



**DEPARTMENT OF THE AIR FORCE
711TH HUMAN PERFORMANCE WING (AFMC)
WRIGHT-PATTERSON AFB OHIO**



Frequently Asked Questions for DIMO Instructors

Question 1: Do I have to be a formal instructor or have been an instructor prior to going on a mission as a volunteer for DIMO?

No, you do not need formal schoolhouse instructor experience. Other instructor recognition such as teaching awards, academic appointments with teaching experience are also valued. It is generally not sufficient to have been a presenter at grand rounds, or other minor presentations in training, unless accompanied by clear feedback about teaching technique. We select instructors that are Subject Matter Experts with current, relevant experience. Experience speaking in front of large groups is very helpful and this experience is gained through instructing unit required trainings, academic environments, and other interactive learning venues. Teaching recognition is highly desired and should be mentioned in your application.

Question 2: Is an instructor certificate required for certain topics?

Instructor certification is required for NAEMT Tactical Combat Casualty Care (TCCC) and Prehospital Trauma Life Support (PHTLS) courses. Instructors for Disaster Planning courses are advised to obtain FEMA certification, but the emphasis is on training and experience.

Question 3: I have been approved as an instructor and have not been called to volunteer. How long will it be before I am notified to teach on a mission?

There is no specific timeframe for volunteers to start teaching on DIMO missions. Every course DIMO conducts is driven by a formal request from the partner nation through the Embassy/Security Cooperation Officer (SCO)/CCMD. Only then is an instructor team selected for each mission. Some courses are requested less than others which may cause long gaps between missions. Therefore, it is imperative to keep your contact information updated. You can request instructions for updating your contact information at the DIMO mailbox: usafsam.dimo.adm@us.af.mil

Question 4: When a mission is confirmed and a team is being formed, how far in advance is a team member notified?

Notifications via an email for availability are typically sent out 90-150 days. When a mission is confirmed and approved, DIMO representatives will send an e-mail (volunteer request) to the course cadre that indicates the course, mission dates, and location, 90-150 days in advance, when possible, to check instructor availability. If interested, the prospective team members will reply to the e-mail with their Commander's or approval authority's signature block, e-mail, and phone contact information.

Question 5: Am I supposed to notify and get permission from my command before I agree to a mission?

There are several steps in the team member selection process.

1) A potential team member is asked if they have personal schedule availability. This step is

only intended to ensure the member desires to go on a DIMO mission and has no personal schedule conflicts. *This does not mean you have been selected for the mission.* If a member is interested in the mission and has availability DIMO will make final team selections. If the team members is selected, they will be asked supply the signature block of their G Series commander. The next step formally seeks the commander's endorsement. 2) The Commander's Approval Letter, explaining the dates, location, and nature of the TDY, will be emailed to the individual's commander for acknowledgment and endorsement.

Question 6: Is a DIMO Mission a tasking?

No. The mission request is not a tasking, and it is important for commanders to weigh the needs of his/her unit when approving an initial request. Commanders and supervisors should consider the TDY as an opportunity to maintain a member's readiness, enhance leadership skills, deepen subject matter or teaching expertise, practice cultural engagement and provide experience in global health engagements. . DIMO missions are not a military exercise or deployment tasking and are not mandatory. If the commander endorses, the instructor will most likely become part of the DIMO team for the mission.

Question 7: How do DIMO Course Liaisons determine who will be on a mission team?

DIMO strives to select team members/instructors for each course from across the multiple services, agencies, and Corps, based on their skills to ensure a diverse representation of subject matter expertise, prior team leadership, diverse specialties, international teaching experience, and cultural expertise.

Question 8: Is there a way to know of upcoming missions and in turn sign up for them?

When a mission becomes available, the DIMO Course Liaison will solicit volunteers by e-mail or phone. We do get far more requests than missions and selection is based on a variety of criteria to create a well-balanced team. Our mission dates are always subject to change.

Question 9: How much course material am I going to teach? Can I get a copy of the material once I am an approved instructor?

Your assigned lectures will vary but can be 3-5 sessions for mobile teams. The team divides the didactic instruction and usually all team members participate in exercises and hands-on instruction. Your sessions are assigned by your team lead in advance for you to review and prepare. When possible, sessions provide note pages to provide context. However, it is strongly encouraged that you prepare well in advance so you can explain acronyms, key concepts, photos, and graphics so all content makes sense to you as a speaker for the best possible student experience. Course material will be transferred through Dropbox, email, or DoD SAFE.

Question 10: If I am new to DIMO missions, will I have a mentor?

You will be working with a team. We try to build diverse teams with at least one experienced instructor and one new DIMO team member to build future team leads.

Question 11: I have gained experience and education in my field of expertise with new skills. What is the best way to update this in my profile, or to apply for additional courses and roles?

Profile updates are highly encouraged. You can re-submit an application for review. Include

relevant additional information on the application and be sure to include an updated CV/Resume that supports the requested additional courses, including new training, certifications, teaching experience, or field experience. It is best to view the course catalog for a full description of each course prior to applying for a course or additional courses to ensure your skillset matches with the topics for the course(s) requested.

Question 12: Why wasn't I approved for all of the courses I applied to teach?

The DIMO Medical Programs division reviews instructor applications weekly, determining which training and experience best aligns with course needs. We consider training, subject matter expertise, cultural experience, and teaching recognition. A typical applicant is approved for 1-3 courses. If you were not approved to teach a course, or are concerned about an oversight, please feel free to contact us directly usafsam.dimo.adm@us.af.mil . See Q11 about re-application.

Question 13: How does DIMO get updated contact information for changes such as promotion, PCS, title and training changes?

Existing instructors should first attempt to update in DDMS using the self-update function. If that fails, and/or if you are a new instructor to DIMO, there are three ways we receive updated information. 1) members can submit updated information at any time by sending an email to usafsam.dimo.adm@us.af.mil with relevant updates or contact information. 2) you may submit an "Instructor Update Data Sheet for DDMS". This form can be emailed to you, or you can download it from our website and submit it with the necessary changes to the address on the form. 3) request access to DDMS and make the changes to your personal information yourself.

Question 14: How can I request to be removed from the DIMO instructor database if I am no longer able to support the mission?

Please send an email to usafsam.dimo.adm@us.af.mil requesting to be removed from the database. Your request will archive your profile but can be reactivated if necessary.

Question 15: I am in the International Health Service (IHS) program. Do I still have to apply to become a DIMO instructor?

Yes. The IHS SEI is a helpful indicator that a prospective applicant has cross-cultural experience, but you must qualify separately based on subject matter expertise and experience. We encourage IHS personnel to apply as DIMO instructors only if they fulfill the requirements for the courses we offer.

Question 16: I am a Course Director. What type of information can I access on DDMS?

Course Directors can view the cadre for their courses, course information, battle rhythm and other features to help them better serve in their roles.

Please keep an eye out for updates and alerts on our webpage. Current instructors can contact us at usafsam.dimo.adm@us.af.mil to request a user guide for DDMS.