AIR WAR COLLEGE CLASS 16A
INTERNATIONAL OFFICER SCHOOL (IOS)
REPORTING INSTRUCTIONS

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

The 10 Things You Need to Know or Do BEFORE You Arrive:

1. **Contact information for IOS:**

   E-mail – au.imso@us.af.mil
   Dialing international – 00+1+334-953-6338
   Dialing within the U.S. during duty day/hours (M-F, 0730 – 1630 CST) – 1-334-953-6338
   Dialing within the U.S. 24 hours a day and/or for immediate assistance – 1-334-953-7474 (Ask to be connected to the IMSO or an IOS representative)

2. **Visit our website -** http://www.au.af.mil/au/spaatz/ios/

3. **Consider buying real medical insurance for your family**, an example would be Blue Cross/Blue Shield (https://www.bcbsal.org/web/index.html) and not traveler's insurance. Real medical insurance is more expensive than travelers insurance, but you are more likely not to have unpaid bills or high out-of-pocket expenses. For your family to be put on your Invitational Travel Order (ITO), they must be medically covered by insurance. This coverage can be provided by either you or your country and it must be compliant with Department of Defense rules.

4. **Don't sign a housing lease until you know more about the school your child/children will attend**. Plan to **personally visit the school(s)** your children may attend, **if you don't like the school, don't live in the neighborhood**. Depending upon the source of ratings, Montgomery area public schools do not rank very high. If you have children you should let where you live be dictated by the school(s) that service your neighborhood.

5. **Bring translated copies of all your children's school records**. Make sure they go into detail about specific grades, courses, and scores. Better too much documentation than not enough.

6. **Bring translated copies of all your children's immunization/shot records.**

7. **Don't be in a rush to sign any legally binding contracts/documents** – housing, cars, etc. Discuss with IOS if you have concerns.

8. **If you will receive a monthly payment by the U.S., plan on the possibility your first payment will not be until at least 30 days after we have processed the necessary paperwork** (not to be confused with 30 days after you have been here). We typically process the paperwork the first full week after your reporting date.

9. **Contact IOS – as soon as you have your departure/arrival information and/or if anything changes while in route. See item #1** The most effective way of contact is via e-mail – au.imso@us.af.mil

10. **Contact the officer(s) your country may already have at either Air War College (AWC) or ACSC.** If you currently have an officer here, they will be able to give some practical first-hand advice on what to expect and plan for. If you don't know if you have an officer here, contact IOS.

Arrival:

- **Your arrival date must not be later than 20 May or before 16 May**; your arrival window is 16 – 20 May.
- Your arrival time should be between 0730-1630 Central Standard Time (CST)
- Your arrival airport should be Montgomery Regional Airport (MGM) – www.flymgm.com If you arrive at any other airport, IOS will not provide transportation/support.

If IOS is aware of your arrival date/time, we will greet and transport you/your family, you will also be told when you should report to IOS to begin your in-processing.

If your arrival is delayed/changed for any reason, attempt contact with IOS (during duty day/hours) - internationally, dial 00+1+334-953-6338 / within the United States dial 1+334-953-6338 / e-mail IOS – au.imso@us.af.mil If after duty day/hours (or anytime) call: internationally, dial 00+1+334-953-7474 or within the U.S. dial 1+334-953-7474, and request to speak to the International Military Student Officer (IMSO).

Lodging / Housing Upon Arrival/During Your Course:

- **If you are traveling without family**, IOS reserves rooms for you in the base Visiting Officer Quarters (VOQ) prior to their arrival. Suitable VOQ are available for officers who don't bring family for the duration of your course. Unaccompanied officers receiving U.S. Government travel & living allowance (TLA) under the IMET or other security cooperation program must reside in the VOQ to receive TLA.
- **If you are traveling with family**, IOS will make arrangements at a suitable off-base hotel. VOQs are not available for officers arriving with children.

A limited number of furnished base housing will be available on a first-come, first-serve basis for officers with family (either traveling with you or coming at a later date). **If you are interested in base housing, please email au.imso@us.af.mil**.

If you are authorized to live off-base, a good resource for finding a home or residence is the Maxwell AFB Housing Referral Office – http://www.housing.af.mil/maxwell/localcommunity/index.asp This service is provided free of charge to our military personnel. Contact information for the base housing office can also be found on the IOS Website under "Student & Family Support." The base housing office can provide information on local housing options, to include home ownership and apartment or home rentals. Leases must be submitted to the IOS for review prior to signing contract. Please expect 1-3 days for the review to take place.

Reporting for In-processing:

- **We will provide a report time when we meet you at the airport**. If you are not met at the airport or are arriving a different way, report to IOS at 0800 the next duty day.
- Unless you have lost your luggage, **report to IOS in uniform**.
- **Bring the following to inproccessing**:
  - Invitational Travel Order (ITO)
  - Valid Passport and Visa
  - International Driver's License or Country/National License
  - Authorized Dependents Passport/Visa booklets

- **If you receive travel or living allowance from the U.S. Government, also bring the following:**
  - Copy of travel itinerary showing dates of travel and airports transited
  - Any receipts documenting reimbursable travel expenses (i.e. baggage fees, taxi, hotel)

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

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

Medical Care:

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

Money Matters:

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

Unless limited by the ITO, accompanied officers who receive U.S. funding will receive a housing allowance equal to the cost of their rental contract but not to exceed $2490/month.

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

Uniform and Other Dress Requirements:

At Maxwell AFB all military personnel wear the utility uniform (ABU), you may refer to it as camouflage, or flight suit during the duty week, unless otherwise directed. **You must bring the short sleeved service uniform as well as the dress or formal uniform for official events and ceremonies**. You are encouraged to bring spouses to most official ceremonies and formal events, so it is recommended that spouses bring attire equivalent to what students will be wearing to these events.

Sponsorship Assignment:

Upon arrival, you will receive a letter assigning you a local volunteer sponsor through the Air University Alabama Goodwill Ambassador (AGA) Program. **Please visit the Alabama Goodwill Ambassadors link on the IOS homepage for more information about this program** "Student & Family Support." It is common for AGAs to meet you/your family at the airport and provide assistance to you throughout in-processing week and during the course. To contact your sponsor in advance, please email au.ios.aga@us.af.mil.

Bringing Your Family:

Your family must be on your ITO in order to have access to Maxwell AFB or receive support. Officers without family and under the IMET Program must reside on base or risk losing all travel and living allowances (Reference Page 2 of these instructions). You are considered "unaccompanied" any time Block 12 of the ITO states "Dependents not authorized." Family not on your ITO may visit, but they will not have access to Maxwell AFB. Only family listed on your ITO are authorized access, support, and use of all base facilities.

Additional Notes:

For more information on the local area and programs offered to you and your family, please visit the IOS website under "Student & Family Support."

Learn about the local area (note: not an endorsement, this is not a DoD website) – www.knowthecommunity.com

Who Do I Contact If I Have Questions?

Any questions on student administration or in-processing can be directed to the Student Administration section at au.imso@us.af.mil, or 334-953-6914/6915.

Special Instructions - SPINS

SPINS for IMET Officers:

You will be considered "unaccompanied" any time Block 12 of the ITO states "Dependents not authorized." Officers participating in the IMET program who wish to obtain permission to bring dependents must have their family members living with them in the United States for at least 75% of the course duration in order to receive the full TLA pay rate.

SPINS for Family In-processing:

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

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

SPINS for Family Medical Care:

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

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

SPINS If Your Child Will Attend Local Schools:

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

Families should feel free to contact the Maxwell AFB School Liaison Officer with any questions regarding schools in the local area. The School Liaison Officer works with the local school districts to advocate for military families. Contact information for the School Liaison Officer can be found on the IOS website under "Student & Family Support."

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

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

SPINS for Special Family Programs:

Depending on their arrival date, families are invited to attend the International Family Orientation Program (IFOP) and the International Dependent's English Course (IDEC). IFOP is a program for spouses and children to help orient them to the local area and meet other international families. The program is usually held the two weeks prior to the U.S. 4th of July holiday. IDEC is a free English course specifically for adult dependents. Children cannot attend IDEC and no childcare is provided at this time. There is an application and interview process that occurs during the summer, and the program usually runs August-October annually. Please see our website for more details on both programs "Student & Family Support."