



DEFENSE SECURITY COOPERATION AGENCY

WASHINGTON, DC 20301-2800

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In reply refer to:  
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MEMORANDUM FOR DEPUTY UNDER SECRETARY OF THE ARMY  
(DEFENSE EXPORTS AND COOPERATION)  
(DASA(DE&C)/SAAL-ZN)  
DEPARTMENT OF THE ARMY

DEPUTY ASSISTANT SECRETARY OF THE NAVY  
(INTERNATIONAL PROGRAMS)  
DEPARTMENT OF THE NAVY

DEPUTY UNDER SECRETARY OF THE AIR FORCE  
(INTERNATIONAL AFFAIRS)  
DEPARTMENT OF THE AIR FORCE

COMMANDER, EUROPEAN COMMAND

COMMANDER, PACIFIC COMMAND

COMMANDER, CENTRAL COMMAND

COMMANDER, SOUTHERN COMMAND

COMMANDER, NORTHERN COMMAND

SUBJECT: Use of the Security Assistance Network (SAN) by Security Assistance Officers (SAOs) and International Military Student Officers (IMSOs) (DSCA Policy Memo 04-04)

The SAN is an Internet-based system used by Combatant Commands, SAOs, IMSOs and other members of the DoD Security Assistance community worldwide. In accordance with the Security Assistance Management Manual (SAMM), the SAN provides local software packages that collate Security Assistance data, produce management reports, and generate computer-produced forms and formats. To achieve the full benefits of the SAN, all parties must use the SAN for the purposes of security assistance training management.

The SAN includes the SAN Web, the International SAN (ISAN), the IMSO Web, the SAO Web, the Training Management System (TMS), and the Security Assistance Automated Resource Management Suite (SAARMS). With the fielding of the Defense Security Assistance Management System (DSAMS) training module, the SAN will provide the primary interface for the input of data from all SAO and IMSO offices. Effective immediately, all SAOs and IMSOs must use the SAN and its components to

*RB [Signature]*

perform their assigned security assistance training management functions. A list of specific responsibilities is attached. For security purposes, the use of e-mail to transmit information available through the SAN will be discontinued.

The DSCA point of contact for this issue is Ms. Dawn Burke at ph. (703) 601-3864 or e-mail dawn.burke@dsca.mil.



TOME H. WALTERS, JR.  
LIEUTENANT GENERAL, USAF  
DIRECTOR

**Attachment:**

**(1) SAO and IMSO Responsibilities in Relation to the SAN**

cc: SATFA  
AFSAT  
NETSAFA  
MARINE CORPS  
USCG  
DISAM  
SO/LIC

## **Security Assistance Officer (SAO) and International Military Student Officer (IMSO) Responsibilities in Relation to the Use of the Security Assistance Network (SAN)**

SAOs and SAO Training Managers must perform the following functions in relation to the SAN:

1. Perform regular uploads of data from TMS to the SAN;
2. Enter international military student (IMS) arrival information in TMS and upload the information to the SAN;
3. Enter the training manager's contact information in TMS and upload the information to the SAN;
4. Use TMS to manage the country training program and generate invitational travel orders;
5. Use the SAO Web to access training data on-line, view remarks entered by IMSOs and MILDEPs, view current status of IMS, and access training manager information;
6. Use the SAO Web to submit the Counter Terrorism Fellowship Program (CTFP) Nomination Form.

IMSOs must perform the following functions in relation to the SAN:

1. Use the IMSO Web to retrieve IMS arrival information;
2. Provide IMSO point of contact information and detailed location information in the IMSO Web, to be downloaded by SAOs and viewed in the TMS system;
3. Input arrival, convening, and completion reports via the IMSO Web;
4. Input Foreign Identification Number (FIN) and other required data entries in the IMSO Web.