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## IMSO BULLETIN

**BULLETIN NO.:** 07 – 003

**DATE:** JANUARY 4, 2007

**Subject:** DSAMS IMSO Web Cheat Sheet

**REFERENCE:** Navy *IMSO Guide 2007*, Para. 2.1.3

**Effective Date:** Immediately

<b>BULLETIN TYPE:</b>	<b>Action</b>	<b>Policy</b>	<b>X</b>	<b>Information</b>
	<b>New</b>	<b>Modification</b>		<b>Cancellation</b>

**Summary:**

Several IMSOs have raised questions regarding the use of the SAN IMSO Website in the course of their IMS administrative reporting responsibilities. Changes were made to the IMSO Web as the new Defense Security Assistance Management System (DSAMS) system was implemented.

Reference paragraph provides additional information regarding DSAMS, including the availability of a “DSAMS IMSO Web Cheat Sheet”. This Cheat Sheet provides step-by-step instructions to accomplish a variety of functions on the SAN IMSO Web. A hyperlink to the Cheat Sheet is available in the IMSO Guide 2007, and the Cheat Sheet is also attached in the email forwarding this Bulletin.

**Action:**

IMSOs should take advantage of the Cheat Sheet when using the SAN IMSO Web.

IMSOs should remember that the information they enter through the IMSO Web should be complete and accurate, since the data becomes available to a multitude of users worldwide.

**AUTHORIZING SIGNATURE:**

Attachment: DSAMS IMSO Web Cheat Sheet

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 US Navy IMSOs

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