

# AIR COMMAND AND STAFF COLLEGE (ACSC) CLASS 20A INTERNATIONAL OFFICER SCHOOL (IOS) REPORTING INSTRUCTIONS FOR STUDENTS

**\*Please note: These instructions include only the basic information you need to know to get started, you will receive in-depth information and briefs upon your arrival and during in-processing.**

## **10 Things You Need to Know or Do BEFORE You Arrive:**

### **1. Contact information for IOS:**

E-mail – [au.imso@us.af.mil](mailto:au.imso@us.af.mil)

Dialing international – 00+1+334-953-6915

Dialing within the U.S. during duty day/hours (M-F, 0730 – 1630 CST) – 1-334-953-6915

Dialing within the U.S. 24 hours a day and/or for immediate assistance – 1-334-953-7474 (Ask to be connected to the IMSO or an IOS representative)

**Our website -** <http://www.airuniversity.af.edu/IOS/>

- 2. As soon as you have your departure/arrival information contact IOS via e-mail – [ios.student.operations@us.af.mil](mailto:ios.student.operations@us.af.mil) and/or if anything changes while en route or phone 1-334-953-7474 (Ask to be connected to the IMSO or an IOS representative)**
- 3. If you will receive a monthly living allowance from the U.S., be aware that your first payment will not occur until 45 – 60 days after course start date. Plan accordingly and bring enough funds for this period.**
- 4. Don't rush to sign any legally binding contracts/documents – housing, cars, etc. Discuss with IOS if you have concerns. Students receiving travel and living allowance (TLA) from the US: – IOS must review your lease before you sign; if we don't, your pay could be in jeopardy.**
- 5. For family members, consider buying real medical insurance, an example is Blue Cross/Blue Shield, instead of "traveler's" insurance. Real medical insurance is more expensive than travelers insurance, but it is less likely to have rejected claims resulting in bills not paid by the insurance company. Travelers insurance may only cover emergencies, not routine and urgent care. If not covered by the insurance company or your country, you will be responsible for the bills. For your family to be put on your Invitational Travel Order (ITO), they must be medically covered by insurance. This coverage can be provided by you or your country, and it must be compliant with Department of Defense rules.**
- 6. Public school assignment is based on where you reside. Don't sign a housing lease until you know more about the school your child/children will attend. Plan to personally visit the school(s) your children may attend. If you don't like the school, don't live in the neighborhood. See # 4 above. Deciding you don't like a school after you have signed a lease does not justify breaking the lease contract. Depending upon the source of ratings, Montgomery area public schools do not rank very high. If you have children, deciding where you live should be dictated by the school(s) that service your neighborhood.**
- 7. Bring translated copies of all your children's school records. Make sure they go into detail about specific grades, courses, and scores. Extra documentation is better than not enough. Bring translated copies of all your children's immunization/shot records.**
- 8. If your family arrives after you, do not schedule their arrival during the timeframe 12-17 July. The class will travel during those dates and return in time to prepare for graduation and then graduate. You will not be available to meet them at the airport and transport them to your house/apartment.**
- 9. Master's Degree Program. International officers are invited to attend Professional Military Education (PME). Those who satisfactorily complete requirements will graduate and earn a diploma. International students who desire to apply, and qualify for admission, can also participate in the master of military strategic studies degree program while attending AWC. Students must hold a U.S. Bachelor's Degree or its equivalent and meet English language proficiency requirements. For those requiring language testing per DSCA policy memorandum, the TOEFL must be taken no later than 16 May 20. For those needing academic credential**

evaluations, student academic documents must be submitted to an accredited credentialing service no later than **16 May 20**. Detailed instructions regarding admission requirements and the application process can be found on the Air University Registrar web site at <http://www.airuniversity.af.edu/> Specific questions can be sent to [airu.admission@gmail.com](mailto:airu.admission@gmail.com)

- 10. Contact the officer(s) your country may already have at either ACSC or Air War College.** If you currently have an officer here at Air University, they will be able to give some practical first-hand advice on what to expect. Do keep in mind that age and number of family members accompanying you may create differences in individual housing, transportation, and schooling needs. If you don't know if your country has an officer here, contact IOS.

## **8 Things upon/after Arrival**

### **1. Arrival:**

- **Your arrival date must not be earlier than 26 May or later than 28 May**
- **If you arrive prior to 26 May, you will not have access to Maxwell AFB and IOS cannot support**
- Your arrival time should be between 0730-1630 Central Standard Time (CST)
- Your arrival airport should be Montgomery Regional Airport (MGM) – [www.flymgm.com](http://www.flymgm.com) If you arrive at any other airport, IOS will not provide transportation/support.
- If IOS is aware of your arrival date/time, we will greet and transport you/your family to lodging. You will also be told when you should report to IOS to begin your in-processing.

**If your arrival is delayed/changed for any reason**, attempt contact with IOS (during duty day/hours) - internationally, dial 00+1+334-953-6915 / within the United States dial 1+334-953-6915 / e-mail IOS – [ios.student.operations@us.af.mil](mailto:ios.student.operations@us.af.mil). If after duty day/hours, call: internationally, dial 00+1+334-953-7474 or within the U.S. dial 1+334-953-7474, and request to speak to the International Military Student Officer (IMSO).

### **2. Lodging / Housing:**

#### **A. Upon Arrival**

- **If you are traveling without family and the US pays travel and living allowance**, IOS reserves rooms for you in the base Visiting Officer Quarters (VOQ) prior to family arrival. Suitable VOQ are available for officers who don't bring family for the duration of your course. Unaccompanied officers receiving U.S. Government travel & living allowance (TLA) under the IMET or other security cooperation program must reside in the VOQ to receive TLA.
- **If you are traveling without family and the US does not pay travel and living allowances**, you will need to find suitable off-base lodging. On base lodging availability is extremely limited during the months of May and June.
- **If you are traveling with family**, IOS can suggest arrangements at a suitable off-base hotel. VOQs are not available for officers arriving with children.

#### **B. During Your Course**

If you are authorized to live off-base, a good resource for finding a home or residence is the Maxwell AFB Housing Referral Office – <https://www.ahrn.com/maxwellafb.php> This service is provided free of charge to our military personnel. The base housing office can provide information on local housing options, to include home ownership and apartment or home rentals. Leases must be submitted to the IOS for review prior to signing contract. Please expect 1-2 days for the review to take place.

### 3. Reporting for In-processing:

- **We will provide a report time when we meet you at the airport.** If you are not met at the airport or are arriving by different means, contact IOS for your reporting time.
- **Report to IOS in uniform.**
- **Bring the following to inprocessing:**
  - Invitational Travel Order (ITO)
  - Passport and Visa
  - International Driver's License or Country/National License
  - Authorized Dependents Passport/Visa
  - Copy of Medical Insurance for Family Members
- **If you receive travel or living allowance from the U.S. Government, also bring the following:**
  - Copy of travel itinerary showing dates of travel and airports transited
  - Any receipts documenting reimbursable travel expenses (i.e. baggage fees, taxi, hotel)

### 4. Transportation, Driving in the U.S. or Obtaining a Personal Vehicle:

- **Public transport is extremely limited** within the Montgomery area and is not a viable option for those living off base. **Purchase or rental/lease of a vehicle is a practical necessity.**
- **On Base Taxi Service:** Maxwell AFB has a base taxi service that offers transportation on and between Maxwell and Gunter Annex. This taxi is free of charge. The taxi CANNOT transport off-base, except to Montgomery Regional Airport. The base taxi runs Monday-Friday from 0500-2045; Saturday and Sunday from 0700-1900.
- **An international driver's license or a valid country/national license is valid in the U.S.** If purchasing, leasing or renting a vehicle, the State of Alabama requires drivers to obtain automobile insurance. Please see additional requirements by visiting (note: not an official state website) – [www.dmv.org/al-alabama](http://www.dmv.org/al-alabama)

### 5. Medical Care:

**You will receive a medical briefing upon arrival that will clarify the procedures and options for medical care** to ensure you do not unknowingly incur out-of-pocket medical expenses. **Medical care is dictated by Item 12b on your ITO.** All officers have the option of utilizing the Military Treatment Facility (MTF) on Maxwell AFB for routine medical needs. Please note the Maxwell AFB MTF is not a full service medical facility. **(See Page 4 for important information regarding medical care for your family)**

### 6. Money Matters:

- **Getting settled can be expensive** – housing, automobile, automobile insurance, etc. so plan accordingly
- **It will take 45-60 days for those who are authorized TLA to receive their first payment.** You should come with sufficient money to cover basic expenses for 30 days – approximately \$1000.

Unless limited by the ITO, accompanied officers who receive U.S. funding will receive a housing allowance equal to the cost of their rental contract.

**The Montgomery area offers few options for foreign currency exchange.** You should plan to make any foreign currency exchanges at the airport or port of entry upon arrival in the United States.

### 7. Uniform and Other Dress Requirements:

At Maxwell AFB all military personnel wear the utility uniform (ABU, OCP), you may refer to it as camouflage, or flight suit during the duty week, unless otherwise directed. **You must bring the short sleeved service uniform as well as the dress or formal uniform for official events and ceremonies.** You are encouraged to bring spouses to

most official ceremonies and formal events, so it is recommended that spouses bring attire equivalent to what students will be wearing to these events.

## **8. Sponsorship Program:**

Sponsorship programs are important in assisting students in getting to know American people and how they live. Students will be briefed in detail on the volunteer sponsorship program options during student orientation conducted after arrival. Spouses will be briefed in detail during the family orientation programs. This will allow students and spouses to determine if they want to participate and which particular sponsorship option to choose.

## **Additional Notes:**

**For more information on the local area and programs offered to you and your family**, please visit the IOS website. - <http://www.airuniversity.af.edu/IOS/>

**Learn about the local area** (note: not an endorsement, these are not DoD websites) – [www.knowthecommunity.com](http://www.knowthecommunity.com)      [www.visitingmontgomery.com](http://www.visitingmontgomery.com)

## **Special Instructions for Students with Dependents**

### **I. Bringing Your Family:**

**Your family must be on your ITO in order to have access to Maxwell AFB or receive support.** Officers without family and under the IMET Program must reside on base or risk losing all travel and living allowances (Reference Page 2 of these instructions). **You are considered “unaccompanied” any time Block 12 of the ITO states “Dependents not authorized.”** Family not on your ITO may visit the US in tourist status, but they will not have access to Maxwell AFB. Only family listed on your ITO are authorized access, support, and use of all base facilities. **IMET OFFICERS:** Officers participating in the IMET program who wish to obtain permission to bring dependents must have family members living with them in the United States for at least 75% of the course duration in order to receive the full TLA pay rate.

**If your family arrives after you, make all efforts for them to arrive on weekends or evenings. You will be in class from 0730 to 1630 most days and will not be excused from class to pick them up at the airport. Also, there will be a Field Studies Program trip to Washington, DC from 12 to 17 Jul 20, and you will not be excused for family arrivals.**

### **II. Family In-processing:**

**It is not required for family members on your ITO to accompany you for your in-processing;** however, please bring the following documents to in-processing for any accompanying family member:

- Passport/Visa
- Copy of family medical insurance policy (unless country pays all medical costs)

### **III. Family Medical Care:**

**As part of your pre-departure preparation, the Security Cooperation Office (SCO) at our embassy in your country will discuss the requirement for medical insurance.**

**Dependent medical care is not provided by the U.S. Government.** You must demonstrate to the SCO you have appropriate medical coverage for all dependents you want listed on your ITO. If your government does not provide for the cost of your family’s medical care while you are attending the course, you are responsible for obtaining medical insurance.

### **IV. If Your Child Will Attend Local Schools:**

The education system in the United States is composed of many different types of schools for children; some are funded by the government and others are private institutions. The government provides free education in what are called “public schools.” In the public school system, children will attend a particular school within a city’s school district based on where they live, or their home address. This process is called “zoning.” It is highly recommended you research what schools are in particular zones prior to signing any leasing documents for housing. If there is more than one school available in a school district for children to attend, families can visit the school district’s website and find out what school is assigned to a specific residence by entering the 5-digit zip code from the resident mailing address. It is possible for school zones to change from year to year, so it is not guaranteed that children will attend the same schools as children who lived in the same location in the previous year(s). There are four public school districts in the Montgomery area: Montgomery, Elmore County (Millbrook and Wetumpka), Autauga County (Prattville), and Pike Road. Links to their websites can be found on the IOS website under “[Local Area](#)” The websites contain information about zoning, school registration, immunization requirements, and other policies.

School documents are not required for IOS in-processing, but when registering children for school, parents must provide the following documents to the school for each child:

- Birth Certificate
- Identity documents for both child and parent (passport and visa)
- Current Immunizations (must be in English)
- Once obtained, proof of local residence (usually your lease and utility bill)
- Invitational Travel Order (ITO)
- Academic Record (with English translation) showing the last completed grade level and courses taken by the child at home

**There is a new program for Military Members on orders (which includes international military), whereby there are some very limited “space available” slots for children to attend schools in a different district from where they reside.** This program is being tested and is not guaranteed. Therefore, it should not be relied upon for getting children into desired schools. The best method is to select a residence in the district where you want your child to attend school. See #6 in “10 Things to Know” above. Another significant drawback for this program is added transportation challenges. The family will be responsible for getting their child to and from a school in a different district (this could be up to 30 mins of travel time difference between schools in different districts).

## **V. Special Family Programs:**

**Depending on their arrival date, spouses and dependents ages 18 and up are invited to attend the Family Orientation Program.** Family Orientation is a program to help orient spouses and dependents on the ITO that are 18 and over to the local area and meet other international families. The program will run **16-18 June**. IOS will also provide information about various spouses’ programs (trips and tours, dance, English classes, etc.) during the program. There will be a second Family Orientation session conducted mid-August with exact dates to be determined (TBD). To register for one or both of the Family Orientation Programs visit the International Family Support Organization (IFSO) website <https://www.internationalfamilysupport.org>. In addition to registering for Family Orientation, this website has a lot of information on IOS sponsored family programs available to your spouse and dependents.

## **Who Do I Contact If I Have Questions?**

Any questions on student administration or in-processing can be directed to the Student Administration section at [au.imsa@us.af.mil](mailto:au.imsa@us.af.mil), or 334-953-6915.