



**DEPARTMENT OF THE ARMY
HEADQUARTERS
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
FORT LEONARD WOOD, MISSOURI 65473-5000**

FLW Pamphlet
No 351-1

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Schools
GUIDE FOR INTERNATIONAL MILITARY STUDENTS (IMS)

Summary. This pamphlet provides the IMS information on the policy, guidance and standardized procedures for the student's administration and logistics.

Applicability. This pamphlet applies to all IMS attending training at the Maneuver Support Center (MANSCEN) and Fort Leonard Wood (FLW).

Forms. The forms contained in this pamphlet are not for local reproduction. Request forms through your forms management officer.

Suggested improvements. The proponent of the pamphlet is the International Student Detachment, FLW. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, MANSCENFLW, ATTN: ATSN-CBB-AL, Fort Leonard Wood, Missouri 65473-5000.

FOR THE COMMANDER:



Don C. Young
Colonel, GS
Chief of Staff

KATHLEEN KERNS
Director, Information
Management

DISTRIBUTION:
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*This regulations replaces FLW Reg 351-1, 10 July 1992.

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FOREWORD

The International Student Detachment (ISD) serves as the main point of contact between the International Military Student (IMS), Maneuver Support Center, and the Fort Leonard Wood (FLW) community. ISD mission is to help the IMS in all matters that may arise during their stay at Fort Leonard Wood. All possible assistance will be given to the IMS and their families concerning academic affairs, travel, financial arrangements, medical care, private purchases, housing and similar problems.

Chapter 1 GENERAL INFORMATION

1-1. PURPOSE. This pamphlet provides the IMS general information on the policy, guidance and standardized procedures for their administration and logistics.

1-2. REFERENCES AND FORMS.

a. Required references.

(1) AR 12-15 (Joint Security Assistance Training (JSAT) Regulation). Cited in appendix C.

(2) International Military Sponsor Handbook. Cited in para 3-2.

b. Related reference. International Military Student Officer's Handbook.

c. Referenced forms.

(1) DA Form 2496, Academic Report - International Student Academic Report.

(2) DA Form 689, Individual Sick Slip.

(3) FLW Poster 210-6, Fort Leonard Wood Map.

1-3. EXPLANATION OF ACRONYMS. Acronyms used in this publication are explained in the text.

Chapter 2 ARRIVAL INFORMATION FOR THE FORT LEONARD WOOD MANSCEN - BEFORE AND AFTER

2-1. ARRIVAL BY AUTOMOBILE. Fort Leonard Wood is in south central Missouri, near Waynesville/St. Robert. It is about 140 miles west of St. Louis and 90 miles northeast of Springfield. It is Exit # 161 off I-44. Upon arrival at Fort Leonard Wood, the IMS must enter through the North Gate and provide the following documents: ID Card/Passport for IMS, ID Cards and/or Passports for family member(s), Vehicle Registration, Proof of Insurance and International Travel Order (ITO). Once issued temporary pass for access to FLW, the IMS should report to ISD, Building 1704, between 0730 and 1700, Monday through Friday. If arrival is after these hours or on a Saturday, Sunday, or holiday, the IMS should report to the FLW Billeting office located in Bldg 470 for their room assignment. (See appendix D).

2-2. ARRIVAL BY AIR. Commercial airline flights to the Fort Leonard Wood area arrive from Lambert International Airport, St. Louis, Missouri. Transportation from Lambert International Airport to Fort Leonard Wood will not be provided by ISD. IMS should arrange for rental car, bus, or flight transportation to Fort Leonard Wood. A connecting flight via American Connections to Forney Army Airfield, or via Greyhound Bus Service to Fort Leonard Wood is available. When ISD receives advance notification of the IMS arrival, a representative will meet the incoming flight at Forney Army Airfield or bus at the

Greyhound Terminal. If there is no representative on hand, the IMS should contact ISD or SDO by telephone for instructions. IMS arriving unexpectedly, at times other than normal duty hours, may be required to remain in St. Louis overnight until transportation is available. IMS should contact the United Service Organization (USO) found in the lower level of Lambert International Airport.

2-3. CONTACT WITH INTERNATIONAL STUDENT DETACHMENT (ISD). FLW Poster 210-6 shows the locations for ISD and SDO. Phone numbers for ISD is as follows:

a. ISD: Commercial (573) 596-0804, or Defense Switched Network (DSN) 581-0804 from 0730-1700, Monday through Friday.

b. SDO, 3rd Chemical Brigade: Commercial (573) 596-0805, or DSN 581-0805, from 1700-0730, Monday through Friday, and from 0730-0730 on weekends and holidays.

2-4. CORRESPONDENCE WITH THE UNITED STATES ARMY (MANSCEN). IMS notified of their selection to attend training at MANSCEN, should write, providing personal details such as name(s) and number of family members to accompany, estimated arrival date, etc. Any question may be asked and ISD will attempt to provide the requested information. Email to atsncbbal@wood.army.mil. Write to:

Chief, ISD
P. O. Box 50
Fort Leonard Wood, MO 65473

2-5. INVITATIONAL TRAVEL ORDER (ITO). It is important that all IMS keep at least ten copies of their ITO and all changes, amendments, or endorsements. These orders must be turned in to ISD on arrival to Fort Leonard Wood. International Military Education and Training (IMET) IMS receiving travel and living allowances should keep all receipts for money spent. Examples of such receipts are hotels, meals, and taxis. These receipts will be turned in with your ITO.

2-6. MILITARY UNIFORM REQUIREMENTS. Each IMS should bring a complete dress uniform and at least four sets of battle dress uniforms (BDUs) or equivalent country duty uniform and two pair of combat boots.

2-7. NOTIFICATION OF ARRIVAL. Upon arrival to Fort Leonard Wood, IMS should contact ISD between 0730-1700 at 596-0804. Between 1700-0730 call the 3rd Chemical Brigade Staff Duty Officer (SDO) at 596-0805 to notify them of your arrival.

2-8. PERSONAL BAGGAGE. Personal baggage sent ahead should be addressed to the IMS as follows and should be mailed certified:

RANK and COMPLETE NAME
ISD, 84th Chemical Battalion
ATTN: ATSN-CBB-AL
Fort Leonard Wood, MO 65473
CUSTOMS CLEARANCE: ST. LOUIS, MO

All baggage should be marked "HOLD FOR ARRIVAL" and the course the IMS will attend at Fort Leonard Wood. IMS should check the length of time required for shipment from their country and plan accordingly.

Chapter 3 INTERNATIONAL MILITARY STUDENT ADMINISTRATION

3-1. ACADEMIC REPORTS. IMS attending courses at Fort Leonard Wood will receive a DD Form 2496. Appendix A contains a sample of this report. This report provides a record of the IMS academic achievements, an account of classroom participation, extracurricular and community activities.

a. ISD prepares the shell based on information provided and forwards to the training department 2 weeks prior to graduation.

b. ISD sends the report to the United States (US) military authority in your country. ISD cannot release any report to your government or liaison officer IAW AR 12-15. That release can only be made by the US military authority in your country. ISD cannot give IMS a copy of academic report IAW AR 12-15.

3-2. ACADEMIC SPONSORS. IMS will be assigned an Academic Sponsor. This individual is an American student who helps in the adjustment to academic life. The sponsor helps in understanding training schedules, class requirements, and other matters. The International Military Sponsor Handbook contains the academic sponsor's responsibilities.

3-3. AUTOMOBILES/MOTORCYCLES.

a. IMS will not be permitted to drive an automobile from Fort Leonard Wood to another US military installation for another course, unless permission is granted by the IMSs government and annotated on their ITO.

b. All automobiles, to include motorcycles operated on Fort Leonard Wood must be registered with the military police. ISD will help the IMS with their motorcycle registration. All personnel who operate a motorcycle on Fort Leonard Wood must attend a safety course, wear a reflective vest, leather gloves, long pants, long sleeves, helmet, and face protection.

c. Personnel who desire to drive an automobile will need the following:

(1) A vehicle that can pass a safety inspection.

(2) A valid US driver's license or International Drivers License (IDL), and home country license.

(3) A title showing proof of ownership of the vehicle, a current state inspection sticker and proof of insurance.

(4) A current certificate of ownership and state registration. IMS operating a vehicle owned by someone other than himself or herself, i.e., an embassy automobile, must have a notarized letter of authority from the owner, and proof of insurance.

(5) Evidence of adequate liability and property damage insurance. Operating an automobile without proper insurance is a violation of Fort Leonard Wood regulations and Missouri State law. Lack of insurance may cause civil court action and the loss of driving privileges.

(6) Obtain installation registration for POV from ISD office.

d. IMS will become familiar with Missouri State traffic laws and Fort Leonard Wood traffic regulations. All persons will know and obey these regulations. Violations will cause the individual to be prosecuted by the appropriate courts and, if found guilty, subjected to penalties such as fines or the loss of driving privileges. The following areas are some rules that may be new to students:

(1) Stop Signs. The driver must bring their car to a complete stop before the stop sign, even if there is no other traffic.

(2) Traffic lights. The driver may proceed through a green light without stopping. However, the driver must stop the car for a red light and remain stopped until the light changes to green. The yellow caution light shows the red light is next, prepare to stop. Unless signs at the traffic light prohibit, it is legal to turn right on red, only after coming to a complete stop and yielding to other traffic.

(3) Speed limits. All speed limits posted will be strictly enforced, both on and off post. Particularly important are the very low speed limits for residential and commercial areas.

(4) Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) of alcohol and other drugs is a very serious offense and may result in your removal from the course. Any individual found guilty by the court will not be allowed to drive for one year. An arrest for DUI may result in on-post driving privileges being suspended. Any IMS cited for DWI/DUI should immediately contact ISD. As a rule, if you take a drink do not drive!

e. Instructions in reference to driver's license.

a. ISD recommends the IMS obtain an International Drivers License (IDL) along with individual country's driver's license before departure if you expect to operate an automobile in the US, plus bring their country license. IDL's are valid in the US no matter which country is the issuing agent.

b. Drivers with an IDL will normally pay higher rates for automobile insurance than drivers with a Missouri license.

c. Military drivers permits issued by international military forces are not valid to operate civilian automobiles in the US. IMS without a valid drivers license will be assisted by ISD in obtaining a Missouri drivers license.

3-4. BULLETIN BOARD. A bulletin board located in ISD will be used to issue messages to IMS. IMS will inspect the bulletin board daily. Items for sale may be advertised on ISD bulletin board by writing the information neatly on a 3x5 card.

3-5. CHANGES TO TRAINING. Inquiries about changes or additions to scheduled training to be taken while in the US may be made at ISD. Requests to change scheduled training (add or delete) must be submitted by the IMS directly through their embassy.

3-6. CIVILIAN CLOTHES. IMS will be authorized to wear civilian clothes while off duty. Heavy clothing will be necessary during the winter months.

3-7. CLASS ATTENDANCE.

a. IMS will attend all classes except those labeled "Exempt IMS" on the training schedule. Some classes may seem to have little connection with the operation of international military forces. The position of the school is that the international military forces know the content of courses before sending students and expect their students to be exposed to all classes.

b. IMS who find it necessary to miss classes for any reason must inform the appropriate class leadership. Depending on the number of hours to be missed, the request for absence from class must be approved by the chain of command. The IMS is responsible for making up any work missed due to an excused absence. The IMS must arrange with the instructor to take any examinations or tests missed. Enlisted IMS must receive permission of the class instructor before any absence from class. Unexcused IMS absences will be reported to the ISD and may cause the IMS to be eliminated from the course and to be returned to their country. Small Group Leaders (SGL), Trainers, and Commanders may grant up to four (4) hours, but any more must come from ISD.

c. The notation "Commanders Time" or "Open Time" on a training schedule shows that there is no instruction scheduled. This time is subject to late scheduling of makeup work. All IMS will check with class/section leaders and bulletin boards for any late changes before assuming they are off. Being on time makes a good impression.

d. All classes at the school begin promptly at the scheduled time. All students will be on time. IMS arriving late to class must report their arrival to the class/section leader. Repeated tardiness will be reported to the appropriate officials. Americans have an obsession about time; to them time is critical.

3-8. CLASS ORGANIZATION.

a. IMS will be assigned to a student company within the specific branch training battalion. This assignment is primarily for personnel accounting procedures. All administrative support will come from ISD. IMS must remember that they have the responsibility to maintain contact with the student company chain of command, as well as ISD.

b. During course inprocessing, each IMS will be assigned to a platoon and a student chain of command. Each CCC IMS will be assigned to a team of about ten officers with a team leader. Instructions to the class and administrative announcements will be made by the student chain/team leader, and IMS will obey these instructions. They will also distribute notes and messages to students in the class.

c. IMS attending a course other than CCC/OBC will report any academic problems first to the course instructor and ISD. If the problem cannot be resolved, please contact ISD Training Office.

3-9. CLASSROOM CONDUCT.

a. The instructor is in charge of the classroom during instruction. When asking questions of the instructor or when answering questions, IMS will conform to those procedures prescribed for US students. The student should stand, give grade, name, and speak with enough volume to allow the class to hear the question/answer.

h. IMS assigned specific classroom seats will occupy the seat designated. However, should the assignment be inconvenient, you may consult with the class/section leader to change seats. Seating should allow for the academic sponsor to sit next to the sponsored IMS.

c. It is the responsibility of each IMS to come to class in the prescribed uniform and bring all necessary materials. Materials may include maps, manuals, and other equipment specified in the training schedule, the advance sheet, or by the instructor. Any questions concerning these items should be addressed to the academic sponsor or the class/section leader.

3-10. CLEARANCE FROM FORT LEONARD WOOD. All IMS will out process from the ISD before departure from Fort Leonard Wood. Diplomas, certificates, and amended ITOs will be presented after completion of out processing. Diplomas will not be issued before the graduation ceremony. For help or further information concerning clearance procedures, contact ISD.

3-11. CLIMATE. Fort Leonard Wood experiences the same climate as most of the central US with four distinct seasons (summer, fall, winter, and spring).

a. The months of May, June, July, August, and September make the normal summer. It is generally hot (80-95 degrees Fahrenheit or 26-35 degrees Celsius) and dry with occasional thunderstorms.

b. The months of October and November are called fall. This is the transition from summer to winter in this area. Temperatures gradually lower and occasionally drop below freezing (32 degrees Fahrenheit or 0 degrees Celsius) at night.

c. The months of December, January, and February represent winter with very low temperatures and high humidity. Nighttime

temperatures are colder. Snowfalls occur and accumulate more than a few inches. Temperatures may go as low as -20 degrees Fahrenheit (-28 degrees Celsius with wind chills near -41 degrees Fahrenheit (-40 degrees Celsius).

d. The months of March and April are called spring and are the transition from winter to summer. Temperatures are increasingly warmer and rain is frequent.

3-12. COMMUNICATIONS.

a. Telephone.

(1) Official telephone calls can be arranged through ISD to embassies, military attaches, and other US military installations.

(2) Personal telephone calls may be made at any of the commercial pay telephones throughout the Fort Leonard Wood area or IMS room.

(3) IMS living in US government family quarters may arrange for personal telephone service.

a. Telegram and Wire Service. Telegram and overseas wire service are available at the Fort Leonard Wood Post Exchange branch of Western Union.

b. Computer Usage. An official user ID and password will be issued to students. The user ID and password will allow IMS the opportunity to utilize computers at the Library and at the ISD. IMS must understand and have knowledge about the importance of proper usage and the consequences if a security violation is made.

3-13. DEPARTURE ARRANGEMENTS.

a. In Accordance With (IAW) AR 12-15, the ISD has five days from the date of graduation to obtain an IMS return flight from FLW to home country, or as soon as possible after graduation. ISD will arrange departure travel for all IMET IMS with the Official Travel Office, located in Building 470, no later than 45 days prior to scheduled graduation date. Travel will be arranged at the least expensive cost to the US Government. Travel will be arranged on the soonest date within the five days following graduation. In accordance with travel regulations, IMS can only be issued their departing airline ticket from Fort Leonard Wood or St. Louis and not from any leave address. Changes will be made on a case-by-case basis and only once all extenuating circumstances have been examined. FMS students must provide a confirmed itinerary to the ISD two weeks prior to graduation. ISD cannot assist with non-government issued travel tickets.

b. Out processing of all international students is mandatory. ISD will coordinate with each course to arrange a time for international students to out process at the ISD office. A preferred time would be 1-2 days prior to graduation. Out processing takes approximately 30-45 minutes. Prior to departure from Fort Leonard Wood, the IMS will provide the ISD a copy of their diploma and return their ID card to be filed in their personnel file located and maintained by the ISD office.

c. Baggage allowance for IMS who attend training for less than 22 weeks is two pieces of luggage, not to exceed 70 pounds each. Baggage allowance for IMS who attend training for 22 to 40 weeks are allowed three pieces of luggage, not to exceed 70 pounds each. Baggage allowance for IMS who attend training more than 40 weeks will be four pieces of luggage, not to exceed 70 pounds each. IMS who receive excess weight allowances from the American Embassy in their country must provide a copy of those documents to ISD.

d. Travel for family members of IMS is the sole responsibility of the IMS. Prior to making travel arrangements for family members, IMS must contact and coordinate their travel with the ISD.

3-14. GRADUATION. Graduation from many MANSCEN courses is informal except CCC/OBC. All other IMS will receive diplomas and certificates from ISD after installation clearance is complete. CCC/OBC conducts a formal graduation ceremony for presentation of diplomas.

3-15. HOLIDAYS. Training will be suspended on all legal US holidays. In addition, MANSCEN normally observes an extended holiday over the Thanksgiving and Christmas/New Year periods. IMS leaving the local area during these periods must notify ISD and complete an ISD Request for Pass/Authorized Absence Form. IMS may observe their countries national holidays. Each country is authorized a maximum of two days. ISD has the listing of your country's authorized holidays. The ISD will inform the student chain of command of IMS national holiday. Approval will be granted if training schedule permits, it is not mandatory.

3-16. HONOR CODE. A code of honor governs the academic work of all students at MANSCEN. Students must do their own work during graded exercises. The use of unauthorized reference material, exchange of information between students during testing, or claiming of someone else's work as your own violates the Honor Code. All questions will be referred to the instructor. IMS will not converse in their native language during examinations. A student found violating the Honor Code is subject to dismissal from Fort Leonard Wood and immediate return to home country. If a problem exists that IMS feels is not being resolved by the class/section leader contact ISD.

3-17. HOST FAMILY SPONSORS. IMS assigned to MANSCEN will be assigned a host family sponsor. The host family sponsor is a member of the Fort Leonard Wood community who would like to sponsor an IMS. Each sponsor is a volunteer that agrees to act as an official host. IMS may find it helpful to talk to sponsors about the problems of adjusting to life in an American community. Sponsors can be of great assistance to the IMS and provide an opportunity for genuine friendship.

3-18. IMMUNIZATIONS. IMS choosing to bring family to FLW, should also bring their immunization records. Proof of immunizations is required prior to admission to Fort Leonard Wood schools or day care facilities.

3-19. INCIDENTS OF RACIAL, ETHNIC, RELIGIOUS, OR NATIONAL DISCRIMINATION.

a. US law forbids people to deny individuals their rights because of gender, racial, ethnic, or national background. As guests in the US, IMS and their family members have the same rights to protection under laws as do US citizens.

b. If an IMS feels they have been the victim of a discriminatory act; for example, refused service in a restaurant or refused an apartment rental because of their racial, ethnic, or national background, they should immediately contact ISD for assistance.

3-20. INTERNATIONAL MILITARY STUDENT BADGE. A MANSCEN IMS badge and certificate will be issued to each IMS arriving for a course of instruction at Fort Leonard Wood. IMS must wear this badge with any military uniform, subject to the regulations of their armed forces. IMS must wear the badge while attending training at MANSCEN. The badge is worn centered on the right breast pocket. Badge should not be worn during field training or physical training.

3-21. LAUNDRY AND DRY CLEANING SERVICE. There are many facilities available for laundry and dry cleaning on Fort Leonard Wood and the local communities. BOQs have a laundry room with washers and dryers in the building. There are laundry and dry cleaning stores in several locations throughout Fort Leonard Wood including the Post Exchange area.

3-22. LEAVE OF ABSENCE AND PASSES.

a. Unless an emergency exists, leave will not be issued for periods of class instructions.

b. The IMS ITO contains end of course leave instructions. IMS wanting end of course leave, when not authorized in the ITO or wanting more leave than authorized on ITO, must present a letter from their military attaché or embassy. The letter must be in English and specify the dates of leave. The letter should be addressed to:

Chief, ISD
P. O. Box 50
Fort Leonard Wood, MO 65473

c. Passes for short periods of time when there is no scheduled instruction may be granted to IMS by ISD.

3-23. LEGAL MATTERS. IMS and their family members are subject to the civil and criminal laws of the US and the state of Missouri. Ignorance of a law (i.e., not knowing that it is an offense) does not excuse the action. American law has no tricks. If it is against the law in your country it is probably against the law here. IMS conducting themselves in the same good manner as at home will have no difficulty. Some legal matters, however, deserve discussion. For legal assistance, contact the ISD to assist you.

a. The United States Army Judge Advocate General Corps (JAG) acts as legal counsel (lawyers) for official military business. They offer legal assistance to military personnel and IMS who are entitled to that service. The lawyers will be able to listen to a problem and recommend courses of action. They are not allowed to take actions such as court appearances or other legal work. Civilian attorneys are available for hire to do that work.

b. In the US, as in other countries, a person's signature on a contract is binding, a promise to do something. You may be forced to comply or suffer some penalty for noncompliance. The most common contracts are those for the purchase of an item or the repayment of a loan of money. IMS are urged not to sign any contract without first allowing ISD or Legal Assistance Office to read it. Because of the short stay in the US, IMS are urged to avoid contracts unless they are absolutely certain they can meet the terms after returning home. All contracts carry some type of penalty for noncompliance. Contracts may require monthly payment. If a payment is missed or late, the contract holder may legally seize the property and resell it to obtain their money. The money paid previously is usually lost.

c. The shopping customs in the US are similar to those in many countries. However, a word of warning is necessary about shoplifting. Because of the serious losses each year through theft of store merchandise, almost every state has imposed very strict penalties for shoplifting and attempts to shoplift.

(1) Concealment of items while in the store will be considered an attempt to shoplift. Never place items in your pockets or handbag. These items should be placed in the cart or basket provided by the store. Security cameras watch everyone.

(2) Attempting to by-pass the cashier or checkout counter to leave the store will be considered as shoplifting. Never leave the store or approach the exit with items you have not paid for. If you must leave the store for any reason, leave the items in a shopping cart near the cashier or checkout counter.

(3) When purchasing items that are too large to be placed in a bag, ask the cashier to mark the items or box PAID with his/her initials. Always keep receipts available for verification of purchases to present to store officials if you are stopped and accused of shoplifting. Following these simple rules should keep IMS from being accused of

shoplifting or attempting to shoplift. If an IMS is accused of this or any other crimes, contact the Chief, ISD. IMS apprehended during non-duty hours should contact the Chief, ISD at home, or call SDO, 3rd Chemical Brigade at (573) 596-0805.

d. Traffic citations and accidents also should be reported to ISD. Especially if the citation is for driving while intoxicated (DWI) or driving under the influence (DUI) of drugs or alcohol. Any driver who is stopped by local civilian or military police may be required to take a breath analysis or blood alcohol test. If the results of the test are above the legal limit, the driver will be held in confinement overnight or released to proper military authorities. If an IMS is picked up for DWI/DUI, they should contact ISD immediately.

3-24. LIVING EXPENSES. The cost of living in the Fort Leonard Wood area is considered moderate. IMS must ensure they have sufficient funds to support themselves while at Fort Leonard Wood. Expenses for the first month are higher than the following months because of the need to purchase many items to be used throughout their stay. IMS living in government housing can expect to spend over \$1,000 per month.

3-25. LODGING. ISD will schedule all advance lodging arrangements.

c. Temporary quarters. IMS arriving with their families will stay in temporary accommodations while arranging for permanent quarters. IMS with families must be prepared to pay for at least three or four days of hotel type accommodations on arrival.

b. IMS unaccompanied (without family) should live in Bachelor Officer Quarters (BOQs), preferably Morrelli Heights.

(1) IMS will pay a daily fee of \$21.50 (subject to change). The daily fee provides housekeeping services Monday - Friday with the exception of holidays. Extra towels will be given to the guest on Friday. Daily housekeeping services include fresh bath linens, bathroom and kitchen services (not including dishes). Bed linens are changed on Mondays and Thursdays. Toilet paper, Kleenex and bath soap will be replaced when needed. Amenities such as shampoo and shower caps are only provided upon check in. Room also will be equipped with a coffee maker, TV, videocassette recorder (VCR), ironing board, iron, hair dryer, safe, fan, extra blanket, two extra pillows, laundry basket and kitchenware. Coffee/decaf coffee, sugar/sweet and low, tea/decaf tea and creamer will be replaced everyday when needed.

(2) IMS assigned BOQs whose spouse joins them at a later date, may remain in the BOQs with IMS. Notification of a visiting spouse must first come from the ISD. A charge of \$3.50 per day per person (children included) will be charged to the student's folio. Children may be housed in BOQs on an individual basis with approval from the ISD. All family members of IMS are to follow the policies of the Lodging Office. Each IMS is responsible for the behavior of their families living in BOQs. Pets are not authorized in BOQs.

(3) Telephone service is available; per minute charges vary by country. Phone service is a personnel debt to the student. Phone bills must be paid monthly or immediately when reaching \$300.00, or phone service could be cut off.

c. Officer IMS accompanied by their families for CCC/OBC will be authorized rental of on post family housing (IF AVAILABLE).

(1) IMS with families occupying Government Family Housing must execute a lease agreement and reimburse the Fort Leonard Wood housing office for the fair rental value of the quarters. The fair rental value will be based on the cost of unfurnished quarters. IMS bringing families should be prepared to pay the cost of establishing a new household and purchase or rent of major furniture items. The fair rental value, including the cost of water and sewage, electricity, trash, range

and refrigerator is \$551.00 for a two bedroom, or \$655.00 for a three bedroom house. This price will vary.

(2) Bills for family housing are to be paid no later than the 10th of the month and must be paid with a Money Order or Cashier Check (no cash). Bills may be paid in person at the Finance and Accounting Disbursing Office, building 470, or by mailing a check or money order payable to "Finance and Accounting Office" to:

Finance and Accounting Office
ATTN: Disbursing
Fort Leonard Wood, MO 65473

(3) Residents in family housing will maintain quarters in good condition both inside and outside. This includes general cleanliness, routine repairs, and lawn care. Failure to maintain quarters in good condition may cause canceling of quarters.

(4) Residents in family housing are responsible for the conduct of their family members and pets. Children must be adequately supervised to ensure their health and safety. Pets must not be allowed to become a nuisance to neighbors and must be fenced or chained. IMS in family housing are responsible for all damages caused by family members, guests, or pets.

(5) Recommend that enlisted IMS not bring family members due to the high cost of housing.

d. Civilian housing. IMS wanting civilian housing at their own expense will be assisted by ISD. The Fort Leonard Wood area has limited unfurnished civilian housing. The cost is high considering the value of your return. Travel distance involved makes an automobile a necessity for personnel living in the civilian community. Payment of rental bills must be arranged between the IMS and the property owner. Civilian housing for periods of less than 1 year are difficult to find. Motel rooms, suitable for single IMS, but not for a family, are available. ISD does not recommend economy housing.

3-26. MAIL DISTRIBUTION.

a. When possible, IMS should inform the individuals with whom they write of their proper mailing address. They should be advised to address all letters and packages clearly, in English, using block printing.

b. IMS will receive their personal mail at their government house or at ISD (during normal duty hours). Example of an envelope addressed correctly:

(1) FAMILY HOUSING (ON POST):
Rank Name
House # and Street Name
Fort Leonard Wood, MO 65473

(2) ALL OTHERS (to include DHL, TRW, FEDEX, UPS):
RANK NAME
Bldg 1704
177 Michigan Ave
Fort Leonard Wood, MO 65473

c. Outgoing personal mail must have the sender's return address written in the upper left corner of the envelope. Stamps may be purchased at any branch office of the US Post Office. Stamped letters may be deposited in any US Post Office letter box in the Fort Leonard Wood area. IMS will mail the first few letters at a branch Post Office until they are certain of the postage required.

d. IMS must complete a change of address card at ISD as a part of out processing to ensure mail will not continue to arrive at on post quarters.

3-27. **MEDICAL AND DENTAL CARE.** Medical. All IMS are eligible for treatment at military medical and dental facilities. Charges for the treatment will be made according to the IMSs category and/or ITO. IMS requiring medical care will follow these procedures:

- a. For emergencies on weekends/after duty hours requiring immediate attention go directly to the Emergency Room, General Leonard Wood Army Community Hospital, building 310 on Missouri Avenue.
- b. During duty hours (0730 - 1630) go on sick call (0630 - 0900) to the General Outpatient Clinic, with an DD Form 689 (Individual Sick Slip).

3-28. **MESS/EATING.**

- a. IMS may eat in the Dining Facility. Meals are also available at the Engineer School snack bar opened to all grades with an informal dress code.
- b. Cooking facilities are available in Morelli Heights. IMS may purchase food at the Fort Leonard Wood commissary or at a civilian food markets and prepare their own meals.
- c. Fort Leonard Wood has several cafeterias, snack bars, and two fast food restaurants offering light meals.

3-29. **MILITARY UNIFORMS.** Military uniforms, whether authorized US uniforms or country uniforms, will be clean, neat, and in good repair. Headgear must always be worn outdoors.

3-30. **NAME PLATES.** ISD will provide the IMS two black plastic name plates. These will show the IMSs name, rank, and country. The name plate will be worn with all military uniforms. The name plate will be worn above, centered, and parallel to the top edge of the right breast pocket.

3-31. **OUT OF POCKET EXPENSES.** IMS attending training may be required to pay out of pocket for various class activities. IMS will not be reimbursed for any of these expenses. IMS not wishing to participate in the activities with cost associated should contact their class leadership and trainer. The total of the costs per course could exceed \$100.00 per person. Listed are some of the most common cost associated with training: Class Photo, MRE (Meals Ready to Eat) during FTX, Class Social, Class Banquet, CD + Case (about 75 cents), Class Guideon, Gift for Instructor, Banking account fees, Graduation gift for guest speaker, Flower Fund and Slush Fund.

3-32. **PHYSICAL TRAINING.** IMS will participate in physical training while attending CCC, OBC, Basic Noncommissioned Officers Course (BNCOC) and Advanced Noncommissioned Officers Course (ANCOC). Passing the Army Physical Fitness Test (APFT) will not be considered a requirement for graduation, however, passing the APFT is a requirement to achieve Honor Status. IMS will participate in physical training and pass the APFT while attending the MANSCEN Drill Sergeant School and Sapper Leader Course. Passing the APFT will be considered a requirement for graduation.

3-33. **PRAYER POLICY.** Students practicing Islam will be given one (1) hour in addition to lunch on Fridays for prayer at the Mosque located in the ISD office. If student is in critical training or an exam is scheduled at this time, the additional time will not be given.

3-34. **PROMOTION.** IMS expecting promotion to a higher rank during their stay in the US should bring the appropriate insignia of rank with them. On receipt of official notification, ISD will arrange an appropriate ceremony.

3-35. **RETAINABLE INSTRUCTIONAL MATERIAL (RIM).** IMS will be allowed to keep RIM issued in class unless required by the instructor to

return them. Texts and other publications provided by the textbook issue may be retained by the IMS. Requests for issue of other publications cannot be honored. RIM will be mailed to the IMS through the American Embassy of their country. ISD will ship RIM at the end of each IMSs stay at Fort Leonard Wood. CCC/OBC IMS will be authorized 200 pounds. All other courses will be authorized 50 pounds. IMS not wanting to keep texts at the end of course should return those texts to ISD. CDs may be substituted for text.

3-36. **SEVERE WEATHER.** The Fort Leonard Wood area is subject to severe weather storms. While these may occur any time, they are most common during the spring and summer months. The most common types of storms are severe thunderstorms and tornadoes. During severe weather, training will be suspended to protect all soldiers.

a. Severe thunderstorms are periods of heavy rain, high winds, thunder and lightning. These are not unusual and may occur several times during spring and summer. Property damage is light, usually caused by high winds blowing tree limbs down or throwing about light items left outside. Injury or loss of life is very rare and usually caused by an accident to which the storm only contributed.

(1) Warning of a severe thunderstorm may come from observation, i.e., seeing the heavy rain, black clouds, lightning, and high winds; by a warning broadcast from local radio or television stations; or by an announcement in class.

(2) Actions to be taken to protect yourself from injury during severe thunderstorms are:

(a) Seek shelter from the wind and rain in any strong building.

(b) If driving, continue carefully to your destination. Be alert for fallen tree limbs or live electrical wires.

(c) At home, avoid contact with sinks, bathtubs, and showers, and stay off the telephone. Talking on the telephone could send an electrical shock if lightning should strike nearby. It would be best to turn off electronic devices such as computers, TVs, etc.

(d) Remember, there is no reason for panic. While such storms are severe, they cause only minimal damage, and rarely injure people.

b. Tornadoes are extremely severe and dangerous storms. They consist of winds swirling or twisting in a column or funnel shape. They form a whirlpool with winds moving at very high speeds, perhaps as much as 300 miles per hour. When such a storm touches the ground, it can destroy all but the strongest of buildings; picking up automobiles and throwing them great distances; and causing severe property damage, injury, and even loss of life. Tornadoes are not common. While conditions for tornadoes to form do come about during the spring and summer, the chances of a tornado striking this area is unlikely. However, the danger of this type of storm requires us to be prepared to take protective action.

(1) Warning of an approaching tornado can come from the following methods:

(a) Broadcasts of local radio and television stations. First indication probably will be the announcement of a TORNADO WATCH. This means that the weather conditions are right for the creation of a tornado although none exist now. A TORNADO WARNING means that a tornado has been sighted by observation or by weather radar.

(b) If a TORNADO WARNING is issued for the Fort Leonard Wood area, sirens will sound in the main post area. Military Police will drive through the housing areas sounding their vehicle sirens and making announcements over portable loudspeakers. The Fort Leonard Wood Siren System will not operate during a TORNADO WATCH, only during a TORNADO WARNING.

(c) Tornadoes have a distinct, easily recognized look and sound. The clouds will be very dark, almost black in color. They will be moving very rapidly and churning. The clouds may form a funnel shape or column that comes down and touches the ground. The winds make a very loud noise, similar to the noise of a speeding train.

(2) Actions during a TORNADO WATCH:

(a) DO NOT PANIC: Remember that a TORNADO WATCH is only the indication that tornadoes are possible. There are many TORNADO WATCHES issued every year though few tornadoes develop.

(b) Continue your normal activity while keeping alert for any change in the alert status and weather conditions.

(c) Review the actions you would take if a tornado were to develop.

(3) Actions during a TORNADO WARNING heard from radio or television.

(a) DO NOT PANIC! Although a TORNADO WARNING indicates that a tornado has been seen, the chance of one striking the Fort Leonard Wood area is very small.

(b) Tune a radio to a local station. Be alert to sudden changes in the weather. Be alert for the Fort Leonard Wood siren system and Military Police announcements. Do not attempt to reach home.

(c) If driving, continue carefully to your destination. Be prepared to take immediate cover.

(d) If at home, be prepared to take cover. Gather some blankets, a flashlight, and a battery-operated radio at the place you have selected to wait.

(4) Actions during a Fort Leonard Wood Siren System Tornado Warning or when you see a Tornado:

(a) DO NOT PANIC! Panic will help no one.

(b) If in class, follow instructions. Your instructors know the emergency procedures.

(c) If in a strong building, go quickly to the basement. Lie down close to the walls. Avoid large, open areas.

(d) If at home in Fort Leonard Wood family quarters, first open all windows in the house, then go to the smallest room on the first floor. The hallway is the best. Do not go into the furnace room or storage shed. The objective is to seek a place of shelter if the building should collapse. Small rooms will do this best because of the strength of the walls. If available, a basement is a good choice. If in Morrelli Heights remember laying low in the hallway is your best option.

(e) If driving, stop immediately, get away from the car and seek shelter in a ditch or depression. If the tornado approaches you, do not try to run; lie down and cover your head with your arms.

c. Wait for the ALL CLEAR announcement on radio or by the Military Police or for the tornado to pass. Remember that tornadoes, while violent, last only a short time and usually pass in a few minutes.

d. The purpose of these instructions is not to frighten anyone. No tornado has ever struck Fort Leonard Wood. However, the possibility exists and we must be prepared to protect ourselves. Fear and panic are the worst possible things to happen. A respect for the power of a storm and a good plan of action is the best protection.

3-37. TRANSPORTATION SERVICES.

a. Civilian taxicabs are available at Fort Leonard Wood's main gate.

b. The post cab company operates a taxi service for trips on Fort Leonard Wood.

c. The Greyhound Bus Company has a depot outside the front gate of Fort Leonard Wood. Tickets can be purchased to any place in the US, Canada, and Mexico. A regular schedule of buses is operated to local cities.

d. Airline tickets can be purchased in Building 470, on the corner of Constitution and Replacement Avenues.

e. Transportation is provided for official trips sponsored by ISD.

Chapter 4 DEPARTMENT OF DEFENSE INFORMATIONAL PROGRAM (DoDIP)

4-1. GENERAL INFORMATION. During training in the US, every possible effort will be made to familiarize IMS with a broad spectrum of American people, institutions, ideals, and life styles. You will be allowed to arrive at your own conclusions about the US. This will be accomplished through the Department of Defense Informational Program (DoDIP) at Fort Leonard Wood. The DoDIP will be conducted by ISD as outlined in this chapter.

4-2. GENERAL TOPICS. The DoDIP addresses the following general topics:

- a. The US government institutions
- b. The Judicial System.
- c. The Political System.
- d. The Press.
- e. Minorities.
- f. Agriculture.
- g. Economy.
- h. Industry.
- i. Labor and Labor Management Relations.
- j. Education.
- k. Public and Social Welfare.
- l. Human Rights.

4-3. DoDIP COSTS. Although participation in DoDIP activities is voluntary, all IMS (and usually, their families) will be encouraged to attend. All DoDIP activities are on an all expense paid basis for IMS. Family members will be required to pay all costs incurred for their participation. However, because ISD normally is able to obtain large group discounts, the cost is usually a great deal less than if the IMS attended these functions alone. Costs for family members will be specified during registration for each event.

4-4. DoDIP RESERVATIONS.

a. IMS cannot be denied participation in any DoDIP event.

b. IMS will receive notices of upcoming events and tours during in-processing. A reservation form will be completed at this time also. IMS in short courses (i.e., MPI, BNCOC, ANCOC, Readiness APP, DPOS, etc) wishing to participate on a tour must get permission from the student leadership, trainer, or class instructor. The approved excuse form must accompany the reservation form for every tour. IMS can respond by calling or returning the reservation form to ISD at least one week before the scheduled event. If family member(s) accompany the IMS on a trip, the family member(s) cost must be paid at the time of reservation.

c. IMS wishing to cancel reservations must notify ISD at least five days before the event.

d. Any course or subject information the IMS missed will not be tested and a make-up test will not be given due to DoDIP activity attendance. Missed tests will not affect IMS academic average.

Chapter 5 CUSTOMS AND COURTESIES

5-1. INTRODUCTION.

a. Customs and courtesies are evolved by every nation and culture to give people a set of rules by which to conduct themselves when dealing with other people. Some customs seem universal. Others seem peculiar to one country or culture.

b. When a person understands the rules of custom and courtesy, they are more comfortable and at ease. IMS understands the rules of their own culture because they have lived with them since childhood. Now you are surrounded by Americans with all of their bewildering ways of doing things and it is natural to feel uncomfortable.

c. This chapter is designed to acquaint the IMS with some American customs and courtesies that will be encountered. This knowledge will help you understand and feel more at home with Americans.

5-2. ALCOHOL. Alcohol consumption is not allowed on duty. This includes no beer, wine coolers, etc. at lunch. If you drink, remember do not drive; and if you are driving, avoid all alcoholic beverages. In the US it is considered bad manners to drink to the point of intoxication at functions. Do not arrive to class intoxicated. Stop drinking early enough to be clear headed at your first formation.

5-3. INFORMAL SOCIAL ACTIVITIES. Besides official receptions, you will receive invitations to other social activities during your stay at Fort Leonard Wood. These invitations are from people who truly want to meet you and are looking forward to sharing your company. You are urged to accept these invitations. The types of social activities common to Fort Leonard Wood will include but are not inclusive to:

a. Cocktail parties. You may be invited to a cocktail party at someone's home or at an Open Mess facility if the group is large. Alcoholic beverages and soft drinks will be served. Some food will be served, usually nuts, cheeses, and crackers. There may be a person hired to serve drinks, but most often the host will show you what is available, help you with the first drink, and expect you to serve yourself later.

b. Cocktail buffet. This is the same as a cocktail party except more varieties of food are offered.

c. Dinner. When you are invited to dinner, a meal will be served. If the group is large, dinner may be served buffet style; that is, all the food is arranged on a table with the guests choosing what they want and helping themselves. Seating at a buffet dinner is very informal.

d. Picnics, barbecues, and cookouts. Very popular during the summer months is the practice of preparing and eating a meal outside. It may be at someone's home or at a recreational park. Foods are simple and served in a very casual atmosphere.

e. Coffees, teas, and luncheons. These functions normally involve women, and since they are held during the day, men are rarely invited. Coffee, tea, and fruit juices are usually served with sweet pastries and cakes. These functions are often held to meet some special person. Spouse of IMSs are encouraged to attend when invited. If questions arise, contact ISD for assistance or advice.

5-4. INVITATIONS. Social activities, formal or informal, will be announced by an invitation. This will provide the information of time, place, purpose, and dress needed to make plans. Some invitations are made orally, either in person or by telephone. You will be told of all details or you may ask. Normally, you answer the invitation by accepting or declining them. Some invitations may be written informally by hand or, more formally, printed. The following basic information will be provided.

a. Time. Only the most casual invitation, between close friends, will not have a beginning time stated. You should arrive at the time specified or a few minutes later (but not more than 15 or 20 minutes late). It is not good to arrive before the stated time.

b. Place. This will tell you whether the party will be held at someone's home or at a club.

c. Purpose. This will tell you why the party is held.

d. Dress. This will tell you what to wear.

(1) Military uniform as described in appendix B.

(2) Formal. Civilian clothes, a men's suit or tuxedo. Women should wear long formal dresses.

(3) Informal. Civilian clothes, a man's jacket and necktie, or a business suit. Women should wear a dress or a fancy suit with trousers.

(4) Casual. No necktie expected, open neck shirt or sweater.

(5) Very casual. No necktie, open shirt with jeans.

e. Responding. It is important to respond to all invitations so proper plans can be made. Respond to an oral invitation within ten days. Written invitations also may say:

(1) REPONDEZ S'IL VOUS PLAIT (RSVP) with a telephone number. The person inviting needs a yes or no answer and has given you the telephone number to call to give that answer.

(2) "Regrets Only" with a telephone number. The person inviting you expects you to come and gives you the telephone number to call only if you cannot.

(3) It is important to answer all invitations as quickly as possible. Occasionally, an invitation will ask you to answer before a certain date. You should not wait until that date arrives, but answer when you can after receiving the invitation. Failing to respond correctly to an invitation is considered very rude.

5-5. MILITARY COURTESY. Military courtesy, the manner in which military people conduct themselves, is very much a part of the customs of the US and especially in a military community such as Fort Leonard Wood. Military courtesy is a universal custom. Every Army in the world expects its soldiers to conform to high military standards of appearance and conduct, and to be treated with respect. You will have

no difficulties by conducting yourself, in official matters, as you would in your own military organization.

5-6. MILITARY UNIFORMS FOR SOCIAL EVENTS. On occasion, particularly at official receptions, military uniforms will be worn. Uniforms worn at Fort Leonard Wood during working hours were described in appendix B. Invitations to social events where military uniforms are expected will specify the following:

- a. Class A. This is the same uniform described in appendix B.
- b. Army Blue. A dark blue coat, light blue trousers with a wide gold stripe, white shirt and necktie, black shoes, military insignia, and hat. The type of necktie may be specified as "born tie", a short necktie tied in a bowknot, or "four-in-hand", a necktie tied in a slipknot with long ends overlapping vertically in front.
- c. IMS will not be required to wear these US uniforms, but will be requested to wear the uniform of their country that most closely fits the occasion. You should not avoid a social function because you feel that your available uniform is too informal; your presence is more important than your uniform.

5-7. NATIONAL ANTHEM. "The Star Spangled Banner", the National Anthem of the US, is frequently played during ceremonies, or at the beginning of sporting events. You are requested to stand respectfully and remove a hat (if worn and in civilian clothes) during the playing of the music. If in uniform, you are required to stand respectfully and face the flag.

5-8. OFFICIAL RECEPTIONS. During your tour at Fort Leonard Wood you will likely be invited to official social receptions. These events, at which a senior officer honors you or your entire class, are considered important. You should plan to attend. Official receptions often have a receiving line. The senior officer and spouse, also other officers, form a line and the guests pass and, greet each person. The first man in line is usually a junior officer whose duty it is to learn your name, do not offer your hand to him/her. Simply pronounce your name clearly and slowly to them so they can introduce you to the senior officer. You pass similarly greeting each individual with a handshake. If your spouse is with you, have your spouse go in front of you.

5-9. PERSONAL APPEARANCE AND HYGIENE. All military forces expect their officers and enlisted personnel to conform to high standards of personal appearance and personal hygiene. While IMS may not conform to standards of the US Army for haircuts, beards, and mustaches; they must always maintain a neat, professional military appearance. IMS attending Chemical CCC/OBC will be required to remove their beards due to the protective mask not sealing properly.

5-10. RETREAT CEREMONIES. It is customary to observe the end of the workday on military posts with a ceremony during which the flag of the US is lowered. This ceremony is held at 1700 each day and consists of a bugle call, firing of a cannon, and lowering of the flag.

- a. If you are near the ceremony, you are requested to come to attention and stand respectfully until the ceremony is complete. You are not expected to salute.
- b. If you are outdoors, away from the ceremony, but can hear the bugle and cannon, you are requested to come to attention and stand respectfully facing the sound until the bugle stops. You are not expected to salute.
- c. If you are driving or riding in an automobile at the time of the ceremony, you are requested to stop the vehicle at the side of the road, get out of the vehicle, and stand during the ceremony.

5-11. SALUTING. Soldiers traditionally greet each other with a hand salute. American military courtesy indicates that a soldier seeing an

officer of superior rank will salute. Do not be offended or think that they are insulting you, should you not be saluted. International rank insignia is unfamiliar to some people and you may not be recognized. Therefore, MANSCEN requires IMS to wear their US equivalent rank. This rank will be provided by ISD. When you are saluted, it is courteous to return the salute and add a greeting of "Good morning" or "Good afternoon." Officers are required to return a salute.

APPENDIX A – SAMPLE OF AN ACADEMIC REPORT

INTERNATIONAL STUDENT ACADEMIC REPORT <i>(For International Military Students attending CONUS schools.)</i> <i>(See AR 12-15, AFJI 16-105, and SECNAVINST 4950.4 for form completion instructions.)</i>																			
1. FORWARDING ADDRESS <i>(Subsequent training, if applicable, or country SAC)</i>			2. FROM <i>(Training installation preparing form)</i>																
3. STUDENT NAME <i>(Last, First, Middle Initial)</i>		4. GRADE/RANK	5. COUNTRY		6. FMS CASE OR IMET FY AND WCN														
7. COURSE TITLE		8. COURSE ID NO.	9. COURSE M&L	10. DURATION OF COURSE a. FROM <i>(YYMMDD)</i> b. TO <i>(YYMMDD)</i>															
11. DID STUDENT COMPLETE COURSE? <i>(None)</i>		12. STUDENT WAS AWARDED: <i>(None)</i>		13. ENGLISH COMPREHENSION LEVEL <i>(Enter test score)</i>															
<input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Explain in Item 15)</i>		<input type="checkbox"/> a. DIPLOMA/CERTIFICATE OF COMPLETION <input type="checkbox"/> b. CERTIFICATE OF ATTENDANCE <input type="checkbox"/> c. OTHER <i>(Explain in Item 15)</i>		<input type="checkbox"/> a. IN-COUNTRY TEST <input type="checkbox"/> b. CONUS TEST															
14. STUDENT'S ACADEMIC EVALUATION																			
a. RATINGS SCALE <i>(Enter in Items 14.b. and 14c.)</i>		b. LANGUAGE PROFICIENCY		c. PERFORMANCE IN CLASS															
1 EXCEPTIONAL 2 EXCELLENT 3 VERY SATISFACTORY 4 SATISFACTORY 5 UNSATISFACTORY <i>(Explain in Item 15)</i> 6 NOT OBSERVED <i>(Explain in Item 15)</i>		(1) COMPREHENSION (2) SPEAKING (3) READING (4) WRITING		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">ITEM</th> <th style="width: 50%;">RATING</th> </tr> </thead> <tbody> <tr> <td>(1) ATTITUDE AND MOTIVATION</td> <td></td> </tr> <tr> <td>(2) ATTENDANCE AND PUNCTUALITY</td> <td></td> </tr> <tr> <td>(3) ABILITY TO GRASP INSTRUCTION</td> <td></td> </tr> <tr> <td>(4) PERFORMANCE IN PRACTICAL EXERCISES</td> <td></td> </tr> <tr> <td>(5) PARTICIPATION IN CLASS ACTIVITIES</td> <td></td> </tr> <tr> <td>(6) POTENTIAL AS INSTRUCTOR <i>(if applicable)</i></td> <td></td> </tr> </tbody> </table>		ITEM	RATING	(1) ATTITUDE AND MOTIVATION		(2) ATTENDANCE AND PUNCTUALITY		(3) ABILITY TO GRASP INSTRUCTION		(4) PERFORMANCE IN PRACTICAL EXERCISES		(5) PARTICIPATION IN CLASS ACTIVITIES		(6) POTENTIAL AS INSTRUCTOR <i>(if applicable)</i>	
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(6) POTENTIAL AS INSTRUCTOR <i>(if applicable)</i>																			
15. REMARKS ON ACADEMIC PERFORMANCE, AWARDS, AND OTHER INFORMATION <i>(Use back if more space is required)</i>																			
16. REMARKS ON STUDENT'S PARTICIPATION IN EXTRACURRICULAR AND COMMUNITY AFFAIRS <i>(On and off training installation)</i> <i>(Use back if more space is required)</i>																			
17. EVALUATOR																			
a. NAME <i>(Last, First, Middle Initial)</i>		b. GRADE	c. SIGNATURE																
18. INTERNATIONAL MILITARY STUDENT OFFICER																			
a. NAME <i>(Last, First, Middle Initial)</i>		b. GRADE	c. SIGNATURE																

Appendix B GUIDELINES FOR WEARING OF UNIFORMS BY IMS

B-1. DEFINITIONS.

a. Army Blue or Dress Mess equivalent. The IMS best formal uniform. This uniform is usually worn to weddings, formal dinners, and Affairs of State. It consists of a white shirt, bow tie, waistcoat or suit coat length coat, appropriate trousers, and low quarter shoes.

b. Class "A". This uniform is worn during travel, semiformal receptions, graduation ceremonies, and other official military functions. It consists of long or short-sleeved shirt with necktie, appropriate trousers, and low quarter shoes. During winter months, the uniform includes a suit length coat.

c. BDU or duty uniform equivalent. This uniform is normally worn for everyday duties. It may be the same uniform as worn to the field. This uniform consists of t-shirt, BDU shirt, trousers, belt, buckle, headgear, and combat boots.

B-2. RESPONSIBILITIES.

a. Commander, MANSCEN. Responsible for establishing the local policy concerning IMS uniform requirements and composition.

b. ISD.

(1) Responsible for enforcing the local policies concerning the IMS wear and composition of uniform.

(2) Ensure IMS and their academic sponsors understand the uniform policies.

(3) Provide uniforms to IMS. (ONLY IF AVAILABLE. IMS should be prepared to purchase US uniforms.)

(4) Provide the class leader and academic sponsor with a copy of this appendix.

c. Class Leader. Advises IMS of uniform violations.

d. Academic Sponsors. Advises the Class Leaders and IMS of uniform violations.

B-3. PROCEDURES.

a. IMSs Country uniforms.

(1) The IMS should wear the climatically similar uniforms of their country. While in this uniform, the IMS will wear all appropriate items as described by their country's uniform regulations. A black plastic name plate, furnished by ISD containing the IMS family name, rank, and country also will be issued. This name plate will be worn on all uniforms, centered, immediately above, and parallel to the top edge of the right breast pocket. The IMS badge will be worn centered on the right breast pocket. IMS will be issued US rank insignia to be worn with all military uniforms. The rank insignia will be worn centered and 1/2 of an inch above the black name plate. If the IMS country does not have or did not bring an equivalent uniform, they may wear the US BDUs, void of all US items.

(2) When the IMS wears the Army Blue or Class "A" equivalent, they will wear the black plastic name plate. The name plate will be worn above, centered, and parallel to the top edge of the right breast pocket. The IMS badge will be worn centered on the right breast pocket. The US rank insignia will be worn centered and 1/2 of an inch above the name plate.

b. US uniforms.

(1) According to AR 12-15, the IMS is authorized to wear certain US uniforms. Contact ISD for details.

(2) IMS may purchase from military Clothing Sales.

(3) Rank insignia will be maintained in bulk by ISD and issued to the IMS during inprocessing.

(4) A field jacket will be worn during the winter uniform period (mid October through mid April). The black name plate will be worn on the field jacket centered on the right breast pocket.

(5) Wear of the US uniforms will be according to the following guidelines:

(a) Headgear must be worn by the IMS when outdoors and will be removed when entering any building. The IMS will wear their everyday headgear when wearing the BDU.

(b) If the IMS does not have headgear appropriate for wear with the duty uniform, they will purchase or it will be issued (IF AVAILABLE) the BDU cap.

(c) The IMS will wear US rank insignia on the BDU. The IMS will wear the US equivalent rank insignia centered on the right breast pocket of the BDU jacket. The same rule applies for the field jacket.

(d) Gloves worn with the US uniforms must be solid black without any color design on them. Mittens may not be worn.

(d) IMS having been awarded the ISD Badge will be required to wear it according to their country's regulations while at Fort Leonard Wood.

(e) Combat boots will be worn with BDUs. The boots will be highly brushed shined with black boot polish and laced to the top with the excess boot lace tucked into the top of the boot. Boots will not have zippers instead of laces.

(f) Wearing of the BDU by IMS off post is not authorized except for travel to and from off post housing, or for stops to purchase food for that evening's meal or gasoline enroute to off post housing. During this type of shopping, the uniform must be complete and presentable. Wearing of BDU for off post extended shopping trips, sit down dinner meals, or entertainment facilities are not authorized.

(6) Proper care of the BDU will enhance the IMS personal appearance. The BDU should be washed in warm water with a cold rinse, using a mild laundry detergent without a bleaching agent. The uniform may be either hung out to dry or placed in an electric dryer. If the uniform is placed in a dryer, a moderate heat setting should be used. Once the uniform is dried, it should be immediately hung up to minimize wrinkling. Pressing of the uniform may be necessary if it is excessively wrinkled. To press the uniform, use an iron on a permanent press setting or low heat. The BDUs must not be starched.

(7) During autumn and winter bring long underwear, heavy jackets, and other clothing that can provide warmth. During the spring and summer bring shorts, swim trunks and lightweight clothing.

APPENDIX C – SAMPLE OF COUNSELING FORM (side 1)

DEVELOPMENTAL COUNSELING FORM For use of this form, see FM 22-100; the proponent agency is TRA DOC			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 8397 (SSN)			
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.			
ROUTINE USES: For subordinate leader development IAW FM 22-100. Leaders should use this form as necessary.			
DISCLOSURE: Disclosure is voluntary.			
PART I - ADMINISTRATIVE DATA			
Name (Last, First, MI)	Rank/Grade	Social Security No.	Date of Counseling
Organization		Name and Title of Counselor	
PART II - BACKGROUND INFORMATION			
Purpose of Counseling: <i>(Leader states the reason for the counseling, e.g., performance/professional growth or event-oriented counseling, and includes the leader's facts and observations prior to the counseling.)</i>			
PART III - SUMMARY OF COUNSELING			
Complete this section during or immediately subsequent to counseling.			
Key Points of Discussion:			
OTHER INSTRUCTIONS			
This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.			

APPENDIX C - SAMPLE OF COUNSELING FORM (SIDE 2)

Plan of Action: *(Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goals). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below.)*

Session Closing: *(The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)*

Individual counseled: I agree disagree with the information above.

Individual counseled remarks:

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: *(Leader's responsibilities in implementing the plan of action.)*

Signature of Counselor: _____ Date: _____

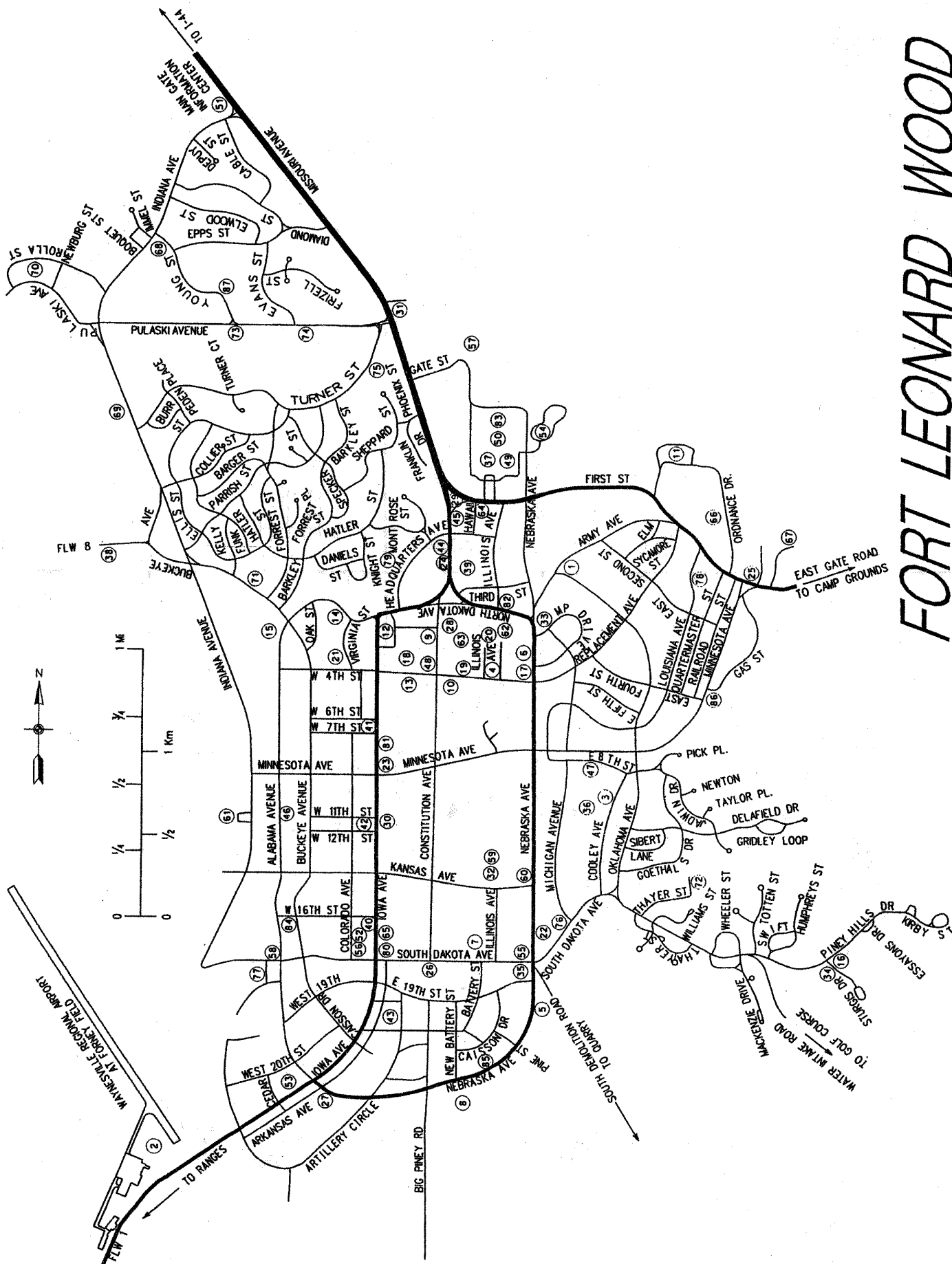
PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: *(Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)*

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.

APPENDIX D. FORT LEONARD WOOD MAP



FORT LEONARD WOOD

APPENDIX D (CONT) – FLW MAP FACILITY INDEX

Map Ref. Number	Organization
01	ADJUTANT GENERAL - 43RD AG (2100)
02	AIRFIELD - FORNEY (3197)
03	AIR FORCE DETACHMENT H.Q. (1702)
04	ARTS & CRAFT SHOP (486)
05	AUTO CRAFTS SHOP/CAR WASH (1385)
06	BANK - ARMY NATIONAL (484)
07	BOWLING CENTER - DAUGHERTY (1609)
08	BROWN HALL (5400)
09	BURGER KING (467)
10	BUS STATION (497)
11	CENTRAL RECEIVING - SUPPLY (2563)
12	CHAPEL - MAIN POST (450)
13	CHILD DEVELOPMENT CENTER (615)
14	CIDC (560)
15	CLUB - AUDI MURPHY'S COMMUNITY CLUB (7391)
16	CLUB - PERSHING COMMUNITY CLUB (4109)
17	COMMISSARY (485)
18	COMMUNITY SERVICE CENTER (470)
19	CRAWFORD CENTER (493)
19	CLOTHING SALES
19	FURNITURE SALES
19	PACKAGE BEVERAGE STORE
20	CREDIT UNION - MID MISSOURI (494)
21	DENTAL CLINIC - HARPER (500)
22	DENTAL CLINIC HOS - ROLL (1608)
23	DIRECTORATE OF CONTRACTING (606)

24	DIRECTORATE OF LOGISTICS (401)
25	DIRECTORATE OF PUBLIC WORKS (2200)
26	DORLAND - REYNOLDS (1000)
27	DUVALL MAINTENANCE COMPLEX
28	EDUCATION CENTER - TRUMAN (499)
29	FIRE STATION - MAIN POST (386)
30	GAMMON FIELD
31	GAS STATION - AAFES (2576)
32	GERLACH FIELD
33	GUEST HOUSING - FOSTER HALL (2030)
34	GUEST HOUSING - STURGIS HEIGHTS
35	GYMNASIUM - DAVIDSON FITNESS CENTER (2300)
36	GYMNASIUM - SPECKER (1714)
37	HOGUE HALL (3200)
38	HORSE STABLES (6161)
39	HOSPITAL (310)
40	HQS 1ST ENGINEER BDE (844)
41	HQS 3RD BT BDE (636)
42	HQS 3RD CHEMICAL BDE (741)
43	HQS 14TH MILITARY POLICE BDE (1022)
44	IKE SKELTON HOUSE (4301)
45	INSPECTOR GENERAL (315)
46	KANELL HALL (768)
47	LEGAL SERVICES (1706)
48	LEISURE TRAVEL OFFICE (496)
49	LIBRARY - BRUCE C. CLARKE (3202)
50	LINCOLN HALL (3201)
51	MAIN GATE INFORMATION CENTER (9000)
52	MARINE CORPS DETACHMENT H.Q. (842)

53	MISSOURI ARMY NATIONAL GUARD HQ
54	MORELLI HEIGHTS
55	MUSEUM - WALKER (1607)
56	NAVAL DETACHMENT H.Q. (838)
57	NCO ACADEMY - MANSCEN - NCOA (3220)
57	OUTDOOR RECREATION (1614)
58	NORD HALL (890)
59	OUTDOOR REC (1614)
60	PARK - COLYER
61	PARK - INDIANA
62	POST EXCHANGE (4901)
63	POST OFFICE (498)
64	PUBLIC AFFAIRS (312)
65	RECREATION CENTER - DAVIS CLUB (805)
66	RECYCLE CENTER
67	ROD & GUN CLUB (2283)
68	SCHOOL - PARTRIDGE (7078)
69	SCHOOL - PERSHING (7077)
70	SCHOOL - PENCE (6824)
71	SCHOOL - PICK (7801)
72	SCHOOL - THAYER (4375)
73	SCHOOL - WILLIAMS (7075)
74	SCHOOL - WOOD MIDDLE (7076)
75	SHOPETTE - LIEBER HEIGHTS (8208)
76	SHOPETTE - SPECKER (1621)
77	STEM VILLAGE (961)
78	TEEN CENTER
79	TELEPHONE - UNITED
80	THEATER - ABRAMS (804)

81	THEATER - BAKER (607)
82	THRIFT SHOP (204)
83	THURMAN HALL (3203)
84	TROOP MEDICAL CENTER (885)
85	U.S. ARMY RESERVE CENTER (1350)
86	VETERINARY CLINIC (2399)
87	YOUTH CENTER - PIPPIN (9625)