

Joint Military Attaché School

June 2020: This publication is periodically updated; to ensure currency of content please visit www.dia.mil/Training/Joint-Military-Attache-School-JMAS/



Welcome to the Defense Attaché Service

Did You Know?

100% of JMAS Faculty have at least one tour in the DAS

JMAS graduates represent the US in over 140 countries worldwide

85% of eligible spouses attend some or all of JMAS

JMAS collaborates with experts from multiple federal agencies to ensure current content

JMAS trains military members from E-5 through O-8 and DIA Civilians

JMAS curriculum undergoes regular rigorous review by external stakeholders

Every JMAS faculty member annually completes 40+ hours of professional development

JMAS provides support to alumni serving in the field

Welcome to the Joint Military Attaché School (JMAS) and congratulations on your upcoming tour in the Defense Attaché Service (DAS). As you should already be aware, preparations for your tour are extensive and, at times, complicated. Responsibility for your preparedness lies with you so we encourage you to start your preparations early and ask questions, as needed, to prevent last minute problems and/or stress. Details regarding your individual training plan can be found on your Training Schedule, which you should receive from your Service Representative. After reviewing your schedule, contact your assigned training manager with any questions as you prepare to attend JMAS. The following information is provided to incoming students in order to facilitate their preparation – while it is informative, it should not be considered exhaustive.

A Message from the Commandant

Welcome to the Joint Military Attaché School and congratulations on your selection for this fascinating, challenging and incredibly rewarding assignment. Service in US Embassies is unique and you will find a great deal of professional and personal satisfaction in the performance of your duties in your country of assignment. You will also take enormous satisfaction in doing what very few others have had the opportunity to do in the service of our country. It is the service to our country that I want you to think about. You, and your families, may be one of a very small pool of DoD representatives in your country of assignment. Officials and private citizens will look to you, and through you they will see the United States. This is a high responsibility which you have been selected to shoulder. Take great pride in being selected and use that pride to fuel you as you progress through JMAS.



The school's mission is two-fold: To train military and civilian attachés and attaché support personnel for worldwide duty in the DAS; and to offer a unique opportunity for spouses, of DAS personnel, to receive training in preparation for their tour. The JMAS faculty and staff are unparalleled. They are a dedicated group of professionals who have all the requisite skills to instruct you, and I am extremely proud of them. Every instructor has successfully completed at least one tour in the DAS and brings years of practical experience - experience to which you will have access and must take advantage of. They utilize a team-based instructional approach with all of our programs to prepare you for the demanding environment in which you will be serving.

As JMAS students, you are a group of highly experienced military personnel, DIA civilian personnel, and their spouses. This means that, collectively, you bring a vast amount of operational experience and expertise. Given this, a high level of professional behavior, good judgment and exemplary demeanor is demanded of you. JMAS training programs are designed to take your experience and knowledge base, leverage it with mission specific training, and test it with practical and field exercises focused on those areas that will facilitate your operational success in the DAS.

From the day you arrive until the day you depart, you will be evaluated. You will be challenged in situations as realistic as our ability to simulate allows. This is done not just to see if you will perform, but to demonstrate that you can. We will provide you all the tools you need to succeed, but achieving success will require your absolute commitment. I expect that you will complete all assignments on time, offer my instructors the respect that they deserve, ask questions, engage and, of great importance, comport yourself as a representative of the United States of America. Do this and you will acquire all the skills required to be successful in your upcoming tour.

Again, welcome. Know that I look forward to spending time with you as you progress through the course and that I, and my faculty, will follow your successes once you graduate. My door is always open and you may feel free to contact me.

R. MARK STACPOOLE,
CAPT, USN
Commandant, Joint Military Attaché School

Joint Military Attaché School

JMAS Mission

To provide world-class training and performance support enabling people to excel in the Defense Attaché Service (DAS).

JMAS Vision

JMAS faculty and staff comprise a team of dedicated professionals who believe in a culture of excellence, innovation, and continual improvement that produces people with the skills and motivation to achieve U.S. national security objectives while serving in the Defense Attaché Service (DAS).

Overview of JMAS Programs

JMAS training combines classic adult education and military training techniques in a dynamic and interactive environment. Normally, three class iterations of the major programs – Attaché Training Program (ATP), Attaché Staff Training Program (ASTP), and the Spouse Training Program (STP) – take place each year. Each program incorporates instructor-led training, seminars, senior guest speaker briefings, student presentations, discussions by JMAS faculty and other subject matter experts. Written and practical exercises provide students the opportunity to apply and demonstrate what they have learned, this to ensure they are well prepared for the myriad of Defense Attaché Office (DAO) missions. Throughout the program of instruction, students receive performance feedback and coaching from the faculty.

ATP and ASTP are considered **qualifying courses** and thus mandatory for military members and civilian employees selected for duty in the DAS. ATP and ASTP are also **selection courses** – students are additionally assessed on their behavior and demeanor to ascertain their ability to serve in dynamic, politically sensitive and challenging international environments. Spousal participation is voluntary but highly encouraged; spouses are essential contributors to the mission success of their partners and their active participation in the voluntary STP program greatly enhances the family’s enjoyment and understanding of their time in the DAS.

ATP, ASTP, and STP are distinct programs each with its own completion standards and requirements which are outlined below. It is important, however, to note that the scenario based training model employed by **JMAS integrates the three programs into one team** in order to effectively mirror the realities of DAS life. As a result, many JMAS lessons are “team lessons” with the combined participation of all three programs.

In addition to the 13-week JMAS resident course, students are assigned additional training as required by their branch of service, their designated position on post, and/or their assigned embassy; students should refer to their Training Schedule for specific details.



Attaché Training Program (ATP)

ATP prepares selected military officers and Department of Defense (DOD) civilians for duty as Senior Defense Officials/Defense Attachés (SDO/DATT), Service Attachés, and Assistant Defense Attachés (A/DATT). These highly visible and influential positions require dynamic critical thinking, strong communication and leadership skills and an ability to remain diplomatic under pressure.



Attaché Staff Training Program (ASTP)

ASTP prepares selected officers, warrant officers, non-commissioned officers and civilians for Defense Attaché Office (DAO) staff positions as Operations Coordinators. The Ops team manages the daily operations of the DAO and serve as the critical backbone. These positions require individuals to multi-task while maintaining an eye for details in a fast-paced setting.



Spouse Training Program (STP)

STP provides tailored training to U.S. citizen spouses of military and civilian Attachés and Attaché Staff. STP is designed to support in-person participation by students from every background and walk of life. More information on this unique opportunity within the DoD can be found on pp 11-13.

Institutional Accreditation



JMAS is accredited by the following organizations:

- Commission on the Council on Occupational Education (COE), 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350; Telephone: 770-396-3898/1-800-917-2081/ Fax: 770-396-3790; Website: www.council.org
- American Council on Education (ACE), One DuPont Circle NW, Washington, DC 20036; Telephone: 202-939-9300; Website: www.acenet.edu
- International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, Virginia 20171; Telephone: 703-763-0705/Fax 703-634-6274; Website: www.iacet.org

Note: At present, only the Attaché Staff Training Program (ASTP) grants college credit through ACE and only the Spouse Training Program (STP) awards Continuing Education Credits (CEUs) through IACET.

Faculty Qualifications

JMAS faculty and staff are dedicated individuals with a wide variety of experience, subject matter expertise and educational credentials. All three academic programs have faculty that have academic degrees, some from such prestigious universities as Harvard, Columbia and the U.S. Service Academies. The majority of the JMAS faculty have advanced degrees, including several with Doctor of Philosophy degrees. Additionally, JMAS faculty possess a wide array of language and cultural expertise, with proficiency in such languages as Arabic, Russian, Malay, Vietnamese as well as many others. In addition to these credentials, faculty frequently engage with JMAS alumni in the field to maintain currency. The faculty works as a team to facilitate, coach, mentor, monitor, and assist each student. The combination of skills, knowledge and experience make the JMAS faculty uniquely qualified to prepare students for their future assignments abroad.

Institutional Facilities

JMAS institutional academic and staff facilities are located at the Defense Intelligence Agency (DIA) Headquarters on Joint Base Anacostia-Bolling (JBAB). JMAS instructional facilities available for educational use include classrooms, seminar rooms, computer suites, a classroom amphitheater and the headquarters main auditorium. Additionally, students have access and use of the Hughes library located in the headquarters building and the DIA Learning Resource Center located at Building 351 on JBAB. The campus street address is 200 MacDill Boulevard, Joint Base Anacostia-Bolling (JBAB), Washington, DC 20340-5100. Official inquiries may be directed to DIA's Office of Corporate Communications: Phone/202-231-5554; Fax/202-231-0851.

Academic Year

JMAS academic year conducts a 14-week resident training Program of Instruction (POI), 3 times a year for the ATP, ASTP and STP programs. Classes begin in January, April and August. Classes are designated each calendar year as Class "01", "02" and "03." Class start and graduation dates may vary throughout the Academic year.

Admission Requirements & Procedures

Attaché Training Program (ATP) and Attaché Staff Training Program (ASTP) students are Department of Defense (DoD) personnel designated for duty in the Defense Attaché Service (DAS). Duty in the DAS is generally voluntary. The Military Services nominate military attaché and support staff candidates to DAS for acceptance and DoD civilians apply in accordance with DIA hiring policies and procedures. Students are selected for admission based on Service and DoD selection criteria and approved for admission through the DAS headquarters nomination process. The Spouse Training Program (STP) is a voluntary program open to all U.S. persons married to personnel designated for duty in the DAS. All selected and admitted personnel must be U.S. citizens. For ATP and ASTP students, a security clearance and DoD polygraph is required. JMAS is a position qualifying course for ATP and ASTP students and thus mandatory for military members and civilian employees selected for duty in the DAS.

Standards for Service in the DAS

Serving in the DAS can be both rewarding and challenging.

The screening process is extensive specifically because support generally available to DoD employees and their family members may not be present at U.S. Embassies around the world. Distance, different time zones, low computer bandwidth, and limited manpower all increase the amount of time necessary to overcome issues and degrade one's ability to fix or mitigate problems. DAO members who experience problems (medical, personal, professional) beyond the Embassy's capability to handle them are returned to their service.

Additionally, due to the representational nature of DAO positions and the significant negative and public consequences of misconduct, employees who do not live by their Service's values (moral, ethical, behavioral) are immediately returned to service.



Student Academic & Performance Requirements

Overview

Because JMAS training programs take a building block approach to mastering the core competencies, students will have multiple opportunities to demonstrate their proficiency of each core competency. Practice and field exercises are the primary vehicles for evaluating student progress.

ATP/ASTP: Faculty members constantly monitor and document student aptitude, attitude, teamwork efforts, and behavioral indicators for duty in the DAS. While most ATP and ASTP students receive a training report covering the period of their attendance at JMAS, some receive a performance evaluation, as directed by their military service department. ATP and ASTP students unable to master the required core competencies or who otherwise fail to demonstrate the standards of behavior required for duty in the DAS will, upon recommendation of their Program Manager, face a Student Review Board (SRB). The board may recommend a continuation in training or a referral to DIA Senior Leadership for further action.

STP: As a voluntary program, STP is not required to be a graded learning event. Faculty members, however, do provide the counseling and assistance needed to enable students to improve their performance. Spouses who actively participate in training and take responsibility for their overall learning are much better prepared to be a safe and effective member of their DAO team and get the most satisfaction from their DAS tour. STP maintains training records for students who participate **which** document their attendance and program participation level.

Rules & Regulations for Conduct

All JMAS students, faculty, and staff are required to uphold the highest ethical standards in their personal and professional conduct. JMAS students, faculty, and staff will maintain professional relationships in a collegial manner, show respect and inclusion for all, practice responsible stewardship of government resources, and be vigilant guardians of national security information. JMAS has a "zero-tolerance" policy regarding sexual misconduct. Instances of such misconduct are disciplinary matters and will be immediately and decisively acted upon.

Program Attendance Requirements

Note: The following attendance requirements apply to ATP and ASTP only. For STP attendance, refer to Page 11.

The scenario based training model used by JMAS is designed to rapidly move students from foundational skills through to practical application. The pace of training requires a high level of commitment from students and **daily attendance is mandatory**. Training hours for ATP and ASTP generally run from 0800 to 1600 weekdays, Monday – Friday. However, certain training events require an earlier start and/or later end time (weather delays or closures, guest speaker availability, scheduling limitations and operational considerations.) Please note extenuating circumstances may compel JMAS to schedule weekend classes. Students are notified of any variations to their respective program schedules as soon as possible based on the circumstances. Because JMAS is a career-qualifying course, ATP and ASTP students are required to attend class and complete all training as per the training schedule. Exceptions may be granted with approval from Program Managers on a case-by-case basis. However, some select training is designated as “must attend” and is required to successfully complete the program of instruction. Failure to attend these mandatory training events will result in unsuccessful course completion.

Students are encouraged to review their class calendar at the beginning of the course to identify those times specifically set aside for overseas preparation and make their appointments accordingly. Additionally, not all training events take place in close proximity to DIA. Subsequently, individuals who are required to have a Family Care Plan should ensure it is updated.

Requesting reassignment due to a change in circumstance...

Occasionally a prospective student experiences a change in family circumstances or has a previously unidentified issue arise prior to attending JMAS that may preclude them from being fully present physically and/or mentally for training. The JMAS training schedule does not have the flexibility for students to work through significant issues (e.g., on-going medical, legal, or personal). In such cases, it is better for prospective students to delay attendance at JMAS in order to get their affairs in order prior to the commencement of class. Depending upon the circumstances, students may request reassignment to an alternate JMAS class, without prejudice. If this potentially applies to you, please notify your Service Representative immediately.

Academic Integrity

An institution’s reputation and effectiveness depends upon maintaining the highest standards of honesty; commitment to those standards is a responsibility of every JMAS student, faculty and staff member. Violations of academic integrity, cheating and academic misconduct are considered disciplinary matters and will be handled in a timely and appropriate manner. These violations are incompatible of what is expected of a student, or member of the faculty, at JMAS requirements.

Federal policy defines research misconduct as “fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.” (Source: 65 FR 76260-7624; 70 FR 37010-37010-37016; 2 CRF § 910.132; 10 CFR § 733.3). Misconduct does not include honest error or difference of opinion. Categories of academic misconduct include but are not limited to:

- a. **“Fabrication”** is making up data or results and reporting them. Fabrication of data is one of the more egregious problems, as it cannot be an unintentional error, but represents the willful intent to deceive.
- b. **“Falsification”** is manipulating materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. Falsification of data can occur through negligence as well as through willful deception.
- c. **“Plagiarism”** is the appropriation of another person’s ideas, processes, results, or words without giving the appropriate credit. Although collaboration and peer review are both integral parts of JMAS, all students are required to complete their own work and plagiarism will not be tolerated.
- d. **“Toleration”** is defined as a learner or students believing that a violation of academic integrity may have occurred and not reporting the violation. Any learner who knowingly witnesses a violation of academic integrity and does not report the same will be considered as having committed an academic integrity violation.

Safeguarding of Instructional Materials & Content

JMAS is committed to providing the most current and relevant training to all its students. Due to the nature of the subjects taught in JMAS, the safeguarding of instructional training material during the course is paramount. Students are not to remove materials from their respective classrooms without the express permission from the faculty. The sole exceptions to this policy are the Student Program Training Schedules (which may be taken home) and handouts provided by select presenters. In the case of handouts provided by presenters, the presenter will clearly identify the policy exception for their material. Upon enrollment, students from all three programs are provided detailed guidance and sign binding non-disclosure forms that outline their responsibilities.

Grading

ATP: The ATP grading and evaluation system is designed to assess performance, reinforce performance, retrain as required and record and document performance. There are two components to ATP student grading and evaluation, evaluation of skills (knowledge based) and evaluation of behavior (performance based.) ATP students are evaluated, to the fullest extent possible, by observable and measurable performance criteria associated with lesson Enabling Learning Objectives (ELO). Evaluation of satisfactory ELO performance is accomplished through observation by ATP faculty, graded exams, practical exercises, and by evaluation of written assignments. Whenever a student falls short of one or more ELOs during evaluation, the deficiency is noted and the student is mentored and retrained to a satisfactory level of performance. Training and evaluation performance is reported on progress reports and students are counseled at various times throughout the course. ATP also conducts a weeklong capstone exercise called Dragon Warrior. Students are placed in a unique situational training environment designed to invoke complexity, fatigue, stress and uncertainty. Students employ the skills and knowledge learned during the program of instruction to negotiate reality-based training events while ATP faculty evaluate their performance against select operational behavior traits.

ASTP: The ASTP uses practical exercises, student progress reviews and the Model Office final exercise to evaluate student understanding according to the required Enabling Learning Objectives (ELO) and Core Competencies. The goal of the practical exercises is to reinforce classroom training and ensure a thorough understanding of the material. In general, lessons are presented by lecture, interactive guided discussions and instructor demonstrations student performance. Students are then given tasks in the form of practical exercises, which range from simple to complex. Practical exercises are graded and feedback is provided the students. This assessment process allows instructors to evaluate student comprehension levels and to determine whether a student may need additional training prior to the final evaluation phase. After a practical exercise is completed and graded, results are reviewed in class for clarity and reinforcement of training. The 2-week ASTP Model Office capstone exercise combines all aspects of the training into a comprehensive, realistic scenario requiring the students to apply all material covered.

STP: The STP uses practical exercises and Guided Self-Assessments to evaluate student understanding according to the required Enabling Learning Objectives (ELO) and Core Competencies. The goal of practical exercises is to reinforce classroom training and ensure a thorough understanding of the material. In general, lessons are presented by lecture, interactive guided discussions, and group exercises. As STP is a voluntary training opportunity and not a required qualifying course, STP instructors provide informal feedback to students but do not assign grades. Based upon a student's self-selected graduation level, specific attendance and completion requirements must be met.

Program Completion Requirements

ATP: Successfully complete all assignments within the established standards and the final exercise. Failure to do so will result in a Student Review Board.

ASTP: Obtain a minimum of 80% on each of the four content areas in the Model Office exercise.

STP: This is a voluntary program with unique requirements for successful program completion according to a student's self-selected graduation level.

JMAS Student Grievance Policy

JMAS complies fully with all applicable Federal and Defense Intelligence Agency policies regarding complaints and grievances. Additionally, JMAS uses DIA's established protocols to handle any complaints and grievances beyond the scope of the school's chain of command. DIA's Office of Human Resources is available for the civilian employee grievance system. The DIA Alternative Dispute Resolution provides an alternative and confidential means to resolve issues in the workplace. Members also have access to DIA's Equal Opportunity and Diversity Office to handle relevant issues and grievances through confidential facilitation and mediation. Finally, the DIA Office of the Inspector General (202-231-1000) maintains a Workforce Assistance Program for both military and civilian personnel as one of its principal functions. As an avenue of last resort, a student may contact any JMAS accrediting organization for any unresolved grievances, after consultation with the JMAS Commandant.

RELATED TRAINING OPPORTUNITIES

Based upon a student's position on post and service requirements, the following additional training may be authorized:

Language Training

Given the centrality of language to communication, some degree of familiarity with the local language can prove vital to one's ability to successfully adapt to daily life and work in their host nation. Trying to grasp a new language in an unfamiliar environment can add an extra layer of stress and for this reason many JMAS students are authorized and encouraged to take language training in preparation for their overseas tour.

Enrollment Information: ATP and ASTP students should refer to their training schedule for more details. Interested spouses of JMAS students who are authorized language training may also elect to enroll. Information on spouse enrollment and attendance as well as **required forms and deadlines** can be found at www.dliflc.edu/about/dli-washington/new-students/. Please note that requests for full-time or part-time spouse language training **must** be received NLT 65 days prior to the start of their sponsor's language training start date.



안녕하세요
HOLA
Olá SVEIKI
SALUTON
HELLO
SALAM ابحرم
BONJOUR
CIAO SALVE
你好 AHOJ
BOK Helló
HALLO chào
MERHABA HEI



Safety & Security Training: *Foreign Affairs Counter Threat (FACT)*

This Department of State sponsored training course is designed to prepare personnel and adult family members from all backgrounds to live and work overseas. It is mandatory for all embassy personnel and highly advised for spouses, particularly those who plan to seek employment on post.



This multi-day training generally takes place at the conclusion of JMAS and requires travel. Please refer to your training schedule for further details.

STUDENT RESPONSIBILITIES

Communication

Relevant contact information is located on the Training Schedule provided to students by their Service Representative; students are responsible for reaching out with any questions and/or concerns. **JMAS does not obtain direct contact information for students until in-processing and, as a result, does not send a welcome letter in advance of the first day.**

Security Clearances (ATP/ASTP)/Interim Access (STP)

ATP and ASTP students are required to possess a current polygraph **prior** to the beginning of the resident training program; eligible STP students must have a current SF-86 on file.

Overseas Move Preparation

It's easy to get caught up in the excitement of living abroad, but before you can enjoy the culture, the sights, and the food, you will need to plan and execute your move. International moves present unique challenges and require meticulous planning. It is important to prepare early as to alleviate last-minute complications and to focus on the specifics of your location. Please ask questions to avoid unexpected – and potentially costly – surprises. Familiarize yourself with the entry requirements for your host country with respect to vehicles, pets, and consumables. At a minimum, it is recommended that you research vehicle entry requirements and pet related restrictions. Students are responsible for coordinating their move in collaboration with their respective service or agency representatives.

Exceptional Family Member Program (EFMP)

All family members must have an EFMP screening as part of the nomination process to ensure that service members are assigned to overseas locations where the availability of medical and/or educational services in the host nation can support their families' needs. In order to be authorized on their sponsor's orders, family members need to be **rescreened prior to departure** in accordance with the requirements of their branch of service. *Students must be proactive and work with the DIA Quality of Life Office early and often to avoid delays.*

Clinics in the NCR are very busy and it may take 4-6 weeks or more for military members and accompanying dependents to secure appointments; JMAS strongly advises students to make all necessary medical appointments early in the course cycle after reviewing their program schedule.

Physical fitness tests are taken in accordance with service timelines and with the respective service element at DIA HQ.

GOT PETS?

Of all the logistical tasks that must be addressed prior to moving abroad, shipping a pet(s) is sometimes the most challenging, time consuming, and/or expensive. Some countries have extensive and inflexible restrictions on breeds, vaccination history and more. Add to this airline shipping policies, post-housing options, local attitudes toward pets and your own pet's age and health the preparation checklist may quickly grow very long...



Family Member Employment Overseas

Finding meaningful employment overseas is challenging given limited positions inside U.S. missions, language requirements, lower salaries, and work permit barriers on the local economy. For this reason, we encourage DAS family members to approach their job search with an open mind, a reserve of persistence, and as much information about internal and external job opportunities as possible. JMAS works closely with employment specialists from the Department of State's Family Liaison Office to provide spouses the information they need to pursue their professional aspirations during their time abroad whether through paid or unpaid work. For more on the topic of family member employment, please visit: <https://www.state.gov/m/dghr/flo/c1959.htm>

A MESSAGE FROM TRAINING MANAGEMENT

Training Schedules

ATP and ASTP students should carefully review the Training Schedule provided to them by their Service Representative. Questions regarding the schedule should be resolved quickly and directly; contact information for the student's assigned JMAS Training Manager, as well as the Spouse Training Program, are located on the training schedule.

In-Processing

We hold three Mass In-Processing sessions per year, coincidental with the start of each JMAS course. We also in-process members individually for language training throughout the remainder of the year.

Mass In-Processing is normally held on a **Monday** and is for **Service Members and agency civilian employees**; the uniform is your service class B or, for civilians, business attire. On this day, you will receive information about additional briefings for the remainder of the week.

The **formal course of instruction normally will start on the Friday following mass in-processing** – this is the first day for eligible spouse students. The required dress is business attire for civilians and service class A uniforms for military. Class photos are taken on this day.

Individual In-Processing is held throughout the remainder of the year and occurs prior to students starting full time language training. Uniform is your service class B. Spouses do not attend this in-processing.

Please coordinate your travel to arrive at JMAS IAW the date published on your training schedule – early sign-in to JMAS is not authorized.

Uniform Requirements

As published on your training schedule, JMAS uniform requirements replicate those of a Defense Attaché Office in a US Embassy. All students, officer and enlisted, are required to wear at various times during the course service class A and class B or equivalent service dress uniforms and civilian business professional attire, the minimum of which is defined as a coat and tie and khaki type trousers; denim trousers are not authorized. (Navy and Coast Guard personnel in January and August courses should have both summer and winter uniforms.) Business professional is the most prevalent uniform of the day. Wardrobe should also include season appropriate business casual attire for various outdoor training activities, i.e., cold weather gear, hats, gloves, rain gear, hot weather gear including shoes/boots for all of the environments. Students will receive information on wardrobe selection during the initial phase of training and there will be sufficient time to supplement your wardrobe as necessary (i.e., do not supplement your wardrobe until you have arrived, participated in training, and have a better understanding of what you will actually need for assignment).

Defense Travel System (DTS) Mandatory Training

All ATP/ASTP personnel are required to complete the training below before authorizations/vouchers can be created within the Defense Travel System (DTS). Please visit <https://www.defensetravel.dod.mil/Passport/bin/Passport.html> to complete the mandatory traveler/user checklist; follow the directions below to log on and complete the required training.

1. You may either register to create a login and password or you may log-in via CAC log-in.
2. Once logged in, select the Training Icon at the top center of the page.
3. Scroll down until you find the required trainings listed below. Select "Launch" to the left of each course and complete.
 - DTS (Basic) – About DTS
 - DTS (Basic) – DTS Travel Documents (DTS 101)
 - Programs & Policies – City Pair Program
 - Programs & Policies – Travel Card Program (Travel Card 101)
 - Programs & Policies – Travel Policies
 - Programs & Policies – U.S. Government Rental Car Program
4. Print and provide completed training certificates to the JMAS Organizational Defense Travel Administrator (ODTA)

ALL CERTIFICATES MUST BE TURNED IN ON THE FIRST DAY OF IN-PROCESSING

Housing

USN, USAF, USMC & USCG TDY Lodging Requirements

Individuals attending JMAS on TDY orders will be funded by their service while attending the Attaché Training Program (ATP) or Attaché Staff Training Program (ASTP). In order to reside off base during this period of time, please comply with your service requirements, i.e., secure requisite statement of non-availability.

USA TDY Lodging Requirements

For Army students assigned in a TDY status, please see ALARCT on DAS Travel Training Guidance DTG 141428Z May 18 and DTG 081634Z Aug 18 for a detailed description of your service directed TDY lodging arrangement.

DV Lodging: Contact USAF Protocol Office: 240-612-6456

Long-Term Lodging

Joint Base Anacostia-Bolling (JBAB) Housing Office: 202-404-1840/6335, DSN: 312-754-1840/6335

Temporary Lodging

- Andrews Air Force Base: Presidential Inn, 301-981-4614
- JBAB: Bolling Inn & USN Gateway Inn, 202-664-8587
- JBAB: Bellevue Housing Area: Navy Lodging Washington, 202-563-6950

Joint Base Anacostia-Bolling Facilities Information

- <https://www.cnic.navy.mil/regions/ndw/installations/jbab.html>
- www.bollingfamilyhousing.com



Schools

Families of school age children (**Pre-K through Grade 12**) should contact a School Liaison Officer (SLO) as soon as possible to understand their area education options (public, private and charter schools) and for specific guidance on school choice. SLOs can assist in navigating district boundaries, entrance & transfer requirements, enrollment, busing and – when applicable – the “Out of Boundary” lottery system for DC schools. Planning early and being proactive will help to secure your school of preference and facilitate a smooth transition for your child.

School Liaison Officer Contact Information

- Naval District Washington (NDW): Regional School Liaison Officer
Horace Franklin, horace.franklin@navy.mil, 202-433-2566
- Joint Base Anacostia-Bolling, School Liaison Officer
Kim Crutchfield, kimberly.d.crutchfie@navy.mil, 202-404-1014
- Henderson Hall, School Liaison Officer
Amy Fishman, Amy.Fishman@usmc-mccs.org, 703-693-8378
- Fort Belvoir, School Liaison Officers
Wendy O’Sullivan: ena.w.osullivan.naf@mail.mil, 703-805-1350
Jamie Albers: Jamie.albers2.naf@mail.mil. 703-805-3436



PLEASE REFER TO YOUR TRAINING SCHEDULE FOR IMPORTANT NOTICES & CONTACT INFORMATION

SPOUSE TRAINING PROGRAM



"I'm so glad that I was able to be in all the JMAS classes... even the ones that I didn't think would apply to me. It pays to be prepared – especially those who are going to smaller postings."

OPSCO Spouse

"The skills and self-awareness that I gained through attending JMAS have forever changed me. I now feel confident in my ability to thrive personally and professionally anywhere. Thank you!"

Attaché Spouse

IMPORTANT NOTICE: Due to covid-19, various aspects the JMAS Spouse Training Program have been temporarily adjusted or suspended. Participation levels and attendance information is subject to change based on current conditions. For the most up-to-date information, please reach out via the email provided on your sponsor's training schedule.

Mission

A Unique Opportunity

The Spouse Training Program (STP) is a voluntary training program designed specifically for spouses of military and civilian personnel assigned to the Defense Attaché Service (DAS). The program – **which runs concurrent with the Attaché Training Program (ATP) and the Attaché Staff Training Program (ASTP)** – is designed to prepare spouses and family members for a successful DAS tour. Many of the lessons are team taught with spouses sitting side-by-side with their sponsor.

The experienced faculty at JMAS understand that a DAS tour is unlike any other overseas tour. As a result, our curriculum is highly tailored to meet the changing needs and unique challenges of the current global environment. STP instruction focuses on three main blocks: Safety & Security, Representation & Diplomacy, and Communication & Leadership. Each area is comprised of multiple interrelated lessons designed to provide practical information and opportunities for direct application.

In addition to providing support for spouses and family members, **STP also provides critical resources and information to single members of the DAS** on topics related, but not limited to, quality of life, cross-cultural communication and adjustment, media interactions, protocol, household help and more.

STP Registration

Spouse registration takes place on a rolling basis when students report to JMAS for training; prospective STP students who are unable to attend on the first scheduled day of class should reach out to STP – via email or via their sponsor – at least 48 hours in advance to ensure building and program access. We encourage all students to contact the Spouse Training Program upon their sponsor's receipt of their Training Schedule.

Requirements to Attend

- All students must be U.S. citizens
- Submission of a current spouse SF-86, generally via the employee nomination process

STP Levels of Participation

Our comprehensive curriculum, while divided into thematic instructional blocks, does not address any one topic in isolation but threads together concepts in a manner reflective of the real-world experience of spouses in the field. Based upon the extensive curriculum integration with ATP and ASTP, STP is **designed as a resident course** and maximum benefit is therefore derived from maximum participation. That said, we do not take an "all-or-nothing" approach to training – just the opposite! **We recognize and attempt to accommodate various levels of participation – from frequent to infrequent, part-time to full-time.** Consequently, STP students may be awarded one of three different JMAS completion certificates. STP Faculty Mentors work with each student to ensure they understand the training available to them and how to best engage with the program in a way that will suit their individual needs and availability.



"As the traveler who has once been from home is wiser than he who has never left his own doorstep, so a knowledge of another culture should sharpen our ability to scrutinize more steadily, to appreciate more lovingly, our own."

Margaret Mead
American Cultural Anthropologist

STP Program Basics

Core Competencies

The Spouse Training Program was designed to support the development of a vetted group of core competencies deemed essential for success in the field. These competencies are threaded throughout our instruction and across all three blocks of instruction.

Quality of Life Issues

JMAS directly addresses many common quality of life issues of interest to DAS families overseas. Topics covered include: Medical Care, Housing, Employment, Pets, Crisis Readiness, Evacuations, Resiliency, Schools and Parenting; students learn what resources are available and how to access them.

Collaborative Efforts

We actively collaborate with other federal agency partners to ensure JMAS training stays ahead of current trends. Additionally, we have extensive field reach back that allows us to focus instruction and direct you to experts who can answer your questions.

STP Instructional Blocks

Safety & Security

This block of instruction is designed to help students navigate the complexities of the current global security environment. Comprised of approximately 60% of STP course hours, this robust block of instruction focuses on everything from situational awareness to personal safety, the rights and responsibilities of diplomatic status to cyber security and self-defense. Classroom training is complemented by opportunities for practical application.

Representation & Diplomacy

All spouses, regardless of the DAS member's official position, are viewed as representatives of the US. What does this mean for you as an individual? A spouse? A family? This block explores these questions and addresses the nuts and bolts of "what to do" while at the same time leaving room to "be who you are". Instruction focuses on real-life scenarios and the importance of regional differences.

Communication & Leadership

This block equips students with tools and techniques that facilitate cross-cultural communication, build skills and confidence in handling tough questions whether from the media or acquaintances. Other topics include leadership in the embassy, diplomatic and expat community as well as in relation to distinguished visitors and guests.

The Value of Accreditation

The Spouse Training Program's commitment to best practices in adult learning and professional training is evidenced by our status as an accredited provider of Continuing Education Credits (CEUs)

through IACET, a recognized leader in the field. Past graduates of STP who have completed the requirements and earned CEUs have found that they offer a competitive professional edge when it comes to employment

overseas and/or supplementing their current professional and educational credentials in their selected field.

For more information on CEUs, please visit: www.iacet.org

A word about out of cycle of attendance: For the foreseeable future, JMAS is unable to support out-of-cycle STP student attendance. Students are permitted to attend training only during the class to which their sponsor has been assigned.

STP Attendance

What will the daily schedule look like?

JMAS Spouse Training Program meets on a variable schedule rather than on designated days. In general, STP students can expect **three to four full-days of training per week** although some weeks may be higher or lower than this average. The course schedule is not made available until the first day of class; if you need a tentative schedule of class times for the first few weeks for planning purposes, please contact us via the email listed on your sponsor's training schedule approximately 2-3 weeks prior to your class start date.

Is there any way to make-up a class a student was not able to attend in-person?

The majority of our classes are recorded and are **available for viewing in JMAS spaces during scheduled independent study times**; *spouses do not have building access after-hours, on weekends, on "No Spouse Program" days and/or outside the scheduled STP course dates.* For these reasons, it is important to craft a plan in coordination with your spouse and the STP faculty. Note: experiential exercises such as field trips and practical applications are not recorded.

What if the sponsor is assigned to an unaccompanied tour – should the spouse attend?

While your spouse's current DAS tour is slated as unaccompanied, attending JMAS as a team offers an opportunity to prepare for future opportunities. In addition to gaining insight into your spouse's position, you will learn about support resources available for unaccompanied spouses.

What training options are available for geographically separated spouses whose sponsors will attend JMAS on TDY orders?

While spousal travel is not funded, many students arrange a visit to the DC area that coincides with particular classes they wish to attend. Coordination between you and your spouse in conversation with our faculty will help you optimize your training opportunities.

What does JMAS have to offer spouses who have already lived/worked overseas?

Many JMAS students have lived and worked overseas on military installations and/or as part of an embassy community. We welcome your prior experience – our training will enhance your skill set with additional cross-cultural and security training with a uniquely diplomatic and Defense Attaché Service focus not replicated by any other training programs or training resources.

I am unable to attend in-person – can I still receive communications and resources?

JMAS can only provide direct support to individuals who are fully registered and have signed training consent and non-disclosure forms. All ATP/ASTP students (your sponsor) are eligible to sign-up for JMAS digital resources and may make an appointment to meet 1:1 with an STP faculty member to discuss bridging any training gaps.

What is the best way to get up-to-date information?

The JMAS course schedule, curriculum and materials are frequently updated to reflect the current operational environment and global threat conditions. Given the pace of change, students are cautioned against relying on information that may not be current; the best source for up-to-date information is to contact a program representative – email your full legal name along with your sponsor's name, rank, country of assignment and JMAS class date to the address listed on the training schedule and we will respond promptly and directly.

JMAS Childcare Supplement Program

The JMAS Childcare Supplement Program was developed to partially reimburse families for childcare costs incurred while a **spouse** participates in approved JMAS authorized training to include language and security training. This allowance, subject to availability of funds, is available for children 15 years and younger, or disabled dependents. As with any federally funded program, there are established regulations and procedures that must be followed. Information on this program may be requested via the link provided on your training schedule.



Early planning for childcare is essential and we encourage you to explore all available

options. *Currently, military childcare centers in the area do not reserve spaces for JMAS families; additionally, many have a set a cap on allowable weekly drop-in hours. While JMAS cannot provide recommendations on care providers, upon request we can generate a "Letter of Attendance" that may elevate your priority-status with your selected non-CDC provider(s).*