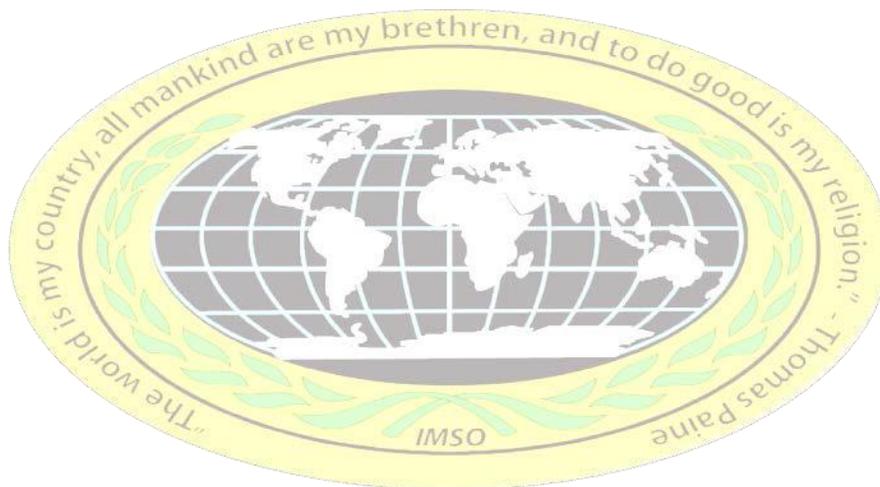




Handbook

International Military Student

**Army Logistics University
Ft Lee, VA**



March 04, 2013
CHANGE 1

Introduction

Welcome to the U.S. Army Logistics University (ALU). We sincerely hope your stay in the United States will be pleasant and enjoyable. We also hope that you will return to your home country with new experiences and many fond memories.

ALU was established in 2009; however, ALU was previously known as the U.S. Army Logistics Management College (ALMC). ALMC was established in 1954. On 1 January 1991, ALMC came under the operational control of the United States Combined Arms Support Command (CASCOM), Training and Doctrine Command (TRADOC). Prior to this change, ALMC was the major educational activity of the U.S. Army Materiel Command, Alexandria, Virginia.

As of October 1991, ALMC came under full control of CASCOM, TRADOC. ALMC's facility and staff at Fort Lee consist of approximately 150 civilians and 75 military personnel including exchange officers from the United States Navy, Air Force, and Marine Corps, Australian Army, Canadian Armed Forces, and British Forces. Students attending courses at ALMC range in rank from civilian career interns to senior military and civilian managers.

ALMC transitioned into the ALU on July 2, 2009. The University consists of three colleges and an academy for military and civilian logistics leaders.

The Logistics Leader College conducts professional military education for officers ranging from lieutenants through colonels. The Basic Officer Leader Course for quartermaster, ordnance, and transportation lieutenants, the Combined Logistics Captains Career Course, key functional courses such as the highly demanded Support Operations Course, and pre-command courses preparing lieutenant colonels and colonels for command of logistics formations, are all conducted by the Logistics Leader College.

Welcome to Fort Lee

International students should report to the International Military Student Office (IMSO) office, located in the ALU, Building P-12420, and Room 1420. Administrative matters such as in-processing, briefings, and identification cards will be handled by the IMSO.

Contact Information for the International Military Student Office

Address:

ALU-IMSO
2401 Quarters Road, Bldg 12420
Fort Lee, VA 23801-1705
Office number: (804) 765-4012
Fax Number: (804)765-8163
Website: http://www.alu.army.mil/ALU_INTERNAT/ALUINTERNAT.htm

Director Office
(804)765-8151

Training Manager Office
(804)765-8154

Deputy Director Office
(804)765-8150

Admin/Logistics Manager Office
(804)765-8157

Field Studies Program/ Sponsorship Manager Office
(804)765-8159

About the International Military Student Office (IMSO)

The IMSO works to support the objectives of the Security Cooperation Education and Training Program to enhance US and international partner interoperability, to build and enhance international partner operational capacity and capabilities and to expand relationships with existing and new international partners. The office and school support US National Security and National Military Objectives, Regional Unified Commands' Theater Security Cooperation Strategies and US foreign policy. Every member of this office contributes value to our mission accomplishment. We shall work together in an atmosphere of mutual respect and cooperation in order to realize our full potential. Professionalism will exemplify all our dealings with one another. The IMSO provides direct support to the international military students (IMS) attending the schools and courses within the Sustainment Center of Excellence's purview. This support is in the areas of administration, socialization, cultural enrichment, recreation and personal and family matters. Administrative and support functions include briefings, in-processing and assisting students, and ensuring that the international students are prepared for their academic programs. IMSO training functions include monitoring IMS academic progress during their time here and coordinating with the academic departments to provide assistance as needed. Other training functions include briefing cadre and staff on the security assistance program and the particulars of working with IMS, coordinating with academic sponsors and delineating their responsibilities, and providing professional development training and orientation opportunities for IMSO staff. Finally, it is the responsibility of the IMSO to execute the Field Studies Program (FSP) so that international students return to their homelands with an understanding of the responsibilities of governments, militaries, and citizens to protect, preserve and respect the rights of every individual. The FSP is developed and implemented with the specific objective of promoting an understanding of U.S. society, institutions and ideals and the way in which these elements reflect U.S. commitment to basic principles of internationally recognized human rights.

International Student Lounge

The IMSO lounge is a place where international students can come to relax. We offer coffee and tea at no expense to the student. We ask that you discard your empty coffee cups, excess papers, and plates in the trash cans provided. If you have coffee/tea in your cup, please dispose of the liquid in the sink. DO NOT put the liquid in the trash cans as it will leak.

The computers and printer are for student's use, mainly for email. Please do not add, change, or delete any programs on the computers. Do not connect to any type of pornographic materials websites. Misuse will be detected and will result in disconnection of all computers.

Telephones are located in the IMSO lounge for your use during duty hours. The telephones are for both personal & official business use. We request that you limit your calls 3 minutes if others are waiting to use the phone. There will be no long distance telephone calls made (either domestic or international) without the use of a personal phone card that you purchase yourself. You must use a personal phone card for both personal & official business phone calls. Local calls in the Fort Lee, Hopewell, Petersburg & Colonial Heights areas are free & don't require a phone card.

For emergencies you may give the IMSO number, (804) 765-4012, to your embassy, family members, or friends to contact you during office hours. An IMSO staff member will take the message and place it in your message box in the IMSO. After duty hours or on weekends, you can be reached through the Fort Lee Lodging Switchboard, (804) 734-4100.

You must keep the lounge tidy by cleaning up after yourselves. The lounge is not for sleeping or lying down. Please do not move the furniture.

Come Prepared

Some important items will be discussed below to ease your transition at Fort Lee. They are: arriving, documents, money, orders, additional transportation, medical insurance, and climate. By taking time to complete certain actions before departing your country, your first weeks here will be more pleasant.

”Arriving”

In most cases a staff member from the IMSO will be at the Richmond International Airport (RIC) to pick you up. However, if this is not the case, upon your arrival at the RIC you may call the International Military Student Office (IMSO) during duty hours M-F, 0700 – 1630 at Fort Lee from a designated telephone near the baggage claim center in the airport. When making the call, please reference the **CONTACT INFORMATION** previously noted in this handbook. In some cases, the IMSO personnel may direct you to take a taxi, preferably **Airport Taxi, INC. Transportation**, from the airport to Fort Lee Lodging which you will have to pay for yourself. If you arrive on a different flight other than the one on the arrival message sent to the IMSO you will probably need to arrange for ground transportation to Fort Lee from **Airport Taxi, INC.** because the airlines will usually not give us information on your new flight coming into Richmond. In any case, if you arrive at the Richmond Airport and no one from the IMSO is there to meet you and you are unable to contact anyone from the IMSO, **wait at least 30 minutes in the baggage claim area after your scheduled time of arrival** before arranging transportation from **Airport Taxi, INC.**. If you are funded through International Military Education Training Program (IMET), this office will reimburse you for your taxi expense. All other IMS will have to request reimbursement from your country.
**** All IMS must obtain a receipt from the taxi driver to get reimbursed.****

“Documents”

Bring at least six (6) copies of your invitational travel orders (ITO), your passport and visa, and any medical documents with appropriate translations in English. **Your invitational travel order is the official document for controlling all your training and entitlements while you are in the US.** Ensure that it reflects all the training you expect to receive, identifies the periods of authorized travel and authorization for leave, lists all the family members authorized to accompany you, any additional pay entitlements, and baggage limits. Your invitational travel orders should also identify passport and visa requirements. Visas govern your entry in the US as long as you stay in the US. It should not expire until you complete all training listed on your invitational travel orders. If you’re bringing dependents, you may need to have immunization, physical and academic history records to enroll children in school.

“Lodging and Eating On Base”

Ft Lee lodging accommodations will be provided for all unaccompanied IMS. The cost for lodging on Ft Lee is about \$60.00 per night. Suites are limited and available for General Officers. If accompanied by a spouse, only, you can stay in the Ft Lee lodging for an additional cost of \$5.00 per night to be paid by the IMS. If accompanied by dependent children you will have to find lodging accommodations off base. Make sure you have adequate funds to accommodate families’ needs. You can purchase your own meals, on base, at the ALU dining facility, located just down the hall from the IMSO; the PXtra, which is located next to the Lee Club on Mahone Avenue; the PX, which is located at the end of A Avenue near the Sisisky gate. Meals are inexpensive usually between \$5 and \$6. Students who have their own transportation may choose to eat at nearby restaurants. ALU has several eateries available: Subway & Einstein Bagels and the AAFES cafeteria.

“Off Base”

Students who bring their families must plan for complete living expenses in the local community. If you bring children, expect to spend several nights in a motel before moving to an apartment. For a family of three to five, a motel room will cost from \$100 to \$150 per day. A variety of restaurants are available in the city if you have transportation, but expect to spend about \$20 person per day for three simple meals. A typical two-bedroom, furnished apartment rents for approximately \$1000 or more per month. There is usually an additional charge if the rent is not paid by the fifth of each month. You will probably be asked to sign a lease and pay the first and last months’ rent at the time you move in. You will usually be required to pay a “security” (a month’s rent) at the time you move in. If the apartment is left clean to the satisfaction of the owners and there is no damage at the time you leave, you may receive all or a portion of these deposits back depending on the leasing agent’s rules. Before you sign a lease, we strongly urge you discuss it with IMSO staff. **MAKE SURE THE LEASE CAN BE BROKEN WITHOUT A PENALTY.**

“Utilities”

In addition to the cost of renting an apartment, you can also expect to pay for the utilities, such as electricity, gas, water, sewer, trash collection, telephone, and cable/satellite television. In some cases these extra costs may be included in your rent. Most utility companies require a deposit before starting the service. You are billed monthly based on utility usage. For example, average electricity costs for a two-bedroom apartment is approximately \$60-\$100 per month. Telephones are not included in the rent. Service connection charges vary depending on the number of phones and type of service you desire. Expect to pay a \$40-\$75 installation phone charge. In addition, the telephone company requires a deposit of about \$75. After the phone is connected, you can expect to pay a monthly service charge of around \$35-\$40, with additional charges for long distance service.

Additional Transportation around the Tri-City Area

Shuttle Bus service is available on base. There are city buses which make stops on Ft Lee for the Tri-City area. Depending upon where you are housed on post, taxi vouchers are provided for daily taxi service to and from the Fort Lee Lodging buildings and ALU **ONLY**. You will sign for all vouchers. Use them only for Marshall Taxi. IMSO is accountable for the vouchers, so use only the vouchers for which you signed. Do not make copies of the vouchers. Plan your trips to ensure you have sufficient vouchers. Return all unused vouchers to IMSO for accountability.

Taxi service in the Tri-city area, Hopewell, Colonial Heights, & Petersburg, have varying rates and the distance from the airport to the Fort Lee area is about 25 miles away. You may spend \$40-\$50 for a one-way trip. There are many rental car agencies in the city. To rent a vehicle, you must have a valid driver's license and a nationally accepted credit card. Rates vary by company and will depend on the type of a car you rent, but the least expensive car may cost \$150 to \$200 per week. You must pay for your own gas. You may choose to lease a car. This will likely cost \$500 per month or higher. In addition, you may have to pay for excessive mileage. Leasing differs from renting by the length of the contract. A rental car may be returned at any time. Most leasing contracts require a minimum of three months in duration. Leased cars also require the purchase of insurance.

“Medical Care”

Before your arrival, you must understand who will pay for your medical bills and your family's medical bills while in the US. With students from over 90 countries each year requiring different medical needs, it is impractical to describe each of your medical benefits and possible charges. Limited medical care is available to military service members at Fort Lee; however, dependents may have to be treated in off-base health care facilities at your expense. It is strongly encouraged that you understand and make arrangements for health care insurance and ensure you have an agreement with your government to cover the expense in cases where you are responsible for the charges. **IF YOU ARE AUTHORIZED TO BRING DEPENDENTS ON YOUR ITO, YOU MUST HAVE YOUR DEPENDENTS ENROLLED AT KENNER PRIOR TO ANY MEDICAL TREATMENT OR APPOINTMENTS, UNLESS IT IS AN EMERGENCY.**

Climate and Weather

The Tri-City area climate is warm during summer temperatures tend to be in the 70 (21 c) and cold during winter when temperatures tend to be in the 40 (4 c). The warmest month of the year is July with an average maximum temperature of 91.00 degrees Fahrenheit (33 c), while the coldest month of the year is January with an average minimum temperature of 29.20 degrees Fahrenheit (-2 c). Temperature variations between night and day tend to be moderate during summer with a difference that can reach 23 degrees Fahrenheit (-5 c), and moderate during winter with an average difference of 22 degrees Fahrenheit (-6). The annual average precipitation at Fort Lee is 45.26 Inches (1149.604mm). Rainfall is fairly evenly distributed throughout the year. The wettest month of the year is September with an average rainfall of 4.73 Inches (120.142mm).

In the event of adverse weather conditions which may result in the Fort Lee opening late or closing early, listen to one of the radio or television stations listed below:

WRVQ (FM94.5)
WKHK (FM 95.3)
WPLZ (FM 99)
WRXL (FM 102)
WMXB (FM 103.7)
WRLN (AM 910)
WRVA (AM 1140)
WPVA (AM 1290)
WHAP (AM 1340)
WTVR-TV (CH 6)
WRIC-TV (CH 8)
WWBT-TV (CH 12)

Students in class January through mid April and November through December should be aware of impassable roads.

Virginia Law requires all automobiles to have headlights on while driving in rain or snow.

Arrival and In-Processing

You **must** attend the IMSO in-processing briefing during the required scheduled time. **During your stay at Fort Lee, you will be responsible for the information provided in these briefings and the information printed in this handbook.** Failure to follow recommended procedures and information may result in academic or discipline problems.

English Comprehension Level (ECL) Testing

All students take the ECL test with the exception of: (1) students from countries exempt from ECL testing per the ITO, (2) students coming to ALU from another US installation, and (3) students coming to ALU from the Defense Language Institute English Language Center, Lackland Air Force Base in Texas. If you take the ECL test, you must pass before starting your class. If you fail the test, you can retest 1-work day after the first test. Failure on the second test results in notification to your country. This can result in your return to your country or to the Defense Language Institute English Language Center for additional training.

Tours and Sponsorship Program

Academic Training and Building Friendships Field Studies Program (FSP) Policies, Goal and Objective

CALL US TOLL FREE 1-877-371-1543

(804) 765 8159/8158

Or email us at leealmcimso@conus.army.mil

Field Studies Program

Family members can attend most tours, space available; and we encourage you to make them a part of the activity. However, you must pay their entrance fees, meals, hotel accommodations, and transportation costs as required. Each tour is advertised in advance. You need to notify IMSO if you will or will not attend by the given suspense date. Failure to notify IMSO will be considered a negative response. The IMSO must make arrangements for group tours, meals, and transportation. You will be given a tour objective and a critique sheet to indicate if we met the tour objectives and what you learned from the trip.

Field studies program policy

- Each IMS attending military training will be given the opportunity to participate in FSP.
- The FSP is an integral part of the total training program, and is second in importance only to the military objectives for which the IMS is in training.
- Participation in FSP activities other than those that are integral parts of the course program of instruction is voluntary but highly encouraged.
- The specific FSP objective to provide IMS with an awareness and understanding of the American democratic way of life has been derived from the laws authorizing the programs that make up the Security Assistance Training Program: the Foreign Assistance Act of 1961 as amended, and the Arms Export Control Act as amended.

Field studies program goal and specific objective

- The goal of the FSP is to ensure that international students return to their homelands with an understanding of the responsibilities of governments, militaries, and citizens to protect, preserve, and respect the rights of every individual.
- The FSP is developed and implemented with the specific objective of promoting an understanding of U.S. society, institutions, and ideals and the way in which these elements reflect U.S. commitment to basic principles of internationally recognized human rights.
- To achieve this objective, the FSP provides students and visitors with an understanding of the following facets of American life, within the limits of time and availability:
 - **Human Rights.** U.S. commitment to basic principles of internationally recognized human rights as reflected in United Nations General Assembly Resolution 217 A (III), "Universal Declaration of Human Rights," and The Constitution of the United States of America. This aspect of American life shall be emphasized in conjunction with all subsequent FSP topics.
 - **Diversity and American Life.** How the United States fosters political, economic, and social pluralism; the geographic, religious, and social diversity of American life; progress in applying American ideals to ethnic minorities and women, including how they address gender-based violence. How American Families live and work in cities, towns and rural areas; how Americans function in communities, worship, work together in organizations, participate in and support cultural and historical events; the role of volunteerism in American life.
 - **U.S. Government Institutions.** U.S. institutions of democratic governance, including electoral and legislative processes and civilian control of the military, and the institution and improvement of public administration at the national, intergovernmental, state and local levels.
 - **Political Processes.** American democracy and political reform, including opening the political process to all members of society, the practice of free elections, freedom of association, and the influence of various governmental and non-governmental organizations that promote democracy, the rule of law, transparency, and accountability in the political process.
 - **The Judicial System.** The U.S. establishment of the rule of law and an effective judicial system, the role of the military justice system and its procedures, and the laws and institutions for addressing extremist violence and taking effective action to prosecute those who are alleged to have committed crimes.
 - **The Free Market System.** The success of the U.S. economy due to land and tax system reform, encouragement of private enterprise and individual initiative, creation of favorable investment climates, curbing corruption where it exists, and spurring balanced trade; the independent roles of labor and management in negotiating pay, working hours and conditions, and other benefits associated with employment; the factors underlying industry and agricultural production, and how environmental protection has altered each; and the role of environmental protection.
 - **Education.** The purpose and range of educational institutions, the value of an educated and responsible citizenry, and the educational opportunities available to all citizens.

- **Health and Human Services.** The U.S. institutions that provide quality health care and voluntary Family planning services, housing, and other services, and the policies that are components of a social safety net, particularly for infants, children, and people with disabilities.
- **Media.** The role of a free press and other communications media in American life; how diversity of media ensures people of all races, creeds and political persuasions can be heard (for example, editorials, letters to the editor) and ensures diverse, pluralistic culture.
- **International Peace & Security.** How the United States accomplishes effective and mutually beneficial relations and increased understanding with foreign countries in furtherance of the goals of international peace and security.
- **Law of War.** The part of international law that regulates the conduct of armed hostilities, often called the “law of armed conflict.” For the purposes of this facet, the law of war encompasses all international law for the conduct of hostilities binding on the United States or its individual citizens, including treaties and international agreements to which the United States is a part, and applicably customary international law.

Valuable Information

Library

The Army Logistics Library is located on the second and third floors of the B-Wing of Building. Material in the library is selected to complement the courses and further the understanding of logistics, management, and general politico-military subjects. Current newspapers and magazines are also available. The library is equipped with a copying machine for students to use. There is also a language lab available for those who wish to continue language education; it is equipped with computers microphones and earphones, and can run programs such as Rosetta Stone. Hours of operation are posted at the entrance of the library.

Legal Assistance/Notary Public

The Legal Assistance Office is located on First Street between A and B Avenue. It is opened weekdays, 0830-1630. The hours of operation are:

Notary: 0830-1630

Walk-ins: 0830-1130 Tuesday

Appointments: Monday, Wednesday, Thursday, and Friday (All Day)

Tuesday (Afternoons)

These Hours Are Strictly Enforced.

Fort Lee Playhouse

The Fort Lee Playhouse is located across the street from the Post Office on Mahone Avenue. The Fort Lee Playhouse offers live theater productions of plays and musicals and movies.

Fort Lee Post Office

The Post Office at Fort Lee is located in Building P-9030 across the street from SunTrust Bank on Mahone Avenue. Hours of operation are 0830 to 1630, Monday – Friday. You can buy stamps as well as arrange for any special mailing. The Post Office will not deliver mail without proper postage.

For Personal mail, each international student is required to in-process at ALU's Mail Room located in C-Wing, Building 12500. Students attending courses at ALU for over 30 days receive mail at the mail room in an individual mail box. Those attending ALU courses for less than 30 days receive mail at the Mail Room window. Upon completion of course, students are required to clear the mailroom by leaving a forwarding address. The address should be a duty address or home address in the student's country (the IMSO office is not to be listed as a forwarded address). Hours of operation are Monday through Friday, 1030-1630. The Mail Room is closed on Saturday, Sunday, and Holidays. See below for an example of how you should address a letter:

| | |
|--|--|
| Rank/Name U.S. ALU 2401 Quarters Rd ALU Box (Your Box #) Fort Lee, VA 23801-1705 |  |
| Your Spouse/Family Member Your Home Address Your Country | |

Routine messages and announcements are delivered to your individual message box in the IMS office area. Check for messages at least once a day.

Contacting Your Embassy

While at ALU, you may use the phones in the IMSO lounge to contact your embassy in Washington, D.C.

Military Courtesies

ALU is a military school on a US military installation. There are students from many countries in all branches of the military service at Fort Lee. When you are outdoors in uniform, saluting is REQUIRED. If you see an officer who is senior to you in grade, you always render the proper salute. If you are the senior officer you must return the salute. Saluting indoors is not required.

You are required to follow normal US military customs and courtesies. They are:

Military Uniforms and Saluting

Wear your complete military uniform to class and to all school day events. All military personnel will wear the appropriate military uniform to class at all times. The fatigue or battle dress uniform (BDUs) is worn in the Combined Logistics Captains Career Course (CLC3). Civilian students will wear normal business attire to class. T-shirts and blue jeans are not acceptable.

Nametags

Nametags will be prepared for you upon your arrival. It should be worn on the right pocket of your uniform. In addition, you are issued your U.S. equivalent rank insignia and the ALU unit crest. They are worn below your name tag. You are required to wear these items while in uniform. Additional name tags or rank can be purchased at the Fort Lee Post Exchange (PX).

Identification (ID) Card

You will be given a military identification card which you must carry with you at all times. All international students and authorized family members (10 years of age and older) are issued identification cards (ID). A marriage certificate is required for issuing an ID card to a spouse.

The ID card will be use for entry and purchases at the PX and commissary. You will also need the ID card for any medical appointments or treatment; pharmacy; Kenner lab and all other base facilities. Lost ID card should be reported to the Military Police. Do not allow anyone else to use your identification card.

Upon leaving Fort Lee, you will be required to return your identification card to the IMSO staff. This card is an accountable item. Do not lose it.

Senior Student

The highest-ranking student from each country is the senior student. This person will enforce military standards among his/her countrymen, observe disciplinary and academic boards, attend quarterly senior student meetings, monitor the morale and welfare of those assigned to him/her,

and represent his/her country and students at social events. There is also a meeting for senior students on the 2nd Tuesday of each month in the IMSO lounge at 0800.

Retreat

At 1700 every afternoon the base has an official ceremony to lower the US flag. Music is played during the ceremony. It is our custom to stop our activities, turn toward the flag or music, and come to attention. If you are driving, stop the car and exit the vehicle, and render appropriate honors by facing the music and the US Flag while placing your right hand over your heart during the Retreat. It is not required; however, to show respect and courtesy, students should follow these procedures.

Common Courtesies

The use of foul language is inappropriate when in public. You are a representative of your country. Students are to conduct themselves in an orderly fashion at all times.

The baggers at the commissary work for tips. They will carry groceries to your car for you when you purchase them.

When at the Richmond International Airport, the airport porters also work for tips. They will carry your luggage to the check-in counter. The rate of tip is usually two dollars per suitcase and depends also on the size and weight. In the past, airport porters were skeptical about transporting luggage for International Students, because students failed to tip them after they had carried their bags.

General Officers' Flag

While outdoors, if you see a formation of troops passing and there is a red flag in the front of the formation, always render a salute. There is a general officer in the formation. Be wise; do not get caught looking the other way.

Smoking

ALU complies with the Department of the Army smoking policy as implemented by Fort Lee. Smoking is NOT permitted in auditoriums, classrooms, elevators, hallways, stairs, offices, restrooms, or around Buildings 12500 and 12420. Smoking is only authorized at the gazeboes.

Grooming Standards

All International Students are expected to maintain an acceptable standard of appearance, conduct, health, and personal hygiene so as not to affect the discipline or morale of others. In accordance with AR 670-1 and JSAT 12-15, you were briefed in your country on the standards of grooming prior to your arrival in the United States. If you are informed or if there is a problem, which is not corrected, you will be referred to the IMSO for appropriate action; this includes shaving and haircuts.

Medical Care

You may use the medical care facilities provided on the base.

Excused Medical Appointments

Inform your teacher/instructor of your medical appointment.

Kenner Army Health Clinic (KAHC) is located between A and B Avenues on 26th Street. If you are sick and cannot attend class, you are required to go to KAHC, Outpatient Clinic, during the hours of 0645-0800. When the doctor completes the examination, a determination is made whether you should return to class. If bed rest is ordered, you will be given written authorization (sick slip) to return to your quarters for a specified period of time. Notify your course instructor and the IMSO by phone and turn in the sick slip upon your return to class. If you are sick and do not go on sick

call, this will result in an unexcused absence. Please notify the Course Director of all hospital appointments.

Family members may be seen between the hours of 1300-1500 Monday-Thursday and 1400-1530 Fridays.

Emergency

If you have an emergency dial 911 or, go to the emergency room in the local community.

Family Medical Care

For a family member to receive medical care on the base, the member must be authorized on your invitational travel orders if there is an emergency, take your family member to the emergency room. Bring your invitational travel orders since it will determine responsibility of payment for treatment.

Dental Care

Bull Dental Clinic is located across the street from the clinic. Dental care at Bull Dental Clinic is for emergency treatment **ONLY**, 0730-0930 on a walk-in basis.

For any other dental care you will have to go to a civilian dentist off base. You will have to pay for this service the day of treatment.

Religious Support/Prayer

The IMSO has a "Prayer Room". Please see IMSO personnel for further information.

Storage of Valuables

Students are expected to secure their valuables whether it is money, jewelry, or any item of value in their rooms. You should have a lock box or safe in your room for the purpose of locking these items. **It is your responsibility to protect these items at all times.** ALU, IMSO, or lodging will not replace lost or stolen valuables.

By securing these things, please remember to keep the key with you at all times. If you discover something missing from your room, report it immediately to the lodging office and the IMSO. You may have the option of making a report to the base police (Military Police) as well.

Banks

A branch of the SunTrust Bank is located on Mahone Avenue. Hours of operations are: Monday through Friday 1000-1700 lobby, 0900-1700 drive-thru. SunTrust Bank has a branch located in the Commissary; hours of operation are Tuesday –Friday, 0900-1930; Saturday, 0900-1700; Sunday, 1100-1700. You need your Identification card (ID), passport and invitational travel orders to open an account.

The IMSO recommends all students attending Fort Lee courses, in excess of 60 days, open a checking account. You will be able to cash personal checks at the bank, PX, Commissary, and the local business establishments. Students are encouraged to use the bank for "bank to bank wire services" for fund transfers to and from your country as an alternative to sending cash or money orders through the mail. Using the mail is slower and riskier.

Living/Housing (Lodging) Allowances (IMET Students Only)

Students under IMET are paid on a monthly basis. If the monthly "payday" is on a weekend, paychecks will be distributed the next workday.

IMET students are required to open a bank account. You will be paid by Electronic Fund Transfer (EFT) deposit at the end of each month. You must be in the U.S. at least 30 days before receipt of first deposit. In accordance with the Joint Security Assistance regulation 12-15, Table 9-1,

unaccompanied students are paid \$21.80 per day, or the amount specified on the ITO. If a student chooses to live off-post, the \$21.80 per day is forfeited.

Lodging

1. Unaccompanied: Ft Lee lodging accommodations will be provided for all unaccompanied IMS. The cost for lodging on Ft Lee up to \$60.00 per night. Suites are limited and available for General Officers.

2. Accompanied: If accompanied by a spouse, you can stay in the Ft Lee lodging for an additional cost of \$5.00 per night to be paid by the IMS. Room charges must be paid to the lodging office at least once a month. If accompanied by dependents/children, you will have to find lodging accommodations off base. Make sure you have adequate funds to accommodate families' needs.

3. Off Post Housing: There is no available housing on Fort Lee. A list of apartments and contact phone numbers is available at the IMSO.

Room Assignments

We have two facilities available, BLDG 8025 and BLDG 12015. You will be assigned a room based on the availability. You must inspect your room within 24 hours of arrival and report any damages to the lodging office. You will be held responsible for damages in your room after this time. It is forbidden to move the furniture in your room. Failure to comply with this policy may result in disciplinary action.

BLDG 8025

Housekeeping services are provided seven days a week during the hours of 0800 to 1530 on weekdays and 0900 to 1530 on weekends. Please keep refrigerators free of spoiled food items. Tightly seal open food packages or store contents in a re-sealable plastic container. Student should be careful not leave open food containers as this will attract ants and other pests very quickly. Laundry is available for student use as well at no cost. Clothes should not be left unattended at any time. Internet Use High speed internet is available in every room. Do not unplug the modem as this will disconnect the telephone line. The Business Center is available to students 24 hours per day as well as the study rooms.

BLDG 12015

Housekeeping Lite-touch housekeeping services are provided seven days a week during the hours of 0800 to 1530 on weekdays and 0900 to 1530 on weekends. Linen is changed once/ week. Towels placed on the floor will be exchanged for clean towels. Please keep refrigerators free of spoiled food items. Tightly seal open food packages or store contents in a re-sealable plastic container. Student should be careful not leave open food containers as this will attract ants and other pests very quickly. Laundry is available for student use as well at no cost. Clothes should not be left unattended at any time. You will be given a key to your room and to the laundry room. If you lose a key, please report it to the billeting office immediately. You will have to pay to replace lost keys. Disciplinary actions may occur if you loan your key to a non-resident student or duplicate keys for similar purposes. Keys must be returned at checkout. Internet Use High speed internet is available in every room. Do not unplug the modem as this will disconnect the telephone line. Free WI-FI is

available throughout the building. The Business Center is available to students 24 hours per day as well as the study rooms.

All Billeting

Room and Phone Charges

Room charges must be paid to the lodging office at least once a month. Phone charges must be paid every two weeks. If you do not pay your bill, your room may be locked or your phone turned off until you make arrangements to pay. You will be charged every time you use the phone. Internet is also an additional charge.

Housekeeping Services

Housekeeping services are provided seven days a week during the hours of 0800 to 1530 on weekdays and 0900 to 1530 on weekends or holidays', unless a "DO NOT DISTURB" sign is posted on your door. "DO NOT DISTURB" signs may not be posted for more than 48 hours (2 days). You can help the housekeeping staff by placing clothing in closet, and drawers, and by placing dirty clothing in a proper container. Please keep refrigerators free of spoiled food items. Tightly seal open food packages or store contents in a re-sealable plastic container. Student should be careful not leave open food containers as this will attract ants and other pests very quickly.

Cooking

You may cook using the microwave or stove provided. Other cooking devices (hot plates, rice cookers, crock pots, steamers, etc) are not allowed. If any of these items are found in your room, housekeeping will remove them. The safety of all students is important to IMSO. You are responsible for cleaning your microwave after each use. Do not use metal objects in the microwave as doing so may damage the microwave and cause injury.

Keys

You will be given a key to your room and to the laundry room. If you lose a key, please report it to the billeting office immediately. You will have to pay to replace lost keys. Disciplinary actions may occur if you loan your key to a non-resident student or duplicate keys for similar purposes. Keys must be returned at checkout.

Laundry

Laundry rooms are for residents only. Students living off-base are not permitted to use the laundry rooms. When using the laundry room, please be considerate of others by removing your clothes from machines as soon as they are washed or dried. It is not recommended that you leave your clothes unattended in the laundry room. ALU and IMSO are not responsible for articles of clothing left unattended. All rooms are equipped with irons and ironing boards. Please unplug irons when not in use.

Changing Rooms

Do not change rooms without permission from the lodging office and the IMSO. Disciplinary actions will occur if you exchange rooms without permission. Moving closer to another student from your country or a friend is not valid reason to change rooms.

Quiet Hours

Quiet hours in all dormitories are 2230 to 0800 Sunday through Thursday and 2400 to 0800 Friday and Saturday. During these hours, you must be quiet so that others may get their rest.

Temperature Control

Air conditioning or heating can be adjusted in each room according to seasonal temperature variations. During warm months you have access only to air conditioning and during cool or cold months only heating. Both kinds of temperature control are not available simultaneously. You may experience some discomfort during the seasonal changeover period as the weather fluctuates. You are encouraged to use the issued portable electric fan or ceiling fan to circulate air as needed.

Energy Conservation

To conserve energy, turn off all lights when not in use; report leaking faucets and broken windows immediately; turn off radio and TV and unplug coffee pot when not in use; keep exterior doors closed at all time; when air conditioning or heat is on, keep windows closed; and turn these items off when you leave your room.

Flammable Items

Do not smoke in your rooms; do not store highly flammable liquids; do not use unauthorized cooking/heating devices in your room; do not leave cooking equipment unattended; do not place irons, coffee pots or curling irons in lockers, drawers, or on the carpet. Unplug these items before leaving your room. Do not have any open flame in the room.

Security of Personal Property

The security of your personal property is your responsibility. Lock doors when you leave the room. Keep valuables locked either in the lock boxes or safes. Do not leave the room. Keep valuables locked either in lock boxes or locking closets. Do not leave personal items in the hallways, lounges, or laundry rooms. Money or high value items left lying around the room are reported to management by housekeeper and you will be required to return to your room to secure such items before service is provided.

Pest Control

The control of pests (such as roaches and ants) is an ongoing problem. These pests are attracted by food and water. Proper storage of food in sealed containers in your rooms and keeping your room clean will reduce the problems you may have with these pests. You may also help by properly discarding waste food items and keeping usable items in the refrigerator. If you have taken these precautions and still have problems, please report this to the lodging office.

Telephone Use

Telephone service at Fort Lee is contracted by the US Army and is not controlled locally. Local calls are not free, but you must be careful because long distance calls can be very expensive. When making a long distance call, other service providers are involved and their costs are passed on to you through the local provided.

We strongly recommend you use an international calling card for overseas calls. You will be charged each time you dial the 1-800, 1-888, and 1-900 numbers even if you do not reach your party since other providers are involved in relaying your call. The lodging office authorized to collect for telephone charges, but they have no control over the rates or the quality of service. If you have a problem with your telephone, please notify the lodging office.

Internet Use

High speed internet is available in every room. Do not unplug the modem as this will disconnect the telephone line.

Moving Off Base

It is advisable that you first check with IMSO staff who are familiar with off-base living. The staff may be able to help you locate apartments in the local area. You have the responsibility of notifying the IMSO regarding your address. Failure to do so may cause some difficulty for yourself, your family and your country.

Leave and Holidays

All leave is approved prior to your departing country and is stated on your ITO. You will observe all US holidays.

Students taking more than one course at ALU with a gap in instruction of more than one week do not have authority to depart the area without approval. You must contact your military attaché and have written approval prior to your departure. Upon completion of training, you will be authorized the number of days approved per your ITO. If leave has not been approved and you desire to take leave or additional leave, IMSO must have written approval. Please keep in mind that only

the issuing authority of your ITO can approve and amend your ITO. You should make arrangements 30-45 days prior to graduation.

Students may request non-chargeable leave for observation of a country's major national and religious holiday not to exceed one academic day for each holiday authorized. Requests should be submitted to the Course Director one-week in advance. The student's academic progress will be deciding factor in each case.

Fort Lee/ALU Facilities and Services

Main Post Exchange (PX)

The Main PX is located on 6th Street & Shop Road. You are required to show an ID card when making a purchase in the Main PX. There is a mini-mall area which has specialty shops such as a florist, barber and beauty shops, and movie rental shop to name a few. The Military Clothing Sales Store is co-located with the Fort Lee Shoppette on Mahone Avenue. At your request, the IMSO will issue a letter of authorization for you to purchase certain items. You will not be issued uniforms or field jackets by the IMSO. The Lee Club, Building P- 9, is located where Lee Ave runs into Mahone Ave on Battle Drive. The hours of operation are posted at the entrance of each shop.

Military Clothing Sales Store

The Military Clothing Sales Store is co-located with the Fort Lee Shoppette on Mahone Avenue. At your request, the IMSO will issue a letter of authorization for you to purchase certain items. You will not be issued uniforms or field jackets by the IMSO.

The Lee Club **THE LEE CLUB** The Lee Club, Building P-9009, is located where Lee Avenue runs into Mahone Avenue. The THE LEE CLUB The Lee Club offers a country club atmosphere for all. Currently, the Lee Club is closed for renovations. It is open for private parties only until renovations are complete; to be completed fall 2013.. **The Regimental Club**

. The Regimental Club is located on C Avenue. The Club offers a wide variety of entertainment and events throughout the year. It features a restaurant serving full-course meals, a ballroom, and cocktail lounge. This is a community club; it is open to the public. An All-u-can eat buffet lunch is served daily Monday-Friday for \$8.50. On Wednesday there is line dancing from 5:30-8:00/ The cocktail hour is Friday evening from 4-7; club/party is also Friday from 8pm. Saturday is for private parties only.

Physical Fitness Centers

The Clark Fitness Center, Building 2414, is located one block from the Regimental Club on C Avenue. The Clark Fitness Center has two basketball courts, four racquetball courts, volleyball capabilities, a free weight room, an exercise area, and a nautilus room. Hours of operation are 0430-1900 Monday-Friday.

****Closed Weekends****

For additional information call (804)765-3636/3635.

The **MacLaughlin Physical Fitness Center** is located in Building P-4320, C Avenue and 20th Street. Hours of operation during the summer are Monday through Friday, 0530-0800 and 1100-2000; Saturday and Sunday, 0900-1700, and holidays 0900-1700. Winter hrs. Mon. through Fri., 0530-0800 & 1100-2100; Sat., Sun., and holidays 0900-1700.

Bowling Center

The Bowling Center is located in Building P-9040 behind the Post Office. The hours of operation are Monday through Thursday and Holidays 1100-2200 (for bowling and snack bar), Friday and Saturday 1100-2300, and Sunday 1100-2100.

Golf Course

The Golf Course is located on A Avenue near 41st Street. It is complete with a Pro Shop, snack bar, driving range, and putting green. A club professional is available to provide lessons at a nominal fee.

Shopette/Class VI

The Shopette/Class VI is located on Mahone Avenue and offers a variety of food items including frozen foods (TV Dinners, pot pies, pizzas, etc.), school, cleaning supplies, tobacco products, toiletries, and beverages. The Class VI stocks a wide variety of liquors, wines, beers, and mixes. The Shopette is open 7 days a week, 0600-2300.

Commissary

The Commissary is open 6 days a week, Tuesday through Sunday. Hours of operation are posted at the entrance. The Commissary stocks a large selection of all types of food and household supplies. An ID card is required to make purchases. When you check out, you are required to take all items from your cart and place them on the counter. There is always someone available to pack your items and carry them to your car. Please note that the packers work for tips only; they are not employees of the Commissary. If you use their service, tip them when they deliver your items to your car.

ALU Bookstore

The ALU Bookstore, a PX facility, is located on the first floor, building 12420. Books, paper, pencils, and other supplies directly related to your class work are available. Hours of operation are posted at the entrance.

Indoor/Outdoor Swimming Pools

Battle Drive Pool is located behind Lee Club, and is open for summer swimming for a nominal fee.

Carlson/Wagonlit Travel

Carlson-Wagonlit Travel has information on commercial travel and reservations.

Memorial Chapel

The Memorial Chapel, located on Saratoga and Battle Drive, is a multi-faith chapel. It offers Protestant, Catholic, and Jewish services. A Moslem Prayer Room is located in Feldman Hall, Building 4229, on the 5th Floor near the elevators.

Fort Lee Thrift Shop

The Fort Lee Thrift Shop is located in building 5105 at the corner of Lee and B Avenues. The phone number is 804-765-3312. The Fort Lee Thrift Shop provides an excellent shopping source for the community. It is a great place to shop for household items, clothes, toys, uniforms, furniture, kitchen items, electronics, books and much more.

Items for consigning must be brought in during consignment hours: Wednesdays and Fridays 9:30 am to 11:45 am and Thursdays 5:30 pm to 7:45 pm. Only ten clothing items may be consigned per family per day. Otherwise, twenty items per family may be consigned daily. Only those with a valid military ID card (active or retired) or a valid Fort Lee Civil Service ID card may consign items but we are open to all for shopping.

Driving in the US

Driving in the US <http://www.dmv.virginia.gov/webdoc/pdf/dmv206.pdf>

<http://www.dmv.virginia.gov/webdoc/citizen/military.asp>

<http://www.dmv.virginia.gov/webdoc/citizen/drivers/manual.asp> You must have: (a) a valid Virginia or other U.S. driver's license, (b) proof of vehicle ownership, (c) your own proof of vehicle insurance (preferably comprehensive insurance), and (d) the Department of Motor Vehicles will determine if you can drive in Virginia with your country license. Usually non-residents temporarily living in Virginia, may drive with your home state or country's driver's

license and license plates for no more than six months. If you are stopped anywhere by the police, you will be asked for these documents. Failure to have them with you will result in a fine. Proof of ownership may be a title, bill of sale, or rental contract. Proof of insurance must be current and failure to have it will result in a heavy fine. The base speed limit is 25 miles per hour (mph) unless otherwise marked. Fines for speeding on and off base can be high. If you purchase a vehicle and drive it on base, you **MUST** register and get a vehicle pass. If you rent or purchase a car, ensure you get full coverage to protect your rental car as well as the other car and its occupants involved in the event of an accident. **SEATBELTS ARE MANDATORY** for everyone in the vehicle. If you don't comply with all rules you will be ticketed. Excessive tickets will result in the loss of your driving privileges. Riding a motorcycle on base requires special training. The Post Safety Office offers this training. Please see the official DMV website above for more information ****FORT LEE IS A HANDS-FREE POST: NO TEXTING OR CELL PHONE USE WHILE DRIVING.** THIS IS A TICKETABLE OFFENSE**

According to the Weatherchannel.com, here are some tips on winter driving:

Driving in Snow and Ice, The best advice for driving in bad winter weather is not to drive at all, if you can avoid it.

Don't go out until the snow plows and sanding trucks have had a chance to do their work, and allow yourself extra time to reach your destination.

If you must drive in snowy conditions, make sure your car is prepared, and that you know how to handle road conditions.

It's helpful to practice winter driving techniques in a snowy, open parking lot, so you're familiar with how your car handles. Consult your owner's manual for tips specific to your vehicle.

Driving safely on icy roads, Decrease your speed and leave yourself plenty of room to stop. You should allow at least three times more space than usual between you and the car in front of you.

1. Brake gently to avoid skidding. If your wheels start to lock up, ease off the brake.
2. Turn on your lights to increase your visibility to other motorists.
3. Keep your lights and windshield clean.
4. Use low gears to keep traction, especially on hills.
5. Don't use cruise control or overdrive on icy roads.
6. Be especially careful on bridges, overpasses and infrequently traveled roads, which will freeze first. Even at temperatures above freezing, if the conditions are wet, you might encounter ice in shady areas or on exposed roadways like bridges.
7. Don't pass snow plows and sanding trucks. The drivers have limited visibility, and you're likely to find the road in front of them worse than the road behind.
8. Don't assume your vehicle can handle all conditions. Even four-wheel and front-wheel drive vehicles can encounter trouble on winter roads.

If your rear wheels skid...

1. Take your foot off the accelerator.
2. Steer in the direction you want the front wheels to go. If your rear wheels are sliding left, steer left. If they're sliding right, steer right.
3. If your rear wheels start sliding the other way as you recover, ease the steering wheel toward that side. You might have to steer left and right a few times to get your vehicle completely under control.
4. If you have standard brakes, pump them gently.

5. If you have anti-lock brakes (ABS), do not pump the brakes. Apply steady pressure to the brakes. You will feel the brakes pulse — this is normal.

If your front wheels skid...

1. Take your foot off the gas and shift to neutral, but don't try to steer immediately.
2. As the wheels skid sideways, they will slow the vehicle and traction will return. As it does, steer in the direction you want to go. Then put the transmission in "drive" or release the clutch, and accelerate gently.

If you get stuck...

1. Do not spin your wheels. This will only dig you in deeper.
2. Turn your wheels from side to side a few times to push snow out of the way.
3. Use a light touch on the gas, to ease your car out.
4. Use a shovel to clear snow away from the wheels and the underside of the car.
5. Pour sand, kitty litter, gravel or salt in the path of the wheels, to help get traction.
6. Try rocking the vehicle. (Check your owner's manual first — it can damage the transmission on some vehicles.) Shift from forward to reverse, and back again. Each time you're in gear, give a light touch on the gas until the vehicle gets going.

Parking

Student parking is authorized in the paved, wooded lot east of Building 12500 and in the parking lot on the west end of Bldg 12500. Students are not authorized to park in the lot behind Building 12500 and the lot across from the front entrance of ALU. These parking areas are for staff and faculty only and require an ALU parking pass on the vehicle. Valuables should be removed from parked vehicles and vehicles should be locked at all times. ALU is not responsible for valuables left in vehicles.

Problems to Avoid

There are several potential problems that you need to **avoid** because they could have a damaging effect on further training. Most of these disciplinary problems are handled with “zero tolerance,” and may include disciplinary probation punishment and/or a recommendation to return homeland. All reports of **sexual harassment/assault, shoplifting and driving while intoxicated (DWI)** are seriously investigated. A Disciplinary Evaluation Board (DEB) will follow with appropriate disciplinary procedures. Disciplinary evaluation boards are mandatory and will be held by military service members and civilians who closely monitor your disciplinary/academic performance at ALU.

Student/Instructor Relationships

Instructors at ALU are male and female, military and civilian. Some instructors are possibly junior in grade to you. Keep in mind that they are Department of the Army employees and are responsible for maintaining control of a training situation at all times. The rules of conduct apply equally to all international students; any breach of etiquette or protocol is brought to the attention of the IMSO for appropriate action.

Sexual Harassment/ Sexual Assault

Sexual harassment will not be accepted under any circumstances. “**Sexual harassment** involves unwelcome sexual advances, requests sexual favors, and other verbal or physical contact of a sexual nature when such conduct interferes with an individual’s performance or creates an intimidating or offensive environment. Examples of such conduct are verbal or physical conduct of a sexual nature, comments on appearance, threats, or sexual remarks. Other examples are repeated pressures for dates, offensive noises (whistles, yells), open display of sexual material and unwelcoming touching.”

Sexual Assault refers to any of several offenses of a sexual nature committed without the lawful consent of the victim for the purpose of sexual gratification. Offenses include rape, carnal knowledge, forcible sodomy, and assault with intent to commit rape or sodomy, indecent assault, and indecent acts or liberties with a child, or an attempt to commit any of these offenses.

No form of sexual harassment will be tolerated. The result will be an investigation; if found guilty, charges may/will be brought against the guilty party. Each student is required to view a mandatory AIDS video cassette when they arrive at ALU. The cassette depicts true scenarios concerning the AIDS virus. Sexually transmitted diseases are common, current statistics show.

Weapons

If you desire to purchase a weapon, you must have written approval from your country or embassy. A copy of this authorization is maintained on file in the IMSO. Within 72 hours after you purchase a weapon, you MUST register it with the Fort Lee Provost Marshall Office (PMO). They will complete a Department of the Army (DA) Form 2818, Weapons/Firearm Registration; forward the form to IMSO for verification and signature of the Commandant. You will receive a copy of the DA Form 2818 for your records and PMO will keep a copy for their files.

Shoplifting

Shoplifting is another serious matter that carries a severe punishment. The PX and other shops have very good security systems and **intend to prosecute you if you leave without paying for any item, regardless of size or price.** Always keep your sales receipts with you to prove you have paid for items when leaving a shop/store. If you are found guilty of shoplifting, you will be fined by the store and you may be required to return homeland without a training certificate or diploma regardless of academic standing.

Shoplifting is a crime. Shoplifting is acquiring merchandise (as small as a candy bar) without paying for it. If you or a family member are caught shoplifting, you or your family member will be apprehended by the military police. If caught shoplifting at an off-post facility, you will be apprehended by local law enforcement officers. The PX, as well as off-post facilities, is monitored by surveillance cameras (video cameras). You should keep an eye on your children when shopping, because you are responsible for your family member's behavior. When you plan on purchasing an item, do not put it in your pocket while you shop because you may forget it is there. Please ensure you or your family members are not a victim of circumstances by placing items in areas on their persons if seen concealing any item anywhere-pocket it bag by security cameras, you will be closely monitored and apprehend once you depart the store.

If you or a family member is caught shoplifting:

- (1) ID card will be confiscated,
- (2) Withdrawal from class,
- (3) Returned to home country

Drugs and Alcohol

Illegal use of drugs /narcotics is also strictly forbidden. Security Forces on base will conduct a search of your vehicle or room if they suspect the possession of illegal drugs. **Driving While Intoxicated (DWI)** is a very serious offense that carries serious punishment that could include up to **two years in prison, a \$10,000 fine and termination of training (return homeland).** In the US you must be 21 years old to buy and consume alcoholic beverages. ALWAYS designate a non-drinking driver to go with you if you intend to drink alcohol. Call a taxi, your senior student, or a friend to get you back on base safely.

Do not drive under the influence of alcohol or other drugs and always wear your seatbelt.

Traffic Tickets

Traffic tickets received on or off base will often result in a fine, appearance in court or worse. You will be counseled and a notification put into your student record when this course occurs. If you receive excessive tickets, your on-base driving privilege may be revoked. The most common tickets are for speeding, parking in troop walks and failure to make complete stops at stop signs. _

Class Attendance

Class attendance is mandatory for ALL students. Failure to attend class may result in academic or disciplinary problems.

Tardiness to class may also result in disciplinary action. You are tardy if you are not in the classroom at the start of class. Unexcused absences and tardies will result in disciplinary actions and may lead to counseling and disciplinary evaluations.

Training Schedule Changes

If you desire to make changes to your training schedule or request additional training, your first step is with the Military Attaché or your training department in your home country. This command does not have the authority to make any adjustments to your training schedule unless requested by your country and approved by the Security Assistance Training Field Activity (SATFA), Fort Monroe, Virginia.

Honor Code

The ALU Honor Code places students on their honor. The student is not to give information and assistance to others, neither are they to receive information and assistance from any source while taking examinations or performing other academic functions which are to present individual effort. Cheating, collaborating, plagiarism and equivocation will not be tolerated. Students who are guilty of violating the Honor Code may be subject to any or all of the following: (1) Failure on the Exercise/examination, (2) Termination of enrollment in the course and immediately returned to the home country, and/or (3) Initiation of an adverse AER.

POSSESSION OF OFFICIAL TESTS-WARNING

You should not be in possession of official test materials unless you are in the process of taking a test. If you have "practice test materials" but are not sure whether certain materials are "official" or not, you should show them to an instructor. If you do this and the materials turn out to be "official" tests, you will not be penalized. However, if you are found in possession of "official" test materials which you have not reported, you could meet an academic or disciplinary board.

Academic Performance/Academic Evaluation Report

International students are expected to complete the same curriculum and meet the same academic standards as the US students. If an international student fails an exam, the Course Director will notify the Department Chairman, the School Dean, and the IMSO. The Course Director will provide academic counseling; the IMSO will confer with the student and is obligated to keep the TRADOC Country Desk Officer informed of academic progress.

If the School Dean feels that the student does not put forth maximum effort, the Dean may recommend to the President that a Certificate of Attendance be awarded. If a student is given a Certificate of Attendance for his first course, the second course will be given on a probational basis. If a student receives a Certificate of Attendance for a second course, the IMSO will recommend to the TRADOC Country Desk Officer that the student not be admitted to additional courses and return to his/her country. Students are to maintain a 70% or above grade point average (GPA) throughout their course to receive a satisfactory or passing grade.

An academic report will be completed by the attending school; a copy give to the IMS on departure and copy sent to the training mission in your country.

Department of Defense Field Studies Program (FSP)

A very important part of the IMSO's job is the implementation of the FSP. The FSP is a program to assist you in the acquiring an understanding of US society institutions, and goals along with your military experience. The 12 objective are: (1) U.S. Government and Institutions, which included local, state, and federal government; (2) U.S. Judicial System, both stated and federal; (3) Political Parties; (4) Press; (5) Diversity of American Life; (6) Minorities; (7) Agriculture; (8) Economy; (9) Labor and Labor-Management Relations; (10) Education; (11) Public and Social Welfare; and (12) Human Rights.

Departing ALU

Be sure to complete all of your out-processing requirements in a timely fashion. On the day of departure, you must pick up your departure package at the IMSO. Identification cards will be collected on departure or at graduation. Students traveling to follow-on training will retain their identification card.

During your last week of training at ALU, bring all your instructional and reference materials used in support of your studies to the IMSO. Put a copy of your ITO with your materials when giving them to IMSO for mailing. IMSO will pack and ship your materials to your country embassy. A copy of your ITO are placed in each box and mailed to the authorized address. Allow 6 to 8 weeks for your material to reach your home country. Personal items, weapons, government property, or unauthorized books or video cassettes (pornographic material) cannot be shipped.

Student Feedback

You will have an opportunity to provide feedback regarding your training at ALU. Your opinions on the quality of your training are welcomed from the first day. To get prompt results on any concern, always use the chain of command. One week before you graduate, you will be asked to complete an End-of-Course Survey and rate all areas at ALU.

For a List of **U.S. Army Acronyms** visit the following website: <http://aec.army.mil/usaec/acronyms.html>

For a List of **U.S. Military Officer Rank Insignia** visit the following website:

<http://www.defense.gov/specials/insignias/officers.html>

For a List of **U.S. Military Enlisted Rank Insignia** visit the following website:

<http://www.defense.gov/specials/insignias/enlisted.html>

FREQUENTLY ASKED QUESTIONS:

Q- Which important documents should I bring to the USA?

A. Bring your passport, medical documentation and ITO.

Q- Do you provide tours for students?

A- Yes, we have tours available that are free of charge for the students. If you have your family here, they are more than welcome to attend but you must pay for them to attend.

Q- What is the first week schedule like?

A- During the first week you will go through the IMSO in-processing procedures. This means that you will be required to report to the IMSO with required documentation. If arriving directly from country and your country is not exempt from the English Comprehension Language (ECL) test, you are required to take the ECL test. This applies only to IMS arriving from country only.

Q- How many pieces of luggage am I allowed to bring?

A- The required number of pieces of luggage is stated on the ITO.