

## Request for Certification or Re-Certification of E-IMET Courses

### I. Process:

The Schoolhouse should electronically provide the Service's POC (typically the Training Policy POC) the required information using the attached format. For E-IMET course recertification, the schoolhouse should state when (Month / Year) the course/ program was last certified or recertified by DSCA.

The Service reviews the submission. If the Service agrees/endorsees the submission, forward the schoolhouse submission electronically to DSCA/BPC/ICB the schoolhouse-provided documentation and a memorandum endorsing the request.

For each E-IMET course request forwarded to DSCA, state:

- Service review indicates that the course / program does NOT duplicate another E-IMET course/ program.
- Service review indicates that the course/ program is not technical or functional in nature, and the course content and instruction contain, at a minimum, 51% IMET objectives.
- The Service has reviewed and concurs with the proposed course / program for E-IMET eligibility for the following categories of students, i.e., officers ONLY, civilians ONLY, etc.
- For re-certifications, be sure to state when (Month/ Year) the course/program was last certified or recertified by DSCA.

DSCA will conduct a final review of the Service's package, inform the Services of the final decision, and record the certification or recertification approval in DSAMS. Once the approval is recorded in DSAMS, the list of E-IMET approved courses will be automatically recorded and can be downloaded from DSAMS and SAN/SC-TMS.

### II. CRITERIA FOR E-IMET COURSE ELIGIBILITY

A special category of training and education within the IMET authority is known as Expanded IMET (E-IMET). Consistent with section 541 of the FAA, courses that fulfill the following purposes are categorized as E-IMET. Eligibility is based on a DSCA's determination that at least 51% of the curriculum-content meet the listed objectives:

1. Contribute to responsible defense resource management and administering military establishments and budgets;
2. Fostering Greater Respect for and Understanding of the Principle of Civilian Control of the Military (CCM); contribute to cooperation between military and law enforcement personnel with respect to counter-narcotics law enforcement efforts;
3. Creating, implementing and maintaining effective military judicial systems and procedures, and military codes of conduct, in accordance with internationally recognized human rights.
4. Improved Military Justice Systems and Procedures In Accordance with Internationally Recognized Human Rights (MJ/HR).

### III. GENERAL FORMAT FOR E-IMET COURSE ELIGIBILITY REQUEST DOCUMENTATION

Keeping-in mind the overarching E-IMET program objectives listed above, prepare course synopsis and eligibility justification covering the following:

- Background, course description and objectives
- Course duration; class size (number of participants)
- Type of course; e.g., CONUS residence course; MET/MTT
- Intended International Audience (e.g., mix of MoD military and civilian members assigned to positions with specific type of duties and responsibilities)
- Total instructional hours for the course
- Any duplication of other existing E-IMET course(s)

Justification for E-IMET eligibility must clearly show how at least 51% of the course's content fulfills one or more of the four objectives listed in section II above. Justification language must show that the overall course's content and its modules directly and specifically addresses the objective(s). Generalization to correlate course's topic(s) to the objective(s) is not sufficient to justify eligibility.

Prepare course instruction and schedule for each day of the course. For a longer course such as a Master's degree program there should be instruction and schedule for each unit/topic/module of the course.

Total E-IMET instruction hours for the course

E-IMET percentage of total course's instructional hours

For each course's module: determine and note the applicable E-IMET objective(s) and percentage.

Mobil Education Team (MET) course: METs are often tailored to meet the country/attendee's unique needs. In order for a MET to be E-IMET eligible on its own merits, at least 51% of the MET's core portion (fixed/non-tailored portion of the course) must contain E-IMET material.

## Sample E-IMET Certification and Recertification Percentage Breakdown

**General:**

Course Title	
School	
TMASL	
Course Type (CONUS Residence, MET, etc)	

**POC:**

Name	
Title	
Organization	
Phone	
Email Address	

**PART I: Course Synopsis**

Background	
Course Description	
Course Objectives	
Scope	
Intended International Audience:	
Course Duration:	
Program Size:	
How Offered:	

Figure C10.F3. Request for Certification or Re-Certification of E-IMET Courses

**Part II: Notional Course Instruction / Schedule for Each Day**

Duration	Module	Module Title Module Instructions/Content that directly supports E-IMET Objective	Credit Hours
2.0 hours	1		
2.0 hours	2		
1.0 hours	3		
2.0 hours	4		
2.0 hours	5		
2.0 hours	6		

Figure C10.F3. Request for Certification or Re-Certification of E-IMET Courses

**PART III: E-IMET OBJECTIVES BREAK-DOWN FOR EACH COURSE SECTION OR MODULE**

Course Title	
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<u>Module Name</u>	<u>Total Class Hours</u>	<u>E-IMET Objective(s) Addressed</u>	<u>Module's E-IMET %</u>	<u>Total E- IMET Hours</u>
Module 1:	1	DRM	100%	1.0
Module 2:	10	DRM	100%	10
...	5	DRM	100%	5
	5	DRM	100%	5
	5	DRM	100%	5
	5	DRM	100%	5
	20	DRM	100%	20
	2	DRM	100%	2
	2	DRM	100%	2
	1	DRM	100%	1
	6	DRM	100%	6
	1	DRM	100%	1
	9	DRM	100%	9
	1	DRM	100%	1
	2	DRM	100%	2
	5	DRM	100%	5

Total Course Instructional Hours:	
Total E-IMET Instructional Hours:	
E-IMET Percentage of Total Instructional Hours:	

## Sample Memo for E-IMET Certification

DD/MM/YYYY

MEMORANDUM FOR DEFENSE SECURITY COOPERATION AGENCY (DSCA)

ATTN: DSCA/BPC/ICB/[fill in name of PM], 201 121h Street South, Suite 303, Arlington, VA 22202-5408

SUBJECT: Expanded International Military Education and Training (E-IMET) Certification for [fill in Course Title and School]

1. [Fill in your organization] has reviewed the attached, [fill in course title] E-IMET certification packages for the following courses:

TMASL	Course Title

Our review finds that:

- a. The courses do not duplicate other E-IMET courses/programs.
  - b. The courses are graduate level with a broad focus and are not technical or functional in nature.
  - c. The courses should be certified for E-IMET eligibility for international military officers and civilians.
  - d. The following courses were evaluated as 100% E-IMET.
2. [Fill in your organization's POC info, phone and email address.]

Attachment: