda for 20–21 February 2013
2. 2013 Curriculum Review Attendees
3. Revised Version of FY13 Resident Course Offerings & Agency Registration Allocations

ATCH 1: DISAM CURRICULUM REVIEW

20-21 February 2013

20 February 2013   *Dress: Business Casual/*
Duty Uniform

Time	Topic	Presenter
0800 – 0820	Welcome Administrative Remarks & Introductions	Mr. Greg Sutton Director of Research
0820 – 0945	DISAM Commandant's Mission, Update and State of the Institute	Dr. Ron Reynolds DISAM Commandant
0945 – 1000	BREAK	
1000 – 1030	DISAM Online Learning Update	Mr. Dwayne Eldridge Director of Online Learning
1030 – 1040	Brief discussion of Breakout Sessions	Dr. Reynolds
	BREAK **(Upon conclusion of Break, attendees will break out into OCONUS and CONUS-related sessions.)**	
1040 – 1100	Intro to Breakout session – outline of discussions to follow for OCONUS & CONUS sessions led by appropriate DISAM Director: OCONUS: Dr Ernie McCallister, Director of International Studies (DI) CONUS: Mr Tom Dop, Director of Management Studies (DM)	OCONUS: Rm TBD CONUS: Rm TBD
1100 - 1230	**LUNCH** Following Lunch, attendees will proceed back to breakout sessions, which will flow into the morning of Day 2. (See pages for breakout session agendas.) Breakout sessions will conclude at 1215 on 21 Feb and attendees will come back together in large forum for DSCA-related presentations	

pertinent to all constituencies, and the meeting wrap-up, final discussions, and action item capture.

OCONUS Breakout Agenda

20 February 2013

1230 – 1300	Broad Discussion of DI courses	Dr. Ernie McCallister
1300 – 1330	Changes/Updates to SCM-I (International Purchaser) Course	Mr. Bob Van Horn SCM-I Course Manager
1330 – 1400	Way Ahead for LES Personnel (SCM-LO, SCM-I, SCM-O, or Something Else?)	CDR Ed McFarland Deputy Director of Int'l Studies
1400 – 1415	**BREAK**	
1415 – 1445	Way Ahead for SCM-AO (Action Officer) Course	
1445 - 1545	SPD-I (State Partner Director) Course Updates	Mr. Ken Martin SPD-I Course Manager
1545 – 1600	Status of SCM-AT (Advanced Training) Course	Mr. Aaron Prince SCM-AT Course Manager

Conclusion of Curriculum Review Day 1.

No Host Dinner: La Rosa's Italian Restaurant

21 February 2013

0800 – 0900	SCM-O (Overseas) Course Updates (Improving Retention of Material, Reduce "Death by Powerpoint," Regional Seminars, GCC Participation)	Mr. Tim Burke & Mr. Ron Yakkel SCM-O Course Managers
0900 – 0915	**BREAK**	
0915 – 1030	DAU Acquisition Training for SCOs	Mr. Tim Burke & Mr. Ron Yakkel SCM-O Course Managers Dr. Mary Redshaw DSMC
1030 - 1045	**BREAK**	
1045 - 1215	SAF/IA SCO Study and Impact on SCM-O (includes Discussion of Study Findings regarding SCM-O curriculum)	SAF/IA Representatives Mr. Tim Burke & Mr. Ron Yakkel SCM-O Course Managers

OCONUS Breakout Agenda
(continued)

21 February 2013

LUNCH
(Upon conclusion of Lunch, attendees will come back into joint session for conclusion of Curriculum Review.)

Note: Exact topics and presenters are pending

1215 – 1345

Discussions with DSCA
- Strategic International Acquisition Planning (DSCA/PGM/WPN) (Navy Proposal taken up by DSCA Weapons-chaired Working Group)
- Workforce Planning (DSCA/STR/PGM)

1345 – 1500

BREAK

Wrap-Up/Comments from OCONUS/CONUS Breakout Sessions/Review of Action Items

1500 – 1515

Conclusion of Curriculum Review Day 2.

1515 – 1630

Dinner Arrangements -- At Leisure

22 February 2013

DISAM Leadership & Faculty available for additional discussions with personnel desiring time on this day. Please coordinate in advance
of meeting to ensure scheduling/accommodation.

DISAM has offered the to host sessions specifically regarding the SC Workforce (which could include topics of IA Certification, GMAP, Security Cooperation Workforce Database issues, etc). Please let DISAM know if you are interested in such a session that could/would take place on the morning of 22 February.

CONUS Breakout Agenda

1230 – 1300	Broad Discussion of DM courses (in Context of Meeting with MILDEP Reps in October)	Mr. Tom Dop
1300 – 1500	Review of SCM-CM (Program and Case Management) Course MILDEP Seminar Blocks of Instruction – Validation of Course/Lessons' Objectives in conjunction with MILDEP Requirements	Mr. Bill Rimpo SCM-CM Course Manager
	BREAK	
1500 – 1515		
1515 – 1600	Review of SCM-CF (Financial Management) Course MILDEP Seminar Blocks of Instruction – Validation of Lessons' Objectives in conjunction with MILDEP Requirements (This session will break at 1600 and resume the following morning)	Mr. Chris Krolikowski SCM-CF Course Manager
	Conclusion of Curriculum Review Day 1.	
**21 February 2013**	**No Host Dinner: La Rosa's Italian Restaurant**	
0800 - 0915	Review of SCM- CF (Financial Management) Course MILDEP Seminar Blocks of Instruction – Validation of Lessons' Objectives in conjunction with MILDEP Requirements (Resumed from previous day)	Mr. Chris Krolikowski SCM-CF Course Manager
0915 - 0930	**BREAK**	

0930 – 1130	Review of SCM-CS (Logistics Support) Course MILDEP Seminar Blocks of Instruction – Validation of Lessons' Objectives in conjunction with MILDEP Requirements	Dr. Joanne Hawkins SCM-CS Course Manager
1130 – 1145	**BREAK**	
1145 – 1215	SCM-TO/TM (Training Officer/Training Manager) Course – Reducing DISAM/MILDEP Redundancy	Mr. Ferrelle Smith SCM-TO/TM Course Manager
1215 – 1345	**LUNCH** **Upon conclusion of Lunch, attendees will come back into joint session for conclusion of Curriculum Review.)**	Note: Exact topics and presenters are pending
1345 – 1500	Discussions with DSCA - Strategic International Acquisition Planning (DSCA/PGM/WPN) (Navy Proposal taken up by DSCA Weapons-chaired Working Group) - Workforce Planning (DSCA/STR/PGM)	
1500 – 1515	**BREAK**	
1515 – 1630	Wrap-Up/Comments from OCONUS/CONUS Breakout Sessions/Review of Action Items Conclusion of Curriculum Review Day 2.	

Dinner Arrangements—At Leisure

DISAM Leadership & Faculty available for additional discussions with personnel desiring time on this day. Please coordinate in advance of meeting to ensure scheduling/accommodation.

DISAM has offered to host sessions specifically regarding the SC Workforce (which could include topics of IA Certification, GMAP, Security Cooperation Workforce Database issues, etc). Please let DISAM know if you are interested in such a session that could/would take place on the morning of 22 February.

ATCH 3: DISAM FY2013/2014 Resident Course Offerings

	$C^{(1)}$	CF	CM	$E^{(2)}$	CS	$CR^{(4)}$	TO/TM	AT	$O^{(5)}$	I	IL/IF/IT	$MTC^{(3)}$	AO	LO
DISAM 2013 OFFERINGS	8	3	3	3	3	0	5	1	9	5	5	1	2	2
Proposed DISAM 2014 OFFERINGS	**10**	**4**	**4**	**4**	**3**	**0**	**4**	**1**	**8**	**5**	**5**	**3**	**8**	**2**

This chart does not include METS, or On-site Courses.
NOTES:
(1) The offerings for FY13 include 8 resident (at DISAM) and 2 on-site SCM-C offerings. Current projections for FY2014 include 10 resident and 7 on-site offerings.
(2) Average of 20 USG executives per class. This class is combined with a maximum average of 20 Industry students (no more than 50% of particular class make-up).
(3) One MTCR On-Site per year with four asynchronous distance learning offerings.
(4) Effective with 2008 Curriculum Review (for FY09 courses), SAM-CR is only offered as an on-site at MILDEP locations. MILDEPS each will be provided with one per year at the location of their choice (with largest need) with option to request more if needed at additional locations. DISAM understands that there are likely to be additional requests.
(5) Reduction of class offerings from 9 to 8 in FY13 as well as which class offering to delete in order to facilitate the potential reduction. Due to impact on PCS issues for students, DISAM will "split classes" as necessary with all offerings. In doing so, the number of seats per offering is effectively 100. Should any potential capacity issue be noted for any class, DISAM will dialogue w/individual students to reconcile.

FY13 AGENCY REGISTRATION ALLOCATIONS

SCM-C – 40 Students Army – 10; Navy – 10; Air Force – 10 DOD and other agencies – Total 6 Students	**SCM-TO/TM – 40 Students** Army – 8; Navy – 12; Air Force – 12 DOD and other agencies – Total 4 students
SCM-CM – 40 Students Army – 14; Navy -9; Air Force – 13 DOD, COCOMs, SAOs and other agencies – Total 4 students	**SCM-I; SAM-IF; SAM-IL; SAM-IT** Names submitted through AFSAT
SCM-CF – 40 Students Army – 11; Navy - 10; Air Force – 13 DOD, COCOMs, SAOs and other agencies – Total 5 students	**SCM-AT** Message sent to unified commands and training community issuing quotas.
SCM-CS; SAM-E – 40 Students SAM-E: First come first serve; open registration until the seats are filled. Industry applications are balanced with DOD attendees. SAM-CS: Army – 9; Navy – 9; Air Force – 9; DoD and other agencies – 6	**SCM-CR – 40 Students** Offered as an on-site only. Each MILDEP will host a class at the location of their choice. At least 51% of the students must be from that location. DISAM will fund travel for no more than 40% of the students to attend.
MTCR (Missile Technology Control Regime Course) **- Primary student limitation is classroom seating.** See Note 3 above. Open registration. Online quotas are first-come, first-served with max of 25 per class.	**IPSR** (International Programs Security) – **40 Students (3-day course)** On-line registration only. On-site course dates and locations are available on the DISAM web.