



DEPARTMENT OF THE AIR FORCE
WASHINGTON DC

OFFICE OF THE UNDER SECRETARY

MEMORANDUM FOR SEE DISTRIBUTION

16 Sep 2004

FROM: SAF/IAPX
1080 Air Force Pentagon
Washington DC 20330-1080

SUBJECT: Transfer of Correspondence Courses to the Air Force Security Assistance Training
(AFSAT) Squadron (SAF/IAPX #04020)

Air Force has historically provided correspondence courses to our international customers under FMS Publications cases prepared by the Air Force Security Assistance Center (AFSAC). The OSD emphasis on advanced distribution learning has resulted in an increase in AF training courses conducted by methods other than resident training, e.g. computer based training, satellite training, etc. In addition, the Defense Security Assistance Management System (DSAMS) training module is designed to provide more data on all training provided to students under our international programs. These changes dictate the necessity to centralize training provided under correspondence courses to AFSAT, the Air Force Executive Agent for international training.

Responsibility for providing correspondence courses is transferred to AFSAT effective with enrollments 1 Oct 04. Requests for correspondence courses will be forwarded to AFSAT and provided under an FMS Training case in accordance with the attached procedures. These procedures are written specifically for Professional Military Education (PME) correspondence courses; similar procedures will be developed for other correspondence courses at a future date if required.

For countries with established Publications cases specifically for correspondence courses, AFSAC will modify the case to add a training line for AFSAT (OAC 88), decrease the publications line based on enrollments prior to 1 Oct 04 and transfer remaining funds to the training line. This modification is a one-time exception to allow the administrative transfer of correspondence courses without inconvenience to our international customers. It is appropriate since there is no change in the service provided to the customer under the LOA. The modification will identify the action as an administrative action to transfer of the provision of correspondence courses from AFSAC Publications cases/lines to AFSAT/ Training cases/lines. The workload associated with this transfer has been determined to be minimal; therefore, there is no transfer of manpower.

SAF/IAPX point of contact is Mrs. Sparkman, DSN 425-8905.

//Signed//
TERRY L. BATES
Chief, Security Assistance Policy Div
Deputy Under Secy, Int'l Affairs

Attachment:
PME Correspondence Course
Procedures

cc: AU/CFR

Revised Procedures for Requesting AF PME Correspondence Courses

Requests for AF PME correspondence courses for international students are forwarded to AFSAT through the country security assistance organization (SAO) or country embassy. The request must: identify an existing source of funding (e.g. FMS training case) or request preparation of a new training case; provide the name, address, email and phone number for the US military officer or US civilian employee who will sponsor the student; and include written verification by the US sponsor that the student meets the rank prerequisite for the desired program and is proficient in the English language to complete the program successfully. The AFSAT country program manager (CPM) reviews the request to insure all required information is provided, adds the requirement to the identified FMS training case or prepares a new case, if required. After the availability of funds is confirmed, the AFSAT CPM forwards the request to AU/CFRR and directs them to enroll the student. AU/CFRR enrolls the student and provides the AFSAT CPM the date of enrollment and the deadline for completion of the program, and mails the materials to directly to the US sponsor. The AFSAT CPM enters the enrollment date and deadline for completion as the start and projected graduation date in the training database. AU/CFRR will notify the AFSAT CPM of graduates and completion dates monthly and the AFSAT CPM updates the training database accordingly. If the sponsor changes during the enrollment period, the AFSAT CPM will provide AU/CFRR with required information on the new sponsor. AU/CFRR forwards the student's diploma to the USAF sponsor when the international student successfully completes the program.

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