

**CONTRACTOR-PROVIDED TRAINING CHECKLIST**

**Course Title:** \_\_\_\_\_ **TMASAL:** \_\_\_\_\_  
**Course Location:** \_\_\_\_\_  
**Desired Dates:** \_\_\_\_\_ **Total Number of Students:** \_\_\_\_\_

**General Requirement:** The contract Statement of Work (SOW) will provide IMS with the same basic student management and life support afforded to IMS attending training on a US government installation. The following elements must be included in the SOW, and agreed to as part of the contract, prior to issuance of an ITO. The Checklist should be used as a guide in requesting contractor -provided training under Security Cooperation programs. Include the Checklist with the initial request for P&A. The following references should be review when preparing this Checklist:  
 DOA - AMSAC-MP Memo of 7 Mar 2003 and NAVYIPOINST 4950.1 of 6 Apr 2004

✓	ITEM	COMMENTS
	Student Data	For each IMS: <ul style="list-style-type: none"> <li>• Rank/date</li> <li>• Summary of prior training</li> <li>• English Comprehension Level</li> </ul>
	TLA	Confirm home country responsibilities in funding travel to the training site and living allowances in addition IMS normal pay.
	Travel	Confirm contractor's responsibility in arranging travel to the US and return to home country.
	Lodging	Contractor will provide suitable lodging for duration of training.
	Meals and Incidentals	Contractor will provide or arrange suitable meals for IMS for the duration of training.
	General Administration	Includes: <ul style="list-style-type: none"> <li>• In-processing</li> <li>• Student Records, including Academic Reports and Academic/Disciplinary incidents</li> <li>• Receipt of pay and allowances</li> <li>• Transportation from lodging to training</li> <li>• Out-processing</li> </ul>
	Facilities	Contractor will identify the training site and ensure it is suitable for the training and anticipated number of IMS
	Equipment and Training Aids	Identify and specific items that will be use in the training. Include procurement requirements, shipment, accountability, anticipated expendable items, and disposition of the end of training.
	Medical	Confirm contractor's responsibilities for ensuring that IMS have adequate medical support for the duration of the training.
	Field Studies Program	For training that exceeds four weeks in duration, contractor will develop and execute an FSP event that conforms to the requirements of the JSCET.
	Student Support Costs	Contractor's cost estimate should include a confirmation of whether or not the funding for the above items will be accomplished through the contract.
	Administrative Costs	Contractor's proposal should also include the cost estimate for the administrative support for the international student(s).
	Sole-source Justification	Describe if required.