

CHAPTER 1

GENERAL INFORMATION AND INSTRUCTIONS U.S. ARMY COMMAND AND GENERAL STAFF COLLEGE COMMAND AND GENERAL STAFF OFFICER COURSE INTERNATIONAL MILITARY STUDENT PROGRAM

1-1. General. The Command and General Staff College (CGSC) Command and General Staff Officer Course (CGSOC) for International Military Students (IMS) has three parts: the International Officer Preparatory Course (locally called P910), the Officer Preparatory Course (locally called P930), and the Command and General Staff Officer Course (CGSOC). Information on the preparatory courses follows. CGSOC information is in Part II of this circular.

1-2. Preparatory Courses. Preparatory courses focus on skills needed to function comfortably in the local community and in the CGSC classrooms. The courses initiate socialization and relationships among the IMS and familiarize IMS with U.S. Army organization, doctrine, and staff procedures. **All IMS must attend both preparatory courses before beginning CGSOC.**

a. P910: The first phase of P910 is In-Processing. P910 enhances the IMS' ability to participate in the CGSOC environment; familiarizes the student with the College resources (e.g., computer network and library); familiarizes the student with Small Group Instruction within an adult learning model, and provides an appreciation of the political, social, and economic factors that have a bearing on U.S. people, their society, and their way of life. It is normally ten classroom days in length.

b. P930: Normally eight classroom days in length, P930 involves International Military Students, U.S. Army non-Operations Career Field officers (Chaplains, Medical Corps, Judge Advocate General, etc.), and officers from other U.S. military services (U.S. Navy, Air Force, Marine Corps) and a small number of U.S. Government (non-Department of Defense) "inter-agency" students, most commonly from the Department of State, Department of Justice, or Department of Homeland Security. Subject matter includes U.S. Army military terminology, organization, tactics, logistics, command and control, and the U.S. Army's Military Decision Making Process (MDMP).

1-3. Administrative Information.

a. Your initial instructions will contain the following

- A welcome letter from the Director, International Military Student Division (IMSD);
- An IMSD business card with important phone numbers to keep with you;
- Sponsor contact information;
- Instructions and appointments for In-Processing, Registration and ECL testing.

Until you receive your permanent United States Armed Forces Identification card, you will need to carry the following documents with you for identification and to access Fort Leavenworth: Invitational Travel Order (ITO), and passport with visa.

Your passport will be stamped at the U.S. Port of Entry. The stamp will be hand annotated with “D/S” for “Duration of Status”. Your status is established by the end-date of the training scheduled in paragraph 8 of your ITO.

b. *In-Processing.* The International Military Student Division (IMSD) will schedule an appointment for you to In-Process. IMSD will provide your arrival data to your sponsors. If you arrive unannounced, by private automobile, or outside the authorized report dates, you may call the IMSD (913-684-7326/7324/7318) or report during duty hours (0730-1630, Monday – Friday) to the IMSD in Room 3528 at the Lewis & Clark Center, 100 Stimson Avenue, to obtain your initial instructions. If you need assistance outside duty hours, you should call or text 913 683-4184 or 913 683-4186. IMSD’s organizational email (not monitored after duty hours) is usarmy.leavenworth.tradoc.mbx.cgsc-imsd@mail.mil. The following outlines In-Processing procedures and what you should bring with you:

(1). Each IMS will first visit the IMSD Deputy Director (Lewis & Clark Center, Room 3531) for orientation, followed by a passport and visa check. **Please bring passports and visas for yourself and all of your accompanying dependents. Spouses and children may attend this appointment but are not required.**

(2). IMSD’s International Programs Specialists will review your Online Pre-Registration Data, validating the information alongside passport(s) and visa(s). You should have completed Online Pre-Registration via the internet prior to

arriving in the United States. During In-Processing, you will have an opportunity to submit corrections or edits.

(3). Each IMS and his authorized dependents' passports, visas, and I-94 Cards (if issued) will be used to validate names and birth dates for accuracy on all official documents in order to properly generate necessary ID card applications.

(4). Each IMS will receive an ID card application for him/her self and those dependents over ten years of age, unless issued earlier at the Defense Language Institute. Each IMS will receive a Foreign Identification Number (FIN) along with the ID card. FINs are unique numbers, assigned for life. Once assigned, you will retain your FIN for any future U.S. military training. The FIN is used in lieu of a U.S. citizen's Social Security Number (SSN) and can be used to establish checking accounts, etc. FIN numbers are not printed on the ID card. You and your dependents' FINs will be annotated on a wallet-sized plastic card for you to keep. You will need to bring all ID cards and the FIN card back to IMSD to be scanned into a digital file. Your ID card will expire at the completion of your training. Officers scheduled for follow-on training after completion of CGSC will receive new ID cards bearing new expiration dates at the training location.

(5). Each IMS will receive on-post and off-post housing information.

(6). Each IMS will locate his student mail box in Lewis & Clark Center, room 3529.

(7). The International Loan Closet will be open during the week of In-Processing. IMS who need common household items may pick up and sign out the items on a loan basis for the academic year.

c. *Medical and Finance In-Processing.* Each IMS will submit their medical records (assembled and packaged by the Security Assistance Officer's staff), and receive medical and finance briefings during the In-Processing appointment. Again, this appointment time is located in the Welcome Packet. Accompanied IMS must be prepared to discuss dependent healthcare plans. Plans must comply with current policy established by the Defense Security Cooperation Agency.

(1). Each IMS will sit for Personal Affairs intake interview which includes a medical briefing. Accompanied IMS, or others with dependents authorized to

join later, must provide proof of dependent healthcare insurance if the ITO does not assign dependent medical care costs to the foreign government. Failure to provide proof of adequate dependent medical coverage may result in revocation of authorization for dependents.

(2). Those IMS paid a living allowance or travel payment under the International Military Education and Training Program (IMET) or the Combating Terrorism Fellowship Program (CTFP) orders will complete a travel voucher as required by their ITO. **We suggest that IMET and CTFP students record their travel itinerary data while en route.** The required data include dates, times, locations, mode of travel, receipts for lodging, and stating whether U.S. Government quarters and/or meals were available during any stopover (beginning with the departure in the IMS' home country, each stopover en route, and arrival at Fort Leavenworth). Please bring with you to In-Processing copies of all transportation documents to include hotel charges.

d. **English Comprehension Level (ECL) language test.** Current IMS graduates of the Defense Language Institute (DLI) plus IMS from the following countries are exempt from this CONUS test:

(1). Antigua, Australia, Bahamas, Barbados, Belgium, Belize, Brunei, Canada, Dominica, Grenada, Guyana, India, Ireland, Jamaica, Malta, Mauritius, Netherlands, New Zealand, Norway, Singapore, St. Kitts, St. Lucia, St. Vincent, Trinidad and Tobago, and United Kingdom.

(2). Austria, Denmark, Germany, Kenya, Pakistan, Sweden, and Switzerland.

All other IMS will take the CONUS ECL test at Fort Leavenworth. IMS who need to take the ECL test will receive an appointment time in their Welcome Packet. A minimum ECL test score of 80 percent is required for admission.

e. **Registration.**

(1). Registration will be conducted at a specific appointment time and location with instructions in your Welcome Packet. If accompanied, the IMS are requested to bring their spouses and children to registration.

(2). The following agencies routinely participate in registration:

- The International Military Student Division (IMSD) will take digital photographs of the IMS, spouse, and family members for a family group photo and a separate photograph of the IMS for identification purposes.
- Leavenworth Post Office
- Fort Leavenworth Frontier Heritage Communities (on-post housing)
- Command Chaplain
- International Military Student Loan Closet
- Post Thrift Shop
- Organization of International Spouses and Sponsors
- Fort Leavenworth Spouses Club
- Leavenworth Chamber of Commerce Operation International
- Kansas City People-to-People International.
- Leavenworth Public Schools
- Armed Forces Bank
- Frontier Community Credit Union
- Leavenworth Police Department
- Fort Leavenworth Police
- CGSC Security

f. *Dependent children's school physicals.* The IMSD coordinates with Munson Army Health Center (MAHC) and will assist IMS with making individual medical appointments. If your dependents arrive after the scheduled date for immunization screening at MAHC, please contact the IMSD for guidance. Details on immunization requirements for children entering schools in Kansas for the first time are in Appendix F of this Circular. Be sure to bring all available immunization records with you. **Please ensure all dependent immunization records are written or translated into English.**

g. *Holidays.* CGSC observes the following U.S. National Holidays:

<i>New Year's Day</i>	<i>1 January</i>
<i>Martin Luther King, Jr. Day</i>	<i>Third Monday in January</i>
<i>Presidents Day</i>	<i>Third Monday in February</i>
<i>Memorial Day</i>	<i>Last Monday in May</i>
<i>Independence Day</i>	<i>4 July</i>

<i>Labor Day</i>	<i>First Monday in September</i>
<i>Columbus Day</i>	<i>Second Monday in October</i>
<i>Veterans Day</i>	<i>11 November</i>
<i>Thanksgiving Day</i>	<i>Fourth Thursday in November</i>
<i>Christmas Day</i>	<i>25 December</i>

h. Term Breaks (see Appendix A).

IMS are encouraged to take leave during these periods. **In accordance with (IAW) Army Regulation (AR) 12-15, Joint Security Cooperation, Education and Training (JSCET), dated 3 January 2011, IMS who desire to travel outside the United States for more than 72 hours must first obtain permission, in writing, from their embassy or Ministry of Defense.**

i. Holidays on weekends. When a national holiday falls on Saturday, no classes are in session on the preceding day. When a holiday falls on Sunday, no classes are in session on the following day. All Federal and state offices are normally closed on holidays.