

**INTERNATIONAL OFFICER SCHOOL (IOS)  
INTERNATIONAL MILITARY STUDENT (IMS) REPORTING INSTRUCTIONS**

**ARRIVAL:**

**You must arrive no earlier than 11 Mar 19 and no later than 13 Mar 19;** please plan your arrival between 0730 and 1700 CST. IOS may not be able to provide support if you outside of the arrival window.

If flying, you must fly into Montgomery Regional Airport (MGM). If IOS knows your date/time of arrival, we will greet and transport you to Maxwell AFB and you will be provided a date/time to report to IOS for in-processing.

The IOS makes every effort to ensure a representative meets students at the airport upon arrival. Any changes to student arrival times or flight itineraries en route should be reported to the IOS as soon as possible. If contacting the IOS during duty hours (Monday-Friday 0730-1630 CST), calling internationally, dial 00+1+334-953-6915, or in the United States, dial 1+334-953-6915. If after duty hours, students should contact the 42d Air Base Wing Command Post, calling internationally, dial 00+1+334-953-7474 or in the U.S. dial 1+334-953-7474, and request to speak to the International Military Student Officer (IMSO). If there is no IOS representative at the airport upon arrival, students should call the same IOS numbers listed above, and instructions for transportation will be provided.

**LOST LUGGAGE:**

Students who have lost luggage en route should file a claim with the airlines **before** departing the MGM airport. Students may use the University Inn, 450 North Lemay Plaza, Maxwell AFB, as the delivery address and 334-953-6915 as the daytime contact number for the claim paperwork.

**LODGING/LIVING QUARTERS:**

The IOS reserves lodging for students in the base Visiting Officer Quarters (VOQ) prior to their arrival. Suitable VOQ are available for unaccompanied students for the duration of all education or training programs. At a minimum, all rooms will contain a refrigerator and a microwave. Unaccompanied students receiving U.S. Government travel & living allowance (TLA) under the IMET or other security cooperation program **must** reside in the VOQ to receive TLA. **Should a student receiving TLA who is required to live on base choose to live off-installation for any reason, all allowances will be forfeited.**

Since families are not authorized on the ITO, all students attending SOS should live in the VOQ. The SOS schedule often requires early reporting and multiple uniform changes per day. International students will be lodged in the same area through the duration of the IOS Preparatory Course but will move to a different room at the start of SOS that will enable them to live among their U.S. classmates. **Due to the large numbers of students that attend SOS, assignment to a room with a kitchenette is unlikely.**

**REPORTING:**

Students will be provided an in-processing date and time by the IOS representative who meets them at the airport. If not met by an IOS representative, students should plan to report at 0800 the next duty day. If not arriving via plane, students should contact the IOS to confirm their assigned in-processing appointment. In-processing takes place from 0800-1600 daily. Students must report to building 904 on Maxwell AFB to begin in-processing. See the "Transportation" section for information on transportation to in-processing. You must wear your uniform at in-processing unless you have lost luggage.

**PLEASE BRING THE FOLLOWING WITH YOU TO IN-PROCESSING:**

- Invitational Travel Order (ITO)
- Passport and Visa
- International Driver's License or Country/National License (valid for the duration of the course)
- Copy of travel itinerary showing dates of travel and airports transited – *for students receiving U.S. government allowance only*
- Any receipts documenting reimbursable travel expenses (i.e. baggage fees, taxi, hotel)- *for students receiving U.S. Government allowance only*

**WHAT TO EXPECT:**

Upon reporting to the IOS for in-processing, students will be provided an in-processing checklist and will complete paperwork. Students will receive a U.S. Government Identification Card and be given the opportunity to open a U.S. Post Office box. All students **must** attend mandatory in-processing briefings that are generally held the duty day prior to the class start date.

**TRANSPORTATION:**

IOS provides transportation to all required SOS Preparatory Course events for on-base officers only. Transportation outside of required course events is not provided and will be at the students' expense. Once the SOS course begins, students will be within walking distance of all course events. Temporary transportation options are listed below.

Rental or Hire Cars: Montgomery is serviced by most major car rental agencies, as well as locally owned companies. A valid driver's license and an internationally accepted credit card, such as American Express, Visa, or Master Card are required. Rates will vary by company and type of car, but a one-week rental generally costs at least \$200. Depending on course length, IMS may choose to lease a car. This will likely cost at least \$500/month and require a contract as well as the purchase of automobile insurance.

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. The number is (334) 953-5038.

Off Base Taxi Service: For transportation off base, local taxi companies are available. A quick internet search will provide a list of taxi companies. All local taxi companies will charge a mileage fee, plus a tip for the driver is expected. Taxi rates vary, but for most people, utilizing a taxi for local or long distance travel multiple times is not economical.

Buses: Limited city bus service is available within the Montgomery area. Bus service is not recommended for transportation to and from classes if living off base.

**MEDICAL CARE:**

Medical care is dictated by Item 12b on a student's ITO. All students have the option of utilizing the Military Treatment Facility (MTF) on Maxwell AFB for routine medical needs. We will go into greater detail to explain and ensure you understand everything you need to know in the event you become ill or injured outside MTF operating hours.

**DRIVING / OBTAINING A VEHICLE:**

In the state of Alabama, you may drive with an international driver's license or a valid country/national license for up to one year. If your national license is not written in English, the IOS will issue a license translation card during in-processing that must be kept with the national license. Licensure rules vary

from state to state within the U.S., so we advise reporting with an international driver's license at a minimum if planning to travel. If purchasing, leasing or renting a vehicle, the State of Alabama requires drivers to obtain automobile insurance. Driving on an expired license in the United States is illegal. It is extremely difficult to renew an expired national driver's license from the United States, and in some cases, impossible. Therefore, it is very important to arrive with a license valid through the entire stay in the United States. Visit the IOS website's "[Local Area](#)" section, for more information about driving during your stay or for information on obtaining a personal vehicle.

#### **PAY / CURRENCY EXCHANGE:**

It may take up to 3-4 weeks for IMET students who are authorized TLA from the U.S. Government to receive their first paycheck. Students should come with sufficient money to cover approximately 20 days of expenses upon arrival. Students who do receive an advance prior to arriving to the U.S. will pay back the advance after arrival in monthly installments.

Students should expect billeting on base to cost \$70/day at the current rate. Unaccompanied students authorized to receive a living allowance will receive an additional \$32/day for food and \$11/day for incidentals.

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

#### **UNIFORM AND DRESS REQUIREMENTS:**

At Maxwell AFB and Gunter Annex, all military personnel wear the utility uniform (ABU) or flight suit during the duty week, unless otherwise directed. Students must also bring the short sleeved service uniform as well as the dress or formal uniform for official events and ceremonies.

Students are required to wear "business casual" civilian attire on Field Studies Program (FSP) trips, which includes khakis or slacks, a collared shirt or polo shirt, and dress shoes. Blue jeans are not considered business casual.

#### **TELEPHONE AND INTERNET:**

Wireless internet is provided for free in base lodging. Students will be issued government laptops for the purpose of completing course requirements, but it is strongly recommended students bring personal laptops/tablets if wishing to utilize specific programs like Skype.

International and long distance calling is available through the base lodging phone system; however, it is very expensive. Most students purchase prepaid phone cards upon arrival to contact their families and eventually obtain a "pay as you go" cell phone contract for long term use. Service in the area is good for most companies; the most commonly used companies are Verizon, T-Mobile, and AT&T. There is no option for purchasing "SIM Cards" on base, but cards can be purchased in local stores like *Best Buy* and *WalMart*.

#### **DEPARTURE:**

Please be aware that due to the size of aircraft transiting Montgomery Regional Airport, servicing airlines limit all ticketed passengers, regardless of airline or status, to four (4) pieces of checked baggage at departure. Passengers are allowed one carry-on and one personal item. Baggage is subject to airline weight and size restrictions; please check airline websites for details. SOS students are generally authorized 3 pieces of luggage due to the length of the course. Exception: Students coming to SOS directly from DLI may be authorized 4 pieces of luggage.

**ADDITIONAL INFORMATION:**

For more information on the local area, please visit the IOS website under "[Local Area](#)". This area of the website is updated often to include more information based on feedback we receive from international students.

**QUESTIONS?**

Please visit the Air University IOS homepage for additional information at:

<http://www.airuniversity.af.edu/IOS/>

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