ATZL-LDD-I 10 June 2017

MEMORANDUM FOR **INTERNATIONAL MILITARY STUDENT, CLASS 2018**

SUBJECT: Guidance for Getting Started Following Arrival at Fort Leavenworth

1. Reference: Command and General Staff College (CGSC) Circular 12-1, Information Booklet for International Military Students, dated February 2017.

2. Welcome to Fort Leavenworth and the beginning of the Best Year of Your Life! The purpose of this memorandum is to provide general guidance to ***newly arrived*** International Military Students (IMS) on the ground here at Fort Leavenworth. I look forward to meeting all of you. Throughout the settling-in period, we trust you will be patient, use initiative and good judgment. Remember, you have 118 International classmates, and all of you are important to us. That said, please do not hesitate to telephone or otherwise ask for assistance as needed.

3. All IMS newly arrived IMS should read this memorandum for general guidance. Some portions do not apply to unaccompanied students. Some portions apply only to students receiving a living allowance. It will not answer every question you might possibly have. You will be incrementally briefed on major topics in small groups and interviewed individually in accordance with a schedule. I expect you to have all your personal questions asked and answered during In-processing and Registration.

4. The Fort Leavenworth Main Post Exchange (PX) and the Commissary (grocery store) are available to you upon arrival. Seasonal clothing and accessories, food, toiletries and non-prescription medications are available at these facilities. Cashiers will ask you to show your U.S. Armed Forces Identification (ID) Card for purchases. If you need to shop before you receive a U.S. ID Card both the PX and Commissary will accept your passport and Invitational Travel Order (ITO), so be sure to have both with you. You can read more about Fort Leavenworth shopping facilities in Chapter 3 of the CGSC Circular 12-1 you will find in your Welcome Book.

5. Priority tasks during your first 10 days include the following:

* Take care of yourself and your family
* Attend your In-Processing sessions, Part One and Part Two
* Sit for your ECL Test (if required)
* Receive a Medical Care Briefing
* Attend IMS Registration
* Select Permanent Quarters
* Obtain a Kansas Driver’s License
* Attend the Field Studies Program tour of Kansas City, 29 June
* Complete Information Assurance Training for Computer Use
* Attend a Fort Leavenworth and a Library Tour

 6. **Take care of yourself and your family.**

 a. The volunteer “Sponsors” who provided most IMS transportation from Kansas City International Airport will likely provide further assistance for your first few days on Fort Leavenworth. If you arrived by privately owned vehicle you will need to contact your sponsors by telephone. You actually have three sets of sponsors, but the Fort Leavenworth Sponsor is tasked with getting you settled. Please notify IMSD if your sponsors tell you they will not be available to support you during In-Processing.

 b. Medical support services. Please read Paragraph 3-5, CGSC Circular 12-1. Medical services are available ranging from 0730 – 1600, Monday through Friday. If you or a family member needs to see a physician, contact the IMSD Program Assistant during duty hours at 684-7326. For evenings, weekends and holidays you must go to the Emergency Room of either of the two hospitals in Leavenworth. For true emergencies (serious illness, injury, or extreme pain), telephone Emergency Medical Services by dialing 911.

 c. Religious support services. See CGSC Circular 12-1, Paragraph 3-14.

 d. Banking services. Most students open a bank account on Fort Leavenworth at either the Armed Forces Bank or the Frontier Community Credit Union or Navy Federal Credit Union in Leavenworth. If you are authorized to receive a Travel and Living Allowance (TLA) from the United States Government (see line 12-f of your ITO), you must have a bank account suitable for electronic funds transfers in order to receive TLA payments. When you open your account, be sure to ask for a Direct Deposit Signup Form (SF 1199A) to take with you. Bring that form to your In-processing appointment.

7. **In-Processing**. A list of appointments related to your In-Processing is the first item you should have seen when you opened your Welcome Book as well as a checklist of In-Processing requirements all IMS must accomplish. All CGSC International Military Students (IMS) must in-process with the International Military Student Office, known locally as the International Military Student Division or IMSD. In-Processing activities are organized into two parts. Part One is a series of short orientation briefs given to groups of 30 IMS. Part Two is individual desk-side interviews. Part One and Part Two will not be on the same day. You will be not be fully In-Processed until your pink In-Processing Checklist is completed and returned to IMSD control.

 a. IMSD is located near the east end of the third floor of the Lewis and Clark Center**.** In-Processing is done in two parts, both by appointment. Please refer to the In-processing schedule in your Welcome Book in order to know where you need to be and what time you need to be there. Please arrive on time for all appointments. Enter the Lewis & Clark Center at the large, main entryway on the south side the building, adjacent to the flag pole.

 b. In-Processing is conducted in Army Combat (field) Uniform. For Part One appointments, go to **Classroom 3327**. For Part Two appointments, go to the IMSD staff offices in Room 3528. It is better to not bring dependents to In-Processing. Please be sure to have the following items with you when you arrive for all appointments.

* U.S. Armed Forces ID Card (if you have one)
* Passport with U.S. A2 visa for yourself and all dependents on the ITO
* Direct Deposit Signup Form (SF 1199A) if you are to receive TLA
* Renter’s lease for your house or apartment if you have one
* Dependent Medical Insurance policy. Wallet cards alone are not acceptable
* IMS and Dependent Medical Examination Records

 c. **In-Processing Part One** is in 30-person groups. It begins with a sign-in, followed by a series of short briefings, receipt of ID card applications, and general information and instructions for In-Processing (at your appointed times) Munson Army Health Center and the Fort Leavenworth Housing Management offices.

 (1) Sign in. IMSD International Program Assistants will collect your passport and those of your authorized dependents at the beginning of the session. While you receive a series of briefings, the information on passports and visas will be will be scanned for your official files, compared to information on ITOs in order to insure consistency, and used to prepare United States Uniformed Service ID card applications as required. All passports and visas will be returned to you following the briefings.

 (2) Receive the following briefings. Please don’t wait to ask questions!

 (a) Welcome (General information, setting expectations, answering questions)

 (b) Personal Affairs (TLA, housing and medical care)

 (c) Munson Army Health Center (services, appointments, referrals)

 (d) On-Post Housing (application process, general information)

 (e) U.S. Department of Defense Field Studies Program

 (3) Receive United States Uniformed Service ID card application form(s). IMS and all dependents over 10 years of age must have ID cards. You must take the form(s) to the Fort Leavenworth Adjutant General, ID Card Section. A map is included in your Welcome Book to help you locate the ID Card Section. Do not bring children less than 10 years of age to the appointment. The process can take up to an hour to accomplish. Be patient! There is a big television there in a comfortable waiting area, but I recommend you bring something to read or better yet see if you can make a new friend while you wait.

 (4) Go to Munson Army Health Center (MAHC) to visit our Medical Services Accounting Officer, Ms. Kathy Budke and Patient Advocate, Ms. Tiffany Dipman, in Rooms 1C006A and 1C005. They will discuss the MAHC health care assets available to you and your family members; explain how appointments are obtained, how your bills are paid, and answer any questions you or your spouse may have about referrals or insurance.

 (5) ***At your appointed date***, go to the Frontier Heritage Communities (family housing) if you wish to rent housing ***on-post***. Frontier Heritage is located at 220 Hancock Avenue. You will need to have submitted a housing application or bring one with you. Be prepared to select an address from a short list of units that both match your bedroom requirements and are available that day. On-post housing is always unfurnished, so also be aware you will need to arrange for furniture. As with off-post housing, you will sign a lease for your protection as well as the management’s protection. Be sure you are taking good notes.

 (6) Go to the Housing Services Office (HSO) if you are or will be renting housing or an apartment ***off-post***. HSO is located at 600 Thomas Avenue. An HSO counselor will provide you a referral list of houses and apartments in the local area, tailored to your personal needs and preferences as well as guidance and assistance throughout your stay. Renting off-post is a very significant undertaking. Please read Paragraph 3-6, CGSC Circular 12-1. Signing a lease for a house or apartment is a two-way business agreement meant to protect *both the renter and the landlord*. You need to approach this process very deliberately. Do not sign a lease before the HSO has reviewed the lease and given you feedback.

 d. **In-Processing Part Two** is a quick tour of the IMSD area at the Lewis & Clark Center and a deskside interview. Be sure to report promptly at the appointed time.

 (1) Be prepared to hand over, for scanning, any new ID cards and the FIN Card issued to you or your family members. Current program policy requires these scans and all your student records to remain on file at IMSD for six years.

 (2) If you do not have already one, IMSD will assist you submitting an application for an account with Army Knowledge Online (AKO). AKO functions as a portal to secure web pages owned by the Army. You will use your AKO user name and password to access web-based learning and information-sharing systems during your studies at CGSC. Be sure to carefully note the user name AKO assigns to you and remember the password you create during the process. Again, you will use both many times, so make good notes!

8. **ECL Testing**. Your Invitational Travel Order indicates your requirement to take the ECL test. DLI-students will not be tested. All non-exempt IMS must test. The ECL test will be administered Tuesday 20 June at 1400 at the Army Education Center, 220 Dickman Avenue, in Classroom 16, downstairs. Plan to arrive 15 minutes early.

9. Attend the **mandatory “U.S. Based Healthcare System” orientation briefing on Thursday, 22 June** at 0830 in Eisenhower Auditorium in the Lewis and Clark Center.

 a. A representative from Hulse/QM Healthcare Advocates will provide a large group information briefing on the U.S. Healthcare System. The intent for this brief is to describe the military and civilian systems you will use should you or a dependent become ill or injured. The speaker will explain and discuss local procedures related to obtaining appointments, billing practices and responsibilities, and what you need to know about medical insurance policies. This brief is mandatory for all IMS; spouses are welcome and encouraged to attend as well.

 b. Following the large group briefing, the Hulse/QM representative will brief small groups of IMS who have the same insurance policies or overall plans on the specifics of their policies. The intent for these briefs is to discuss details of specific policies in order help each IMS understand how to use their policy for maximum benefit and to answer questions about those policies.

10. **“Registration” Tuesday, 27 June, at the Frontier Conference Center.** This is a very important opportunity for you and, if available, your spouse to meet personnel from several agencies and activities that support personnel assigned to Fort Leavenworth and in many cases register for their services. Your children are invited to come along as well. Representatives from both local school districts, Leavenworth Parochial schools and Fort Leavenworth Public Schools Liaison Officer will be present at Registration. Plan to attend in battle dress uniform and bring your CAC card. You can expect to see and talk to representatives from the following:

* Leavenworth, Lansing, and Fort Leavenworth public schools
* Fort Leavenworth’s School Liaison Officer
* Leavenworth private schools
* Army Community Services
* Fort Leavenworth Army Education Center
* Fort Leavenworth Family Morale, Welfare and Recreation Office
* Fort Leavenworth Information, Travel & Reservations Office
* United States Postal Service
* Armed Forces Bank
* Frontier Community Credit Union
* Navy Federal Credit Union
* CGSC Physical Security Office
* Leavenworth and Fort Leavenworth Police Departments
* Operation International (Leavenworth/Lansing Sponsors)
* People to People International (Kansas City Sponsors)
* Organization of International Spouses and Sponsors
* English Language Support Course (conversational English classes for spouses)
* Fort Leavenworth Spouse Club
* Fort Leavenworth Chaplain’s Office
* International Loan Closet
* Field Studies Program Book Issue (eleven books, about 15 pounds)

12**.** All IMS will receive a notebook computer and a backpack carrying case upon completion of Registration. The computer was purchased with course costs; it is the property of your government. It will remain in your custody throughout the course, and you will take it back to your home country following graduation. It will be your responsibility to consult appropriate authority regarding disposition of that computer.

13. **Field Studies Program (FSP) Tour of Kansas City, 29 June**

 a. This is a full day excursion, the first of approximately 35 FSP activities you will participate in during your program of instruction at CGSC. Participation in this event as well as future FSP activities is not optional. Plan to dress in civilian casual, defined as slacks and collared shirt; no jeans, no shorts, no sandals. It will begin with a briefing at the Frontier Conference Center, located at 350 Biddle Blvd at 0730 hours. Busses will depart after the briefing and will return at approximately 1700 hours. Family members are not authorized to accompany this tour. Check the weather forecast before leaving your quarters.

 b. An advance reading assignment will be provided to you during the Part 1 Briefings from FSP, along with instructions for where and when to meet the bus, and there will be a briefing prior to departure. A follow-up discussion session for this tour will take place the following day. Instructions for preparing for the brief will be in the reading assignment.

14. **Zero-Day Briefings** are Wednesday, 5 July at the Lewis and Clark Center’s Marshall Auditorium from 0830-1030.This is the final preliminary activity necessary before the International Military Student Preparatory Course (IMSPC) actually begins. I will brief you on a number of critical student-survival oriented topics and answer your questions, then you will be organized into twelve staff groups and introduced to your Instructors. Tours of the L&C Facility complete Zero-Day activities.

14. Again, welcome to Fort Leavenworth and to the Command and General Staff College! If you have any questions regarding this memorandum, please contact Mr. O’Dell in Room 3531 of the Lewis & Clark Center or at 684-7318 or 683-4184 or email steven.o.odell.civ@mail.mil.



Enclosures JAMES F. FAIN

Fort Leavenworth Sketch Map Director, International Military

Mandatory Appointment Information Student Division