

DEPARTMENT OF THE ARMY  
USAWC & CARLISLE BARRACKS  
CARLISLE, PA 17013

CBks Circular  
No. 550-1

8 June 2010

Expires on 1 June 2011  
Foreign Countries and Nationals  
GUIDE FOR SPONSORS OF INTERNATIONAL FELLOWS

1. Purpose: To provide guidance to sponsors of International Fellows (IFs) in their role of helping to integrate the IF and his or her Family into the Carlisle community.
2. Program:
  - a. The IF sponsors are selected in accordance with the guidance of Joint Security Cooperation Education and Training (JSCET) Regulation and Army Regulation (AR) 12-15, Training of Foreign Nationals by the U.S. Army. Sponsors are solicited, on a volunteer basis, from the U. S. Army War College (USAWC), Carlisle Barracks (CBks), and the surrounding community. The program is administered and monitored by the Director, International Fellows Program (IFP). A local background check is administered using the information submitted in the application.
  - b. The IFP adds another dimension to the USAWC which significantly broadens the academic environment for both students and faculty. The association with senior international officers destined for senior-level leadership positions in their respective militaries helps to improve the mutual understanding of national security problems, operations, and preparedness.
  - c. One thousand fifty three officers representing 112 nations have graduated from the USAWC program at CBks since 1978. Many of these officers will attain the highest positions in their armed forces and play important roles in their governments.
  - d. The IF sponsorship program has three interconnected layers. Each IF will have a CBks sponsor, a community sponsor, and a seminar student sponsor. Typically, the CBks and community sponsors, in cooperation with the IF Office, help the IF with their immediate logistical and administrative arrangements as they arrive in the United States. The seminar sponsor is a fellow classmate who assists the IF in adjusting to the requirements and schedules of the USAWC classroom, and is selected when classes begin. There is not a clear distinction of responsibilities among the various sponsors. It is a team effort based on cooperation and need. Although your service extends throughout the year, your most important task is to help your IF during the critical period immediately following his arrival in the Carlisle area. The first 3 or 4 days are the most difficult. A warm welcome initiates a good beginning to your relationship.

## TABLE OF CONTENTS

	Page
Section A – Role of Community and Carlisle Barracks (CBks) Sponsors	5
1. Your Role .....	5
2. Make Contact – Get Acquainted .....	5
3. Temporary Housing .....	6
4. Permanent Housing .....	6
5. In-processing .....	7
6. ID Card Information .....	7
7. Driving In Pennsylvania .....	8
8. Vehicle Acquisition .....	9
9. Vehicle Insurance .....	9
10. PA Vehicle Registration .....	9
11. CBks Vehicle Registration .....	9
12. Social Security Numbers .....	9
13. Setting Up A Bank Account .....	10
14. Phone / Internet / Television .....	10
15. School Registration .....	11
16. Family Services .....	12
17. Medical / Dental / Health Insurance .....	13
18. Area / Post Orientation & Military Privileges .....	13
19. Problems And Questions .....	14
 Section B – Seminar Sponsor Roles .....	 16
 Section C – Other Pertinent Information .....	 17
1. Legal Status And Privilege .....	17
2. Visa For Visiting Canada .....	17
3. Terminology .....	17
4. Policies For International Fellows .....	18
5. Department Of Defense Field Study Program .....	19

## CONTENTS (CONTINUED)

Section D – Building a Relationship .....	20
1. Cultural Considerations .....	20
2. Difference in Customs .....	21
3. Considerations In Conversation .....	21
4. Community Activities .....	23
5. Babysitting .....	23
6. Hospitality .....	24
7. Food and Drink .....	24
8. Unaccompanied Officers .....	25
9. Thoughtful Ways To Assist The Family .....	26
Appendix :	
1. Sponsor Checklist For Student Arrival .....	A1
2. International Fellows Points Of Contact .....	B1
3. Area Phone Numbers .....	C1
4. Sample Welcome Letter .....	D1

PAGE INTENTIONALLY LEFT BLANK

SECTION A  
ROLE OF THE COMMUNITY AND BARRACKS SPONSOR

1. YOUR ROLE:

a. The sponsor's primary role is to assist the IF and his Family during their yearlong stay at CBks. A sponsor is a formally designated contact from whom the IF can expect assistance. As a sponsor, you are requested to:

(1) Help ensure that your IF's arrival is a pleasant experience. Your vital support makes the IF, and his or her Family, feel welcome and helps them establish home in the Carlisle community. The IF and his or her Family may encounter many cultural differences. Your sound advice and assistance are essential and contribute immeasurably to their transition to life in the United States.

(2) Acquaint your IF and his Family with our customs and way of life. They want to make friends and learn as much as possible about our country. Help them by being socially active. This is a unique opportunity to learn about a foreign country and to promote mutual understanding. You become a vital key in assuring that the IF you sponsor will acquire a lasting and favorable impression of the United States and our society.

b. A sponsor arrival checklist is included on page 25. Use this as a quick reference for the sponsor duties that are detailed below.

c. To apply for the sponsor program, email or scan a completed application to [ATWC-IAF@carlisle.army.mil](mailto:ATWC-IAF@carlisle.army.mil). The electronic form can be found at [CBks Form 223-R-E International Fellows Sponsor Application](#). This form is provided in thePureEdge format. If you do not have the PureEdge Viewer installed on your system you may download the reader from the [Army Publishing Directorate](#) website. After completing the form, proceed to the top of the form and select the "Email" button. A copy of the application will be automatically attached to a new email message and can be submitted to [ATWC-IAF@carlisle.army.mil](mailto:ATWC-IAF@carlisle.army.mil). If you would like a copy mailed to you, please contact the International Fellows Office at (717) 245-4830.

2. MAKE CONTACT/GET ACQUAINTED:

a. Introduce yourself to the IF by writing a letter or email. Tell him where and when you will meet him when he arrives and that you will help him get settled. A sample letter is enclosed on page 33. Provide any special material or information that you think would help him in his move to the United States. If materials are bulky, it is best to send them under separate cover so the letter of introduction is not slowed down.

b. Learn how to pronounce the names of the IF and his or her Family members right away.

c. Prior to your IF's arrival, contact your IF's other sponsor(s) to discuss proposed activities for the year.

d. Transportation from the airport is arranged and provided by the IF Office. You will be given arrival information as soon as it is available so that you can make arrangements to meet with your IF. If you expect to be on vacation, TDY or on leave, arrange for someone to act as your substitute to meet and assist your IF on arrival in Carlisle. For Carlisle Barracks sponsors, this should be a fellow officer or senior civilian. Please inform the IFP Office of any expected changes.

### 3. TEMPORARY HOUSING:

a. Assist the IF in making reservations for temporary lodging. You will want to consider the proximity to Carlisle Barracks. The following hotels understand that members of the International Fellows Program of the US Army War College are tax exempt:

Post Lodging: 717-245-4998 / 4245  
Best Western (1155 Harrisburg Pike, Carlisle): 717-243-6200  
Comfort Suites (10 S. Hanover St., Carlisle): 1-802-704-1188/717-960-1000  
Days Inn (101 Alexander Spring Rd., Carlisle): 1-888-252-4147/717-258-4147  
Hampton Inn (1164 Harrisburg Pike, Carlisle): 717-240-0200  
Hotel Carlisle (1700 Harrisburg Pike, Carlisle): 717-243-1717

b. As always, you may contact the IF Office for advice or guidance.

### 4. PERMANENT HOUSING:

a. Work in cooperation with the IFP staff to locate housing for the IF. There are no Family quarters available on post for the IFs. The IFP Office is the point of contact for the IF's housing. In some cases, quarters will already be identified for your IF.

b. All landlords will require the IF to sign a lease with substantial penalty if he or she breaks the lease prematurely. Leases should be reviewed by the CBks Judge Advocate General prior to signing. Ensure that the lease has the military clause indicating that there is no penalty if the IF is called home before the end of the academic year. Your IF will have to consider several things prior to signing a lease; e.g., the rental prices, proximity to CBks, public schools, and shopping centers, and the quality of the neighborhood. Security deposits are required and normally are equal to one month's rent. The security deposit is retained by the landlord and returned to the IF upon satisfactory completion of his or her lease and upon leaving the property in a clean, undamaged condition (except for "usual" wear and tear). The lease is a legal instrument between the landlord and the IF. Sponsors should not sign a lease for an IF; however, assistance in understanding the lease is appreciated.

c. The Carlisle Barracks Housing Office, (located at 451 Fletcher Rd. in the Delaney Field Club House), is the point of contact for locating available area

housing. To identify available housing: access the Automated Housing Referral Network at [www.ahrn.com](http://www.ahrn.com), or phone them at (717) 245-4959. The IFP office may assist with housing. In some cases, quarters are already identified for your IF.

d. Use the latest Installation Housing Referral List. Recommend properties based on the IFs needs. Some properties include the cost of utilities (some have limits and the IF must understand what happens if he or she exceeds those limits.) Utility companies vary with the location of the property. Confirm with the landlord which utility company serves the property. These services might include: Electric, Water/Sewer, Natural Gas or Propane, Trash Pick-Up, Cable/Satellite TV, Telephone and Internet Access.

#### 5. IN-PROCESSING:

a. In-processing is conducted in Root Hall, Bldg 122, in the Wil Washcoe Auditorium. Accompanied IFs are asked to bring all Family members to the in-processing. The IFs should also bring the following items to the in-processing:

(1) Copies of ITO, complete with all amendments.

(2) Passports, including Arrival/Departure record (I-94s) of both the IF and his or her Family.

(3) Immunization records (in English), for all school-age children.

(4) Copy of Medical Health Insurance Policy for Family members.

#### 6. ID CARD INFORMATION:

a. At in-processing the IFs apply for the issuance of the Uniformed Services Identification Card. This card is issued to all IFs and their eligible dependents for use while the officer is training in the United States and is valid only in the Continental US. "Eligible" dependents are wives and all children between the ages of 10 and 21. (Children are eligible until age 23 if they are full-time students, listed on the ITO, and have medical coverage for entire stay.)

b. The ID cards will be issued at Building 46. Prior to issuance of the ID cards, the IF and his dependents can present a copy of his or her ITO for admission to all post facilities. The IF and dependents will need an 1172 form from the IF Office, a copy of the ITO and two forms of identification in which at least one is a photo ID. Passports and visas are considered primary identification and foreign driver's license, etc. are considered secondary forms. An official English translation is required when necessary.

c. Maids, governesses, sisters-in-law, brothers-in-law, nieces, nephews, and visiting relatives are not eligible to receive ID cards. Under special circumstances, they may be issued letters of use/admittance for some AAFES and post facilities by the Garrison Commander.

d. If parents or parents-in-law are dependent upon the IF for over one-half of their support, ID cards will be issued for unlimited PX privileges only. This relationship should be clearly identified on the travel order.

## 7. DRIVING IN PENNSYLVANIA:

a. Explain the traffic laws of PA to the IF and his or her dependents who may be driving. Emphasize the 15 mile-per-hour speed limit on CBks, (and the 5 mile-per-hour speed in the CBks parking lots). Discuss the traffic ticketing procedures and fines, and the possibility of having to appear in court. In Pennsylvania, a child's restraining seat is required for children under eight years of age, and seat belt use is required in all states.

b. A Pennsylvania Driver's license may be necessary to rent cars from some providers. At the beginning of the year the IF should determine if a PA Driver's license is needed. The state will not issue a license to individuals who will be living here 6 months or less. Detailed information is available at:  
<http://www.dot3.state.pa.us/home/index.shtml>

c. Pennsylvania honors International Driver's licenses with International Driver's permits (issued by the IF's respective country,) for up to 1 year from date of issue. If the International Driver's permit expires before 1 year the individual must apply for a Pennsylvania license to continue to drive in the state. An IF or his or her dependant who does not have a valid home country license and an International Driver's permit will be required to obtain a Pennsylvania driver's license to be able to drive. The nearest Drivers' Examination Station is located at 950 Walnut Bottom Road, Stonehedge Shopping Center, Carlisle. The Drivers' Examination Station currently is open Tuesday, Wednesday, and Friday from 0900 to 1500. Individuals needing licenses should be there before 1400.

d. "Any nonresident who is at least 16 years of age and who has in possession a valid driver's license issued in the person's home state or country except that a person who has been issued a valid driver's license in a country other than the United States or Canada shall be exempt only upon showing a satisfactory understanding of official traffic-control devices. A nonresident may only drive the class or classes of vehicles in this Commonwealth for which the person is licensed to drive in the person's home state or country subject to all restrictions contained on the license." *From PA Vehicle Code Title 75 / Chapter 15 / § 1502:*

e. A Pennsylvania Driver's Manual will be available for every IF from the IFP office. To obtain a PA Driver's License or PA Photo ID the IF must:

- (1) Obtain a Social Security Card or denial letter (details below).
- (2) Get a PA Driver's Manual to review.
- (3) Complete Learner's Permit Application DL-Form 180 which requires:



- (a) A Completed Medical Exam form.
- (b) Passport with valid visa I-94, Military ID.
- (c) Proof of Residency (current utility bills, lease agreement).
- (d) Letter from USAWC – International Fellows Program.
- (e) Invitational Travel Orders (ITO).

#### 8. VEHICLE ACQUISITION:

a. The IFs are informed during the initial briefing to seek your advice on purchasing or leasing automobiles. Cost may be a factor. Offer guidance by explaining terms such as, “buy as is”, and help them to determine that the purchased vehicle fulfills expected requirements; i.e. local travel only, extensive holiday travel, etc.

#### 9. VEHICLE INSURANCE:

a. Minimum requirements are \$15K personal injury, \$30K total accident, \$5K property. Industry experts recommend \$50K/\$100K/\$25K. If the car is obtained with the use of a personal loan, the lender will most likely require collision and comprehensive insurance on top of these rates.

#### 10. PENNSYLVANIA VEHICLE REGISTRATION:

a. Pennsylvania law requires a safety inspection and an air emissions pollution test prior to registration of a car.

b. Some of the IFs purchase their autos from the IF representing their respective country in the past year. Help ensure that the IF re-registers the car in his or her name.

#### 11. REGISTERING A VEHICLE FOR ACCESS TO CARLISLE BARRACKS:

a. Vehicle can be registered for a Carlisle Barracks decal at Barracks Crossing - Bldg 870. Their hours are Mon: 0900-1500, Tues-Fri: 0900-1700 they are closed from 1300-1330 every day for lunch.

b. To register for a decal the IF will need his or her: CAC card, valid driver's license, valid state automobile registration and Insurance card. This decal is valid for as long as the IF is assigned to CBks. Should the IF decide to sell or dispose of his vehicle, the decal is to be removed or defaced.

#### 12. SOCIAL SECURITY NUMBERS:

a. It is not necessary for International Military Students to obtain a SSN. You will simply need to obtain a rejection letter from the Social Security Administration stating

that you are ineligible for a SSN. This letter may be used to obtain the driver's license, etc.

b. Family members are not eligible, but may apply to receive a rejection letter from the Social Security office for obtaining a driver's license from PennDOT.

(1) The application and details are available at:  
[www.socialsecurity.gov/online/ss-5.pdf](http://www.socialsecurity.gov/online/ss-5.pdf).

(2) The Social Security Office is located at 200 South Spring Garden Street, Carlisle. Phone them at: 717-243-0085 (Carlisle Office), 1-800-772-1213 (National Office), Hours: Monday – Friday 0900 – 1600 (except Federal holidays).

(3) General Directions: From Court House Square (Hanover & High Sts) go east on High St. for 3 blocks to Spring Garden St. Turn right on Spring Garden St and go ½ block. Office is in Castle's Commons Shopping Center.

(4) There is no fee to apply for a Social Security Card. To apply:

(a) Complete an *Application for a Social Security Card* (Form SS-5);

(5) Current U.S. immigration document(s) and your passport that contains your biographical information or photograph.

(a) Take your completed application and original documents to your local Social Security office.

(b) All documents must be either originals or copies certified by the issuing agency. They cannot accept photocopies or notarized copies of documents. They also cannot accept a receipt showing you applied for the document.

### 13. SETTING UP A BANK ACCOUNT:

a. Member 1st is a popular choice for the IFs because it is conveniently located on the post. A military ID card is not required, but the IF will need a form of photo ID such as a passport. Whatever their choice, the account information must be given to the Administrative Officer, Emilio Montañez, in the IF office.

### 14. PHONE/INTERNET/TV:

a. Some communications provider options are listed in the phone directory in this document. The cost of communications packages may vary from provider to provider. Sponsors are encouraged to assist IFs in identifying the best communications package based on the IFs needs or funding status. Be aware of rate increases after an introductory period or other hidden costs.

## 15. SCHOOL REGISTRATION:

a. The school district which governs the resident's township conducts pre-registration for the children of an IF who will be entering Carlisle public schools. Time and place for registration will be announced. If an IF resides in South Middleton, Big Spring, or Cumberland Valley School Districts, an appointment with that school district will be made for a one-on-one meeting. The following information is specific to Carlisle School District, but may be used as general guidance for other school districts:

(1) Kindergarten - A child who will reach his fifth birthday on or before 31 August is eligible to attend. Kindergarten classes are conducted in seven of the Carlisle schools.

(2) Elementary School - There are seven public elementary schools in the immediate area - (Grades K-5) – The main number for all elementary schools is 240-6800, and the extension follows each school listing - Mooreland, 329 Wilson Street, ext. 36805; Crestview, 240 Longs Gap Road, ext. 22805; Hamilton, 735 Clay Street, ext. 14805; Bellaire, 930 Waggoner's Gap Road, ext. 12805; Letort, 110 E. South Street, ext. 25805; Mt. Holly Springs, 110 Mooreland Avenue, Mt. Holly Springs, ext. 46805; and North Dickinson, 151 North Dickinson School Road, ext. 56805.

(3) Middle School - There are two middle schools - (Grades 6-7-8) The main number for both middle schools is 240-6800, and the extension follows each school listing - Lambertson, 777 South Hanover Street, ext. 15805; and Wilson, 900 Waggoners Gap Road, ext. 19805.

(4) Intermediate/High School - The Swartz building (Grades 9-10) – 623 W. Penn Street, Grade 9 is 240-6800, ext. 13805; Grade 10 is 240-6800, ext. 27825; and the McGowan building (Grades 11-12) - 723 W. Penn Street, is 240-6800, ext. 26836.

(5) Colleges - There are several colleges and universities in the area for those dependents that may be eligible to attend an American college or university. Among these are Dickinson College, Shippensburg University, and Harrisburg Area Community College.

b. Parochial Schools — The Catholic community of Carlisle operates a consolidated elementary school system. St. Patrick School, 87 Marsh Drive, provides classes for kindergarten through grade 8. There is one Catholic high school; Trinity High School offers general academic courses for grades 9 through 12. For more detailed information, call the schools - St. Patrick, (717) 249-4826, or Trinity, (717) 761-1116. Trinity High School is located in Shiremanstown, approximately 15 miles from post. Bus transportation to parochial schools is available on request.

c. School assistance is extremely critical. Sponsors are encouraged to participate in this important activity with their IF. Your experience with the local school system

can be very valuable to the IFs. Remember that they are moving their children into not only a different school, but an entirely different educational philosophy in many cases.

#### 16. FAMILY SERVICES:

a. The Preschool Program on Post: is operated to serve all active duty and retired military personnel and their dependents, civilian, and foreign students of the USAWC, and, depending on available child space, civilians employed at CBks. The Preschool operates from September through May. Children are admitted to classes solely on the basis of age and date of application with older children given preference. Classes are as follows:

(1) Monday, Wednesday, and Friday afternoon class (1230-1530) is designed for children who are eligible for kindergarten the following year in the borough of Carlisle. The 4th birthday must fall on or before the first day in September. This class is limited to 20 children.

(2) Monday, Wednesday, and Friday morning class (0900-1130) is usually a combination class in that it accommodates additional children eligible for kindergarten the following year, and children that are a minimum of three and one-half years of age (the third birthday must fall before the first of March). This class is limited to 20 children.

(3) Tuesday and Thursday morning class is designed for children that will have their third birthday on or before the first of September. This class is limited to 12 children.

(4) Class schedules/fees are kept as low as possible to provide a quality program. A complete rate schedule is available at the Center and basic charges can be obtained by calling the Center at DSN 242-3701 or commercial 717-245-3701.

b. Youth Services: English Classes: For wives who wish to speak or improve their English, there are English as a Second Language (ESL) classes provided at the Chapel from August to October.

c. Conversation and Culture (C&C): C&C is an enjoyable social forum for the IF spouses. Beginning in July, the spouses and sponsor spouses meet weekly to learn about each other and their countries. The initial meetings include field trips to local activities and attractions in order to familiarize the IF spouses with U.S. culture. Later meetings focus on the IF spouses giving country presentations to teach others about their own countries.

d. Carlisle Barracks Spouses' Club (CBSC): The CBSC extends an honorary membership at no cost to the spouses. The CBSC also extends a cordial invitation to the sponsors to join the CBSC and take part in the special interest activities that are offered throughout the year. These include classes in needlework, social bridge, book clubs, and gourmet cooking, to name a few. Some activities like the luncheon

have a fee. Consider transportation needs of the IF's wife. Make her feel welcome by offering to provide transportation and other assistance whenever necessary.

#### 17. MEDICAL/DENTAL/HEALTH INSURANCE:

a. You may be asked to assist with some routine and emergency sick call and dental procedures. Appointments for routine care and sick calls at Dunham Clinic are made through the International Fellows office.

b. Medical Care - Dunham U.S. Army Health Clinic, CBks, provides medical care in accordance with the authorizations contained in the ITO. Medical treatment is not authorized in military hospitals for children who have reached their 21st birthday (23rd if they are full-time students), parents, parents-in-law, other relatives, friends, or maids. Civilian physicians and hospitals are available in the local civilian community at personal expense. Family members must have civilian medical insurance or medical care under a reciprocal health care agreement. (See IF Office to verify.)

c. If you are asked to assist with emergency care, after helping to ensure the safety and security of the IF, please contact any representative from the IF office. Phone numbers are listed in the index of this document.

d. Health Insurance - The IFs and accompanying Family members are offered medical and dental coverage based on the ITO and most are required to have supplemental health insurance coverage to be in compliance with Defense Security Cooperation Agency (DSCA) requirements. Meeting these requirements will differ from country to country. The IF Office will be responsible for ensuring proper compliance.

#### 18. AREA/POST ORIENTATION & MILITARY PRIVILEGES:

a. A tour of the area is the easiest way to point out places to shop for food, clothing and other essentials. Take them shopping with you. It is an easy way to explain check writing procedures, credit cards, bonus cards, coupons, etc.

b. Help to locate area places of worship, specialty food stores and recreational activities. There will be lists for some of these things included in the information given to the IF during orientation.

c. Carlisle Barracks Sponsors may be best suited to assist with Commissary and PX Shopping and to explain military benefits. Arrange to take the IFs and/or their spouse to the Commissary and PX with you and explain to them the procedures; i.e., showing ID cards, tipping, etc.

d. Post Theater - All members of the immediate Family are authorized Post Theater privileges.

e. Children under the age of 10 have the same privileges even though an ID card is not issued.

## 19. PROBLEMS OR QUESTIONS:

a. The responsibilities listed in this document are not in order of importance nor all-inclusive and will vary in degree for each IF. The sponsor should be alert to detect problems and render appropriate assistance with sensitivity and tact.

b. Reliance on any sponsor may occur in connection with class requirements or personal affairs. You should make every effort to help the IF become self-reliant; it will result in a better relationship and a more enjoyable tour for him. Some IFs may demand excessive assistance. Try to explain to them how they can best attend to these personal problems themselves. While these and other subjects will be covered during the IFP Director's orientation, the Director will try to address this tendency during his orientation talks with the IFs. You may have to provide your IF additional encouragement to attend to his or her personal matters.

c. The sponsor should know where to get details on these and other procedures:

(1) Home Repair: The sponsor may be asked to assist with obtaining services for home repair.

(2) Utilities: The sponsor can assist in procedure for securing utilities to include telephone, trash pickup and recycling policies.

(3) Major Purchases: The sponsor can assist by explaining payment, deposit, deliveries, terms, etc., of significant purchases. You should avoid assuming any responsibility for financial or other transactions. Sponsors should also discuss large purchases to ensure IFs can take purchases back to their countries. In the case of purchases which may be expensive to transport, or subject to customs or other import restrictions in the IF's own country, it is important that these considerations are brought to his attention prior to purchase. There may even be U.S. export controls, as in the case of firearms.

(4) Serious Problems: Any significant incidents, morale problems, unusual behavior, personal or Family difficulties of any IF should be reported to the IFP Director immediately.

d. Gifts: Exchange of gifts will depend entirely on each IF/sponsor relationship. It is important to be careful not to obligate the IF. A card or social invitation would serve well in acknowledging special occasions. Gifts of nominal value are acceptable.

e. Request for Unusual Assistance: Loans, illegal purchases or sales, illegal or inappropriate authorizations, etc., may be requested. Tactful refusal and explanation of why something is not allowable will usually dispose of the issue. If not, refer to the IFP Director for further clarification. A sponsor should not feel required to loan money to the IF, pay the IF expenses, or become obligated in any way by signing or cosigning any business contract. If you feel you cannot fulfill a

particular obligation, contact the IFP Director for advice and assistance. Likewise, your sponsorship should not be used to achieve financial or unlawful personal gain.

f. If sponsors have questions, they should seek information from or refer the situation to the IFP Director for resolution (through Room A204).

SECTION B  
SEMINAR SPONSOR ROLES

1. A seminar student sponsor will be assigned for each IF. The seminar sponsor's responsibilities include:
  - a. Assisting the IF in understanding the weekly schedule.
  - b. Assisting the IF, as needed, to resolve administrative difficulties that may arise due to language and/or cultural differences.
  - c. Assisting the IF in understanding the system of study, assignments and projects.
  - d. Understanding and explaining requirements, and availability of resource material for specific requirements.
  - e. Updating the IF on material missed and requirements assigned during his absence.
  - f. Ensuring the IF understands and is included in the seminar sports and social activities.



SECTION C  
OTHER PERTINENT INFORMATION

1. LEGAL STATUS AND PRIVILEGES:

a. The IFs and their Families are subject to federal, state, and local laws; and to Army, post, and school regulations, but not the Uniform Code of Military Justice. They are afforded the same basic privileges as U.S. officers and dependents; e.g., exchange, commissary, etc. However, there are some differences, and questions should be referred to the IFP Director. For instance, the provision of medical support is an extremely complicated issue. Be sure to confer with the IFP Office prior to making recommendations about routine medical or dental care. The IFP Director will provide individual assistance in this vital area.

2. VISAS FOR VISITING CANADA:

a. International Fellows may wish to visit Canada, particularly the Niagara Falls area. Those needing to apply for a visa are listed below:

Afghanistan, Albania, Algeria, Angola, Argentina, Armenia, Azerbaijan  
Bahrain, Bangladesh, Belarus, Belize, Benin, Bhutan, Bolivia, Bosnia-Herzegovina, Brazil,  
Bulgaria, Burkina Faso, Burundi, Cambodia, Republic of Cameroon, Cape Verde, Central  
African Republic, Chad, Chile, China (People's Republic of), Colombia, Comoros, Congo  
(Democratic Republic of the), Congo (Republic of the), Costa Rica,  
Cuba, Czech Republic, Djibouti, Dominica, Dominican Republic  
East Timor, Ecuador, Egypt, El Salvador, Equatorial Guinea, Eritrea, Ethiopia, Fiji  
Gabon, Gambia, Georgia, Ghana, Grenada, Guatemala, Guinea  
Guinea-Bissau, Guyana, Haiti, Honduras  
India, Indonesia, Iran, Iraq, Israel (only Israeli citizens holding valid Israeli "Travel Document in  
lieu of National Passport"), Ivory Coast  
Jamaica, Jordan, Kazakhstan, Kenya, Kiribati, Korea (North), Kosovo, Kuwait, Kyrgyzstan  
Laos, Lebanon, Lesotho, Liberia, Libya, Lithuania (holders of non-biometric passports only)  
Macao S.A.R., Macedonia, Madagascar, Malawi, Malaysia, Maldives Islands  
Mali, Marshall Islands, Mauritania, Mauritius, Mexico, Micronesia (Fed. States), Moldova,  
Mongolia, Montenegro, Morocco, Mozambique, Myanmar (Burma)  
Nauru, Nepal, Nicaragua, Niger, Nigeria, Oman  
Pakistan, Palau, Palestinian Authority, Panama, Paraguay, Peru, Philippines  
Poland (holders of non-biometric passports only)  
Qatar, Romania, Russia, Rwanda  
Sao Tomé e Príncipe, Saudi Arabia (Kingdom of), Senegal, Serbia  
Seychelles, Sierra Leone, Somalia, South Africa, Sri Lanka, Sudan  
Surinam, Syria, Taiwan, Tajikistan, Tanzania, Thailand, Togo, Tonga, Trinidad and Tobago  
Tunisia, Turkey, Turkmenistan, Tuvalu, Uganda, Ukraine, United Arab Emirates, Uruguay,  
Uzbekistan, Vanuatu, Venezuela, Vietnam, Yemen,  
Zambia, Zimbabwe

b. The Visa application (form IMM 5257 [10-2006] B) and additional information is available online at <http://www.cic.gc.ca/EnGLIsh/visit/index.asp>.

3. TERMINOLOGY:

a. The IFs fall into one of two basic categories of Foreign Military Trainees:

(1) International Military Education and Training (IMET) Program: This program was established by legislation effective FY76. It provides for military assistance and training under the authority of the Foreign Assistance Act, as amended, for which the United States receives no dollar reimbursement. This is essentially an educational grant program.

(2) Foreign Military Sales (FMS): This program provides for cash sales of articles and services, to include training. An increasing number of IFs are receiving USAWC training under this program.

b. Invitational Travel Order (ITO): The ITO is the "written authority" for virtually everything. This is the authorization for the IF to travel for the purpose of training under an approved and funded program. The ITOs are rather complex and are different for each country. The IFP Office staff is familiar with the ITOs and will be happy to explain any aspect of the ITO with sponsors.

#### 4. POLICIES FOR INTERNATIONAL FELLOWS:

a. An understanding of the following general policies/information may be of help. Clarification should be requested from the IFP Office.

b. The IFs arrive prior to the start of the academic year to allow for reception, orientation, administrative processing, and review of the academic program under the direction and supervision of the IFP Director. This will be accomplished while attending the USAWC IF Orientation Course.

c. The IFs or their foreign Family members are not permitted to seek or accept employment during their stay in the United States.

d. Academic:

(1) Class Attendance: The IFs are to attend classes as scheduled unless instruction is classified and annotated as "U.S. only" and/or their absence is approved by the IFP Director who notifies the appropriate teaching department.

(2) Faculty Adviser: As with the U.S. students, each IF will be assigned a Faculty Adviser.

(3) Standards: The IFs are required to meet the same standards as the United States officers.

(4) Academic Letter: Evaluations are prepared by the Faculty Adviser and submitted to the IFP Director for final review. The Commandant signs each letter and it is sent to the Chief of Staff Army equivalent in the participating country.

(5) Promotions: These are acknowledged in an appropriate ceremony if the IF requests it and is arranged by the IFP Director.

e. Changes in Continental United States (CONUS) Training: The USAWC must follow the instructions found in the IF's ITO. Desired changes must be coordinated through Security Assistance Field Training Activity (SATFA), Training and Doctrine Command.

#### 5. DEPARTMENT OF DEFENSE FIELD STUDY PROGRAM (DODFSP):

a. This program is an important aspect of the IFP. It seeks to provide an accurate picture of the United States. As a sponsor, you are a key to its effectiveness. The DODFSP covers the broad spectrum of life in the United States. The goal is to ensure that each IF returns home with an understanding of the responsibility of governments, military, and citizens to protect, preserve, and respect the rights of every individual. Your role in assisting the IF to achieve a balanced understanding of the United States is one which can have a lasting impression and impact. This is not an exercise in salesmanship; it is one of just being yourself. We are the United States in the eyes of the IF and his Family.

b. An implied goal of the DODFSP is also for us to gain knowledge about our International guests and their countries and cultures. The IFs desire to present a true picture of himself or herself as well. It is through our mutual associations that all gain clearer understanding of the interrelated, multicultural heritage of today's world.

c. The DODFSP objectives can be achieved through better understanding of the following facets of American life:

- (1) Human Rights.
- (2) Diversity and American Life.
- (3) U.S. Government Institutions.
- (4) Political Parties and Electoral Procedures.
- (5) U.S. Judicial System.
- (6) The Free Market System.
- (7) Education.
- (8) Health and Human Services.
- (9) Press and Media.
- (10) International Peace and Security.

SECTION D  
BUILDING A RELATIONSHIP

1. CULTURAL CONSIDERATIONS

a. Each IF is an individual. There are certain familiar characteristics among them, but most importantly, they are individual personalities. We should respect cultural differences. Accommodating and showing respect for the differences (whether religious, national, racial, or personal), may sometimes require considerable tact and diplomacy. The IF has matured in a different culture and we should not expect to change his or her basic beliefs. However, being in contact with Americans and other IFs will expose him or her to new ideas. The sponsor can assist him in understanding the "what and why" of his new experiences. At the same time, do not feel that you have to convince these guests that our ways are right. The goal is mutual understanding rather than defense of our or their way of life. Often, some version of "that's the way it is" offers a friendly but candid conclusion to an otherwise unending debate. After becoming acquainted, the IF and his or her sponsor should be able to exchange ideas freely in a sincere, candid manner with mutual consideration and respect for each other.

b. Sponsors can do much to make the IF, and his or her Family, feel welcome by being friendly and concerned and by including them in selected social/cultural activities. The entertainment need not be burdensome or costly. Most IFs appreciate joining in leisure activities (fishing, picnics, athletics) and visiting with a Family. Minimum expense entertaining is preferable, as some IFs do not have the means to reciprocate in kind. Casual visits or outings, once or twice a month, will certainly serve this purpose. Initially accompanying the IFs and/or Family members to special events will often encourage participation.

c. It will be helpful to show your interest by demonstrating some knowledge of the IF and his country. The IFP Office provides a packet containing biographical information. Some IFs prefer not to discuss certain things at the outset. Be sensitive to his reaction on certain subjects (armed forces, politics, religion, etc.).

(1) Some things you may want to know about the country of the IF:

- (a) Location and size of country, particularly in relation to other nations.
- (b) Capital and major cities.
- (c) Form of government.
- (d) Main products.
- (e) Ethnic characteristics.
- (f) Religion.
- (g) History.

(h) Political situation.

(i) Dietary customs.

(2) You should know the same facts about your own country, state, and local community, so these can be shared with the IF and his Family. You will often find that they have done their homework.

(3) Culturegrams are provided by the IFP Office. Other materials are available in the USAWC library.

(4) There are great resources online. The CIA World Factbook is a great source of information and can be accessed at: <https://www.cia.gov/library/publications/the-world-factbook/index.html>

d. The purpose of this program is to help the IF, but not to the detriment of any sponsor. A sponsor should not feel required to loan money to the IF, pay the IF expenses, or become in any way obligated by signing or cosigning any business contract. If you feel you cannot fulfill a particular obligation, contact the IFP Director for advice and assistance. Likewise, your sponsorship should not be used to achieve financial or unlawful personal gain.

#### 1. DIFFERENCE IN CUSTOMS:

a. Most IFs (there are exceptions) do not voluntarily discuss their private lives as openly as Americans. For instance, it is often uncomfortable for a man to discuss his spouse if he is of the Muslim faith. They are often more formal in their relationships with each other. In many countries, even people who have been acquainted for years still address each other as "Mr." or "Mrs." This reflects custom, not antisocial attitudes.

b. People from various parts of the world sometimes have a different "comfort distance." That is, some tend to stand much closer to each other when they converse than we do. Indeed, some of them cannot talk comfortably unless they are very close to their conversational partners. If we back off when they stand close to us, they wonder whether we are being cold and distant. For others, the "comfort distance" is even greater than ours.

c. "Dinner" to many IFs means an evening meal (and to some very late) and not, as we sometimes use it, a meal in the middle of the day. Be sure that, if you invite him to "dinner," you inform him of the time of day you want him to arrive and what time you intend to sit down to eat. Punctuality is not as important in many societies as it is in the United States; therefore, do not be discouraged or offended if an IF arrives 15 to 30 minutes later than the prescribed time.

#### 2. CONSIDERATIONS IN CONVERSATIONS:

a. The IFs' English capabilities will vary considerably from one individual to the

next, and spouses often have weaker skills. One of the most difficult but important things to remember when there is a language problem is to speak clearly at a moderate pace and in a normal tone. Many of us tend to raise our voices in the effort to conquer a language problem. Use simple words and uncomplicated sentences.

(1) Your importance as an ambassador of goodwill for the United States cannot be overstated. Good diplomatic relations on any level require tact, patience, and understanding.

(2) Your guest should know that your attitudes and expressions of opinion may not necessarily agree with those of other Americans. The IFs should be left in no doubt that the thoughts you express are your own.

(a) While being a host Family seeking to convey an accurate impression of Americans, you are not a sales agent for the United States. Propagandizing is all too easily spotted and, therefore, self-defeating.

(b) While our form of government is cherished by us, we have to acknowledge that it may not be most suitable for our visitors' homelands.

(c) You will also be dealing with the fact that, while the material accomplishments of the United States are well known, our cultural and social values are equally or more significant and often not as well known.

(d) There is nothing wrong with relaxing and reflecting if there is a lull in the conversation. Silence is a universal language that can convey respect and understanding. In some societies, pauses in conversation, even long ones, are usual.

(e) Rest assured that our visitors are probably informed, at least in some manner, about our national and local problems. You need not avoid discussing them. You can explain many events and customs in terms of our cultural background and history. But it is not necessary to attempt to justify all that happens in the United States.

(f) The opinions and reactions of your IF may not coincide with your own. This is where mutual understanding and respect are a "must."

Conversation starters:

- (a) National Dishes
- (b) Festivals
- (c) Sports
- (d) Future Plans of Visitor
- (e) Newspaper Items
- (f) Role of Women/Men
- (g) Educational Systems
- (h) Family Life

(i) Travel in the United States or your IF's country.

(3) You will foster respect and learn a great deal by encouraging your IF and his Family to talk about themselves, their country, and ideas.

#### 4. COMMUNITY ACTIVITIES:

a. There are a number of activities throughout the academic year that you and your IF will be invited to. The following list will give you an idea of when the more significant events will happen and who is typically invited:

##### JULY

Sponsors' Welcome Picnic - All sponsors, IFs, and Family members are invited.  
Deputy Commandant for International Affairs (DCIA) Social - A reception held for IFs, spouses of IFs, Barracks sponsors, and spouses of Barracks sponsors.

##### DECEMBER

Commandant's Holiday Receptions - Receptions held by the U.S. Army War College Commandant for invited guests - IFs and their spouses, Community sponsors and their spouses.

##### MAY/JUNE

IF Farewell Picnic - Sponsored and hosted by the IFs and their families. All sponsors and their families are invited for a chance to bid farewell to the outgoing IFs.

The following local attractions will also present possible new experiences for your IF and his Family:

- Public Library
- Special Discussion Groups
- P.T.O. Meetings
- Supermarket
- Adult Education Classes
- Historical Sites
- Drive-in Bank
- Shopping Centers
- Flea Markets
- Museums
- Drive-thru Restaurant
- Sports Places

#### 5. BABYSITTING:

a. Encourage the IF's Family to use the Post Child Development Center or help them find a suitable babysitter, as this sometimes presents problems for them. Explain the rules; e.g., hours and cost for use of the Child Development Center.

## 6. HOSPITALITY:

a. Frequency: The frequency of contact and types of entertainment are entirely your option. However, it will be desirable to invite your IF and his Family to your home shortly after arrival and periodically thereafter. You should not feel obligated to entertain the IFs more lavishly than you entertain your other friends. As a suggestion, treat your guest just as you would like to be treated if you were in a foreign country. It is of major importance that the officer and his Family feel that you have a genuine interest in them and their country and a real willingness not only to learn about them, but also to talk to them and to show them your country. It will be up to you to take the initiative in becoming acquainted since shy spouses may not be inclined to take the lead.

b. Invitations: When extending an invitation, some extra effort may be required to avoid the misunderstandings that can easily occur because of language problems and differing customs. It is important to make certain that your IF and his or her spouse have clearly understood that they are being invited and that they understand the time, date, place, and dress for the event. Let the IF's spouse know what to wear, as many of our terms (formal, semiformal, or casual) might not mean anything. To help avoid misunderstanding, invitations at first should be tendered both in writing and in person whenever possible. Consideration should also be given initially to their transportation - it is a good idea to pick them up the first time to show them where you live. Since it is customary in our military community that children are not included in invitations unless specifically mentioned by the host or hostess, be sure to inform your IF when children are or are not included and assist your IF in locating a competent babysitter. The Child Development Center is well run and the staff is quite capable of communicating with children who are not fluent in English. It is suggested that your IF establish contact with one or more babysitters who meet the Family's needs and also contact the Child Development Center for the necessary forms so that the facility can be used when required. When children are not included in your invitation, it may be necessary to explain to your IF that you do not have the room or facilities to take care of children at the same time that you are entertaining your IF and other guests.

c. Hosting: Modest home hospitality is more impressive than elaborate efforts. Do not hesitate to take the IF couple on a "tour" of your home. They are interested in every aspect of how we live. A question frequently asked is, "What should we do about our children when the IF visits our home?" The answer is, "Include them!" Enjoying Family fun is universal. Children can be a direct link to your IF's heart and sometimes our children are easier for a newcomer to converse with than we are. What is more, your children may be the American counterparts of friends they left at home - and an immediate rapport is established because of something that you all have in common. You can also give your children a truly meaningful experience and education by allowing them the opportunity to meet and talk with people from other lands. You may wish to invite one or two friends to your home to share an evening with your IF, but a wise host will think twice before deciding to stage a large party in which much of the value of personal exchange with the guest is lost. Some officers and their dependents enjoy getting involved with your daily activities. Suggest activities that he and/or his Family could do on their own. Keep in mind that, for



some IFs, money must be closely managed; consequently, recommend those activities that are relatively inexpensive.

## 7. FOOD AND DRINK:

a. Be prepared to meet your guests' basic food requirements as indicated by their religious or cultural traditions:

(1) Small portions may be desirable for a visitor to whom our foods are quite strange.

(2) Second helpings should be offered more than once. In many countries, it is polite to decline a second helping the first or even the second time it is offered.

(3) Conversation while eating is not as customary elsewhere as it is in the United States. A quiet guest is not necessarily an unhappy guest.

(4) Alcoholic beverages are not acceptable in some cultures. Soft drinks and fruit juices should always be available.

(5) As a rule, pork is never acceptable to those of the Muslim and Jewish faiths.

(6) Hindus and some Buddhists are vegetarians. A vegetarian eats no meat, poultry, fish, eggs, or their derivatives. Vegetables, fruits, and nuts are always safe.

(7) Lamb, fish, and chicken are generally acceptable to people of the Eastern hemisphere.

(8) Rice is greatly appreciated by most guests.

(9) Salads may be unfamiliar and, therefore, undesirable for some Asians. Europeans enjoy them.

(10) Light desserts, such as fruit, cheese, or ice cream, are preferred by most nationalities. We use more sugar than most other countries.

(11) Simple foods, with vegetables and fruits in abundance, are universally acceptable. As you get to know your IF and his wife, perhaps you can persuade them to tell you what they would enjoy eating. You may want to invite your IF and his wife to cook one of their national meals in your home.

(12) When in doubt as to the suitability of a food to your guests, ask in advance. This will also help to find out if you need to consider food allergies.

## 8. UNACCOMPANIED OFFICERS:

a. Most IFs are married, but some do not bring their families. As such, they especially enjoy observing our Family life and, particularly, children. Do not hesitate to include them in Family activities. If they seem excessively reserved, consider

including another IF when it might put them more at ease. This is a good practice until they become adjusted.

#### 9. THOUGHTFUL WAYS TO ASSIST THE FAMILY:

a. If the IF has a wife living in the Carlisle community, invite her to spend the day, or part of the day, with you in your home. Show her the way you do things. Many of the things that come naturally to us are new to others. You will find that some wives come from homes that have servants, and they have never had to cope with the daily chores of housekeeping. They may not know how to use some common household appliances.

b. Teach the wife to cook some American dishes and have her teach you some of her native dishes.

c. Just be a friend to your IF and his Family. Get to know them and let them get to know you. Encourage them to call you when they have questions or need assistance, but encourage self-reliance and let them know you will not always be available.

The proponent for this circular is the  
Deputy Commandant for International Affairs.

FOR THE COMMANDING GENERAL:

Encl

//signed//  
BOBBY A. TOWERY  
Colonel, LG  
Deputy Commandant

DISTRIBUTION:

U1 (electronic)  
Chmn DMSP0  
Chmn DCLM  
Chmn DNSS  
Chmn DDE  
Dir CSL  
Dir SSI  
CofS (3)  
DAA (10)  
PAO  
DRM  
Library (3)  
HRD  
Gar Cdr  
Housing Div  
DCA  
DAHC  
DSES  
DPO

APPENDIX A :  
SPONSOR CHECKLIST FOR STUDENT ARRIVAL

(The page numbers listed with each item are the pages in the complete sponsor document available from the International Fellows Office.)

YOUR ROLE ..... page 5  
This checklist is intended to complement detailed sponsor information outlined in accordance with CBks Circular 550-1. This document and other program information are available online at: [http://www.carlisle.army.mil/usawc/dcia/external\\_site/ifhome/index.cfm](http://www.carlisle.army.mil/usawc/dcia/external_site/ifhome/index.cfm)

Volunteers from the Carlisle Barracks military and civilian communities serve as sponsors to the International Fellows (IFs) and their families. The sponsors provide assistance as required and serve as friends and advisors during the school year. There are three levels of sponsorship for new fellows:

- Carlisle Barracks Sponsors: Primarily responsible to assist the IF with the administrative and logistic arrangements necessary for his/her stay at the USAWC.
- Carlisle Community Sponsor: This is a person in the local community who volunteers to work in conjunction with the Barracks Sponsor to help the IF and IF Family understand and integrate into the Carlisle area.
- Seminar Sponsor: This will be a member of the IFs seminar who will assist in adjusting to the requirements and schedules of the USAWC academic environment.

The roles as defined and the duties of sponsors may and will most often overlap.

STUDENT / FAMILY INFORMATION.....provided by IF Office  
Country & City of Origin: \_\_\_\_\_

Student's Name & Rank: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Spouse's Full Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Children:	In US:	Date of Birth (DD/MM/YYYY):	Gender
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

Arrival of Student: (The IF Office will arrange to have the IF picked up at the airport.)

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Airport: \_\_\_\_\_ Flight Number: \_\_\_\_\_

Arrival of Spouse/Family:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Airport: \_\_\_\_\_ Flight Number: \_\_\_\_\_

- GET AQUAINTED, MAKE CONTACT, BUILD A RELATIONSHIP.... page 5, 20  
*Culturegrams are available from the IF Office. The CIA World Factbook is also a great source of information and can be accessed at: <https://www.cia.gov/library/publications/the-world-factbook/index.html>.*

*Contact information will be furnished by the International Fellows Program office as it becomes available. As soon as possible establish contact with the International Fellow (IF) to discuss arrival and key issues to include: Housing, Vehicle and Schooling.*

*More in-depth information is available from the expanded sponsor guide available from the IF web site or the IF Office.*

- TEMPORARY HOUSING..... page 6

*Assist the IF in making reservations for temporary lodging. (Ask for the government rate which should also be tax exempt.) Also, consider the proximity to Carlisle Barracks and amenities. Some options are as follows:*

- Post Lodging: 717-245-4998 / 4245
- Best Western (1155 Harrisburg Pike, Carlisle): 717-243-6200
- Comfort Suites (10 S. Hanover St., Carlisle): 1-802-704-1188 / 717-960-1000
- Days Inn (101 Alexander Spring Rd., Carlisle): 1-888-252-4147 / 717-258-4147
- Hampton Inn (1164 Harrisburg Pike, Carlisle): 717-240-0200
- Hotel Carlisle (1700 Harrisburg Pike, Carlisle, PA): 717-243-1717

- PERMANENT HOUSING..... page 6

*The point of contact for housing is the Carlisle Barracks Housing Office at (717) 245- 4959. They are located at 451 Fletcher Rd. in the Delaney Field Club House. To identify available housing: access the Automated Housing Referral Network at [www.ahrn.com](http://www.ahrn.com). The IFP office may assist with housing. In some cases, quarters are already identified for your IF.*

*All landlords will require the IF to sign a lease with substantial penalty if the lease is broken prematurely. All leases should be reviewed by the CBks Judge Advocate General prior to signing. Your IF will have to consider several things prior to signing a lease; e.g., the rental prices, proximity to CBks, in which school district the property resides, shopping center access, whether or not the spouse will drive, and the quality of the neighborhood. Security deposits are required and normally are equal to one month's rent. The security deposit is retained by the landlord and returned to the IF upon satisfactory completion of his lease and upon leaving the property in a clean, undamaged condition (except for "usual" wear and tear). The lease is a legal instrument between the landlord and the IF. Sponsors will not sign a lease for an IF; however, assistance in understanding the lease is appreciated.*

*Some properties include the cost of utilities. (Some have use limits and the IF must understand what happens if he/she exceeds those limits.) Sponsors are encouraged to work with the landlord to include as many utilities as possible in the lease agreement. Utility companies vary with the location of the property. Confirm with the landlord which utility company serves the property. Utilities might include: Electric, Water/Sewer, Natural Gas or Propane, Trash Pick-Up, Cable/Satellite TV, Telephone and Internet Access.*

Apartment / Townhouse / Single Family House

Number of Bedrooms: \_\_\_\_\_

Number of Bathrooms: \_\_\_\_\_

Yard (Yes/No) \_\_\_\_\_

Garage (Yes/No) \_\_\_\_\_

Public School District \_\_\_\_\_

School Transportation \_\_\_\_\_

- INPROCESSING**..... page 7  
*In-processing will be centralized and conducted in Root Hall, Bldg 122, in the Wil Washcoe Auditorium. Accompanied IFs are asked to bring all Family members to the in-processing. The IFs should also bring the following items to the in-processing:*

- Copies of ITO, complete with all Amendments
- Passports, to include Arrival Departure record /I-94s (of both IF and Family)
- Immunization records (in English), for all school-age children
- Copy of Medical Health Insurance Policy for Family members
- Copy of International Driver's Permit and National Driver's License

- ID CARD INFORMATION**..... page 7  
*The ID cards will be issued at Building 46. Prior to issuance of the ID cards, the IF and his dependents can present a copy of his ITO for admission to all post facilities. The IF and dependents will need an 1172 form from the IF Office, a copy of the ITO and two forms of identification in which at least one is a photo ID. Passports and visas are considered primary identification and foreign driver's license, etc. are considered secondary forms. An official English translation is required when necessary.*

*Eligible ID card holders are: spouses and all children between the ages of 10 and 21 (23 if they are full-time students), listed on the ITO, who must have medical coverage for the entire stay.*

- DRIVER'S LICENSE**..... page 8  
*A Pennsylvania Driver's license may be necessary to rent, or in some cases, to insure cars. The IF should determine at the beginning of the year if a PA Driver's license is needed because they will not be issued to individuals who will be living here 6 months or less. Detailed information is available at: <http://www.dot3.state.pa.us/home/index.shtml>*

*Pennsylvania honors an International Driver's license with an International Driver's permit, (which is issued by the IF's respective country,) up to 12 months from date of issue. If the international permit expires before one year, the individual must apply for a Pennsylvania license while he has a valid permit to continue to drive in the state.*

*A Pennsylvania Driver's Manual will be available for every IF from the IFP office. To obtain a PA. Driver's License or PA. Photo ID*

- Must obtain Social Security Card or denial letter (details below)
- Get PA Driver's Manual and review
- Complete Learner's Permit Application DL - Form 180 you will need:
  - A Completed Medical Exam form
  - Passport with valid visa I-94, Military ID
  - Proof of Residency (Current Utility Bills, Lease Agreement)
  - Letter from USAWC – International Fellows Program
  - Invitational Travel Orders (ITO)
  - Social Security Card or SSC Rejection Letter

VEHICLE ACQUISITION..... page 9

*Assist the IF in purchasing a vehicle based on his/her needs. Your guidance in explaining the term “buy as is” and helping to determine that the purchased vehicle fulfill expected requirements; i.e. local travel only, extensive holiday travel, etc. is invaluable. Areas to consider are: cost, number of passengers, amount of desired travel and fuel/maintenance costs.*

VEHICLE INSURANCE..... page 9

*Minimum requirements by PA state law are \$15k personal injury, \$30K total accident, \$5K property. These represent bare minimums; however, industry experts recommend \$50K/\$100K/\$25K. If the car is obtained with the use of a personal loan, the lender will most likely require collision and comprehensive insurance.*

*See IF office for suggested insurance providers.*

VEHICLE PA REGISTRATION..... page 9

*Pennsylvania law requires a safety inspection and an air emissions pollution test prior to registration of a car.*

*Some of the IFs purchase their autos from last year’s fellow from their country. Help ensure that the IF re-registers the car in his name.*

VEHICLE REGISTRATION – CARLISLE BARRACKS..... page 9

*Vehicle can be registered for a Carlisle Barracks decal at Barracks Crossing - Bldg 870. Their hours are Mon: 0900-1500, Tues-Fri: 0900-1700; they are closed from 1300-1330 every day for lunch.*

*The IF will need their: CAC card, valid driver’s license, valid state automobile registration and Insurance card. This decal is valid for as long as the IF is assigned to CBks. Should the IF decide to sell or otherwise dispose of the vehicle, the decal is to be removed or defaced. A vehicle purchased from a previous IF must be re-registered in the new IFs name.*

SOCIAL SECURITY NUMBER..... page 9

*It is not necessary for International Military Students to obtain a SSN. The IF will simply need to obtain a rejection letter from the Social Security Administration stating that he or she are ineligible for a SSN. Show this letter to obtain the driver's license, etc.*

*Family members are not eligible, but may apply to receive a rejection letter for obtaining a driver’s license from PennDOT.*

The application and details are available at: [www.socialsecurity.gov/online/ss-5.pdf](http://www.socialsecurity.gov/online/ss-5.pdf).

The Social Security Office is located at 200 South Spring Garden Street, Carlisle.  
Phone them at: 1-717-243-0085 (Carlisle Office) 1-800-772-1213 (National Office);  
Hours: Monday – Friday 0900 – 1600 (except Federal holidays)

Applying for a Social Security number and card is free.

To apply:

- Complete an *Application for a Social Security Card* (Form SS-5);
- Current U.S. immigration document(s) and your foreign passport with biographical information or photograph.
- Take your completed application and original documents to your local Social Security office.

All documents must be either originals or copies certified by the issuing agency. They cannot accept photocopies or notarized copies of documents. They also cannot accept a receipt showing you applied for the document.

- SETTING UP A BANK ACCOUNT..... page 10  
*Members 1st is a popular choice for the IFs because it is conveniently located on the post. Whatever their choice, direct deposit forms must be given to the Administrative Officer, Emilio Montañez, in the IF office.*

- PHONE / INTERNET / CABLE OR SATELLITE TV..... page 10  
*Some communications provider options are listed in the phone directory in this document. The cost of communications packages may vary from provider to provider. Sponsors are encouraged to assist IFs to identify the best communications package based on the IFs needs or funding status. Be aware of rate increases after an introductory period or other hidden costs.*

- SCHOOL REGISTRATION..... page 11  
*The physical address of the residence will determine which school district the IF's children will attend. There are private educational options as well as the public schools listed below. The general rule is that any child who has reached the age of 5 by August 30 is eligible to attend public school. The public schools require a TB test and a copy of the immunization records translated into English. More registration details and requirements are provided by Carlisle Barracks School Liaison Officer, Ms Jacqueline Schultz, at 245-4638 A copy of the local school districts map is provided.*

- \_\_\_\_\_ Carlisle Area School District
- \_\_\_\_\_ South Middleton School District
- \_\_\_\_\_ Cumberland Valley School District
- \_\_\_\_\_ Big Spring School District

- FAMILY SERVICES..... page 12  
*Information about the following services is available from the IF office, (point of contact is Beth Woods, 245-4830) and web site:*
  - Baby Sitter List
  - On-post Childcare Services
  - Youth Services
  - ESL (English as a Second Language) Classes
  - Conversation & Culture
  - Carlisle Barracks Spouses Club

- MEDICAL / DENTAL / HEALTH INSURANCE..... page 13  
*You may be asked to assist with some routine and emergency sick call and dental procedures. Appointments for routine care and sick calls at Dunham Clinic are made through Gretchen Morrison in the IF office, (245-3374).*

*If you are asked to assist with emergency care, after helping to ensure the safety and security of the IF, please contact any representative from the IF office immediately. The phone numbers are listed with this document.*

*The IFs and accompanying Family members are offered medical and dental coverage based on the ITO and most are required to have supplemental health insurance coverage to be in compliance with Defense Security Cooperation Agency (DSCA) requirements. Meeting these requirements will differ from country to country. The IF Office will be responsible for ensuring proper compliance.*



AREA / POST ORIENTATION & MILITARY PRIVILEGES..... page 13

*A tour of the area is the easiest way to point out places to shop for food, clothing and other essentials. Take them shopping with you. It is an easy way to explain check writing procedures, credit cards, bonus cards, coupons, etc.*

*Help to locate area places of worship, specialty food stores and recreational activities. There will be lists for some of these things included in the information given to the IF during orientation.*

*Carlisle Barracks Sponsors may be best suited to assist with Commissary and PX Shopping and to explain military benefits. Arrange to take the IF's and/or their spouse to the Commissary and PX with you and explain to them the procedures; i.e., showing ID cards, tipping, etc.*

PROBLEMS OR QUESTIONS..... page 14

*The responsibilities listed in this document are not in order of importance nor all-inclusive and will vary in degree for each IF. The sponsor should be alert to detect problems and render appropriate assistance with sensitivity and tact.*

*If sponsors have questions, they should seek information from or refer the situation to the IFP Director or staff for resolution (through Room A204).*

OTHER PERTINENT INFORMATION..... page 17

SAMPLE WELCOME LETTER..... page D1

APPENDIX B  
INTERNATIONAL FELLOWS OFFICE CONTACT INFORMATION

COL Alex Portelli, Director, International Fellows Program  
Office No. 245-4830, Home No. 254-6993, Cell (717) 226-3971

Mr. Kevin Bremer, Deputy Director, International Fellows Program  
Office No. 245-3373, Home No. 486-7437, Cell (717) 226-4073

Mr. Emilio Montanez, Administrative Officer, IFP  
Office No. 245-3371, Home No. 691-0636, Cell (717) 226-4077

Mr. Mike Scaramouche, Operations Officer, IFP  
Office No. 245-3785, Cell (717) 226-3977

Mr. Jeremy Beussink, Writing Instructor, IFP  
Office No. 245-3375

Mrs. Michelle Kobus, International Military Student Assistant, IFP  
Office No. 245-4830,

Mrs. Gretchen Morrison, International Military Student Assistant, IFP  
Office No. 245-3374, Home No. 245-0999,

Mrs. Beth Woods, Family Readiness Support Assistant, IFP  
Office No. 245-4830, Home No. 245-0976

IF Program Fax Number: Commercial..... (717) 245-4617  
DSN.....242-4617

Co-Sponsor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_

Co-Sponsor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_

Other Important Phone Numbers:

_____	_____
_____	_____
_____	_____
_____	_____

APPENDIX C  
AREA PHONE NUMBERS

Carlisle Barracks

Carlisle Barracks Military Police.....	245-4115
Carlisle Barracks Dunham Army Health Clinic.....	245-3400
Carlisle Barracks Weather & Duty Information .....	245-3700
Credit Union (Member's 1 <sup>st</sup> – Bldg 842) .....	243-3900

Carlisle Community

Carlisle City Fire, Police or Ambulance ONLY.....	911
Carlisle Police – non emergency .....	243-5252
Carlisle Regional Medical Center .....	249-1212
Poison Control Center .....	1-800-222-1222

Local School Districts

Big Spring School District .....	717-776-2000
Carlisle Area School District (all issues) .....	717-240-6800
Cumberland Valley School District .....	717-249-6996
Middlesex Elementary .....	717-249-5586
Eagle View Middle School .....	717-766-0217
Cumberland Valley High School .....	717-766-0217
South Middleton School District .....	717-258-6484
Saint Patrick's School (pre-K thru grade 8) .....	717-249-4826

Local Services

UGI Utilities Inc. ....	717-240-2700
Adams Electric Coop .....	717-334-2171
PA Power & Light .....	1-800-342-5775
Waste Management .....	1-800-255-8479
Carlisle Borough .....	717-249-4422
Water Department, Press Option #3	
Garbage / Recycle, Press Option #9	

Comcast Cable .....	717-243-4918, 1-800-955-6545
Century Link .....	1-800-829-8009
Kuhn Cable .....	717-532-8857
Cumberland Technology International .....	717-249-7270
(pa.net internet services – no contract required)	

A T & T.....	717-218-1015
Sprint / NEXTEL .....	717-737-2568
Verizon Wireless .....	717-243-0122

PA Driver's Licensing .....	1-800-932-4600
Stonehedge Sq., 950 Walnut Bottom Rd. Carlisle ....	or 717-391-6195

APPENDIX D  
SAMPLE WELCOME LETTER

ATWC-AA  
Name (with rank)  
21 Street  
City, country

Dear Officer's name:

Congratulations on being selected to attend the U.S. Army War College. My spouse, name, and I are delighted that we have been selected to sponsor you and your Family at the War College and look forward to your arrival.

The current information available is that you should arrive between June 18 and June 20. We would appreciate your giving us any further details on your expected arrival and any plans you may have for the time following your arrival.

We think you will find the year to be a rewarding educational experience and an excellent opportunity to see more of the United States. You will be joined by 49 other International Fellows in the Class of 2011. Our U.S. students and the other Fellows will be very interested in you and your country. Your association with them should be a very rewarding experience. During the course of the year, there will be many opportunities to discuss the unique aspects of your country and military, as well as your perspectives of the world.

For your information, I have enclosed my biographical sheet so you can get to know something about my Family and me. We have just received your biographical information and now are more anxious than ever to meet you and your Family. Name and I look forward to helping you have a good year at the U.S. Army War College.

Please feel free to ask us any questions that may come to your mind. (Although I'll be away most of the month of June, we will still be able to get information to you.) Our mailing and e-mail addresses are:

Your Name \_\_\_\_\_

Address \_\_\_\_\_

Carlisle, Pennsylvania 17013

e-mail

My office telephone number is (Area Code 717) 245-\_\_\_\_ or DSN 242-\_\_\_\_, and my home telephone number is (Area Code 717) 243-\_\_\_\_.

Sincerely,

Name