

Process for Requesting Introduction to Mishap Investigation (IMI) Road Show

1. Host base must ensure they can fulfill the following requirements BEFORE submitting a Road Show request:

a. Host base will pay for:

- Instructors' per diem (to include lodging, meals, and incidentals)
- Instructors' airline tickets
- Instructors' car rentals
- Student books/materials

b. Host base will be responsible for classroom facilities:

- Classroom large enough to hold desired number of students
- Computer or laptop equipment in classroom; instructor will need access to a government computer with internet and printer capabilities
- Presentation media to support PowerPoint briefings
- Video/audio capability (DVD player sound system)
- Projector connected to computer system capable of handling highly detailed graphic and video presentations
- A wireless remote for advancing slides
- Projection screen or white board
- Dry erase board with markers and eraser
- Suggest coffee and water be available for instructors and students (donations only)

2. The organization requesting the IMI Road Show must contact/coordinate with their MAJCOM training POCs. Recommend MAJCOM training POCs e-mail a request to HQ AFSEC/SEME at afsec.seme@kirtland.af.mil. Request must include the following:

- Primary and alternate POCs (include DSN and commercial numbers)
- Primary and alternate course dates
- Requesting unit
- Location of the course
- Estimated number of students who will be trained

3. Once a Road Show is approved, HQ AFSEC/SEME will assign a class number and provide the POCs a detailed Road Show preparation document. Approximately 30 days before class start date, the host organization POCs will receive an e-mail with subject similar to the following, along with a password for access to a secure site: **ARMDEC Safe Access File Exchange Delivery Notice**. This is how the POCs will receive the course material. Material must be downloaded within 10 days. Recommend 2-weeks lead time for reproduction.

4. Please provide the following for each instructor before arrival:

- Local area map and location of training facility
- Lodging confirmation number

5. NLT COB on first day of class, the host organization POCs must scan and e-mail the class sign-in roster to afsec.seme@kirtland.af.mil.

6. Upon course completion, the host organization POCs will scan and e-mail a final sign-in roster of graduates and completed course critiques to afsec.seme@kirtland.af.mil.