

EXCERPTS FROM CGSC CIRCULAR 12-1

Arrival Notices

SAO's submit arrival notifications to inform CGSC of the date, time, mode of transportation, and number of accompanying dependents. Please request SAO to use SANWEB or send an email to Usarmy.leavenworth.tradoc.mbx.cgsc-imsd@mail.mil. Be sure to submit arrival notices as soon as possible but in no case less than 10 calendar days prior to arrival.

If dependents will be joining at a date following the student arrival window (as stated on the Invitational Travel Order) please be sure to check with IMSO staff at Usarmy.leavenworth.tradoc.mbx.cgsc-imsd@mail.mil for an appropriate date, in order to avoid conflicting with Field Studies Program (FSP) activities or overnight trips. IMS **are not** routinely excused from FSP activities to meet families at the airport.

Follow-on Training

All follow-on training must be coordinated with SATFA. Follow-on training for International Military Students should satisfy a valid training requirement. The SAO may identify and program follow-on training before the start of the CGSOC course. The SAO must also confirm follow-on training at least 60 days prior to CGSOC graduation date.

Registration

Registration for all IMS will be conducted at the Frontier Conference Center on 9 January 2012. Each IMS will receive a specific appointment time and instructions for registration with their Welcome Packet. If accompanied, the IMS are requested to bring their spouse and children, in order that their questions and concerns may be addressed as well. The following is a list of installation and local community agencies that will participate:

- Webster University
- Central Michigan University
- Kansas State University
- Fort Leavenworth Morale, Welfare and Recreation
- Leavenworth Post Office
- Carnegie Arts Center
- Munson Army Health Center (MAHC)
- Frontier Heritage Communities
- Chaplain's Office
- Thrift Shop
- International Loan Closet
- Organization of International Spouses and Sponsors (OISS)
- Fort Leavenworth Spouses Club (FLSC)
- Leavenworth Chamber of Commerce

- Kansas City People-to-People
- Leavenworth Public Schools, Fort Leavenworth Schools, Leavenworth Private Schools and Lansing Public Schools
- Fort Leavenworth banking and credit union facilities
- Fort Leavenworth Provost Marshall
- CGSC Security Office
- Directorate of Emergency Services
- Leavenworth Police Department

Baggage

Airline baggage allowances change from time to time, often with little or no notice. Please check with your airline carrier for size and weight of baggage allowances before departing. Standard allowances for most airlines are two pieces of baggage at 50 lbs or 23 kgs. If the U.S. Government is paying for your transportation the following will apply: Accompanied officers are allowed an additional four pieces of baggage. Unaccompanied officers are allowed an additional three pieces of baggage.

Identification Numbers

Foreign Identification Numbers (FIN): Following arrival at Fort Leavenworth, every IMS and authorized dependent above the age of ten years will receive an Armed Forces Identification Card. All IMS and all dependents are also enrolled into the Defense Eligibility Enrollment Reporting System (DEERS). IMS and all authorized dependents will also be issued a Foreign Identification number. It is important to retain this number for any future training in the United States. FINs are assigned for life, and are not reused.

FIN's are unique numbers generated by the Real-Time Automated Personnel Identification System (RAPIDS), used by all CONUS ID facilities. The FIN stands in place of a Social Security Number (SSN) and can be used to establish checking accounts, etc.

The primary purpose of the FIN is to enroll the IMS and his family members into the DEERS and to help facilitate scheduling of medical appointments and billing for medical services. FINs are assigned as 900-00-0001 and up. Since the Social Security Administration does not issue numbers in the 900 series, the FIN will not be confused with a valid SSN. The number is followed by an "F" (e.g., 900-00-4231F), identifying it as a FIN.

NOTE: Procedures do change, and at this time the ID Card Section is not issuing your FIN on the back of your ID Card - they issue a "gold" card along with it that has your FIN along with any family members that are authorized to have an ID Card. Do not lose this card.

Reporting Requirements

IMSD personnel will issue in-processing dates and times upon arrival (in a Welcome Packet). Regardless of airport arrival date or time, IMS should plan to arrive at the college during normal duty hours. Each military student and/or SCO must notify CGSC of arrival data via SANWEB. Each student should telephone the IMSD (913-684-7318) at least 24 hours before arrival. Information should include name;

rank; country; number of dependents; place, date, and time of arrival; mode of travel; and flight number. To avoid a delay at the airport, promptly notify the IMSD of any changes to your arrival date/time. Prior to departing your home country, notify the Security Assistance Officer (SAO) and request that the SAO send the travel itinerary via SANWEB; fax to (913-684-7333); or email to [mailto: Usarmy.leavenworth.tradoc.mbx.cgsc-imsd@mail.mil](mailto:Usarmy.leavenworth.tradoc.mbx.cgsc-imsd@mail.mil)

Billeting

Temporary on post lodging may be obtained by request at Usarmy.leavenworth.tradoc.mbx.cgsc-imsd@mail.mil

Telephone calls from the Billeting Office are very expensive. Please purchase calling cards to make overseas calls.

Unaccompanied IMET funded officers are provided a furnished suit in Hoge Barracks for the year. Each occupant is responsible for the maintenance and condition of his suite and the furnishings provided. The Fort Leavenworth Lodging Office, in Hoge Barracks, provides housekeeping service, cable television and broadband internet service. The current daily service charge (rent) is \$70.00 per day, fully reimbursed to IMS drawing IMET TLA. Reservations should be requested and confirmed in advance of arrival.

Accompanied Officers: Officers accompanied by authorized dependents have the option of obtaining quarters in the local civilian community, or using fully furnished U.S. government family quarters on Fort Leavenworth. Family housing on Fort Leavenworth is managed by Michaels Military Housing. You can read about family housing at this web site: <http://www.ftleavenworthfamilyhousing.com/> . You may apply for housing prior to arrival in the US, or after arrival at CGSC.

The Fort Leavenworth Housing Services Office, (913) 684-5661 or 5686, maintains referral lists of local rental properties <http://www.ahrn.com>.

Off-post rental in the area range as follows: House 4-5 bedroom: \$850-\$1,400; for 3-bedroom: \$850-\$1,300; for 2-bedroom: \$750-\$950. For apartments with 3-bedroom: \$600-\$850, for 2-bedroom: \$450-\$700; for 1-bedroom: \$400-\$550. IMS are strongly encouraged to coordinate with sponsors or fellow countrymen already at CGSC prior to arrival.

Immunizations

Please bring your children's immunization records with you to insure shots are up-to-date. All children entering Kansas public schools for the first time, according to Kansas State Laws, must have had -- or be in the process of receiving the following series of immunizations (translated in English on the shot record):

- Measles/Mumps/Rubella (MMR) - 2 doses-vaccine administered after 12 months of age.
- Oral Polio - 4 doses, minimum of six weeks between doses.
- Diphtheria, Tetanus, and Pertussis (DTP/Tetanus) - 5 doses.

- Hepatitis B - 3 doses.
- Hepatitis A - 2 doses.
- Varicella MMR - 2 doses.

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

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 2 doses of the combined MMR vaccine before school entry.

Gentry Clinic, and Munson Army Health Center (MAHC) conducts immunization and screening and school physicals for school-age children. The IMSD coordinates with MAHC and provides necessary information to the IMS's on individual appointment times. Be sure to bring with you all available immunization records to your child's appointment. Please ensure all dependent immunization records are written or translated into English.

TB Test: tuberculosis test is not required for school in the State of Kansas, but are encouraged and highly recommended for each child. TB test is required for any child using the Fort Leavenworth Child Development Center (CDC) for child care of preschool.

Student Pre-Registration

International Military Students inbound to CGSC must pre-Register prior to arrival. The requested information is only that which is necessary to facilitate arrangements for airport pickup, billeting, computers, books, and etcetera. Effective October 2006, CGSC have used the "College Information System" (CIS) to enable the IMS to submit that very necessary information. IMS are advised to read the instructions very carefully, especially regarding expression of names precisely as stated on passports and to be sure to submit all requested information. Questions can be referred to the SAO or directly to CGSC IMSO Usarmy.leavenworth.tradoc.mbx.cgsc-imsd@mail.mil

IMS planning to report to CGSC for ILE are requested to submit their pre-Registration information as soon as possible. Click here for the link to pre-register:

<https://cgsc2.leavenworth.army.mil/cac2/cgsc/students/register/index.asp>

CGSC Information Booklet

This booklet contains valuable information to help the International Military Student learn about Fort Leavenworth, the surrounding community, and the course of instruction he will attend. The CGSC Circular 12-1 is available on-line and every student will receive a hard-copy in their Welcome Packets upon arrival.

In-processing

At in-processing:

- Each IMS will sign in.
- Each IMS will turn in their Invitational Travel Order (ITO), and any endorsements and/or amendments.
- Each IMS will review his Pre-Registration. If this form has not been received by the IMSD, the IMS must complete this form prior to his in-processing.
- IMSD will produce a verification copy of the IMS's Pre-Registration forms and include it in his Welcome Packet. The IMS is to review these forms and make any changes or corrections as necessary and bring them with him to his in-processing appointment.
- Each IMS and dependent passport and visa will be reviewed to ensure suitable expiration dates. Please bring with you passports, visas, and I-94 forms for yourself and your dependents. A scan copy of the visa entry stamp and I-94 form will be made.
- Each IMS will receive his I.D. Card application and instructions on how to obtain his I.D. Card. If accompanied and dependents are authorized by ITO, the IMS will also receive I.D. Card applications for his dependents. Officers scheduled for follow-on training after completion of CGSC will receive new I.D. card with new expiration dates and their assigned FIN.
- Each IMS will receive information on locating housing off-post if he is accompanied or dependents will join during the academic year. Housing Representative will review leases.
- Each IMS will receive his initial book issue soon after in-processing. This consists of several bundles of books. The IMS should arrange with his sponsors, if needed, for transportation.
- Each IMS will locate his student box in Room 3529, Lewis & Clark Center.
- Each IMS will verify that CGSC has the correct flag for his country. The country flags will be on display in Lewis & Clark Center.

Sponsor Program

Each International Military Student (IMS) has three sets of sponsors:

- Fort Leavenworth Sponsor, recruited and assigned by the Chief, IMSD from the Fort Leavenworth military population;
- Leavenworth sponsor, civilian, recruited and assigned by the Leavenworth-Lansing Area Chamber of Commerce;
- Kansas City sponsor, civilian, recruited and assigned by the Kansas City Chapter People-to-People International.

The Chief, IMSD, works with these civilian agencies to coordinate the IMS Sponsor Program.

Sponsors assist the IMS and their families in adjusting to their new communities and share American culture and traditions.

CGSOC Course Dates are posted to your Invitational Travel Orders.

Invitational Travel Orders

An ITO must be issued for every IMS being administered under the Security Assistance Training program and the responsibility for doing this is the singular responsibility of the overseas Security Assistance Officer (SAO). The ITO provides recognition of the military status of the IMS and is the controlling document for authorized training terms, conditions, and privileges. The ITO is also the basic document used for accounting purposes. In addition, it provides guidance to the appropriate agencies to determine which support is payable. The SAO will issue a separate ITO for every IMS.

Name and Birth Date: The name on the ITO must be identical to the name as it appears on the IMS' passport. Particular attention must be made to the distinction between SURNAME and GIVEN name so that they are entered correctly into TMS, and then appear correctly on the ITO. The BIRTH DATES must also be identical to the Birth Date on the IMS' passport

Dependents Authorized: Dependents (as defined in JSCET Paragraph 10-9.b.(12) accompanying or joining the IMS must be authorized on the ITO to be eligible for privileges; for example, identification cards, exchange and commissary privileges, and medical services. If dependents are authorized, their names, relationship, dates of birth, and passport numbers will be listed in Paragraph 12a of the ITO.

Medical Services: Medical care to International Military students and their authorized dependents is not free; rather, it is provided on a reimbursable basis. The only exception to this is outpatient care for NATO/PFP SOFA countries and healthcare authorized under a reciprocal healthcare agreement. The ITO must indicate how dependent medical care is to be paid. Dependents are not authorized to accompany IMS to the United States without a clearly defined medical care plan indicated on the ITO. If host nation government has not agreed to accept all dependent medical care expenses, Medical Insurance meeting current Defense Security Cooperation Agency standards must be purchased in advance of the SCO placing dependents on orders to travel to the United States. This requires extensive pre-departure coordination between the SCO and the CGSC IMSO.

Student Arrival/Departure

International Military Students should be ticketed to Kansas City International Airport, Kansas City, Missouri (22 miles away; 30 minutes from post). The airport code is MCI. If the student is not met by IMSD representative (Active Duty military or civilian sponsor or a CGSC Greeter), call IMSD at (913) 684-7318 (0730 to 1630 hours, weekdays) or the Fort Leavenworth Staff Duty Officer at 684-0062 (1630 to 0730 hours weekdays, and anytime on holidays and weekends).

If you have any reason to believe that IMSD does not know your correct arrival information or if it changes en route to Kansas City International, you can take the airport shuttle service from the airport to the College. Cost is approximately \$30.00. From Kansas City International airport, call (toll free) 1-800-331-6796 for the Rick's Airport Express service.

To avoid any delay at the airport, notify the IMSD (913) 683-4184 of any changes to your itinerary. Before departing your home country, check with the SAO and request that he send an email to Usarmy.leavenworth.tradoc.mbx.cgsc-imsd@mail.mil as well as submitting a SANWEB Arrival Notice. If those systems fail, send a FAX to the CGSC-IMSD (913) 684-7333.

CGSC Greeters Program

CGSC will designate several US Military Officers as Official CGSC Greeters for the authorized arrival period. These officers, along with volunteer civilian sponsors, will greet you and your accompanying dependents at Kansas City International Airport (MCI), with a Welcome Packet and transportation to Fort Leavenworth.

Advanced notice of arrival, submitted by the SAO, is critical in order to be certain adequate transportation is available to support the size of each IMS, family members and their baggage. Both the states of Missouri and Kansas require specially constructed child car seats for all children under the weight of 80 lbs, and ages 3 and under are required to be in a child seat so be certain to give the ages of any accompanying children within the arrival message! All children 4-7 years of age are required to ride in a booster seat.

International Military Student Division (IMSD)

International Military Student Division (IMSD)
U.S. Army Command & General Staff College
100 Stimson Avenue
Fort Leavenworth, KS 66027-2301

Telephone (913) 684-7318/7324/7326
Telefax (913) 684-7333
CAC Staff Duty Officer (913) 684-4154/4448

Arrival Info E-mail: Fort Leavenworth IMSD: Usarmy.leavenworth.tradoc.mbx.cgsc-imsd@mail.mil

Telephone Issues

Army Regulation 25-1 authorizes all officers (US and IMS) the use of the Fort Leavenworth telephone system to conduct official business. Official business calls are defined as calls necessary in the interest of the U.S. government. The following phone calls are also authorized:

- Personal calls to your local (not OCONUS) residence or to speak locally to your spouse/minor child.
- Telephone calls to your Fort Leavenworth, Leavenworth, or Kansas City sponsors.
- Telephone or telefax to your Embassy in Washington, D.C.

No other calls (or telefaxes) are authorized even if your intention is to reimburse the U.S. government for the cost of the call.

- Kansas No-Call Act is a state law that allows Kansas residents to register their home telephone number as being "off limits" to certain types of sales calls. Any telephone solicitor that calls a telephone number on the list after the enforcement date for that phone number is subject to civil penalties of up to \$10,000 per violation. Any consumer who wishes to register on the Kansas No-Call list may do so for

free by calling toll-free, 1-866-362-4160. For more information or to register via the Internet, go to the Kansas Attorney General Consumer Protection <http://www.ksag.org/page/no-call-list>

Computers

To be successful, CGSOC students need basic computer and Internet skills. These automation skills include preparing Microsoft Word and PowerPoint documents, producing briefings, communicating via electronic mail, and accessing/researching information via the World Wide Web. Computers (approximately 4:15 computer to student ratio) are available for use in the library and classrooms, as well as in the CGSC Computer Lab in Lewis & Clark Center. If you want to acquire your own computer assets, purchase a system capable of running CGSC standard software. That includes the latest version of Microsoft Office applications including Word, PowerPoint and Excel and Internet Explorer. Microsoft Office software is available for purchase at discounted academic prices at the Military Bookstore in Lewis & Clark Center. Personal computers are not permitted on the CGSC network.

Computer Issue. Please note that all FMS, IMET and CTT students attending CGSOC will receive a notebook PC (with a maintenance warranty) that meets or exceeds CGSC standards. Those laptops are purchased with funds from course costs and are Retainable Instructional Material (RIM) items. Students will retain these computers and are authorized to take them to their home country after graduation. Each student is responsible for coordinating disposition of the computer with appropriate authorities upon return to home country.

Location and Climate

Weather in Northeast Kansas is often characterized by rapid changes. The average high temperature during the summer months is 32 degrees C with a maximum of around 43 degrees C. In the winter months, the average low is 8 degrees below zero. Rainfall is generally moderate and evenly distributed throughout the year. Local TV channels and radio stations broadcast local area forecasts and severe weather alerts and warnings. All IMS are thoroughly briefed on extreme weather protection plans early upon arrival and are expected to brief, in turn, family members.

Transportation

There is no public or mass transportation in the Leavenworth or Fort Leavenworth communities. Purchase of a privately owned vehicle is usually necessary at Fort Leavenworth for accompanied IMS's and all IMS's residing off-post.

Kansas law mandates that every automobile insurance policy sold in the state must have these minimum coverage:

- Liability coverage
- \$25,000/person for bodily injury

- \$50,000/accident for bodily injury
- \$10,000/accident for property damage

Personal injury protection (PFSP or No Fault)

Minimum amount required by law:

- \$4,500/person for medical expenses
- \$900/month for one year for disability/loss of income
- \$25/day for in-home services
- \$2,000 for funeral, burial or cremation expense
- \$4,500 for rehabilitation expense
- Survivor Benefits: Disability/loss of income up to \$900/month for one year
- In-home services up to \$25/day for one year.

Uninsured/Underinsured Motorists

- \$25,000/person
- \$50,000/accident

CONUS ECL Testing

IMS's will take the English Comprehension Level (ECL) test upon arrival. Current IMS graduates of the Defense Language Institute (DLI) plus IMS's from the following countries are exempt from this test:

- Antigua, Australia, Bahamas, Barbados, Belize, Brunei, Canada, Dominica, Grenada, Guyana, India, Ireland, Jamaica, Malta, Mauritius, Netherlands, New Zealand, Norway, Pakistan, Singapore, St. Kitts, St. Lucia, St. Vincent, Trinidad and Tobago, and the United Kingdom.
- Students from Pakistan and Kenya scheduled for Senior Professional Military Education (PME) courses are also exempt from ECL, TOEFL and OPI testing in country.
- IMS's who need to take the ECL test will receive an appointment with their welcome packet.

Medical Care

International Military Students and their authorized dependents may receive limited outpatient medical care at Munson Army Health Center on a reimbursable-cost basis. *The officers Invitational Travel Order (ITO) designates who is responsible for reimbursement of military and civilian medical costs for both the student and authorized dependents.* In any case where the Foreign Government does not assume

responsibility for dependent medical expenses (per paragraph 12-b of the ITO), the IMS must have purchased prior to arrival, and then maintain throughout the length of the dependent's stay in the US, adequate medical insurance. Failure to maintain coverage may result in IMS removal from training and return to home station. IMS responsible for their dependent's healthcare costs will be required to present a copy of their insurance policy, written in English, and the policy points of contact.

Adequate, qualifying medical insurance:

- Medical Benefits of at least \$400,000 per accident or illness (sickness)
- A deductible not to exceed \$1,000 per accident or illness per family.
- Repatriation of remains in the amount of a minimum of \$50,000 should death occur
- Medical evacuation in the amount of \$250,000 in the event should the insured be medically returned to their home country due to a serious or long term illness
- Insurance company must be able to pay the benefits to a Department of Defense medical facility.

Do not purchase "Travelers Insurance" to meet these requirements!

IMS are also particularly cautioned to be certain as to whether the healthcare insurance purchased for dependents of child bearing age does in fact cover pregnancy. Pregnancies occurring before or soon after the effective date of a healthcare policy will not be covered by that policy. Typically, policies purchased in the U.S. will not cover pregnancy for one full year from the beginning of coverage. Uninsured pregnancy can only be addressed by the Foreign Government accepting responsibility for all uninsured expenses, or amendment to the ITO deleting authorization for dependents. If the Foreign Government refuses to provide this coverage, the pregnant dependent will be returned to her home country.

Medical care and health insurance in the United States is expensive. If the Foreign Government agrees to pay medical costs, Fort Leavenworth's Munson Army Health Center (MAHC) or the civilian medical facility sends bills directly to the foreign embassy in Washington, DC or to designated foreign office in country for reimbursement. A Reciprocal Health Care Agreement is valid only in **military** medical treatment facilities. Medical care costs in a civilian facility are not covered by Reciprocal Health Care Agreements.

Travel to the U.S.

The SAO will help prepare you for your travel to the United States.

- International Military Education and Training (IMET) Students.
- Based on your ITO, the SAO will arrange that portion of your travel paid for by IMET funds.

- IMET students travel via U.S. Government transportation over the most direct air or surface routes between points specified in the travel orders. You are responsible for any costs associated with any deviations from this routing for your personal convenience.
- 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.
- Reimbursement for travel by privately owned vehicle is not authorized unless previously provided for in the ITO.
- The following guidance applies to the Foreign Military Sales (FMS), Professional Military Education (PME), and those IMET students who governments pay for their students' transportation:
 - You and your government is responsible for all travel arrangements.
 - Since many non-U.S. carriers do not have a local representative in the Kansas City metropolitan area, we recommend that IMS's and their governments purchase one-way tickets to the United States. If you must have your ticket re-issued, you may contact the local travel agencies for assistance.

Dining Facility

There are no military dining facilities available to CGSC students living on or off Fort Leavenworth. The Post Exchange operates several food facilities at various locations on the Fort, including snack bars and fast food facilities.

Medical and Finance Briefings

Each IMS will need to visit Munson Army Health Center (MAHC) during In-Processing. IMSD strongly recommends spouses attend as well. You will be seen by the Health System Specialist, Patient Representative, and Treasurer. You will need to have two copies of your family's insurance policy. You will need to give one to the Personal Affairs Coordinator (L&C Room 3528) and one to MAHC.

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

Uniform Requirements

DUTY: Officers wear their summer uniforms from about 1 May to 15 October. They wear the winter uniform for the remainder of the year. You will need complete summer and winter service uniforms, including a heavy overcoat and a raincoat. Bring a minimum of three field uniforms with boots. Battle Dress Uniforms (BDU's or equivalent) or Class A and B uniforms (the equivalent of the Army green uniform with coat, tie and trousers) are the uniforms worn for classroom instruction. If your service issues a sweater, bring it for winter wear. Students should also bring sufficient duty uniforms. Also, bring those items of clothing that you will need if you wish to participate in outdoor sports activities. Civilian clothing is worn extensively off duty.

FORMAL: International Officers should bring the uniform of their service that most nearly equates to the type of dress that follows:

- Semi-formal - Army Blue (or white) uniform when worn with a four-in-hand tie.
- Formal - Army Blue Mess (or White Mess) uniform when worn with a black bow tie. (This constitutes a dress uniform and corresponds to a civilian tuxedo.)

Driver's License

International Officers: To obtain a Kansas drivers license, you will need to pass only a vision test if you obtain one of the following: Current home country drivers license, or a U.S. state license. You will need to present your **Passport**, Resident Verification Letter, and Invitational Travel Order and that drivers license.

If you reside in the state of Missouri, you will need to obtain a Missouri Drivers License.

Dependents: If your dependents have a current home country drivers license or a U.S. state license, and are listed on the Invitational Travel Order they will only be required to pass a vision test. If they do not possess a current license they will need to pass a visions test, written closed-book examination (through an interpreter, if desired), and a driving test.

Passport and Visas

Passports and Visas are the responsibility of the foreign government. Students and their authorized dependents are entitled to a A-2, D/S status (DS means Duration of Status). The Visa is good during training covered by the student's ITO plus authorized leave.

I-94 Card: A small green or white card is given to all non-immigrants when they enter the United States. The I-94 card serves as evidence that a non-immigrant has entered the country legally. It is stamped with a date indicating how long the non-immigrant may stay for that particular trip. It is this date--and not the expiration date of the visa--that controls how long a non-immigrant can remain in the United States. A new I-94 card with a new date is issued each time the non-immigrant legally enters the United States. Canadian visitors are not normally issued I-94 cards.

U.S. Holidays http://www.opm.gov/operating_status_schedules/fedhol/

There are no classes for approximately 10-12 days at the end of December. This period is known as “Winter Break” for summer-start ILE students. Winter-start ILE students receive a two-week Summer-Break in late May or early June. IMS students may take leave and travel as they wish during this period. **IMS students who desire to travel outside the United States must obtain permission, in writing, from their embassy or Ministry of Defense.** Classes are not in session on Good Friday or Easter Monday. When a 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 these days.

Facilities and Privileges

Fort Leavenworth is a self-contained community. It has most of the facilities found in an average small city. All facilities and privileges ordinarily available to U.S. officers are also available to international military students.

Postal

International officers may use the following address for mail delivery at Fort Leavenworth.

Full Name, Rank, and Country of Individual
U.S. Army Command & General Staff College
ATTN: International Military Student Division
100 Stimson Avenue, Room 3528
Fort Leavenworth, KS 66027-2301
U.S.A.

Welcome Packets

A CGSC Representative will take the welcome packet to the airport. If you arrive unannounced, by private automobile, or outside the official report dates, you may call the IMSD (684-7324, 684-7326, or 684-7318) or report during duty hours to the IMSD, Room 3528, Lewis & Clark Center, 100 Stimson Avenue to obtain your welcome packet. Duty hours are 0700-1530 hours. The welcome packet will contain the following data:

- An IMSD business card.
- Information on in-processing with assigned date/time to report.
- Appointment time for Registration.
- An appointment for ECL testing (if required).
- Each IMS will receive additional handouts as appropriate.