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**DEFENSE SECURITY COOPERATION AGENCY**  
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**MEMORANDUM FOR DIRECTOR, NAVY INTERNATIONAL PROGRAMS  
OFFICE  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(DEFENSE EXPORTS AND COOPERATION)  
DEPUTY UNDER SECRETARY OF THE AIR FORCE  
(INTERNATIONAL AFFAIRS)  
COMMANDER U.S. AFRICA COMMAND (DIRECTOR OF  
STRATEGY PLANS AND PROGRAMS)  
COMMANDER U.S. CENTRAL COMMAND (CHIEF,  
SECURITY COOPERATION DIVISION)  
COMMANDER U.S. EUROPEAN COMMAND (POLICY,  
STRATEGY, PARTNERING, AND RESOURCES)  
COMMANDER U.S. NORTHERN COMMAND (DIRECTOR  
OF PLANS, POLICY AND STRATEGY)  
COMMANDER U.S. SOUTHERN COMMAND (DIRECTOR  
OF TRAINING, EXERCISE AND ENGAGEMENT)  
COMMANDER U.S. PACIFIC COMMAND (DIRECTOR  
FOR LOGISTICS, ENGINEERING AND SECURITY  
ASSISTANCE)**

**Subject: Procedures for Notification, Disposition of International Military Students  
(IMS) in an Unauthorized Absence (UA) Status, DSCA Policy Memorandum  
10-42**

The purpose of this policy memorandum is to provide procedures for notifying appropriate U.S. Government agencies and reporting responsibilities when an IMS is determined to be in a UA status.

When an IMS is absent from scheduled activities for more than 24 hours without proper authorization, the IMS will be considered in a UA status. The International Military Student Officer (IMSO) will carefully check student accountability records before making a determination of UA to ensure that the IMS is not absent because of misunderstanding the schedule, sick in quarters/local hospital, or for other plausible reasons. Prompt notification of UA is critical; however, a high degree of certainty has to be applied prior to making a notification of UA. When a student is determined to be in a UA status while in travel from one training installation to a follow-on training location, the IMSO at the student's last installation is responsible for notification and reporting in accordance with paragraph 3.a. of this policy.



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The following actions will be taken when a student is in UA status:

a. The IMSO will:

(1) Notify the Department of Homeland Security/Immigration and Customs Enforcement (DHS/ICE) office (both local and national office at [alrceu@dhs.gov](mailto:alrceu@dhs.gov)), the appropriate Military Service (MILSRV) Country Program Manager and the Defense Security Cooperation Agency (DSCA). The notification should include, but is not limited to:

- (a) IMS full name and country of citizenship/origin
- (b) Passport and visa information
- (c) Effective date and time of absence
- (d) Date of Birth
- (e) Place of Birth
- (f) Last Known Location
- (g) Last Known Mobile Telephone Number of IMS
- (h) Case Identification/Work Control Number (WCN)
- (i) Type of training and any follow on training for which IMS is programmed
- (j) Travel circumstances (flight arrangements, layovers)
- (k) Any information concerning events that may have contributed to the UA status
- (l) Known variations in name spelling or alias – check against passport and visa
- (m) Known relatives in the United States
- (n) Information on U.S. driver's license (e.g. number, issuing State, expiration date)
- (o) Information and copy of any DoD identification (ID) cards issued.

(2) Notify the appropriate DoD ID card office to ensure the ID card is cancelled.

(3) Notify the local Defense Finance and Accounting Center facility and finance officer to post UA information to the IMS DD Form 1588 to cancel service to preclude unauthorized payments.

(4) Notify installation lodging to cancel service.

(5) Ensure the proper progress message (e.g. AWOL-TG) is entered in the Security Assistance Network (SAN) database.

(6) Notify the base Staff Judge Advocate who should be aware of U.S. Government consular notification requirements if the IMS is later arrested.

(7) Request designated Security Cooperation Office (SCO) provide instructions for disposition of IMS' personal effects from Ministry of Defense (MoD) of IMS. Cost for shipping and handling will be charged to corresponding funding line of IMS.

(8) Notify the local and national DHS/ICE office, appropriate MILSRV country program manager and DSCA if an IMS previously reported as being in a UA status voluntarily returns to a DoD training installation or is known to be detained by the local authorities.

b. The MILSRV will:

(1) Forward all information received from the IMSO (refer to section 3.a.(1)) to the relevant SCO, Combatant Command, and DSCA. Both the IMSO and MILSRV will notify DSCA to ensure this information is received.

(2) Notify relevant Military Criminal Investigative Organization (e.g. Naval Criminal Investigation Service, Air Force Office of Investigative Service, Criminal Investigation Command, etc.).

(3) Provide disposition instructions for any IMS in UA status that voluntarily returns to a DoD installation. These instructions will be provided to the MILSRV by DSCA.

c. The SCO will:

(1) Amend the IMS Invitational Travel Order to cancel all training, all authorizations including any dependents, and terminate DoD sponsorship.

(2) Notify consular section of U.S. Embassy that issued IMS' visa.

(3) Notify the MoD of the IMS' country of origin.

d. DSCA will:

(1) Notify and provide the information stipulated in section 3.a.(1) of this policy memorandum to DHS/ICE, the Defense Intelligence Agency (DIA), the Federal Bureau of Investigation (FBI) and the Northern Command J34.

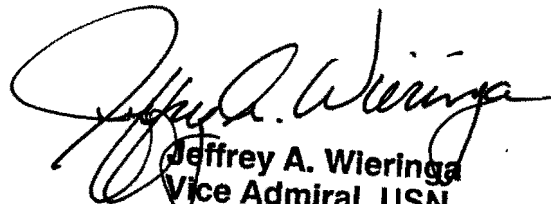
(2) Notify the Defense Attaché of the IMS' country of origin (i.e. usually located in Washington D.C.).

(3) Form a working group, consisting of DHS/ICE, DIA, FBI and Northern Command J34 representatives, to maintain a list with current status information for all IMS in a UA status and review relevant details. This list will be

disseminated by DSCA in coordination with DHS/ICE and is the primary source for status information for DoD.

(4) Notify DHS/ICE, DIA, FBI and Northern Command J34 of any IMS previously reported as being in UA status who voluntarily returns to a DoD installation or is known to be detained by local authorities. Relay direction provided by DHS on how to handle this situation to the MILSRV.

The DSCA points of contact for this policy memorandum are JP Hoefling and Kay Judkins, at (703) 601-3655/3719; e-mail: john.hoefling@dscamil and kay.judkins@dscamil.



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