

## DATA REQUIRED BY PRIVACY ACT OF 1974

*Applications for USASMA International Fellows Sponsor Program (IFMP):* Section 301 Title 5 USC.

**Purpose and Use:** To obtain information required to process application for USASMA students who desire to enroll in the International Fellows Sponsor Program.

**Disclosure:** VOLUNTARY. However, failure to provide information may make it difficult for the IMSO to properly screen applications and record their status. This in turn could result in applications being placed in a non-select status.

**Qualifications** (failure to meet these minimum qualifications will result in removal from the IFMP):

1. Academically Sound - cannot fail any course requirements
2. Physically Fit - must pass all APFTs
3. Be in compliance with AR 600-9
4. Valid Drivers License - transportation might be required for IF
5. Good communication skills - must be willing to share some of your personal time with your IF
6. Pending no adverse action (this encompasses the entire academic year)

**Sponsor defined:** A sponsor is a volunteer assigned by the IMSO. The sponsor agrees to maintain the Army Values and to fulfill the responsibilities outlined in the memorandum of understanding. As a sponsor your main objective is to create a hospitable environment. The program is only as effective as you make it!

## International Fellows Sponsor Profile Sheet

Name \_\_\_\_\_ Rank \_\_\_\_\_ MOS \_\_\_\_\_

Country \_\_\_\_\_ Age \_\_\_\_\_

Local Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address(es) \_\_\_\_\_

Accompanied: Yes or No      If Yes, Name of Spouse \_\_\_\_\_

Names/Ages of Children \_\_\_\_\_

\_\_\_\_\_

Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

Military Education \_\_\_\_\_

Civilian Education \_\_\_\_\_

Languages spoken (second language not a requirement) \_\_\_\_\_

Hobbies/Interests \_\_\_\_\_

Anything special you would like to see or do while in this area \_\_\_\_\_

\_\_\_\_\_

Additional Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

All information is kept strictly confidential and is only used as a general guide in trying to match sponsor with a student.

If you have questions about the Sponsor Program, please contact:

IMSO POC: 915-568-9817/8763, DSN 978-9817/8763 or email [IMSO@bliss.army.mil](mailto:IMSO@bliss.army.mil).

## Questionnaire for International Fellows Sponsor Program

1. Why are you interested in becoming a sponsor for an international fellow?

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3. What do you think the responsibilities of a sponsor might be?

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4. Do you feel you can handle the academic course load and are you able to assist someone else? \_\_\_\_\_

5. Are you familiar with customs, traditions, and courtesies of other countries? If so what countries? \_\_\_\_\_

6. Do you understand that there might be a personality conflict between you and your international fellow? \_\_\_\_\_

7. If there is a problem that cannot be resolved between you and the international fellow what are your actions? \_\_\_\_\_

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8. Understanding that the international fellow is a guest in the United States and every effort needs to be made to make him feel at home and welcomed, how will you fulfill this responsibility? \_\_\_\_\_

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9. Are you capable of assisting someone else with the use of a computer that has limited to no knowledge of computer usage? \_\_\_\_\_

List computer programs that you are familiar with? \_\_\_\_\_

10. Do you have the patience to deal with language barriers, different customs, and traditions on a daily basis? \_\_\_\_\_

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**LETTERHEAD**  
(SAMPLE OF MOU)  
MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE UNITED STATES ARMY SERGANTS MAJOR ACADEMY,  
THE INTERNATIONAL FELLOW,  
AND  
SPONSOR FOR THE INTERNATIONAL FELLOWS SPONSOR PROGRAM

SUBJECT: Responsibilities of Sponsors to International Military Students (IMS)

1. Reference. CBKS Circular NO 550-1
2. Purpose. To provide guidelines and responsibilities of sponsors participating in the International Military Students Sponsors program at the United States Army Sergeants Major Academy (USASMA). Every effort will be made to ensure IMS are properly received within the military and civilian communities.
3. Problem. To establish an understanding of the responsibilities and relationship between sponsors and IMS assigned to United States Army Sergeants Major Academy.
4. Scope. The primary objective of the sponsor is to make the IMS feel welcome while undergoing training at USASMA. The secondary objective is to acquaint our international guest with American society, culture, and our way of life.
5. Responsibilities.
  - a. Commandant, USASMA: Responsible for overall conduct of the Sponsorship Program at USASMA
  - b. Commander, Faculty and Student Battalion: Assist and advise the Commandant on all matters pertaining to the In-Class Sponsors and the IMS
  - c. Commander, A Company will:
    - (1) Monitor the Sponsorship Program
    - (2) Conduct a briefing to international students and sponsors that outlines both the sponsor and IMS responsibilities and relationship
    - (3) Conduct counseling and recommend administrative actions on sponsors who fail to comply with policies and procedures established by this MOU
    - (4) Keep IMSO appraised of IF and Sponsors progress

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d. International Military Student Officer will:

- (1) Interview, select, and assign sponsors to international fellow
- (2) Advise, brief, and assist sponsors on all aspects of their duties
- (3) Make recommendations on issues pertaining sponsors and international fellows
- (4) Conduct an informal counseling with sponsors and international fellows on academic and personal issues
- (5) Keep the chain-of-command informed

e. In-Class-Sponsors will:

- (1) Assist international fellow in completing the assigned course of instructions (This is not to say that the sponsor will “carry” the international student). The sponsor will assist them, as needed, in resolving difficulties that may arise due to language and/or cultural differences.
- (2) Report to the IMSO any significant academic, discipline, or personal problems involving the international fellow, immediately. Report to IMSO at least twice a week.
- (3) The sponsor and international fellow will be assigned to the same group rooms throughout the academic year.
- (4) Ensure that the international fellow understands the weekly training schedule and know when and where to attend class.
- (5) Ensure that the international fellow understands the system of advance sheets and study assignments.
- (6) Provide the necessary transportation from living quarters to place of duty, to include formal functions and scheduled activities. The sponsor will make necessary arrangements to assist the international student with transportation to commissary, post exchange, Learning Resource Center, etc (If necessary).
- (7) Make every effort to attend social events with their international fellow.

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(8) Develop international relations with the international fellow that fosters a favorable impression of USASMA, the U. S. Army, and the United States of America.

f. International Fellow (IF) will:

(1) Ensure that the sponsor is kept informed on academic progress and any problems that may arise.

(2) Notify the IMSO if the sponsor fails to meet their obligations established by this memorandum.

(3) Check their In-box located in the IMSO daily, and report academic progress weekly.

(4) Attend classes as scheduled and comply with the course requirements. Sponsors will assist but the final responsibility rest with the IF.

(5) Violation of US law or USASMA honor code will result in the IF being returned to their home country.

6. Effective date. This Memorandum of Understanding becomes effective once the sponsor and international fellow agree, understand its contents, and sign the agreement.

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INTERNATIONAL FELLOW

Date:

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CHIEF INSTRUCTOR

Signature Block

Date:

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MENTOR

Date:

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USASMA IMSO SGM

SGM, USA

Date: