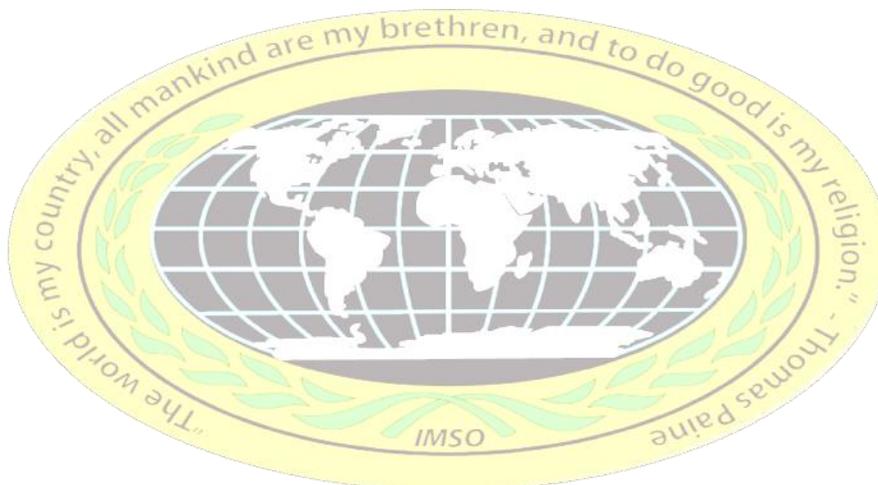




Handbook

International Military Student

**Army Logistics University
Ft Lee, VA**



April 4, 2018

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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
Email: usarmy.lee.tradoc.mbx.lee-alu-imso@mail.mil
Website: <https://www.alu.army.mil/imso/>

IMSO Chief: Donna Wells
Office (804)765-8150
E-mail: donna.m.wells.civ@mail.mil

Training Manager: Lamar Jackson Jr
Office (804)765-8154
E-mail: lamar.j.jackson3.civ@mail.mil

IMSO Deputy Chief: Jacquelyn Tuggle
Office (804)765-8151
E-mail: jacquelyn.r.tuggle.civ@mail.mil

Admin/Logistics Manager: Jerry Martin
Office (804)765-8157
E-mail: jerry.l.martin.civ@mail.mil

Field Studies Program/ Sponsorship Manager: Donna King
Office (804)765-8159
E-mail: donna.r.king10.civ@mail.mil

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 you 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 James River Taxi, 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 James River Taxi 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 James River Taxi. If the IMSO is responsible for processing your monthly TLA payments, 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 \$69.75 per night if the IMSO pays you and \$76.94 if your country is responsible for paying you. 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 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 and Einstein Bagels.

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

There are city buses which make stops on Ft Lee for the Tri-City area. Taxi vouchers are provided to all students that receive Temporary Lodging Allowance (TLA) from the IMSO. The vouchers are used to provide transportation to and from classes not located on the ALU CAMPUS. Students must sign for all vouchers and only use the Airport Taxi Company. To contact Airport Taxi Company call (804) 222-6666. IMSO is accountable for the vouchers, any other travel is at the student's expense. Taxi and Uber services are available and have various rates.

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 \$36-\$55 for a one-way trip. There is a rental car agency on Fort Lee and there are many other agencies off post. 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. You must pay for your own gas.

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. All IMS arriving with families must enroll for medical coverage with Humana Military TRICARE East by dialing (800) 444-5445 and enroll in the TRICARE Select program. **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.

Field Studies 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 usarmy.lee.tradoc.mbx.lee-alu-imso@mail.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, 0800-1600. The hours of operation are:

Notary: 0800-1600 Mon, Tues, Wed & Fri (Thursday 1300-1600)

Walk-ins: 1300-1600 Tuesday & Thursday

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 0900 to 1630, Monday – Friday and 0900-1300 on Saturday. 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 Mailroom located in the C-Wing, Building 12500, Bunker Hall. Students attending courses at ALU for 30 days or more will be issued a mailbox. Students who reside in the IHG Army Lodging will only receive mail in the ALU Mailroom. Do not use the lodging address as your mailing address. All personnel with an assigned mail box will use the following address:

Students Rank/Name

US Army Logistics University

Student's Course and Class Number (Example: TRANS BOLC 18-003)

2401 Quarters Road

Box Number #210

Fort Lee, Virginia 23801-1705

Those attending ALU courses for less than 30 days receive mail at the Mailroom window and will not receive a mailbox. As part of the out processing sheet, you are required to clear the mailroom and provide a forwarding address. The address should be a duty or home address in your country, the IMSO office is not to be listed as a forwarding address. Hours of operation are Monday through Friday, 1030-1630. The Mailroom is closed on Saturday, Sunday, Training Holidays and all US Holidays. See student handbook 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). The ITO and passport are required for issuing an ID card to family members.

The ID card will be used 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 and the IMSO. 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 and report any issues to the IMSO Training Manager.

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 gazebos.

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 JSCET AR 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 sick call hours of 0545-0700. 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.

Emergency

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

Family Medical Care

Medical care for spouses will be provided in the Primary Care Clinic. Please call the appointment line to schedule an appointment at (866) 533-5242 Monday – Friday from 0700-1720. 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 and appropriate insurance card (if applicable), since it will determine responsibility of payment for treatment.

The Wilkerson Pediatric Clinic will provide medical care for children under the age of 18 years old if authorized and registered according to ITO's. School age children must have a physical exam and current immunization prior to attending local schools. Appointments are required due to heavy patient flow. Please call the appointment line to schedule an appointment and for specific details. Wilkerson Pediatric Clinic hours of operation are Monday-Friday 0630-1800 hours. Immunizations are from 0900-1100 walk-ins for children over the age of 4 years.

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.

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. You need your Identification card (ID), passport, invitational travel orders, mailing address and \$100 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, 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

Students that the IMSO processes TLA payments for are paid on a monthly basis. If the monthly "payday" is on a weekend, the IMS will be paid the next workday.

All IMS that the IMSO processes TLA payments for 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. IMS are paid \$57.00 per day, or the amount specified on the ITO. If a student chooses to live off-post, the TLA is forfeited.

Lodging

IHG Hotel accommodations will be provided for all IMS training on Ft. Lee. The cost for a queen room is \$69.75 per night for direct bill, and will accommodate two adults and one small child. Suites consist of a queen bed and a queen sofa which are designated for General Officers. IMS can request a suite at the

rate of \$82.73 per night if available. If this is a direct bill room, the IMS is responsible for paying the difference per night. If you are required to pay your own lodging it must be paid weekly and the cost is \$76.94 per night. The IHG hotel offers a continental breakfast Monday-Friday 0600-0900, and 0700-1000 on Sat, Sun and holidays. IHG provides a social every Wednesday from 1730-1900.

All rooms must be inspected 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.

Housekeeping services are provided Monday-Friday for a daily clean and by request on the weekends. Please keep refrigerators free of spoiled food items. Tightly seal open food packages or store contents in a re-sealable plastic container. Students should be careful not to leave open food containers as this will attract ants and other pests very quickly. Laundry is available and free for students use as well.

Cooking. You may cook using the kitchenette or microwave 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. 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. If you need dishes, pots and pans, request them from the front desk.

Keys. You will be given a key to your room which also opens the laundry room. If you lose a key, please report it to the front desk immediately. 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.

Energy Conservation. To conserve energy, turn off all lights, radio, and TV when not in use. Report leaking faucets and broken windows immediately to front desk. Ensure all cooking appliances/pots are turned off when not in use or you are away from your room. If you have questions regarding how to operate anything in your room contact the front desk or the IMSO.

Flammable Items. Do not store highly flammable liquids. Do not place the following items when they are hot in wardrobes, drawers or on the carpet: (irons, coffee pots, curling irons, etc). Open flame(s) are prohibited.

SMOKING IS PROHIBITED in the building. There are designated smoking areas posted outside the building. If you are caught smoking in your room a \$250.00 fine will be assessed at YOUR OWN EXPENSE. All smoking must be at least 50ft away from all buildings. You may find gazebos located outside of the hotel and university. Use designated containers for all cigarette butts.

Telephone Use. On post calls are free; all long distance calls are at the expense of the IMS. 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. IHG will bill you for all telephone charges. If you have a problem with your telephone, please notify the IHG front desk.

Internet Use. High speed wireless internet is available in every room. The Business Center is available to students 24 hours per day as well as the study rooms.

Housing. There is no available housing on Fort Lee.

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 Shopette 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-9009, 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 Shopette 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 is located in Building P-9009, where Lee Avenue runs into Mahone Avenue. The Lee Club offers a country club atmosphere for all.

Physical Fitness Centers

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 0500-1630 Monday-Friday. ****Closed Weekends**** For additional information call (804)765-3636/3635.

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, 0530-0900 and 1100-2130; Saturday, Sunday and holidays, 0800-1600, 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 8016, 2403 C Avenue. The hours of operation are Monday through Thursday and Holidays 1100-2100 (for bowling and snack bar), Friday and Saturday 1100-2200, and Sunday 1100-1700.

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.

PXtra

The PXtra is open 7 days a weeks, Mon-Thur 0600-2000, Friday 0600-2100, Saturday 0800-2100, Sunday 0800-2000 and offers a variety of food items, school, cleaning supplies, tobacco products, toiletries, alcoholic beverages and military clothing. You can also find various kiosks and stores (ex: cellular, coffee, barbershop, computer, pizza, rental car).

Commissary

The commissary is open 6 days a week, hours of operation 0900-2000 Tues-Sat and 1000-1800 Sun, a CAC/Dependent 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 conveyer. There is always someone available to bag your items and carry them to your car. NOTE: The baggers work for tips only. Recommend a tip of \$1-\$2 for small grocery amounts and \$3-\$5 for large grocery amounts.

Swimming Pool

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

Memorial Chapel

Memorial Chapel is located at Bldg 10600, on Battle Drive and is a multi-faith chapel (Protestant, Catholic, and Jewish). Liberty Chapel, is located on the corner of Mahone and C Ave., in Bldg 9100 and is a multi-faith chapel. There is also a Prayer Room for individuals of the Muslim faith. Heritage Chapel is located in Bldg 2607, C Ave, and is a multi-faith chapel.

Fort Lee Thrift Shop

The Fort Lee Thrift Shop is located in building 5105 at the corner of Lee and B Avenues. It provides an excellent shopping source for the community. Consignment hours are WED and FRI 0930-1400 and Thurs. 1630-1900. Only ten clothing items may be consigned per family per day with a valid CAC/Dependent ID card. The Thrift Shop is 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>

To drive in the US, you must have a valid driver's license. Recommend each international student obtain an international driver's license before they depart their country. During in processing week, students will be required to provide a copy of their driver's license. If you are the owner of a vehicle you will need the following: Proof of vehicle registration, proof of full coverage insurance (must always be valid and current). If you are stopped anywhere by the police, you will be asked for driver's license, insurance and registration for the vehicle. Failure to show proof of these items will result in a fine. If you rent 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.

To enter the installation, you must have a valid CAC. IMS arriving without a CAC will be required to report to the Fort Lee Visitor's Center at the Lee Gate to obtain a visitor pass.

SEATBELTS ARE MANDATORY for everyone in the vehicle. All children must ride in the appropriate safety restraint. 4'9 and above may ride without a child restraint but do need to wear a seatbelt at all

times. 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. **FORT LEE IS A HANDS-FREE POST: NO TEXTING OR CELL PHONE USE WHILE DRIVING. ** THIS IS A TICKETABLE OFFENSE

Carlson-Wagonlit Travel has information on commercial travel and reservations

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 Jessup parking lot near the traffic light at the intersection of Jessup Street and Mahone Avenue. Students are not authorized to park in the lot behind Building 12500 (Bunker Hall) nor the parking lot to the right of Bldg 12420 (Heiser Hall) this parking area is for staff and faculty only and requires an ALU parking decal 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 Fort Lee Form 694 or Fort Lee Form 694-1 dated May 2017 Weapons/Firearm Registration; forward the form to IMSO for verification and signature of the Commandant. You will receive a copy of the FL Form 694 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 apprehended 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 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 and return to 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, or call a taxi, your senior student, or a friend if you intend to drink alcohol to get you home 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 tardiness will result in disciplinary actions and may lead to counseling and disciplinary evaluations.

Training Schedule Changes

If you desire to make changes to your authorized training on your ITO 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 authorized training 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 Program Manager 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 the first course, the second course will be given on a probation basis. If a student receives a Certificate of Attendance for a second course, the IMSO will recommend to the TRADOC Country Program Manager (PM) 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 manager in your country.

Departing ALU

An out processing checklist will be placed in your student mailbox in the IMSO ten days prior to graduation. All items must be cleared prior to clearing the IMSO. 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. IMS with a Suntrust Bank account must close their accounts on the 1st day of out processing and are prohibited from making any purchases after that.

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 baggage authorizations are listed on the ITO and the number of pieces of luggage is determined by the total duration of training.