

**INTERNATIONAL OFFICER SCHOOL (IOS)
INTERNATIONAL MILITARY STUDENT (IMS) REPORTING INSTRUCTIONS
SOS Preparatory Course 21A**

I. PRIOR TO ARRIVAL:

* For SCOs and Students -In order to accommodate your arrival, in-processing and compliance with COVID related social distancing guidelines, it is important to get a good email and phone number for each student. This will allow us to perform many tasks/share information prior to, and after, arrival in an electronic method versus in person. Please forward a good/current email and phone number to IOS.student.operations@us.af.mil NLT 30 days prior to the 22 Feb 21 report date.

** The following items in Section I provide instructions for completing actions and providing information prior to arrival at Maxwell AFB. In past years, these actions were conducted in person and upon arrival at IOS. With the need to maintain social distancing as much as possible, IOS has transitioned many of our processes to electronic means. Additionally, we are conducting activities earlier than a traditional in-processing period. This is designed to facilitate your transition to Air University and Maxwell AFB, while maintaining as much safety as possible for everyone.

Forms for transition:

Items 1 & 2 below are two forms with basic instructions for completing them. They are attached as separate files. After completing them, please email all items to IOS.student.operations@us.af.mil

Item 1 - Student Data Sheet (at least 14 days prior to report date on ITO)

Fill in the requested information

- We provide running shoes and uniform items for Physical Training, please include your shoe size for running shoes so that we can ensure we have enough on hand when you arrive.

Item 2 - Driving License Worksheet (at least 7 days prior to report date on ITO)

Fill in the requested information

- This is an optional form, designed for those with driver's licenses that are not written in English. If necessary to present your driver's license, previous students have found that it is very helpful for those reading it.
- This does not replace a driver's license. It is not an official document, merely a useful aid to accompany an actual license.

Item 3 - Arrival Information (at least 7 days prior to departure):

Once you have a good travel itinerary, please scan/copy/photo a copy and email it to IOS.student.operations@us.af.mil

Item 4 - Phone number (at least 7 days prior to report date on ITO):

Please provide IOS with a good phone number that can be used in WhatsApp no later than 7 days prior to the first date of report window. At that time, we will build a group that includes all the students from your class and many of the staff and instructors at IOS. This allows us to push important information to you such as local emergency conditions, course schedule changes, assignment reminders. It also becomes very helpful for you to send private message to us in the event you have a travel delay or other incident while enroute from home to Alabama. Once the group is built, we will do a comm check with some basic guidelines of use for this official group. Most classes also self-organize groups for social purposes within a non-official group.

Item 5 - Bring your own Laptop

Students can bring their own laptop to use during the course. Required specifications and capabilities for these systems will be sent in a separate email to students. If a personal device does not meet the capabilities, IOS will issue a laptop for use during in-processing. In the email providing specifications, we will provide a point of contact at IOS to forward your need to use one of our computers.

II. ARRIVAL:

Students must arrive no earlier than 22 Feb 21 and no later than 24 Feb 21; please plan your arrival between 0730 and 1630 CST. IOS may not be able to provide support if you arrive outside of the arrival window.

Students 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. If you arrive at any other airport, IOS will not greet you and provide transportation support. Please send a copy of your finalized itinerary to IOS.student.operations@us.af.mil

Any changes to student arrival times or flight itineraries en route should be reported to the IOS as soon as possible. Using WhatsApp has proven to be the most effective way to communicate with IOS staff when these changes occur. If WhatsApp is not an option, contacting the IOS during duty hours (Monday-Friday 0730-1630 CST), calling internationally, dial 00+1+334-953-6915, within the United States, dial 1+334-953-6915, or send email to IOS.student.operations@us.af.mil 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.

III. REPORTING FOR IN-PROCESSING:

Students will be provided an in-processing date and individual appointment 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. Students must report to building 904 on Maxwell AFB to begin in-processing. Students should be able to walk to in-processing, but as another option, the on base taxi can be used. See the “Transportation” section below for information on the base taxi. 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)
- If you have not already emailed a copy, bring a copy of travel itinerary showing dates of travel and airports transited – *This is for students receiving U.S. government allowance only*
- Any receipts documenting reimbursable travel expenses (i.e. baggage fees, taxi, hotel)- *This is for students receiving U.S. Government allowance only*

WHAT TO EXPECT:

Upon reporting to the IOS for your in-processing appointment(s), students will be provided an in-processing checklist and will complete actions identified on the checklist. Students will receive a U.S. Government Identification Card and be given the opportunity to open a U.S. Post Office box. Students will receive computer training and account information to enable performance of initial academics/student orientation virtually during the initial 14-day Restriction of Movement (ROM) period. Those students required to complete ECL testing in accordance with Defense Security Cooperation Agency guidance will be scheduled for the test as part of their in-processing and computer training. Students will also get a chance to meet one-on-one, either in person or virtually, with the IMSO or Asst IMSO to discuss any individual concerns/questions. All students **must** attend mandatory in-processing and orientation briefings that are generally held the duty day prior to the class start date. Due to current COVID conditions, these will most likely be conducted virtually as one more way to reduce exposure and risk of infections.

WHAT TO EXPECT DURING FIRST 14 DAYS AFTER ARRIVAL:

**** Due to the COVID outbreak, most individuals will be required to undergo a 14 day “stay at home order” or “restriction of movement” (ROM). This will be based on guidance published by US Center for Disease Control, DoD, and/or Governor of Alabama. Only those coming from a CONUS location such as the Defense Language Institute may be exempt from the 14 day ROM.**

The requirement guidelines are in Under Secretary of Defense Memorandum dated 12 Jun 20 regarding IMS participation in DoD Education and Training. Applicable excerpts are included:

- *Upon arrival, all Participants must abide by health protection protocols recommended by the CDC.*
- *Participants will bring their own authorized masks; cloth masks are required, at a minimum.*
- *If Participant was not screened by Dept of Homeland Security upon entry in US, DoD Component will, if feasible, conduct a temperature check and ensure Participant completes a medical screening questionnaire.*
- *If participant exhibits or reports any COVID-19 symptoms, has a temperature higher than 100.4F or 38C, DoD Component will obtain appropriate medical attention in coordination with local DoD medical and public health personnel.*
- *If participants do not exhibit or report any COVID-19 symptoms, they will proceed directly to ROM location and, where feasible, be transported by DoD Component authorized vehicles.*
- *During ROM period, Participants must comply with COVID-19 Symptom Monitoring, and immediately report any symptoms consistent with COVID-19 to appropriate installation personnel. **IOS ADDED: IMS should plan to bring their own thermometer to check temperature.***
- *Orientation and some classwork may start virtually while in ROM, using DoD collaboration tools. If appropriate, participants will receive authorized information technology equipment and support from DoD training installations.*

The following list are basic do's and don'ts during the 14-day ROM.

- Service members should be restricted to their residence or other appropriate domicile for 14 days and limit close contact (within 6 feet or 2 meters) with others during this 14 day period.
- Service members should separate themselves from other people in their home or dwelling if residing with roommates or family members and avoid sharing personal items.
- Service members should not travel, visit public or crowded areas, or use public transportation and should avoid interaction with pets or other animals.
- Implement self-observation, i.e. remain alert for fever, cough or difficulty breathing.
- Immediately self-isolate, limit contact with others, and seek advice by telephone from the appropriate healthcare provider to determine whether medical evaluation is required, if individuals feel feverish, or develop cough or difficulty breathing.
- Individuals can leave their residence for essential activities such as acquiring groceries, medicines, taking care of financial matters.

Key Points:

* Using the 6 ft/2 meter guidelines, IOS will be able to do minimum essential inprocessing like getting your US military ID, issuing a laptop, and conducting ECL testing (this last one will be done in batches reducing the students in one room with one test proctor for those required to take the test.)

** With computer issue and learning management system account establishment, we will be able to initiate the IOS prep course on line shortly after your arrival and run this concurrent with any remaining 14 day restriction of movement period.

***You should be prepared to comply with DoD and Maxwell AFB guidance regarding the use of face masks while in certain areas of the base such as commissary, base exchange, and MTF.

IV. THROUGHOUT YOUR STAY:

The following topics are information that will be useful throughout your time at Maxwell AFB.

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. Please note that the Military Treatment Facility on Maxwell AFB is not a full service medical facility. **You will receive a medical briefing upon arrival that will clarify the procedures and options for medical care to ensure you understand what to do in the event you become ill or injured.**

****For the current COVID outbreak, the base Military Treatment Facility and the Alabama Department of Public Health have established testing centers to ensure potentially infected patients do not transmit the disease into medical facilities.** For more info, you can visit: alabamapublichealth.gov or call the Alabama COVID 24/hotline is 1-888-264-2256.

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.

Extremely limited public city bus service is available within the Montgomery area. It is not a reliable/flexible option for local transportation.

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 the "on-boarding" period prior to arrival. This translation 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. 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.

If purchasing, leasing or renting a vehicle, the State of Alabama requires drivers to have automobile insurance. Please visit the following website for more information: www.dmv.org/al-alabama **If leasing a vehicle, car insurance must be purchased through an insurance agent and the vehicle must be registered with the Department of Motor Vehicles the same as if it is purchased.**

MONEY MATTERS / CURRENCY EXCHANGE:

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.

It may take up to 3-4 weeks for 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 meal and incidental expenses upon arrival. Billeting expenses will be deferred until after first TLA payment is received. Students who do receive an advance prior to arriving to the U.S. will pay back the advance after arrival in monthly installments. All students authorized TLA will be issued a Metabank debit card to receive US monthly payments.

Unaccompanied students authorized to receive a living allowance will receive an additional \$33/day for meals and \$11/day for incidentals. Students should expect billeting on base to cost \$84/day at the current rate.

Banking Information: many students open bank accounts to assist with their money matters while here. ITO, US military ID, Passport, US mailing address (this must be your own Post Office Box, not IOS), and a Foreign Identification Number (FIN) (this number will be provided when you are issued your USID).

UNIFORM AND DRESS REQUIREMENTS:

At Maxwell AFB and Gunter Annex, all military personnel wear the utility uniform (ABU/OCP) 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. IOS will provide you with running shoes and workout clothes for physical fitness. Please forward your shoe size to IOS.student.operations@us.af.mil prior to arrival so that we can order them from our off base supplier.

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 are limited options for purchasing “SIM Cards” on base, but cards can be purchased in local stores like *Best Buy* and *WalMart*.

ADDITIONAL INFORMATION:

For more information on the local area, please visit the IOS website <https://www.airuniversity.af.edu/IOS> under “[Local Area](#)”.

V. 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.

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 or 334-953-6915.