

**INTERNATIONAL MILITARY STUDENT (IMS) REPORTING INSTRUCTIONS FOR:
ENLISTED PROFESSIONAL MILITARY EDUCATION (PME), PROFESSIONAL
CONTINUING EDUCATION (PCE), AND THE SCHOOL OF ADVANCED AIR AND SPACE
STUDIES COURSES (SAASS)**

The general reporting instructions below apply to IMS attending SAASS, the USAF Senior NCO Academy, or any PCE course at Air University (AU). These courses include, but are not limited to:

- School of Advanced Air and Space Studies (SAASS) – Maxwell AFB
 - USAF Senior NCO Academy (SNCOA) – Gunter Annex
 - Joint Air Operations Planning Course (JAOPC) – Maxwell AFB
 - Contingency Wartime Planning Course (CWPC) – Maxwell AFB
 - Judge Advocate Staff Officer Course (JASOC) – Maxwell AFB
 - Operations Law Course – Maxwell AFB
 - USAF First Sergeant’s Academy – Gunter Annex
 - *Combined Forces Air Component Commander’s Course*
 - *Senior Joint Information Operations Application Course*
- **See Page 6 for information about these courses***

Located at the International Officer School (IOS) on Maxwell AFB, the International Military Student Office (IMSO) works closely with course directors from each these courses to provide administrative support to IMS. Each course may have unique requirements in addition to these reporting instructions. Students should contact the individual course directors listed at the end of these instructions for specific information about their course.

Please note that students must be attending Air War College (AWC), Air Command and Staff College (ACSC), or SAASS in order to have dependents added to the Invitational Travel Order (ITO). Students attending all other courses **are not** encouraged to bring family members, and any accompanying family members **will not** receive base access. To access AWC, ACSC, or Squadron Officer School (SOS) Preparatory Course reporting instructions, please visit the IOS website:
<http://www.au.af.mil/au/spatz/ios/>.

Arrival to Montgomery:

Schoolhouse liaisons will arrange transportation to Maxwell AFB or Gunter Annex for students flying into Montgomery Regional Airport (MGM) during the authorized arrival window for each course (please contact the IOS for questions on specific report dates). We cannot arrange transportation from any other airport and cannot guarantee transportation outside the arrival dates. If arriving at MGM and requesting transportation, every effort should be made for the student to arrive at MGM between 0730-1630 Central Standard Time (CST). Upon arrival, students will be met by a representative from their course and will be provided with a date and time to report for in-processing. Generally, students should expect to report for in-processing the day of arrival to Montgomery, or the next duty day if arriving after duty hours.

The IOS and schoolhouse liaisons make every effort to ensure a course representative meets students at the airport upon arrival. Any changes to student arrival times or flight itineraries en route should be reported to the IMSO as soon as possible. To contact the IMSO during duty hours (Monday-Friday 0730-1630 CST), calling internationally, dial 00+1+334-953-6338, or in the United States, dial 1+334-953-6338. 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 Air University representative at the airport upon your arrival, students should call the same IMSO numbers listed above and instructions for transportation will be provided.

In-processing requirements and procedures vary from course to course. Please see Page 6 for information and contact the course liaison listed for more specific guidance.

Lost Luggage:

Students who have lost luggage en route should file a claim with the airlines **before** departing the MGM airport. If studying on Maxwell AFB, students may use the University Inn, 450 North Lemay Plaza, Maxwell AFB, 36112, as the delivery address and 334-953-6915 as the daytime contact number. If attending an Enlisted education course and residing on Gunter Annex, students should use the University Inn, 545 S. Morris Avenue, Bldg 1017, Gunter Annex, 36114, as the delivery address, and 334-953-6915 for the phone number.

Lodging Upon Arrival:

Schoolhouse liaisons will arrange 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. Unless unavailable, rooms on base include a double bed, kitchenette containing a small stovetop, microwave, sink, refrigerator, and kitchen utensils. Due to frequent renovations and high transit through Maxwell AFB and Gunter Annex, the University Inn cannot guarantee the availability of rooms with a kitchenette until student check-in. 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 programs **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.** [*SAASS students ONLY*: Please see Page 7 for information about family lodging. At this time, quarters on base are not available for accompanied students.]

Due to course schedule and requirements, students attending the First Sergeant's Academy or SNCOA will lodge on Gunter Annex in military lodging. It is also recommended that any students attending PCE courses lodge on base.

Reporting for In-processing:

Students will in-process through their individual course directors. Please contact your individual course director for clarification on requirements. During in-processing, students will complete paperwork and receive a short briefing from the IMSO, located on Maxwell AFB in Building 904.

Information Required for IMSO In-processing:

- Invitational Travel Order (ITO)
- Valid Passport and Visa **
- International Driver's license or Country/National License (valid for the duration of the course)
- Date of Rank (when you were promoted to your current rank)

If student travel is funded by the U.S. Government:

- Copy of travel itinerary showing dates of travel and airports transited
- Any receipts documenting reimbursable travel expenses (i.e. baggage fees, taxi, hotel)

****A note on the Passport, Visa, & I-94:**

Passports must be valid through the entire length of training in the United States. International members may not travel on an expired passport. The visa can expire before the end of the course; however, if it does expire, travelers will not be authorized re-entry into the country should the need to depart the United States arise at any point after expiration.

As of May 2013, foreign visitors no longer receive a paper Form I-94 from U.S. Customs upon entering the United States. Visitors now receive an electronic Form I-94 when processing through Customs. After the electronic record is created, the Custom's official will place a stamp in the travel Visa that should be marked "D/S" for Duration of Status. The electronic record, the stamp, and the ITO together serve as authorization to remain in the U.S. for the period shown on the ITO. Travelers should make sure they receive the verification stamp before leaving the customs area. Travelers can retrieve admission information online at: <https://i94.cbp.dhs.gov/I94/request.html>.

What to Expect During IMSO In-Processing:

Upon reporting to the IMSO for in-processing, students will be provided an in-processing checklist and complete in-processing paperwork. Depending on the length of the course, students may be issued a U.S. Government Identification Card. Those students who are to receive pay allowance from the U.S. Government will receive information about processing their pay. Students will also have the opportunity to set up a temporary U.S. mailing address during in-processing. The IMSO will then provide a short orientation, which will conclude IMSO in-processing.

Transportation:

Students will be provided transportation from the airport to their lodging facility upon arrival. Depending on the course attended, transportation may be available to transport the student to and from course activities. Generally, classes are within walking distance from lodging facilities. Please check with the individual course directors for details on a specific course. If transportation is not provided, students must secure their own transportation. Temporary transportation options are listed below:

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

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 you off-base, except to Montgomery Regional Airport. The base taxi runs Monday-Friday from 0500-2045; Saturday and Sunday from 0700-1900. If requesting transport on Gunter Annex, be aware that it will take drivers approximately 20 minutes to reach Gunter Annex from Maxwell AFB.

Off Base Taxi Service: For transportation off base, local taxi companies are available. A company commonly used by base personnel is Checker & Deluxe (334-241-0034). 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.

Medical Care for Students

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. Some students, to include IMET students and those students under a Reciprocal Healthcare Agreement (RHCA), must receive medical care through the MTF. Students will receive a medical orientation upon arrival that will clarify the procedures and options for medical care to ensure students do not unknowingly incur out-of-pocket medical expenses. Please note that the MTF on Maxwell AFB is not a full service medical facility. The nearest full service MTF is located over two hours away, so students are often referred to

off-base providers within the local area for some types of care. (See Page 7 for important information regarding SAASS dependent medical care)

Driving in the U.S. or Obtaining a Personal Vehicle

In the state of Alabama, you may drive with an international driver's license or a valid country/national license for up to one year. If your national license is not written in English, the IOS will issue a license translation card during in-processing that must be kept with the national license. Licensure rules vary from state to state within the U.S., so we advise reporting with an international driver's license at minimum if planning to travel. If purchasing, leasing or renting a vehicle, the State of Alabama requires drivers to obtain automobile insurance. Students attending training at Maxwell for 160 days or more also have the option of applying for an Alabama driver's license. Please note that licenses must be valid through the duration of the training course. Driving on an expired license in the United States is illegal. Visit the IOS website's "[Student & Family Support](#)" section, for more information about driving during your stay or for information on obtaining a personal vehicle.

Student Pay, Travel and Currency Exchange:

For students who are authorized TLA and/or travel at U.S. Government expense, it can sometimes take as long as 3-4 weeks to receive payment after arrival due to administrative requirements. Therefore, to ensure students receive authorized entitlements for expenses, we highly encourage Security Cooperation Offices arrange and disperse ALL authorized travel and living allowances in advance of departure from home country when students will attend training for 5 weeks or less. We recommend students attending courses lasting more than 5 weeks come with sufficient money to cover at least 15 days of expenses upon arrival (30 days if attending SAASS). Students who do receive an advance prior to arriving to the U.S. will pay back the advance after arrival in monthly installments.

Students should expect billeting on base to cost at least \$60/day at the current rate. Students lodging off base can expect to be reimbursed for a maximum of \$83/day (only when on-base lodging is not available). Unaccompanied students authorized to receive living allowance will receive an additional \$27/day for food and \$11/day for incidentals. [*For SAASS Students ONLY:* Unless limited by the ITO, accompanied students will receive a housing allowance equal to the cost of their rental contract but not to exceed \$2490/month. In addition, accompanied students receive \$41/day for food and \$11/day for incidentals unless otherwise stated in the ITO].

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

Uniform and Other Dress Requirements:

At Maxwell AFB and Gunter Annex all military personnel wear the utility uniform (ABU) or flight suit during the duty week, unless directed otherwise. Students will be required to bring and wear the short sleeve service uniform as well as the dress or formal uniform for official events and ceremonies. Please contact individual course directors for specific requirements.

Telephone and Computer Access:

Wireless internet is provided for free in base lodging. Commercial internet and wireless internet are available at all base libraries along with printing at no cost. Depending on course, students may be issued a government laptop for the purpose of completing course requirements; however, students should check with individual course directors to confirm the availability of computer access at individual schools. It is strongly recommended students bring personal laptops if wishing to use 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. Service in the area is good for most companies; the most commonly used companies are Verizon, T-Mobile, and AT&T. There is no option for purchasing “SIM Cards” on base, but cards can be purchased in local stores like *Best Buy* and *WalMart*.

Sponsorship Assignment:

Air University (AU) offers a sponsorship program to international students called the Alabama Goodwill Ambassador (AGA) Program. Please visit the Alabama Goodwill Ambassadors link on the IOS homepage for more information about this program. AGAs are automatically assigned to students attending AWC, ACSC, SOS and SAASS. Due to the short length of all other courses, sponsors are not assigned but are available to assist students if needed. If you are attending a short course and would like to be assigned a sponsor, please do not hesitate to request one. You can request a sponsor or information about your assigned sponsor by emailing au.ios.aga@us.af.mil at any time.

Bringing Your Dependents:

Only students attending Air War College (AWC), Air Command and Staff College (ACSC), and the School of Advanced Air and Space Studies (SAASS) are authorized to bring dependents. Bringing dependents to all other courses, including Squadron Officer School (SOS), is **not authorized**. Any student may invite family members for a short visit (less than 2 weeks), but such family members will not be listed on the Invitational Travel Order (ITO); therefore, they will not be authorized use of government facilities, and the student must accompany family members to any government facilities at all times. If students choose to bring family members at personal expense, family obligations cannot interfere with course requirements, and students must be able to provide for any and all needs of the family. Unaccompanied students sponsored by the IMET Program must maintain residence in base lodging facilities at all times or risk losing all travel and living allowances (Reference Page 2 of these instructions). A student will be considered “unaccompanied” any time Block 12 of the ITO states “Dependents not authorized.” The IOS highly discourages unaccompanied IMET students from bringing family members for visits of more than 2 weeks when the family members are not authorized on the ITO due to financial risks and logistical difficulties associated with lodging family members off base. (See Page 7 for special requirements and more details about dependents.)

Departures from Montgomery Regional Airport:

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.

Additional notes:

For more information on the local area and programs that we offer for students and families, please visit the IOS website under “[Student & Family Support](#).” This area of the website is updated often to include more information based on feedback we receive from international students.

Who Do I Contact for Questions?

We recommend that students make contact with their respective course director to confirm course requirements. Course directors are listed on the next page. If a course director is not listed, please contact the IMSO at au.imso@us.af.mil. It is recommended that students provide a working email address to course directors as soon as possible so that course-specific electronic welcome packages can be sent prior to the start of the course. Questions can always be directed to the International Officer School Student Operations section at au.imso@us.af.mil, or 00+1+334-953-6914/6915 (dialing internationally).

DIRECT CONTACTS FOR THE FOLLOWING COURSES ARE AS FOLLOWS:

- **USAF SNCOA:** SMSgt/E-8 Donald Jost Donald.jost@us.af.mil
- **USAF First Sergeant's Academy:** SMSgt/E-8 Chad Bacon chad.bacon.1@us.af.mil
- **Joint Air Operations Planning Course:** Maj Christopher Pugh christopher.pugh@us.af.mil
afddec.weworkflow@us.af.mil
- **Contingency Wartime Planners Course:** Maj Gretchen Lewis gretchen.lewis@us.af.mil
afddec.weworkflow@us.af.mil
- **Judge Advocate Staff Officer Course (Registrar):** Mr. Graham Stevens graham.stevens@us.af.mil
- **Operations Law Course (Registrar):** Mr. Graham Stevens graham.stevens@us.af.mil
- **School of Advanced Air and Space Studies (SAASS):** Ms. Sheila McKitt sheila.mckitt@us.af.mil
 - Please read the next page for important information regarding your families

The **Combined Forces Air Component Commander's Course (CFACC)** and the **Senior Joint Information Operations Application Course (SJIOAC)** are managed through the LeMay Center Flag Officer Division on Maxwell AFB. Officers attending these courses currently do not complete in-processing actions as described in these reporting instructions; however, the IOS stands by to assist any attending officers as required. The contacts for these courses are:

Ms. Lorraine Harris lorraine.harris@us.af.mil – SJIOAC
Ms. Helene House helene.house@us.af.mil – CFACC

Special Requirements for Authorized Dependents (SAASS STUDENTS ONLY)

Important notes for IMET students:

Students sponsored under 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 AWC, ACSC, or SAASS courses in order to receive the accompanied TLA rate (see Page 4 for rate amounts). Family members residing with the student for less than 75% of the primary course (AWC, ACSC, SAASS) will not be added to the ITO unless special waiver is granted by the Defense Security Cooperation Agency (DSCA), and it has been determined that there is funding available to receive the accompanied TLA rate. It is the responsibility of the Security Cooperation Office in the U.S. Embassies to ensure these requirements have been met before adding family members to the ITO. A student will be considered “unaccompanied” any time Block 12 of the ITO states “Dependents not authorized.” The IOS highly discourages unaccompanied students from bringing family members for periods of more than 2 weeks when the family members are not authorized on the ITO due to financial risks and logistical difficulties associated with lodging family members off base.

Off Base and Family Housing:

Military family housing on base is currently not available for accompanied students at Maxwell AFB or Gunter Annex. Furthermore, suitable temporary VOQ are not available for students arriving with children. The IOS can suggest extended stay accommodations off base that have been assessed by the billeting office as suitable lodging for accompanied students. Students must pay for off-base accommodations. Accompanied students must secure a residence off base after arrival for the duration of course attendance. It is possible for students with spouse only to stay in VOQ facilities, but spouses must be listed on the ITO, and students should be advised that VOQs are small (much like a studio/efficiency apartment) and the space available may not be deemed suitable by students with spouse. Most rooms contain a double bed, and some rooms contain a fold out chair, but kitchenettes are never guaranteed.

Contact information for the base housing office can 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. We recommend students request the housing office review any housing leases or rental contracts before signing. Leases can be submitted to the IOS or directly to the housing office for review.

Special In-Processing Requirements for Dependents:

It is not required for authorized family members to report with students to in-processing; however, please bring the following documents to in-processing for any accompanying family member:

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

Important notes regarding dependent medical care:

Dependent medical care is not provided by the U.S. Government. Students must obtain appropriate medical coverage for all accompanying dependents before arriving to Air University. Some foreign governments provide medical care for dependents at no cost to the student. When the foreign government does not cover dependent medical care, students must obtain a commercial insurance policy that meets coverage requirements established by DSCA. The Security Cooperation Office (SCO) within the U.S. Embassy manages this process and should advise students on the requirements and procedures for selecting and obtaining approval of a commercial insurance policy before departing for the U.S. All dependents have the option of utilizing the Military Treatment Facility (MTF) on Maxwell AFB on a space available basis. The MTF will charge all care to the dependent’s insurance listed in Item 12b.2 of the ITO.

Some dependents may be covered under a Reciprocal Healthcare Agreement (RHCA), meaning that most care within a Military Treatment Facility (MTF) is provided at no cost to the student. It should be noted that the nearest full service MTF is over two hours away from Maxwell AFB, so students cannot rely on the local MTF for all dependent medical care. Supplemental medical insurance must be obtained and approved in order for dependents to be added to the ITO. Dependents without sufficient medical coverage will not be added to the ITO. Per Department of Defense direction, if arriving to the U.S. without appropriate coverage, family members will be at risk of being sent home unless coverage is obtained within 10 days of arrival.

Important notes for school registration:

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, (determined by home address). This process is called “zoning.” It is highly recommended that students with school-aged children research what schools are in particular zones prior to signing any lease 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), Autauga County (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.

Some schools in the Montgomery Public School District offer “Magnet Programs.” Magnet Programs provide a special curriculum, and children may attend a Magnet Program at a school that is not in their assigned school zone. However, magnet programs require parents to submit applications for their children far in advance of the normal school registration deadlines. The application window is typically just a few weeks long in the spring ahead of the academic year (i.e. between February-March for the school year beginning in September). Application deadlines and submission processes for the Magnet Schools are explained at:

[http://www.mps.k12.al.us/Default.asp?DivisionID=5802&DepartmentID=5678&SubDepartmentID=2566&keyword=magnet schools](http://www.mps.k12.al.us/Default.asp?DivisionID=5802&DepartmentID=5678&SubDepartmentID=2566&keyword=magnet%20schools)

Students 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 translated in English (Alabama Blue Card)**
- Proof of residence in the U.S. (usually a gas or electric bill with your residence address listed)
- Invitational Travel Order (ITO)

- Academic Record (with English translation) showing the last completed grade level and courses taken by the child at home

**The IOS website's "[Student & Family Support](#)" section provides information about child immunizations. Students should arrive with each child's immunization record. Translation assistance may not always be available so it is recommended students come with records already translated. Information about obtaining the "Alabama Blue Card" will be provided during in-processing.

Special Programs for Families:

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.

Special Note for Accompanied IMS Whose Travel is the Responsibility of the U.S. Government:

Due to the large amount of authorized dependents approved to travel to Maxwell AFB with IMS for training, the IOS has obtained permission from higher headquarters to give accompanied IMS the option to request self-procurement of return travel following graduation from Air University. This means that approved students can purchase their own return ticket to accommodate family travel plans at the end of the course in order to make the return travel process easier for families. This option is **not** an automatic entitlement and only applies to students who have authorized dependents listed on the ITO. There is a specific request process administered by the IOS in the early winter of each academic year. Although the IOS administers the process, the SCOs in the U.S. Embassies and IMET funding managers have overall approval of whether or not a student will be authorized to self-procure their return ticket. In order to be reimbursed for a purchased ticket, the IMS must meet government funding and ticketing requirements. One of these requirements is that U.S. Flag carriers must be used whenever available, according to the Fly America Act. This generally means that IMS must fly on a ticket owned by a U.S. Carrier such as Delta, American, U.S. Airways, or United Airlines, among others. Only tickets meeting all requirements will be reimbursed before the end of the course. IMS may wish to consider this option if purchasing round trip tickets for family members before arriving to the U.S. for training and if the IMS wishes to travel on the same flights as their family members. Again, no IMS is guaranteed to be able to self-procure return travel. IMS who are not authorized to self-procure will receive a return ticket from the U.S. Government booked through the local government travel office. These tickets cannot be changed to accommodate a specific route or airline of travel.