CHAPTER 3

THE FORT LEAVENWORTH SETTING AND FACILITIES

Section I.
LOCATION AND CLIMATE

3-1. **Location**. Fort Leavenworth is near the Missouri River in the State of Kansas (see map below). It is about 1,200 miles west of Washington, DC, 900 miles northwest of New Orleans, 2,000 miles east of San Francisco, and about 800 miles south of the Canadian border. The nearest large city is Kansas City, Missouri, about 30 miles to the southeast. The 10 counties comprising the greater Kansas City area (including surrounding suburbs) have a population of approximately one and a half million people. South of Fort Leavenworth is the city of Leavenworth, Kansas, which has a population of approximately 35,500 people; and the city of Lansing, Kansas, with a population of 9,500. It is 2.5 miles (4 km) from post Headquarters Command to the center of Leavenworth.

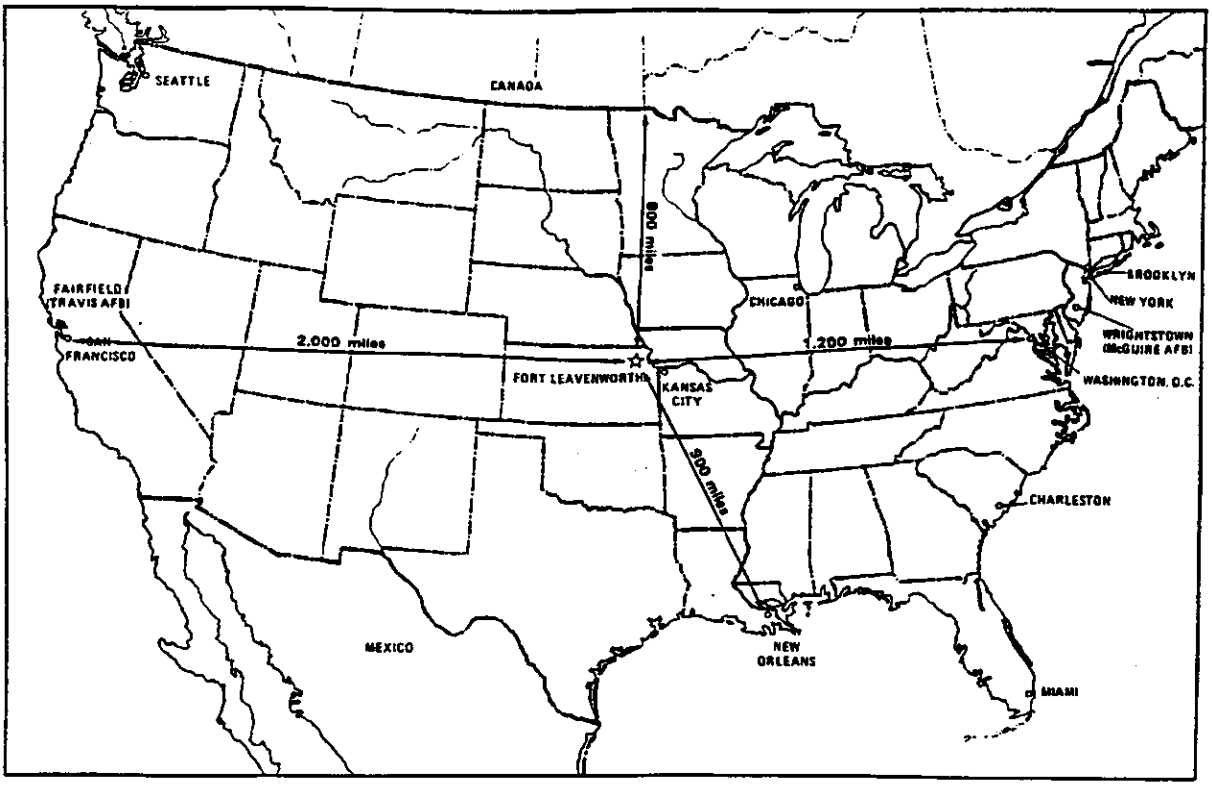

Figure 3-1. Map of the United States showing ports of entry and location of Fort Leavenworth.

3-2. Weather Conditions.

a. Weather. The average high temperature during the summer months is 32 degrees Celsius (89 degrees Fahrenheit), with a maximum of 43 degrees Celsius (110 degrees Fahrenheit). In the winter months, the average low is 8 degrees Celsius below zero (18 degrees Fahrenheit). The rainfall is moderate and evenly distributed throughout the year. From late November to mid-March, there is normally some snowfall. Mean average high and low temperatures are:

Month	Celsius		Month	Celsius	
January	High Low	1C -5C	July	High Low	31C 21C
February	High Low	3C -3C	August	High Low	31C 20C
March	High Low	8C 1C	September	High Low	25C 16C
April	High Low	17C 8C	October	High Low	17C 10C
May	High Low	23C 12C	November	High Low	10C 3C
June	High Low	27C 17C	December	High Low	3C -2C

b. Light data. Depending on the season of the year, there is a great variation in daylight. In June, sunrise is before 0600, and sunset is about 2000. During December, sunrise occurs about 0730 and sunset about 1700.

Section II.
FACILITIES AND PRIVILEGES

3-3. **General**. Fort Leavenworth is a self-contained community with rural surroundings in each cardinal direction. It has most of the facilities found in a small U.S. city. There is no mass transportation, either on Fort Leavenworth or in the city of Leavenworth. All garrison facilities and privileges (other than routine dental care) ordinarily available to U.S. officers are available to you.

3-4. **Identification Cards**.

a. Armed Forces Identification Cards are the property of the United States Government and as such are considered controlled items, and constantly accounted for. International Military Students must be certain they impress upon their dependent ID Card holders the significance of maintaining control of their ID cards at all times. When not physically on the person, they should be stored securely. Do not loan them to a friend or leave them at another person's home or business. Law Enforcement officials on military reservations will confiscate expired, altered or mutilated Identification Cards. If a card is lost, the loss must be reported to the installation Director of Protective Services (historically and still commonly referred to as the Provost Marshall) before the card may be replaced.

b. Certain facilities at Fort Leavenworth are open only to military personnel and their dependents authorized Armed Forces Identification (ID) cards.

c. A copy of your ITO and your passport will facilitate your use of post facilities until you receive your Armed Forces ID card, so use them until that time. Should you have a language problem or require assistance, contact the IMSD.

d. You will receive U.S. Armed Forces ID cards for yourself and authorized dependents shortly after you report to the IMSD. The Adjutant General's Office will issue ID cards only to authorized dependents (listed on your ITO) above the age of 10. Authorized dependents under age 10 are not issued ID cards—they may enter post facilities when accompanied by an adult with a valid ID card.

3-5. **Medical Care.**

a. **Authorizations and Financial Responsibilities.**

All International Military Students and authorized dependents have the same access to the same treatment options. There are, however, differences in how that treatment is paid for.

(1). The United States and your government enter into certain agreements regarding your medical and dental care while you are at Fort Leavenworth. Your ITO designates who is responsible for payment for medical services rendered to IMS and authorized dependents. You will also receive a thorough briefing on medical care when you arrive at CGSC. Following arrival, please refer any questions to the IMSD at 913-684-7326 (Personal Affairs Coordinator) or (for services provided on-post) to the Munson Army Health Center's Uniform Business Office Manager at 913-684-6048. Do not expect your CGSC classmates or Sponsors to understand billing procedures for International Military Students. See IMSD!

(2). Adequate healthcare (medical) insurance is a requirement for all dependents, unless the ITO **specifically states** medical costs are the responsibility of the foreign government. During In-processing, the IMSD will verify that all students have either obtained healthcare insurance for their accompanying dependents, or have the necessary "foreign government" responsibility so stated. Adequate medical coverage is mandatory for accompanying dependents, under current policy established by the Defense Security Cooperation Agency Memorandum 10-39, Subject: International Military Students, Civilians and Authorized Dependents Healthcare Coverage, dated 23 June 2010 and DSCA Policy Memo 11-32, dated 15 August 2011.

(a). Establishing minimum qualifying medical insurance is a prerequisite for placing dependents on Invitational Travel Orders. Failure to maintain minimum qualifying medical insurance may be grounds for dismissal from training.

(b). Minimum ("qualifying") required healthcare insurance policy coverage:

(i) Healthcare insurance policy coverage should include coverage for all-non-elective medical conditions, and must remain in effect for the duration of the IMS and authorized dependents DoD sponsored stay in the United States. The initial insurance policy should be in effect for one year or the duration of the IMS stay in the United States under DoD Security Cooperation sponsorship, whichever is less, and must be renewable.

(ii) Medical benefits of at least $400,000 per year (payable in U.S. dollars: no conversions from foreign currency.

(iii) A deductible not to exceed $1,000 per family.

(iv) Repatriation of remains in the amount of $50,000 (per individual), should a death occur in the United States. NOTE: This provides for the preparation and transportation of remains to home country.

(v) Medical evacuation to home country in the amount of $250,000 (per individual) for immediate transportation to the nearest adequate medical facility, and subsequently in the event it is determined to be medically necessary for IMS and or authorized dependant to return to home country.

(c). Healthcare insurance policy must also meet the following requirements:

- No exclusion for payment of benefits directly to a U.S. Department of Defense Medical Treatment Facility if applicable.

- Provide nationwide coverage/services; non U.S. based policies must provide benefits in the United States.

- Provide single-source administration/management for the policy.

- Have a point of contact in the United States. In all cases, the insurance company is to pay promptly in U.S. currency directly to the healthcare provider.

- Provide the policy written in English; NOTE: An English copy of the policy will be provided to the SCO, the servicing MTF and the IMSO at all schoolhouses within the IMS' training track (e.g. DLI ELC, etc.). The IMS will also retain a copy of the policy.

(3). All female IMS and authorized female dependents between the ages of 18 to 44 require either country indemnification or healthcare insurance of at least $250,000 for prenatal, childbirth and postnatal care in addition to the insurance requirements already specified. NOTE: Policy and procedures for a health policy waiver are provided in DSCA Policy Memo 09-42.

(a). Pregnant dependents will not be authorized to accompany or join an IMS unless the costs of prenatal, childbirth and postnatal care are indemnified by their country, covered by an FMS case, or by an already existing pregnancy insurance policy of at least $250,000. NOTE: Pregnancy insurance is in addition to insurance requirements already noted.

(b). An authorized dependent without pregnancy coverage found to be pregnant after arrival in the United States will be returned to their home country immediately unless the IMS' government guarantees within ten working days after notification to pay all costs associated with prenatal, childbirth and postnatal care.

(c). Pregnancy and childbirth coverage is not usually included in insurance policies purchased less than 12 months in advance, and is generally very expensive. Pregnancy is considered a pre-existing condition and pregnancy insurance coverage is not available for purchase after an IMS or dependent is determined to be pregnant.

(4). Required health screening and healthcare financial responsibility entries for IMS and authorized dependents must be annotated appropriately and accurately on the ITO according to the status of the IMS. Authorized dependents will not be added to the ITO until all medical screening and healthcare coverage requirements have been verified by the SCO.

(5). For IMS and authorized dependents, the SCO will indicate in the ITO how healthcare charges will be paid and ensure the ITO includes a U.S. billing address and U.S. telephone number.

(a). When commercial insurance is the means of healthcare coverage, the SCO will include the insurance company name, policy number, inclusive dates of the policy, and the U.S. point of contact in Block 12 of the ITO.

(b). If the foreign government or FMS case is responsible for IMS and authorized dependent healthcare coverage, a statement will be placed in the Remarks Section of the ITO that includes whether or not all costs associated with pregnancy coverage is included in this coverage.

(6). It is very important IMS and adult family members review their ITO with the SCO or a qualified SCO representative. Non-NATO Foreign Military Sales students contact their respective countries' Embassies in Washington, D.C. upon arrival in the United States.

(7). It cannot be overstressed that **Medical care in the United States is very costly** and that the risk of incurring tremendous personal debt as a result of accidents or unforeseen illnesses must be properly prepared for and maintained throughout the duration of training. Before departure from your home country, be sure the Security Cooperation Officer or representative explains your medical insurance requirements.

b. Fort Leavenworth's Medical Care System.

(1). **Munson Army Health Center (MAHC)** is located at 550 Pope Avenue, Fort Leavenworth. **It is important to note that Munson is not a hospital.** It is a community oriented health center offering limited outpatient care. Medical care for children over the age of 21 (or 23 if they are full time students), parents, parents-in-law, other relatives, friends, or domestics is ***not available at Munson***. It is available at local civilian hospitals at personal expense. For more information on the Munson Army Health Center see https://www.munson.amedd.army.mil.

(2). There are two hospitals in the Leavenworth area (Saint John Hospital and Cushing Hospital) and several in the Kansas City Metropolitan Area. You may be referred to any of these facilities for specialized or in-patient care. The Family Practice, Pediatrics, Immunization, Gynecology (GYN), general outpatient clinics, Orthopedics, Internal Medicine, Podiatry, Same Day Surgery, and Physical Exam clinics, and the Pharmacy are in MAHC itself. There are no inpatient care facilities at Munson. Reimbursement of costs to Munson or civilian medical facility will be in accordance with your ITO.

(3). "**Sick Call"** is a term not used on Fort Leavenworth. All urgent care (non-emergency) and routine appointments must be made by telephone. Call 888-269-0109 or 684-6250 to schedule a same-day appointment.

(4). **Emergency Services.** Civilian hospitals in the local area provide all emergency care. Leavenworth County Emergency Medical Service provides ambulance service. ***Munson Army Health Clinic does not provide***

emergency services. **Please note that emergency medical services are very expensive in the United States.**

(a). Use either Cushing Memorial Hospital or St. John Hospital for emergency and urgent care, such as adult chest pain, severe shortness of breath, complicated fractures or lacerations, or motor vehicle trauma.

(b). IMS or dependents who ***suddenly*** become ill or incur a physical injury or who develop obstetric or gynecological problems should go to either St. John Hospital or Cushing Hospital Emergency Room in Leavenworth. For illness or injury involving potential loss of life, limb or eyesight, call 911 rather than transport by private automobile. Emergency Medical Service first-responders will arrive within minutes.

(5). **Patient Appointments at Munson**. Please call **888-269-0109 or 913-684-6250** to schedule same-day appointments.

(6). **Cancellation of Appointments**. When it is necessary to cancel an appointment, please call at least 24 hours in advance (if possible). The number to call to cancel an appointment is 684-6211 or 684-6250. If no one is available to answer the phone, a recording device will record a message during duty hours.

(7). **Important Numbers to Have Available**

Frequently Used Hospital Telephone Numbers		
SERVICE	**HOURS**	**TELEPHONE NUMBER**
EMERGENCY	24 Hours	911
Munson Information Desk	24 Hours	684-6000/6001
Health Systems Specialist	Monday—Friday 0800—1600	684-6211
Patient Representative	Monday—Friday 0800—1600	684-6105
Appointments	Monday—Friday 0800—1600	684-6250

Treasurer	Monday—Friday 0800—1500	684-6048
Pharmacy	Monday—Friday 0800—1700	684-6102

Complete, updated contact information is available on the internet:
https://www.munson.amedd.army.mil/contact/contact.htm

(8). **Munson Clinical Services.** All Munson clinical services are routinely open from 0730—1700, Monday through Friday. The Primary Care Clinic (PCC), located in Munson Army Health Center, is open from 0730—1800, Monday through Friday. The Family Practice, Pediatrics, and General Outpatient services are all located in the Primary Care Clinic.

(9). **Medical Records**.

(i). At the end of training, all NATO IMS will pick up their medical records at the Munson Army Health Center Release of Information Office and take them to their country medical record administrator.

(ii). Non-NATO IMS may request and will receive a copy of their medical records to take back to their country. Contact the Release of Information Office at Munson at least 60 days prior to course end date to request copies.

3-6. Housing.

a. Both bachelor and family housing is available for IMS on Fort Leavenworth. Students have the option of obtaining quarters in the local civilian community, or requesting U.S. government family quarters on Fort Leavenworth. Family housing on Fort Leavenworth is managed by Fort Leavenworth Frontier Heritage Communities, LLC. You can read about family housing at this web site: http://www.ftleavenworthfamilyhousing.com/ .

b. Temporary lodging is available on a limited basis for IMS accompanied by their family member(s). These limited accommodations are available on a first-come, first-served basis. Please call IMSD's Personal Affairs Coordinator at 913-684-7326 or send an email to usarmy.leavenworth.tradoc.mbx.cgsc-imsd@mail.mil for more information.

c. Unaccompanied IMS.

(1). Prior to arrival, coordinate for temporary lodging through the IMSD. You will receive a room based on information submitted by you to IMSD as you complete your Online Pre-Registration.

(2). Unaccompanied IMS may occupy a single-family house on Fort Leavenworth or an apartment or house in the local community for the academic year. Each IMS is responsible for the maintenance and condition of whatever facility he rents. Those who elect to live off-post will be responsible for transportation to and from class. There are no public transportation options in Leavenworth, so this needs to be an important consideration in this decision. TLA recipients will be reimbursed for allowable lodging expenses within maximum daily allowances set by Joint Federal Travel Regulations (JFTR).

(3). All lodging requests are through IMSD during Online Pre-Registration prior to or immediately following travel to Fort Leavenworth. Housing requests made after arrival are very unlikely to be immediately approved. Normally there are already students on waiting lists for on-post quarters at that time, but new applications are accepted and filed by date.

d. Accompanied IMS living off-post. If you choose to live off post, IMSD recommends you start your search for off-post housing with a referral list from the Fort Leavenworth Automated Housing Referral Network (AHRN). AHRN will provide a list, tailored to your specifications, of available houses and apartments *in good, safe neighborhoods* in the local area. (https://www.ahrn.com/fortleavenworth.php).

(1). When you have selected a place to live, make sure to do five very important things.

- First, inspect the premises before you sign a lease agreement. *Do not accept* a civilian rental unless a complete inspection is done and both you and the property owner have signed the document. If an owner refuses the inspection, do not proceed with the procurement of that residence.

- Second, be extremely careful when writing in the lease agreement the date you will leave the rental unit. If you decide to leave before the lease agreement expires, you will continue to be responsible for all rental expenses.

- Third, ensure that you have a military clause stated in your written agreement. If you are recalled to your country, without this, you will be held responsible for all expenses until the period of the lease expires.

- Fourth, be sure that the lease lists, by name, all family members (over the age of 16) who will want to obtain a Kansas driver's license. This is because the state of Kansas must have proof of residency before they will issue a Kansas driver's license to anyone. This is a relatively new requirement as of last year. The lease will be your document used to establish residency in Kansas.

- Fifth, bring your lease agreement to the Housing Services Office for final review before you sign this legally binding document. HSO will evaluate the lease for compliance with the Kansas Landlord-Tennant Act. Any issues HSO identifies can then be negotiated before actually signing the lease and submitting deposits and starting utility services. (http://portal.hud.gov/hudportal/HUD?src=/states/kansas/renting/tenantrights)

(2). Rental prices in the Leavenworth area vary widely. For IMET students, make sure you understand the amount of money you will receive per month from your IMET Travel and Lodging Allowance (TLA) before committing to any contract. At the date of this publication, it is $70.00 per day. Do not make a commitment that will exceed your ability to pay. If you are uncertain or confused on any issue and your sponsor is not able to help you, please contact us at 684-7324 or 684-7319. Average prices for furnished houses and apartments are as follows:

HOUSE	4 or 5 bedroom $950 to $2,100	3 bedroom $850 to $1,300	2 bedroom $750 to $950
APARTMENT	3 bedroom $600 to $850	2 bedroom $450 to $700	1 bedroom $400 to $550

(3). The above prices do not include utilities. You can expect your monthly utility charge to range in cost from $200 to $400 depending on the size of the dwelling and seasonal temperature extremes. All rentals include cooking range and refrigerator. Furnished houses and apartments do not normally include linens, silverware, or dishes. It is possible to rent an unfurnished house or

apartment and purchase or rent your furniture. The price will vary depending on the quality and quantity of furniture needed. Normally, the rental price of an unfurnished house or apartment will be $100 to $300 less than a furnished house or apartment.

(4). Usually, you will furnish your own utensils, dishes, linens, and bedding. The International Loan Closet, a Private Volunteer Organization authorized by the Garrison Commander, provides small household items such as dishes, pots, and pans for loan to IMS and their families. The International Loan Closet will be open periodically during in-processing. Dates and times will be posted to the bulletin board in IMSD, Room 3529. After in-processing, please contact the Personal Affairs Coordinator (Lewis & Clark Center, Room 3528), 684-7326, for assistance.

(5). The Fort Leavenworth Housing Services Office (HSO) is available to help you find suitable housing and with any problems you have with a landlord. A listing of rentals is posted on the Housing web site. Each IMS should personally inspect a prospective housing unit, and then he should seek the advice of the HSO **before** signing a commitment for a particular housing arrangement and ask the HSO to review the lease agreement for compliance with the Kansas Landlord-Tenant Act.

(6). **Use extreme caution when agreeing on a specific date that you will vacate or depart from your rental home**. All landlords require you to sign a lease with substantial penalty if you break the lease early. Ensure that you have a *military clause* in your lease. A military clause permits you to break a lease if your government recalls you. If you break a lease for other reasons, you will incur substantial penalty. You should consider the rental price; the proximity to Fort Leavenworth, public schools, and shopping centers; and the quality of the neighborhood very thoroughly before signing a lease. You also may want to rent housing close to other IMS.

(7). The landlord is under a statutory (legal) obligation to inspect the premises within 5 days of the date you take possession. ***However, for your protection, you should conduct your own inspection of the house/apartment,* list the deficiencies, and then conduct a joint inspection with both parties signing the inspection list.** Give one copy to your landlord and retain one copy for your own files. If you establish that the premises were damaged when you took possession, your landlord cannot keep your security deposit for that particular

damage. You must give your landlord a written notice when you intend to move.

(8). Almost all landlords require security deposits. A security deposit is an amount of money you give the landlord to pay for any damages you may cause to the house/apartment. Kansas law controls the amount of deposit a landlord can require. It can be no more than 1 month's rent unless you have pets or rent a furnished apartment, in which case the deposit can be 1.5 month's rent. If you cause no damage to the premises, the landlord must return your money. When you vacate the premises, you should present the landlord with a written request for the return of your deposit. This obligates the landlord to return your money within 30 days or present you with a statement of damages. If damages to the premises exceed the amount of the security deposit, the landlord will require you to pay for damages you incurred to the property. By law, if a security deposit is given to the landlord and the renter fails to occupy the rental property, the renter loses the security deposit.

(9). Fire and safety hazards in the home have, in the past, brought grief to IMS unfamiliar with the limitations of the American electrical support system. Tenants are not to use, or allow the use of, multiple extension plugs in their homes. These "convenience" items can overload the capability of the wiring and sometimes result in fires in the home. Discouraged also is the use of "bare wire" hookups in the home. These hookups are dangerous and often result in electrical shocks to the user. Apart from the possibility of injury to family members, fire and/or electrical damage to the property can occur, for which you would be liable. Observe good safety practices in the home to preclude unnecessary injury and expense. ***You should consider obtaining fire or renter's insurance coverage***. This can be a homeowner's policy designed for tenants. Many firms offer such policies. Renter's insurance not only covers the damage to the landlord's property, but also covers furniture and the tenant's personal belongings.

e. International Military Students are also eligible to use U.S. Government Family Housing located on Fort Leavenworth. There are many advantages to using these quarters, not the least of which is convenient access to on-post facilities and dependent schools. Dependent children under High School age will attend school on post. High School students attend Leavenworth High School. If you are interested in living on post, contact Fort Leavenworth Frontier Heritage Communities during in-processing, or visit their web page at this address: http://www.ftleavenworthfamilyhousing.com.

f. Early submission of CGSC Online Pre-Registration will help the IMSD plan for your reception. Be sure to complete all of the forms. It is especially important to include accurate family member information.

3-7. **Army and Air Force Exchange Services** (AAFES) (commonly referred to as the PX).

a. The Post Exchange operates several food facilities at various locations on the Fort. The most convenient facilities for CGSC students during class days are the food court located on the first floor of the Lewis & Clark Center and in the General Instruction Building in Eisenhower Hall.

b. **Main Post Exchange**. Persons with a valid ID card may purchase items in the Post Exchange (PX). The main PX sells merchandise and gift items and provides laundry and dry-cleaning services. A retail store, food court, tailor shop, barber shop, and optical shop are in the main PX building. The PX automobile service station sells gasoline, oil, and automobile accessories. The PX Shoppette and Package Beverage Store (Class VI) is across the street from the main PX building. It sells limited household items, beverages (including alcoholic beverages) and convenience store types of ready to eat foods.

c. **Military Clothing Sales Store**. The Military Clothing Sales Store is inside the main PX. Anyone with a valid ID card may use this facility (see paragraph 3-18 for items authorized for purchase).

d. **Military Book Store**. You may purchase school and stationery supplies and many books at the Military Book Store on the first floor of the Lewis & Clark Center directly adjacent to the Food Court. Since the PX operates the Military Book Store, you must present your ID card to make a purchase. The Book Store Management also special-orders books upon request.

e. **Post Theater.** The Fitz Lee Hall (Post Theater) features motion pictures every Friday, Saturday, and Sunday evenings, and some Saturday and Sunday afternoons. All members of the household receive theater privileges; guests may also accompany you to the theater.

3-8. **Other Post Facilities**. All personnel may use the following post facilities.

a. **Dining Facilities**. The military dining facility on Fort Leavenworth is open to IMS. The cost is $4.60 per meal. http://garrison.leavenworth.army.mil/Services/Services-Directory/Dining-Facility.aspx

b. **Commissary.** The post commissary is on Kansas Avenue and sells a full range food and household items to the military community including fresh meats, fruits and vegetables. Your ID card authorizes you to purchase items at the Commissary. ITO and Passport are acceptable substitutes.

c. **U.S. Post Office**. A branch of the U.S. Post Office is at the intersection of Grant and Kearny Avenues. It provides all normal postal services.

d. **Library**. There is one library on post—the Combined Arms Research Library (CARL)—located in Eisenhower Hall, for professional reading, technical reading and research, and non-technical reading. CARL also maintains a large selection of DVD movies and audio books. It is open to dependents and there is a children's section.

e. **Thrift Shop**. The Thrift Shop is located in the Old Trolley Station at Grant & Pope Avenue. It offers used clothing, crafts, toys, and household items in excellent condition only (no junk).

3-9. **Smoking Area Policy.** There is no smoking allowed in U.S. Government buildings or within 50 feet of any entrances. The College's policy on smoking areas for the Lewis & Clark Center and Eisenhower Hall (EH) is as stated below:

a. **Lewis and Clark Center**: No smoking within 50 feet of any entrances. Smoking shelters are located on the east end of the L&C Promenade and the west end of the L&C adjacent to the loading dock. The covered walkway is acceptable provided smokers do not block the pathway.

b. **Eisenhower Hall**: No smoking within 50 feet of main entrances.

3-10. **Frontier Conference Center**. The Frontier Conference Center, surrounded by the Trails West Golf Course, is a multiple use facility designed to serve the needs of our community. It is available to the community for banquet, catering, and conference services for all authorized Family, Morale, Welfare, and Recreation (FMWR) patrons. There are some costs associated with the use of the facility. Call 684-2287 for more information and to schedule your function.

3-11. Fort Leavenworth Golf Course. The Community Operations Division of the Directorate of Community Activities (DCA) operates the Trails West Golf Course. Membership is open to all IMS. Fees are annual memberships, but monthly payments are available. If you do not wish to purchase an annual membership, daily greens fees are also available at a reasonable rate. You may apply for membership and check current prices by contacting the Golf Course Club House at 684-3994.

3-12. Fort Leavenworth Swimming Pools.

a. There are two outdoor and one indoor swimming pool on post. The outdoor pools are Hancock Pool on Hancock Avenue and Grant Pool on Pope Avenue across from the Old Trolley Station. Outdoor pools open Memorial Day weekend in May and close Labor Day weekend in September. The indoor pool is in Harney Gym. Harney Pool is open year-round. We recommend that an English speaking family member accompany any non-English speaking family members to the pool.

b. Please call 684-2187 or 684-2188 for current fees, hours, and information on summer and winter season rates. IMS may purchase swim passes at Harney Gym from 0700—1600, Monday through Friday.

3-13. Financial Institutions. Total commercial banking services and a full range of financial assistance are available to you in the local area. Commercial banks are open daily Monday through Friday; and motor (drive-up) facilities are open Monday through Saturday. Automatic Teller Machines (ATM) are available at most banks and at various other locations. Pertinent information to contact these banks follows:

ARMED FORCES BANK Internet: http://afbank.com		
Fort Leavenworth		***Leavenworth***
320 Kansas Avenue Ft Leavenworth, KS 66027-1140 Phone: 913-682-9090 Toll Free: 1-888-929-BANK (2265) or 1-888-920-BANK (2265) E-mail: info@afbank.com	Inside the Post Exchange 330 Kansas Avenue Ft Leavenworth, KS 66027 Phone: 913-651-2992	615 Metropolitan Leavenworth, KS 66048 Phone: 913-682-9090

FRONTIER COMMUNITY CREDIT UNION Internet: http://www.frontierccu.coop/	
Fort Leavenworth	***Leavenworth***
301 Kansas Avenue Ft Leavenworth, KS 66027-0032 Phone: 913-651-6575 Toll Free: 1-800-633-4559	506 S. 4th Street Leavenworth, KS 66048 Phone: 913-651-3311

FIRST NATIONAL BANK OF LEAVENWORTH		
Main Bank	***Drive-in bank***	***Branch***
630 Delaware Leavenworth, KS 66048 Phone: 913-682-2265	701 Shawnee Leavenworth, KS 66048 Phone: 913-682-1025	5035 S. 4th Street Leavenworth, KS 66048 Phone: 913-727-1341

MIDAMERICAN BANK AND TRUST COMPANY Internet: http://midamericanbank.com/		
Main Bank	***Drive-in bank***	***Branch***
401 Delaware Leavenworth, KS 66048 Phone: 913-682-0001	5th and Chestnut Leavenworth, KS 66048	2310 S. 4th Street Leavenworth, KS 66048 Phone: 913-682-2300
		K-7 & 4-H Road Lansing, KS 66043 Phone: 913-351-0001

CITIZENS NATIONAL BANK http://www.thecnb.com	
Main Bank	***Branch***
601 N. Main Lansing, KS 66043 Phone: 913-727-3266 Toll Free: 1-888-227-8457	601 Delaware Leavenworth, KS 66048 Phone: 913-727-2845

COMMERCE BANK	
Main Bank	***Drive-up Bank***
2830 S. 4th Leavenworth, KS Phone: 913-682-8282	200 N. Broadway Leavenworth, KS Phone: 913-682-8282

MUTUAL SAVINGS ASSOCIATION Internet: http://www.MutualWave.com	
Main Bank	***Branch***
100 South 4th Street Leavenworth, KS 66048 Phone: 913-682-3491	3400 South 4th Street Leavenworth, KS

CITIZENS SAVINGS AND LOAN ASSOCIATION Internet: http://www.citizensfsb.com	
Main Bank	***Branch***
5151 S. 4th Street Trafficway Leavenworth, KS 66048 Phone: 913-727-1040 E-mail: info@citizensfsb.com	312 S. 5th Street Leavenworth, KS 66048 Phone: 913-682-3232

3-14. Religious Chapels and Churches. The two post chapels, Memorial and Main Post offer a variety of religious activities for you and your family. Other religious denominations offering places of worship within the Leavenworth and Lansing areas are:

African Methodist Episcopal	Christian - Disciples of Christ	Korean Methodist
Apostolic	Christian - Independent	Lutheran
Assembly of God	Christian - Methodist Episcopal	Lutheran - Evangelical
Baptist	Christian Science	Lutheran - Missouri Synod
Baptist – American	Church of Christ	Methodist - United
Baptist – Independent	Church of God	Non-Denominational
Baptist-Independent Fundamental	Church of God in Christ	Pentecostal
Baptist – Missionary	Church of the Nazarene	Presbyterian
Baptist – Southern	Congregational	Salvation Army
Bible	Episcopal	Seventh Day

		Adventist
Catholic	Full Gospel	United Brethren
Charismatic	Interdenominational	United Church of Christ
Christian	Jehovah's Witnesses	Unity
Church of Jesus Christ of Latter-Day Saints	Reorganized Church of Jesus Christ of Latter Day Saints	

This listing is subject to change. Many other churches are available in the Kansas City area.

3-15. Privately Owned Automobiles (POVs).

a. Purchasing an automobile**.** Many IMS purchase a privately owned vehicle or a bicycle. Due to the class schedules and social and athletic activities, joint ownership of an automobile is seldom workable. You should consider purchasing an automobile for your personal use and within your price range. Be sure to inspect the vehicle before purchasing it. Winter weather conditions in Kansas usually require all-season tires. A good heater is a necessity for winter driving.

(1). Loans. Many IMS rely on obtaining automobile loans from local banks when they arrive at Fort Leavenworth. Some local banks ask for a substantial down payment before lending money. The interest rates vary for new or used car loans. Discuss the interest rates with several banks before completing your purchase agreement.

(2). Used cars. You can purchase a good quality used car for $4,000 to $10,000. You should consider the cost of repairs before you purchase an older used automobile. Your military sponsor will help you locate used automobiles for sale. Seek the advice of your sponsor when car dealers mention the term "buy as is" or used car guarantees. Kansas is an implied warranty state; Missouri is not. You can check the "Blue Book" value for used vehicles (http://www.kbb.com) for a good idea of fair market value, and do a price comparison. You can even locate new or used vehicles to purchase in the local area using the Internet. Within your financial capacity and perhaps with loan

assistance from the bank, purchase an automobile that may cost more initially but could save expensive repairs later. The following checklist may help you.

Yes	No	
		Is oil splattered on the engine's undercarriage or in a puddle under the car? (May indicate a leak.)
		Is tail pipe or exhaust system rusty?
		Is the car level or does it sag? (Suspension problem.)
		Are there ripples or different shades of paint? (Could suggest the car was in an accident.)
		Are there any signs of rust? (Check inside wheel wells, trunk, door frames.)
		Bounce each corner of the car. Does it bounce more than once? (May need new shock absorbers.)
		Do all lights, including turn signals and warning lights, work?
		Is there any frayed wiring? Are belts and hoses worn?
		Do the oil sticker and odometer reading correspond?
		Rusty or oily radiator water? (May need radiator repairs.)
		Do water drops appear on the oil stick? (Could indicate a cracked radiator—very serious.)
		Worn seats or carpet? (May show hard use. New carpet in an old car may be hiding signs of age or rust.)
		Do the brakes sink to the floor when pushed down? (May mean brake trouble.)
		More than 2 inches of play in the steering wheel? (May mean steering problems.)
		Is there much white or blue smoke from the tail pipe? (If so, the engine may need an expensive overhaul.)
		Do the windshield wipers, windows, and doors work?
		Does the oil light stay on after the car starts?
		Does the car hesitate or buck when accelerating?
		Does the car idle too fast?

		Do all gears, including reverse, shift smoothly?
		Does it lack power going up a hill?
		Any strange noises?
		Is there a smell of gasoline under the hood?
		Do the brakes grab or pull to one side? (Could mean a brake problem?)
		Does steam escape from radiator or hoses? (May suggest a cooling system problem.)

Negotiate with the salesperson. You do not have to not take the first price he offers you. Have the patience to look at a variety of models that will suit your needs.

(3). Used car warranty**.** Warranties are usually only given by a car dealership; private sales are different. Most used car warranties cover 30 days or the first 3,000 miles. A car's warranty is very important. An implied warranty is *not* enough. If it is not in *writing*, you may as well have nothing. The length of the warranty is also important. If the warranty is good for only 1 month, there is not enough time to figure out what is wrong with the car or do anything about it. Look over the warranty carefully from the start. Do not *assume* warranty coverage that is not in writing. Ask what parts and repair problems the warranty does cover. How long does the warranty last? What will the company do if the product fails—repair it, replace it, or return your money? Does the warranty cover "consequential damages"? Are there any conditions or limitations on the warranty?

b. Automobile insurance.

(1). Kansas State law requires that you purchase and maintain insurance on your automobile. To comply with the Kansas statutes, each vehicle owner must maintain in continuous force a valid insurance policy throughout the registration period of the vehicle. The same name(s) must appear on the insurance policy and the vehicle title. The minimum automobile insurance required is bodily injury liability limits of $25,000 per person and $50,000 per accident, property damage limits of $10,000 per accident, and a basic personal injury protection package of benefits—uninsured and underinsured motorists coverage.

(2). In view of high monetary judgments awarded for bodily injury and property damage, you may want higher amounts of liability and property damage insurance. This extra protection is available at a small cost. Discuss options with the insurance agent.

(3). Liability insurance covers only the other vehicle involved in the accident. It does not pay for damage to your vehicle. To have this protection, you also must have collision insurance.

c. Registering your Automobile in Kansas.

(1). You have to register your Privately Owned Vehicle (POV) with the state of Kansas. While you have 60 days to permanently register it, you can get a temporary registration as soon as you purchase the car. You also have to title your POV in your name. Do this at the Leavenworth County Courthouse, located at 4th & Walnut Street, Leavenworth. Prior to registration, you will need to have obtained qualifying insurance. Your sponsors will assist you in this process.

(2). You may wish to first visit the Kansas Department of Motor Vehicles web page (http://www.dmv.org/ks-kansas/department-motor-vehicles.php) for detailed instructions and forms, however all the forms are also available at the courthouse. As a non-resident, you will not be assessed personal property taxes, but you will be required to sign an affidavit (provided at the Courthouse) stating you are a non-resident, living in Kansas under military orders.

(3). Items needed to obtain Title and Registration in your name.

- For a new vehicle:
  - A manufacturer's statement of origin (provided by the dealer).
  - Your proof of insurance
  - Your sales tax receipt (provided by the dealer).
  - A Title and Registration Application signed by you ITO and proof of residence (a lease).

- For a previously owned (commonly referred to as “used”) vehicle:
  - A Title and Registration Application signed by you.
  - A completed Odometer Disclosure Statement if the vehicle was previously owned.
  - Your proof of insurance.

- The properly signed title from the previous owner.
- A bill of sale or Affidavit of Purchase Price to show the purchase price of the vehicle, if not annotated on the title.
- ITO and proof of residence

(4). Liens: If your vehicle was purchased with a loan, there will be a lien holder (the finance company) shown on your title. Once the loan has been paid off or the lien is otherwise released, the lien holder will, upon request, send the lien release to you at the address on record. Make sure you keep your address up to date with your lender as well as with the DMV.

(5). Liens on Used Cars: If you purchased a used vehicle and a lien is shown on the title, the new title will not be issued to you until the lien has been released. It may be that the lien has been released but a new title was never issued. Ask the seller about the lien before paying. It is the seller's responsibility to assist with this process.

(6). Getting a Clear Title: It is very important that, when purchasing a previously owned vehicle that the title is clear and that there are no glitches on the paperwork. The seller must sign in the proper place on the title, and in case of a lien, there should be a release to go with the title. If there is not, or if you are not sure of where the seller should sign, request that the seller accompany you to the local registration office so that you can be sure you're getting a clear title.

(7). If you purchase a POV in the state of Texas or another state, and you have registered and titled it there, you have to register it with the state of Kansas only when the registration in the other state expires. If you have questions, visit the DMV website or the courthouse. Prior to registration, you have to have the vehicle inspected at the Vehicle Inspection Station (2401 Spruce Street, Leavenworth, Kansas, KS 66048).

d. Registering Your Automobile on Fort Leavenworth is currently not required.

e. **Kansas Driver's License**. To obtain a Kansas driver's license, if you DO NOT already have a driver's license from another state, you (*and your spouse if they wish to receive a Kansas driver's license*) need to do the following: (IMSD can issue you a Driver's Handbook Study Guide).

(1). You must apply in person at a Kansas Driver's License Bureau, the closest being located at 113 Delaware (Suite I), Leavenworth, KS, (telephone 913-651-6947). Office hours are 0700 to 1730, Tuesday through Friday. You will need to present your ITO, passport, and proof of residency (a lease for your quarters with your name and address on it as well as your spouse's name if she wishes to obtain a license) to the Driver's License Examiner and pass a driving test (*written and driven*), and a vision test. You must also pay a license fee of about $26.00 in fees.

(2). Transferring an out-of state driver's license to a Kansas license. You must apply in person at the Kansas Driver's License Bureau, located at 113 Delaware (Suite I), in Leavenworth (telephone 651-6947). Office hours are 0700 to 1730, Tuesday through Friday. You will need to present your ITO, passport (with visa and I-94 Card), and proof of residency (a lease for your quarters with your name and address on it as well as your spouse's name if she wishes to obtain a license) to the Driver's License Examiner and have a vision test. You must also pay a license fee of about $26.00.

f. **Seat belt law.** The State of Kansas requires every driver and passenger to wear a seat belt. The law requires the driver and passengers to buckle-up and makes the driver responsible. The law is for your protection—accidents do happen! The best protection you and your loved ones have in a vehicle is to wear your seat belts. Furthermore, Kansas State law requires that you properly restrain all children under age 14 riding in the front or back seat of a passenger car in a safety seat or a safety belt.

g. Kansas car seat safety laws require children under age four to ride in a federally approved car seat. Children over age four but under age 8 must ride in a booster seat unless they weigh more than 80 pounds or are taller than 4'9". Kansas also prohibits children under age 14 from riding in any part of the vehicle not intended for passengers, including in the bed of a pickup truck. You can receive a fine for failure to use safety seats and/or safety belts.

h. Unattended child. **The State of Kansas and Fort Leavenworth military reservation require you to take children under 10 years of age with you when you exit your vehicle. You may not leave your child under 10 years of age unattended in a vehicle for any reason.**

3-16. Schools and Immunizations. Public Schools representatives will be present at IMS Registration to explain entry requirements. **See Annex A** for the date**. Appendix F** is the Immunization Requirements for Licensed Child Care Facilities as established by the Kansas Department of Health and Environment. The fee you pay for immunizations is in accordance with your ITO.

a. By law, all children entering Kansas public schools for the first time, must have—or be in the process of receiving—the series of immunizations outlined at Annex F (also see http://www.kdheks.gov/immunize/schedule.htm)

b. At the time of enrollment each student new to the Leavenworth Public Schools must show proof of at least the first series of immunizations for Diphtheria, Tetanus, and Pertussis (DTaP); Hepatitis B; and Oral Polio. The students must show proof of having received two doses of the combined Measles/Mumps/Rubella (MMR) vaccine before school entry.

c. A tuberculosis (TB) test is not required for schools run by the State of Kansas (both Leavenworth and Fort Leavenworth schools), but is encouraged and highly recommended for each child. However, the TB test is required for any child using the Fort Leavenworth Child Development Center (CDC) for childcare or preschool, which is a Department of Defense (DOD) facility.

d. Failure to provide proof of at least the first series of immunizations will result in the child not being allowed to attend school.

e. The Kansas Department of Health and Environment requires all children entering kindergarten (or first grade if they have not attended kindergarten during the previous year) to have proof of having received two doses of combined MMR vaccine before school entry. You can find the Center for Disease Control "Advisory Committee for Immunization Practices" (http://www.cdc.gov/vaccines/pubs/ACIP-list.htm) information showing the **minimum** age and interval that must be met for any vaccine dose to be considered valid.

f. Be sure to bring with you all available official immunization records (shot records) for you and your children. Please ensure all dependent immunization records are written or translated into English. These immunization records should be legible, current, and complete. If not, your children may have to take the necessary shots again. The schools will transfer the information from the child's immunization record to the local school records in

Leavenworth. The Fort Leavenworth Child Development Center requires the same information for children in pre-school and hourly care.

g. Pediatrics at MAHC will conduct immunization screening and school physicals for school-aged children. See **Appendix F of this circular for lists of immunizations required under Kansas and Missouri public schools under their respective state laws.**

h. **Child Development Center**. The Fort Leavenworth Child Development Center (CDC) offers a variety of childcare programs to meet the needs of eligible patrons living on and off post. Children between the ages of 6 weeks to 12 years are authorized admission to CDC programs. Parents must show an up-to-date shot record to include TB test and birth certificate, and complete a registration packet at least 2 to 4 weeks before the first day of care. For example, if you wish to begin placing a child in hourly care during the first week of February, you should register before the 15th of January. Space is limited. After registering, parents must also make a reservation for the exact times a child will be in hourly care. http://www.kdheks.gov/immunize/schedule.htm will outline the immunization schedule. **(See Appendix F).** Detailed **school immunizations required by age groups** are listed in the Kansas Certificate of Immunization (KCI) and can be found at: http://www.kdheks.gov/immunize/download/KCI_form.pdf .

(1). Day Care Programs. The childcare center is at 120 Dickman Avenue. Both full day and hourly programs are available. The center serves well-balanced meals and snacks. Call Central Registration at (913) 684-5137 or (913) 684-5135 for more information. You can reserve a space for drop-in care up to a week in advance. The center accepts additional children on a *space available basis*.

(2). Preschool Programs.

(a). The preschool program at Fort Leavenworth provides pre-kindergarten training for children of all military personnel in the area on a space-available basis. The preschool facility is at 120 Dickman Avenue. Morning and afternoon sessions are available from September through May for children who are 3 years old but less than 5 years old by 1 September. There is a registration and art supplies fee plus a monthly tuition fee for each child enrolled. Preschool registration occurs in August. The preschool publishes registration dates in the *Lamp* (the Post newspaper) in June and July. These dates are also available by calling the preschool supervisor at

651-6618 or the day care receptionist at 651-6353. Office hours are 0830-1545 (closed 1130-1230), Monday through Friday, from August through May.

(b). Public and parochial schools (and private preschools) are available in the civilian community.

Preschool (optional)	4 years old on or before **31 August**
Kindergarten	Must be 5 years old on or before **31 August**
Elementary school	1st through 4th grades
Middle school	5th through 8th grades
High school	9th through 12th grades

**1st graders must be 6 years old on or before 31 August.*

**Leavenworth Public Schools teach preschool classes to 4-year olds on a prioritized enrollment system. Preschool classes are offered in the mornings or afternoons. Leavenworth Public Schools Web site is at http://www.usd453.org .*

i. School age education. You must bring your children's report cards, certificates of grade completion, and evidence of work completed or workbooks that they used in their last school year. This helps the local schools place your children in their proper grade levels. All children, except preschool-age and kindergarten children, must attend schools in the civilian community. The school system organization follows, although different school may organize their schools differently:

Preschool (optional)	4 years old on or before **31 August**
Kindergarten	Must be 5 years old on or before **31 August**
Elementary school	1st through 4th grades
Middle school	5th through 8th grades
High school	9th through 12th grades

**1st graders must be 6 years old on or before 31 August (Kansas law).*

**Leavenworth Public Schools teach preschool classes to 4-year olds on a prioritized enrollment system. Preschool classes are offered in the mornings or afternoons. Leavenworth Public Schools Web site is at http://www.usd453.org .*

j. Fort Leavenworth School District. The district provides instruction for grades K-9. Senior high school students attend the Leavenworth School System. The schools are:

Elementary	Kindergarten - 6th grade	Bradley Elementary School
Elementary	Kindergarten - 6th grade	Eisenhower Elementary School
Elementary	Kindergarten - 6th grade	MacArthur Elementary School
Middle School	7th – 9th grade	Patton Junior High School

(1). All the schools in the Fort Leavenworth School District are on post, very close to post housing.

(2). Schools have English as a Second Language Programs that work with children that speak very little or no English.

(3). Find more information on the district website http://www.usd207.com/.

k. Leavenworth Public Schools.

Anthony Elementary School	Preschool through 4th grade
David Brewer Elementary	Preschool through 4th grade
Earl M. Lawson Elementary	Preschool through 4th grade
Henry Leavenworth Elementary	Preschool through 4th grade
West Intermediate	Grades 5th and 6th
Richard Warren Middle	Grades 7th and 8th
Leavenworth High School	Grades 9th – 12th

(1). Elementary School. There are four elementary schools that teach Preschool through 4th grades; Anthony, Brewer, Leavenworth, and Lawson Elementary Schools.

(2). Middle School. There are two middle schools, Warren Middle School and West Intermediate School.

(3). High School. There is one public high school servicing Leavenworth and Fort Leavenworth. Leavenworth High School is located at 2012 Tenth Avenue. Please *note* that if your child is a high school senior (12th grade) and wishes to graduate, you need to bring with you a copy of your child's transcript (9th through 11th grades) *translated into English*. Besides the translation, please provide the number of hours per day spent in each subject, the number of days per week, and the number of months that school was in session. You will need this information to establish credits for enrollment in high school.

(4). Handicapped Services. Under Public Law 94-142, children who are eligible for special education are to receive that education regardless of the state in which they reside. You or your government may be responsible for charges for special assessments. Please coordinate early if you wish to enroll a handicapped child in the Leavenworth School District. Please contact the Leavenworth County Special Education Cooperative, 730 First Terrace, Lansing, Kansas 66043, 913-727-1755.

I. Pertinent information concerning Leavenworth Public Schools.

(1). All schools in the Leavenworth School District maintain the highest accreditation granted by the State of Kansas. Kansas State High School Activities Association classifies the Leavenworth High School as 6-A. The largest high schools in the State of Kansas receive 6-A classification.

(2). Leavenworth Public Schools have culturally and racially diverse populations. There are approximately 4,300 students in the district. There are approximately 1,400 students at Leavenworth High School. Approximately 430 students enroll in each middle school and 370 students enroll at the largest elementary school with class size of no more than 26 students. Approximately 70 percent of the student population is Caucasian, 20 percent is African-American, and 5 percent is Hispanic.

(3). Leavenworth Public Schools are safe and healthy places for students to learn and grow. The mission statement of Leavenworth Public Schools says: "Leavenworth School District exists to educate all students to be responsible citizens in a democratic society." Leavenworth Public Schools provide a nurturing environment where all students get academic and social skills as they move from level to level.

(4). Children attend Leavenworth Public Schools **according to the school boundaries. (See Appendix C)** Local school districts set the policy for transfer from one school to another. You should contact the local school for current policy on transfers allowed and procedures to follow to request a transfer. If you cannot locate housing within the area of the school desired, contact the local school or Leavenworth Board of Education, 4th and Seneca, Leavenworth, immediately.

(5). The Leavenworth Board of Education conducts a pre-registration in August for international children who will be entering the Leavenworth Public Schools. All schools in the district are open beginning the first week in August to answer questions concerning enrollment procedures. Leavenworth High School is open throughout the summer. You may arrange an appointment to meet with a counselor or complete high school enrollment by phoning the school, 913-684-1550.

(6). Leavenworth School District contracts with a private company to provide bus transportation, at no cost to the family, only if the family resides over two miles from their school district. If you live <u>within two miles</u> of your school district you can choose to drive your child to/from the school, the child can walk, or you can pay Easton Bus Service a monthly transportation fee (about $50.00/month) to transport your child to/from the school. This service is on a space-available basis.

(7). All students attending the Leavenworth Public Schools pay a fee for textbooks and materials. In addition, certain classes at the high school and middle schools have class fees. The Board of Education reviews and approves these fees annually. Parents pay the fees at the time of enrollment. The fees vary depending on the grade level of the student.

(8). Each school operates a hot lunch program. In the high school, students may purchase a "Class A" meal at a stated price. Or, they may take advantage of a cafeteria-style selection of food with the price stated on each item. Standard hot lunch programs are available at the middle schools and elementary schools. The Board of Education reviews and sets the costs of the hot lunch program annually. **IMS dependents are not eligible to participate in reduced-price meal programs.**

(9). If you reside outside the Leavenworth school district, you should individually contact the appropriate local school district office for information. Contact your sponsor for advice on an appropriate course of action.

m. Parochial Schools. There are private schools affiliated with two different churches in Leavenworth. The two parochial school systems are: Saint Paul Lutheran School and the Leavenworth Regional Catholic School System. Parents pay applicable tuition fees for children who enroll in parochial schools.

Saint Paul Lutheran School	320 N. 7th Street Leavenworth, KS 66048 (913) 682-5553	Preschool through 8th grade
Leavenworth Regional Catholic School System		
Administration Office	320 N. Broadway Leavenworth, KS 66048 Phone: (913) 682-7801 FAX: (913) 682-6021 e-mail: lcsadmin@archkckcs.org	Information at IMS registration. Pre-registration in August. Please call for an appointment: (913) 682-7801
Xavier Elementary	Preschool (3, 4, 5 years old), Kindergarten, 1st through 8th grade	Excellent academic programs. 35% are military families. Small class size. Five minutes' drive from within Leavenworth, 10 minutes' drive from Lansing or Fort Leavenworth.
Immaculata High School	9th through 12th grade Visit Immaculata's Web site: http://www.imachighschool.org	College preparatory. Highest standards of excellence in academics. College credit for dual enrollment at the University of Saint Mary Personal guidance and mentoring.

n. Lansing School District. If you elect to live in the adjoining community of Lansing, Kansas, information is available on the Lansing School Web site at http://www.usd469.net.

o. Colleges and Universities. For information on admission requirements, tuition, and course offerings. Contact the Office of Admissions at the respective college(s) or visit Universities Web site at http://www.collegenet.com. Addresses follow for colleges or universities within an hour's drive from Leavenworth:

University of Saint Mary	4100 South 4th Trafficway Leavenworth, Kansas 66048	http://www.stmary.edu/ (913) 682-5151
Avila College	11901 Wornall Road Kansas City, Missouri 64114	http://www.avila.edu 1-800-GO-AVILA
Johnson County Community College	12345 College Boulevard Overland Park, Kansas 66210	http://www.jccc.net (913) 469-3803
Benedictine College	1020 North Second Street Atchison, Kansas 66002	http://www.benedictine.edu (913) 367-5340
Rockhurst University	1100 Rockhurst Road Kansas City, Missouri 64110	http://www.rockhurst.edu (816) 926-4100
Missouri Western State University	4525 Downs Drive St Joseph, Missouri 64507	http://www.missouriwestern.edu
Kansas State University	Manhattan, Kansas 66506	http://www.k-state.edu (785) 532-6250
University of Kansas	Lawrence, Kansas 66045	http://www.ku.edu/
Park University	Kansas City, Missouri 64152 Parkville Campus	(816) 741-2000
University of Missouri-Kansas City	5100 Rockhill Road Kansas City, Missouri 64110-2499	http://www.umkc.edu (816) 235-1000
Kansas City Kansas Community College	7250 State Avenue Kansas City, Kansas 66112	http://www.kckcc.cc.ks.us (913) 334-1100
KCKCC Leavenworth Center	211 Cherokee Leavenworth, Kansas 66048	(913) 651-2111
Upper Iowa University	120 Dickman Avenue Ft Leavenworth, KS 66027	(913) 682-0940
Central Michigan University	120 Dickman Avenue Ft Leavenworth, KS 66027	(913) 682-1888
Webster University	1740 West 92d Street Kansas City, Missouri 64114	http://www.webster.edu/ftleavenworth/ (816) 444-1000

Counselors are available at the Army Education Center, Fort Leavenworth. Please contact them upon arrival for further information on courses (telephone: 684-2496 or 684-4181).

Section III.
OTHER ITEMS OF INTEREST WHILE AT THE COMMAND AND GENERAL STAFF COLLEGE

3-17. U.S. Military Rank and Grade Structure. IMS study alongside U.S. military officers representing the Army, Navy, Marines, and Air Force. To help you with U.S. military rank and grade structure, see figures 3-2 and 3-3.

3-18. Sale of Military Clothing and Equipment.

a. Department of the Army regulations allow the sale of most items of military clothing and equipment to IMS on duty in the United States. IMS may purchase items from the Military Clothing Sales Store located within the Main Exchange.

b. Distinctive items, e.g., special awards, Ranger tabs, unit patches or badges, berets, etc., of the U.S. Army uniform may not be sold to or worn by non-authorized personnel.

c. You should remember to bring with you military clothing suitable for cold and wet weather.

d. Fort Leavenworth has a dry-cleaning and laundry facility. You may turn in and pick up your clothing or other items at the Main Post Exchange

3-19. Foreign and English Language Newspapers and Periodicals.

a. The Kansas City Star and Leavenworth Times are available for home delivery. Both have excellent web pages as well.

b. The *Lamp* is a weekly community newspaper published every Thursday at Fort Leavenworth. It is available free on post.

c. Virtually any newspaper is available on the internet. IMSD recommends this source (http://www.onlinenewspapers.com/) or you may visit with CARL staff for recommendations.

Noncommissioned—Enlisted				
Pay grade	**Army**	**Navy**	**Marine Corps**	**Air Force**
	SMA-Sergeant Major of the Army		SgtMaj-Sergeant Major of Marine Corps	CMSGTAF-Chief Master Sergeant of the Air Force
E-9	SGM-Sergeant major CSM-Command Sergeant Major	POCM-Master Chief Petty officer	SgtMaj-Sergeant Major	CMSgt-Chief Master Sergeant
E-8	1SG-First Sergeant	POCS-Senior Chief Petty Officer	1st Sgt-First Sergeant	SMSgt-Senior Master Sergeant
E-8	MSG-Master Sergeant		MSgt-Master Sergeant	
E-7	SFC-Sergeant First Class	POC-Chief Petty Officer	GySgt-Gunnery Sergeant	MSgt-Master Sergeant
E-6	SSG-Staff sergeant	PO1-Petty Officer first class	SSgt-Staff Sergeant	TSgt-Technical Sergeant
E-5	SGT-Sergeant	PO2-Petty Officer second class	Sgt-Sergeant	SSgt-Staff Sergeant
E-4	SPC-Specialist CPL-Corporal	PO3-Petty officer third class	Cpl-Corporal	SrA-Senior Airman
E-3	PFC-Private first class	Lower three grades are nonrated and addressed according to the occupational specialty.	LCpl-Lance Corporal	A1C-Airman First Class
E-2	PV2-Private E-2		PFC-Private First Class	Amn-Airman
E-1	PV1-Private E-1		Pvt-Private	AB-Airman Basic
	Specialist corresponds to E-4 rank only.			

Figure 3-2. U.S. Military Rank and Grade Structure (Noncommissioned—Enlisted).

COMMISSIONED OFFICERS AND WARRANT OFFICERS				
Pay Grade	**Army**	**Navy**	**Marine Corps**	**Air Force (AF)**
	Chief of Staff, U.S. Army[1]	CNO-Chief of Naval Operations[1]	CMC-Commandant of the Marine Corps[1]	CSAF-Chief of Staff, U.S. Air Force[1]
	General of the Army	FADM-Fleet Admiral	None	GAF-General of the AF
0-10	GEN-General	ADM-Admiral	GEN-One general only who is CMC	Gen-General
0-9	LTG-Lieutenant General	VADM-Vice Admiral	LtGen-Lieutenant General	Lt Gen-Lieutenant General
0-8	MG-Major General	RADM-Rear Admiral[2]	MajGen-Major General	Maj Gen-Major General
0-7	BG-Brigadier General	RADM-Rear Admiral[3]	BrigGen-Brigadier General	Brig Gen-Brigadier General
0-6	COL-Colonel	CAPT-Captain	Col-Colonel	Col-Colonel
0-5	LTC-Lieutenant Colonel	CDR-Commander	LtCol-Lieutenant Colonel	Lt Col-Lieutenant Colonel
0-4	MAJ-Major	LCDR-Lieutenant Commander	Maj-Major	Maj-Major
0-3	CPT-Captain	LT-Lieutenant	Capt-Captain	Capt-Captain
0-2	1LT-First Lieutenant	LT (JG)-Lieutenant Junior Grade	1stLt-First Lieutenant	1Lt-First Lieutenant
0-1	2LT-Second Lieutenant	ENS-Ensign	2ndLt-Second Lieutenant	2Lt-Second Lieutenant
W-5[4]	CW5-Master warrant officer	[4]	CWO5-Chief warrant officer	[4]
W-4[5]	CW4-Chief warrant officer	CWO4-Chief warrant officer	CWO4-Chief warrant officer	[4]
W-3[5]	CWO3-Chief warrant officer	CWO3-Chief warrant officer	CWO3-Chief warrant officer	[4]
W-2[5]	CW2-Chief warrant officer	CW2-Chief warrant officer	CW2-Chief warrant officer	[4]
W-1[5]	WO1-Warrant officer	[4]	WO1-Warrant officer	
	CDT-Cadet (U.S. Military Academy or ROTC)	MIDN-Midshipman (U.S. Naval Academy or ROTC)		CDT-Cadet (U.S. Air Force Academy or ROTC)

Figure 3-3. U.S. Military Rank and Grade Structure (Commissioned Officers and Warrant Officers).

[1]Service chiefs of staff are the seniors of their respective Service by appointment.
[2]Upper half.
[3]Lower half.
[4]Respective service does not have this position.

3-20. Foreign and English Language Newspapers and Periodicals.

U.S. Army Medical Department, Munson Army Health Center (MAHC) Quick Telephone Numbers and Hours of Operation

https://www.munson.amedd.army.mil/contact/contact.htm

FREQUENTLY CALLED TELEPHONE NUMBERS	**Area Code is 913**	**Hours of Operations (Subject to Change)**
Appointments	888-269-0109 or 684-6250	7 a.m. to 4 p.m. M-F
Fort Leavenworth Army Wellness Center	758-3403	6:30 a.m. to 3:00 p.m. M-F
Family Medicine Clinic	684-6250 (Call Center)	8 a.m. to 6 p.m. M-Th, 8 a.m. to 5 p.m. F
Allergy / Immunology	684-6344	7:45 to 11:30 a.m. and 1 to 4 p.m. M-F
Behavioral Health (Psychiatry & Psychology, Social Work, Family Advocacy, Concussion/TBI Clinic, Walk-in Urgent Care)	684-6771	7 a.m. to 4:30 p.m. M-F
Call Center	684-6250 or 888-269-0109	24 hours
Case Management	684-6442/6566	7:30 a.m. to 4:30 p.m. M-F
Chaplain - Fort Leavenworth	684-2210	
Child Abuse Hotline - National	800-422-4453	
Community Health Nurse	684-6535/6528	7:30 a.m. to 4 p.m. M-F
Dental Clinic	684-5516/5001	7:30 a.m. to 4 p.m. M-F
Dermatology/Telederm	684-6170/6190	7:30 a.m. to 4 p.m. M-F
EKG Walk-in	684-6170/6190	8:30 a.m. to 3:30 p.m.
EMERGENCY (Fire/Police/Ambulance)	911	
Exceptional Family Member	684-6681	8:00 – 1130 Appointment only

Program		1:00 - 3:30 Walk-In M-F
General Surgery	684-6170/6190	7:30 a.m. to 4 p.m. M-F
Information (Munson Information)	684-6000 or 800-250-3462	24-hours
Internal Medicine	684-6190/6170	7:30 a.m. to 4 p.m. M-F
Laboratory	684-6120	7 a.m. to 5:30 p.m. M-Th and 7 a.m. to 5 p.m. F
Mammography	684-6140	7:30 a.m. to 4 p.m. M-F
Medical Boards (PEBLO)	684-6433/6581	7:30 a.m. to 4 p.m. M-F
Medical Management	684-6390/6091	7:30 a.m. to 4:30 p.m. M-F
Nutrition	684-6170	7:30 a.m. to 4 p.m. M-F
Occupational Health	684-6546	7:30 a.m. to 4 p.m. M-F
Optometry	684-6750	7 a.m. to 4:30 p.m. M-F
Orthopedics	684-6338 / 6138	7:30 a.m. to 4 p.m. M-F
Outpatient Records	684-6641 / 6640	7:30 a.m. to 5 p.m. M-F
Patient Advocate	684-6211 / 6110	7:30 a.m. to 4 p.m. M-F
Patient Administration	684-6000	7 a.m. to 4:30 p.m. M-F
Patient Safety	684-6185	7 a.m. to 4:30 p.m. M-F
Pediatrics	684-6250	8 a.m. to 4 p.m. M-F
Pharmacy	684-6102	7:30 a.m. to 6:30 p.m. M-F,
Refill Call-In	684-6500 or 888-745-6435	7:30 a.m. to 6:30 p.m. M-F
Physical Exams	684-6630	7:30 a.m. to 4 p.m. M-F
Physical Therapy	684-6138	7:30 a.m. to 4 p.m. M-F
Preventive Medicine	684-6539	7:30 a.m. to 4 p.m. M-F
Public Affairs Office - Munson	684-6343	7:30 a.m. to 4 p.m. M-F
Radiology (MRI, Ultrasound)	684-6140	7:30 a.m. to 6 p.m. M-Th, 7:30 a.m. to 5 p.m. F

Release of Information	684-6205	9 a.m. to 4 p.m. M-F
Substance Abuse Program (ASAP) Building 339	684-6586	0730 - 1600 M-F
Surgery (Ambulatory & Pre-Op)	684-6363	6:30 a.m. to 5 p.m. M-F
Specialty Clinic	684-6190 / 6170	7:30 a.m. to 4:00 p.m. M-F
Travel Clinic	684-6535 / 6528	7:30 a.m. to 4 p.m. M-F
Triage Nurse Line	(913) 684-6250	24 hours
Well Woman Clinic	684-6105 / 6170	7:30 a.m. to 4 p.m. M-F
Appointments	888-269-0109 or 684-6250	7 a.m. to 4 p.m. M-F