CHAPTER 2

PREPARATIONS FOR YOUR ATTENDANCE AS A COMMAND AND GENERAL STAFF OFFICER COURSE STUDENT

Section I.
GENERAL

2-1. General. As a newly designated student to CGSOC, you should correspond, contact or preferably visit the U.S. Security Cooperation Officer (SCO) in the Office of Defense Cooperation (ODC) or equivalent, in your country, for instructions and a pre-departure briefing. Do not be reluctant to ask for this brief; it is extremely important. Also, ask that they include in your "**SANWEB Arrival Message"** to CGSC, Fort Leavenworth, the **number and ages of any dependents who will arrive with you**, so that CGSC can properly arrange pickup for you and your family at the airport.

2-2. International Military Student Pre-Registration Form.

a. We need information about you before you arrive! Please ensure you submit all requested personal and family information, your airline flight number, arrival date and times, in the online International Military Student Pre-Registration web site. Include any temporary or permanent lodging reservations needed. Indicate (YES or NO) if you would like on-post housing. NOTE: this indication does not guarantee you will actually receive on-post housing. You must apply for on post housing. The internet address for Pre-Registration is: https://cgsc2.leavenworth.army.mil/CAC2/CGSC/STUDENTS/register/index.asp.

b. The SCO will assist you with Pre-Registration if necessary. Please complete these online forms *in English (try to not special characters)* and submit to CGSC as soon as possible. This form is the key document CGSC uses to prepare for your reception, in-processing, registration, and sponsor assignment.

c. Ensure names, birth dates, and other pertinent data are complete and accurate. Be absolutely certain that names are entered in Pre-Registration exactly as entered in your passport (surname and given name and dates are entered as specified in the web page (yyyy = year, mm = month, dd = day). Be as candid as possible in describing any special needs your family members may have with respect to mobility, schools, medical conditions, etc.

d. The United States Department of Defense (DoD) issues identification (ID) cards, and name tags, using the name as written on the individual's visa. Again, ensure given names, surnames, and birth dates on your visa and dependents visas are entered exactly the same on the Pre-Registration forms.

2-3. Invitational Travel Order.

a. The SCO issues your Invitational Travel Order (ITO). Besides your passport, your ITO is the most important document you will have while in the United States. You should ensure that your ITO contains your complete name (exactly as written on your passport and visa). The SCO should give you a minimum of 5 copies of your ITO.

b. Your ITO authorizes your training at a specified U.S. military installation. **Please pay close attention to travel, living allowances, dependent medical care cost responsibility, healthcare insurance requirements, and baggage instructions.** In order for CGSC to issue Armed Forces Identification (ID) cards to your eligible dependents, Paragraph 12 of your ITO must include your dependents' names, ages, and relationship to you, along with passport and visa information. **CGSC cannot amend your ITO. ITOs are amended by the SCO**. Waiting for amendments may delay the issue of ID cards.

2-4. Passports.

a. Your government is responsible for issuing passports and for helping you to obtain visas for entry into the United States. Your government should ensure that your passport and visa and your dependents' passports and visas are valid for the entire duration of your training period as stated on your ITO. The U.S. visa is the authority to **enter** the United States during the valid period. It has **no relation** to the **period of stay** in the United States. A U.S. Immigration and Customs Enforcement Services (ICE) official stamp is received when entering the United States. Paper versions of the Form I-94 are no longer issued. See the Fact Sheet at Appendix F which explains this change and provides instructions for how to obtain a paper version if you wish to. Your ITO establishes your status in the United States. The stamp should be hand-annotated "**D/S" for "Duration of Status**" on your Visa.

b. Visas for the United States are NATO-2 for NATO armed forces IMS and their dependents; and A-2 for non-NATO armed forces and dependents. IMS receive *"A-2"* or "*NATO-2*" visas because they are traveling to the United States on official business of a foreign government. Any visa other than "*A-2"* or *"NATO-2"* is not appropriate and will cause you many hours of work to get corrected once in the United States.

c. When you receive your ITO, be absolutely certain that the spelling of your name matches the spelling of your name on your PASSPORT and VISA. Your surname, given name and date of birth must match across all three documents. Don't assume; CHECK!

d. U.S. Code (public law) grants NATO-2 or A-2 IMS and their dependents status as "nonimmigrant," and as "other officials and employees." As such, they are admitted into the United States solely for the purpose of representing the interests of their respective governments. Accepting other employment or engaging in private commercial ventures is permissible only under specific circumstances. IMS and their dependents are strongly cautioned to not accept employment for wages or engage in commercial ventures without first consulting with appropriate authorities at their respective embassies.

2-5. Temporary Mailing Address. Your mailing address while en route, and only until such time as you have a permanent residential address, will be:

Full Name, Rank, and Country

International Military Student Division Room 3528

U.S. Army Command and General Staff College

100 Stimson Avenue

Fort Leavenworth KS 66027-2301

USA

2-6. International Military Education and Training Living Allowances (as authorized by ITO). The International Military Education and Training (IMET) living allowance is programmed to defray costs of lodging, meals and personal necessity items (referred to as "incidentals") while in training in the United States. It is a supplement, <u>not</u> intended to be a sole source of income or to support dependents.

a. The host country should ensure that its attendees have sufficient funds to meet and maintain an acceptable living standard comparable to a U.S. officer student. This concept should be discussed during the pre-departure briefing.

b. The first TLA payment will occur approximately 20 days following in-processing, therefore IMS should arrive with sufficient funds to sustain them while in route to, and for the first 30 days of training. If there are problems or unexpected expenses, please notify IMSD.

c. Accompanied International Military Students.

(1). Family Quarters are available on Fort Leavenworth for accompanied IMS. Family quarters on Fort Leavenworth are managed for the Army, under contract by Fort Leavenworth Frontier Heritage Communities, LLC. IMS authorized to bring dependents to CGSC indicate desire for on-post quarters within the Online Pre-Registration process and most importantly submit application for those quarters directly to Frontier Heritage Community Housing using this web function.

(2). Fort Leavenworth's Housing Services Office maintains a referral list of suitable rental units available in the local area. Your sponsors will also assist you in selecting housing. (http://garrison.leavenworth.army.mil/newcomers/Housing/Housing.asp).

(3). Accompanied IMS authorized a living allowance paid by the U.S. Government while attending CGSC are eligible for a housing allowance. This amount is specified by the Department of Defense.

(4). Throughout the year, when authorized dependent family member(s) will not be physically located at the IMS' residence, the you must notify the IMSD of the family member's absence (date of departure and date of return).

d. Unaccompanied International Military Students authorized Travel and Living Allowance (TLA) by the U.S. Government while attending CGSC will receive the rate established by the Department of Defense. They have the option to live in managed housing on Fort Leavenworth or in an apartment or house in the local area. TLA limitations apply as with accompanied personnel. An unaccompanied IMS may have his or her spouse, family member or guests visit at no additional charge; however registration of the guest is required and strictly enforced. Under

law, landlords may restrict occupancy by guests, so do not presume your guests may legally stay at your rented residence indefinitely.

2-7. **Uniforms**. International Military Students assigned to CGSC should plan to wear their respective national uniforms to all classes and official academic and social functions, unless otherwise notified.

a. Duty uniform for most classroom activities throughout the year is the equivalent to the U.S. Army's "Army Combat Uniform" (commonly referred to as the ACU). The ACU is both a field and informal work uniform for non-fatigue duties. Official nametags and U.S. equivalent rank insignia will be issued during In-Processing and required for uniforms through "Class A".

b. From time to time, for special occasions, another level of uniform will be directed in advance and so-stated on class schedules. It is understood that not all non-U.S. services have the same array of uniforms used by the U.S. Army. IMS must use their judgment to determine the best choice to meet the intent of the occasion. The following levels, expressed in *U.S. Army* terms, describe these uniform levels, from least formal to most formal.

(1). The "Class B" is first level above the Amy Combat Uniform. It includes a short-sleeved, open neck shirt. Badges of rank are mandatory, skill badges, awards and decorations are optional. During cold weather, a "Seasonal Class B" uniform includes a jacket or sweater worn at the user's discretion. The civilian equivalent is dress slacks with a collared shirt. In-processing and Registration are conducted in seasonal Class B uniform.

(2). The Army Service Uniform (AS) is more formal than the Class "B". This uniform includes a coat and necktie. Badges of rank are mandatory. Skill badges, awards and decorations are optional, but customarily worn. The civilian equivalent is a sport coat or blazer, and a collared shirt with necktie.

(3). "Dress Blue" is more formal, but may be similar to the "Class A". It is more ornate, and used for formal or ceremonial occasions such as military socials, balls and receptions. The civilian equivalent is a dark grey or dark blue business suit.

(4). The "Mess Blue" is the most formal uniform commonly worn by U.S. officers. Possession of a Mess Blue uniform is optional for U.S. officers, though most Field Grade officers (majors and above) do own them. It consists of a

waist-length jacket, white shirt and lighter-blue trousers. It is always worn with a bow tie.

c. Uniform standards and civilian equivalents will be covered in detail during the first day of the International Military Student Preparatory Course. Questions regarding uniforms should be initially directed to IMSPC instructors. Following IMSPC, uniform questions may be directed to Student Ambassadors or to IMSD staff.

d. Jeans are not an appropriate equivalent for any occasion calling for military uniforms or any IMSD sponsored Field Studies events or socials *unless specifically authorized in advance*.

Section II
TRAVEL TO THE CONTINENTAL UNITED STATES

2-8. Modes of Travel. The SCO will help prepare you for your travel to the United States.

a. International Military Education and Training (IMET) students:

(1). Based on your ITO, the SCO will arrange that portion of your travel paid for by IMET (U.S. Government) funds.

(2). IMET students, to the extent possible, travel via U.S. flag carriers over the most direct routes between points specified in the travel orders. You are responsible for any costs associated with deviations from this route for your personal convenience. **Students arriving by air should be ticketed to Kansas City International Airport, Kansas City, Missouri (Airport Code: MCI).**

(3). In cases where all or any portion of official travel is done at personal expense, you will receive reimbursement only *when your ITO authorizes such travel.* Such reimbursement is limited to official distance between the locations authorized in your ITO. You may use foreign flag carriers only when U.S. carriers are not available.

(4). Reimbursement for travel by privately owned vehicle (POV) is not provided unless previously authorized in your ITO.

b. Airline tickets are valid for one year. Since many foreign carriers do not have a local representative in the Kansas City metropolitan area, IMSD recommends that tickets purchased by you or your government be **one-way tickets** to the United States. If you must have your airline ticket reissued, you or your government must contact the airlines to make arrangements to extend the tickets.

2-9. Arrival—Departure Record. At the U.S. port of entry, your passport will be stamped and annotated by U.S. customs authorities.

2-10. Arrival Notification from Outside the Continental United States. It is extremely important that you or the SCO notify the IMSD of your arrival plans. This includes your flight number, carrier, date and time of arrival, and number and age of

accompanying dependents. **Minimum** lead time is 15 days for unaccompanied IMS and 30 days for accompanied IMS. The appropriate method is for the SCO to post an arrival notice in the Security Assistance Network (SAN). If absolutely necessary, this notification can also be submitted by email to usarmy.leavenworth.tradoc.mbx.cgsc-imsd@mail.mil. If your arrival data changes en route to Fort Leavenworth or is submitted late, please contact the IMSD (telephone: 913-684-7319 / 7318 / 7324; FAX 684-7333) during duty hours or the Staff Duty Officer (telephone: 913-684-4448) after duty hours for assistance. Duty hours are 0730—1630 weekdays. You may also phone or text 913 683-4184 any time.

2-11. Arrival Notification within the Continental United States. If you travel by privately owned vehicle (POV) within the Continental United States to Fort Leavenworth, you are to report to the International Military Student Division in the Lewis & Clark Center, 100 Stimson Avenue, room 3528 (telephone 913-684-7326 / 7318 / 7319 or FAX 684-2038) during duty hours. After duty hours, please call or text 913 683-4184.

2-12. Travel from Kansas City International Airport to Fort Leavenworth. Students arriving by air should be ticketed to Kansas City International Airport, Kansas City, Missouri **(Airport Code: MCI)**. The Kansas City International airport is 20 miles from Fort Leavenworth. If the IMSD knows your arrival date and time in advance, the IMSD will arrange for your sponsor(s) to meet you at the airport and help you with initial transportation and accommodations. If the IMSD does not know your correct arrival data or it changes en route to KCI, you can take an airport shuttle service from the airport to the College. From KCI airport, call (toll free) 1-800-331-6796 for “Rick’s Airport Shuttle” service. The cost ranges from $30-40 for one person. To avoid any delay at the airport, notify the IMSD during duty hours at 913-684-7318 or 913-684-7326 or of any changes to your itinerary. If you arrive after duty hours and nobody meets you, please call or text 913-683-4184.

2-13. Customs. Regulations require that you declare at ports of entry all items imported into the United States. *Your baggage is not subject to a customs payment, but your baggage is subject to inspection by customs officials. DO NOT LOCK YOUR BAGGAGE AS ALL BAGGAGE IS SUBJECT TO INSPECTION. LOCKS WILL BE BROKEN IN ORDER TO INSPECT YOUR BAGGAGE.*

2-14. Baggage.

a. Address each box as follows:

<PRINT IN ENGLISH—USE 2-INCH LETTERS>

YOUR RANK AND COMPLETE NAME INTERNATIONAL MILITARY STUDENT DIVISION ROOM 3528 US ARMY COMMAND AND GENERAL STAFF COLLEGE 100 STIMSON AVE FORT LEAVENWORTH KS 66027-2301 USA CUSTOMS CLEARANCE: KANSAS CITY, MISSOURI

b. If you or your government ships your baggage directly to Fort Leavenworth, please retain in your possession a copy of the waybill or shipping invoice that shows the complete carrier's name and the U.S. representative's name. Shipments usually require approximately 7 to 10 weeks reaching Fort Leavenworth by surface means.

c. To simplify customs clearance, prepare and retain in your possession a list of the contents of each box or crate.

2-15. Helpful Suggestions.

a. Do not carry a large amount of cash in any currency. Purchase traveler's checks in U.S. dollars or plan for ATM withdraws.

b. If your country has monetary exchange limitations, arrange for the necessary Exchange Permission before your departure from home country.

c. If your dependents will accompany or join you, it helps if you—

(1). Enroll your spouse in a driving course. It is 4 kilometers from most post facilities to the center of Leavenworth and there is no public transportation on or off-post. Consider this fact when you locate housing.

(2). Bring immunization records (annotated in English) for you and your dependents. You will need these records to register your children in school and

for child care at the Child Development Center (CDC). Recommend your dependents complete required immunization for school enrollment prior to departing for training in the United States.

(3). Bring your dependents' school records.

(4). Have your spouse and children bring traditional dress, costumes, or cultural items from your country. There are several occasions when you may all want to wear traditional dress.

d. Do not bring liquor with you. You cannot legally bring liquor into the State of Kansas. You may purchase liquor, wine, and beer after your arrival at Fort Leavenworth.

e. If your family will not join you, bring a family portrait for the class yearbook.