
ADMINISTRATIVE DATA and INSTRUCTIONS
Command and General Staff Officers Course (CGSOC)
Class 2013-02

READ THIS DOCUMENT CAREFULLY AND IN ITS ENTIRETY. It will answer the most frequently asked questions and help you come fully prepared for the course.

All correspondence will be via AKO e-mail or phone, i.e., no mailings. This and subsequent correspondence take precedence in the event of conflicting information or instructions. If at any time you are not completely clear on any aspect of your attendance, ask us ... we will either answer your question or direct you appropriately.

All US Army officers, including USAR and ARNG, are required to complete the Army Physical Fitness Test (APFT) and meet Army height and weight standards. The APFT will be administered to all officers prior to the start of class, during reception and in-processing weeks. Failure to meet APFT or height and weight standards will result in disenrollment from the course.

a. Officers with medical profiles (temporary or permanent) **due to operational deployment** may attend CGSC within the guidelines of their profile. Officers must arrive at CGSC with a copy of their current profile and a memorandum signed by their commander stating the profile is a result of injuries sustained due to operational deployment.

b. Officers with temporary profiles that are **not a result of operational deployment** and prevent full participation in the course (i.e., ***pass APFT and comply with Army Height and Weight standards***) **will not be** enrolled in the CGSOC Course.

c. Officers with a permanent designator of "2" in their physical profile **must provide** a copy of DA Form 3349 (Physical Profile) NLT 30 days prior to their arrival date. CGSOC attendance is contingent upon their **ability to pass** the APFT and comply with Army Height and Weight standards **during zero week**.

d. Officers with a permanent designator of "3" or "4" in their physical profile **must provide** a copy of DA Form 3349 and the results of their Military Medical Review Board (MMRB) NLT 30 days prior to their arrival date.

This attachment serves a dual function, it is extracted from Chapter One of CGSC Circular 350-4, *Administration Data and Instructions*, and is linked to the Student Registration Form. The circular is organized into six chapters and serve as your guide to prepare for your move to Fort Leavenworth and CGSC. Each chapter includes links to CGSC and Fort Leavenworth Web sites for obtaining additional information:

- Chapter 1 (or attachment) provides essential information to your arrival and in processing Fort Leavenworth and your transition into CGSC as the Class of 2013-02. **Read this chapter thoroughly.** If you have any questions, please contact the applicable points of contact.
- Chapter 2 addresses both on- and off-post housing.
- Chapter 3 provides important information for your successful household goods delivery.
- Chapter 4 is a summarized version of the post regulations you need to be familiar with upon your arrival at Fort Leavenworth. Additional regulations and policies will be provided to you during installation in processing.
- Chapter 5 summarizes major facilities, services, and organizations available to you and your family during your tour of duty at Fort Leavenworth.
- Chapter 6 covers both on- and off-post schools, public and parochial, and home schooling information.

In processing is done en-mass over a one-week period beginning **25 January 2013** with the **MANDATORY** Special Troops Battalion (STB) **Weigh-In**, with completing Centralized In Processing through 1 February 2013. All US military students (all Services) must each go through a medical in-processing station regardless of their arrival date at Fort Leavenworth.

ALL US ARMY Officers attending CGSC at Fort Leavenworth, KS, must be Fully Medically Ready (FMR) throughout their CGSC experience. Go to your AKO "My Medical Readiness" page and ensure that all FMR Indicator's will be **GREEN** when you arrive at Fort Leavenworth. Human Immunodeficiency Virus (HIV) tests are required every 24 months in accordance with AR 600-110. All personnel without proof of current HIV testing must be tested prior to starting class.

If you have a temporary and/or permanent profile it must be in E-Profile; bring a copy when you in-process at CGSC. See your Primary Care Provider for questions or assistance.

If you returned recently from deployment and you are AMBER or RED for the Post Deployment Health Re-assessment (PDHRA), complete the PDHRA before you get to Fort Leavenworth by:

- a. Complete Online portion of PDHRA by going to your AKO RIGHT Side: See My Professional Data, (Click on MY MEDICAL STATUS); LEFT Side: See Medical Readiness Tools (Click on DEPLOYMENT HEALTH ASSESSMENTS); (Click blue highlighted text (DEPLOYMENT HEALTH ASSESSMENTS); A new window will open up; Click DD2900 for POST DEPLOYMENT HEALTH REASSESSMENT; Complete online portion.
- b. Set up an appointment with your provider at current station.
- c. Complete appointment, the provider will update MEDPROS.

ALL NON-AVIATOR US ARMY Officers have the following additional special PHA requirement for CGSC:

You must complete a new annual PHA between 15 October 2012 and 15 January 2013. This will require many Officers to complete their PHA out of the traditional birth-month cycle. To complete the PHA, perform the following steps:

- (1) Complete Online portion of PHA by going to your AKO RIGHT Side: See My Professional Data, (Click on MY MEDICAL STATUS); LEFT Side: See Medical Readiness Tools (Click on PERIODIC HEALTH ASSESSMENT (PHA)); (Click blue highlighted text (Periodic Health Assessments); New window will open up; See New Form, (Click text click here); Complete online portion.
- (2) Set up an appointment with your provider. If you are over 40, LABS and an EKG are required.
- (3) Complete appointment, the provider will update MEDPROS.

These CGSC requirements are made in order to maximize Soldier availability for class participation and ensure Soldier medical readiness throughout CGSC. Complete these requirements BEFORE you start CGSC. You do not want to miss participation points or important class information for an appointment you can complete before you get here.

ALL US ARMY Aviators and all other Non-ARMY Students ONLY: You are exempted from the above PHA special requirement and will continue to complete your flight physical or Service branch physicals according to current cycle and requirements.

If you have MEDICAL requirement questions for in-processing you may contact MAJ Peter Murdock at peter.murdock@us.army.mil. All other questions contact kathryn.wills@us.army.mil or call 913-684-7313.

1-1. UPON RECEIPT OF THIS CORRESPONDENCE

Access the CGSC College Information System (CIS) and Blackboard web site through your AKO LOGIN ONLY! If you do not have an AKO account, go to the Army Knowledge Online website www.us.army.mil to register for an account.

a. **FIRST PRIORITY:** Accurately complete the online Student Record Form through **CIS** at: (<https://cgsc2.leavenworth.army.mil/students/register/index.asp>), **NLT FRIDAY – 30 November 2012.**

b. **Within one duty day, you will be enrolled into the LEAVENWORTH CLASS 2013-02 PREREQUISITES COURSE** on the Blackboard Server. The link to the Blackboard server is: (<https://Blackboard1.leavenworth.army.mil>). Under "My Courses" select the **LEAVENWORTH CLASS 2013-02 PREREQUISITES COURSE**. This completion generates your Diploma and Academic Evaluation Report. Failure to complete your Student Record Form will delay your in processing, and/or staff group assignment. If you are unable to complete the Student Record form on line, you may email kathryn.f.wills.civ@mail.mil or contact her at 913-684-7313. Deployed Service Member spouses may complete the Student Record Form. Questions may be directed to **Kathryn Wills** at the number or email address listed above.

c. **SECOND PRIORITY:** Click on the P920 Preparatory Course where you will complete the five lessons and exams (Symbology, Doctrine, Organization, MDMP, and Logistics). Sister Service, International Military Students, Interagency, US Army Reserve, and non-OPMD officers (AMEDD, Staff Judge Advocate, Chaplains), must complete the P920 On-Line Preparatory Course by **18 January 2013**, prior to the start of the required P930 In-Class Preparatory Course beginning **23 January 2013**. **ALL OTHER ARMY OFFICERS MUST COMPLETE P920 PRIOR TO in processing.**

Completion of P920 is defined as reviewing all five lesson slides and achieving a score of at least 80 percent on each of the five lesson exams.

For technical questions with P920 pre requisites course, or if the system does not recognize your AKO login, please contact the CGSC LLC Support Desk at 913-684-5693, or email usarmy.leavenworth.tradoc.mbx.lde-cgsc-llc-support-desk@mail.mil.

The P920 Course Author contact and information is found on the Blackboard site.

d. **WRITING SKILLS TEST (WST)*:** Open the link, read the instructions, and complete Modules 1 through 4; electronically submit prior to in processing at Fort Leavenworth. Provide a hard copy of your Writing Skills Test Crosswalk Results to your Staff Group Advisor (SGA) on Friday, 08 February 2013. Any questions regarding this requirement email michael.k.robinson24.civ@mail.mil.

e. **WRITING DIAGNOSTIC ESSAY (WDE)*:** Open the link, read the instructions, electronically submit your essay prior to in processing at Fort Leavenworth. Provide a hard copy of your Writing Diagnostic Essay to your Staff Group Advisor (SGA) on Friday, 8 February 2013. Any questions regarding this requirement email michael.k.robinson24.civ@mail.mil.

f. **INFORMATION ASSURANCE AWARENESS:** Complete the training requirements at the Fort Gordon web site. The URL is <https://ia.signal.army.mil/DoDIAA/default.asp>

You must create an account or move your existing account with the Army Training and Certification Tracking System (ATCTS) to the following "AC Unit": Training & Doctrine Command(TRADOC)-->FORT LEAVENWORTH - CAC-->Combined Arms Center - Leadership & Education-Fort Leavenworth(CAC-LD&E)-->Command and General Staff College - Leavenworth(CGSC)-->2013-02 Students. The ATCTS site is at URL <https://atc.us.army.mil/iastar>

Read the CGSC Acceptable Use Policy (AUP) document (*located on BlackBoard1*). Digitally sign and upload the AUP Acknowledgement Page to the ATCTS site.

g. **SIPRNET:** "Students MUST arrive at Fort Leavenworth with SIPRNET PKI tokens (aka NSS Tokens). SIPRNET tokens allow "smart card" logon to SIPRNET. Some CGSC courses require student

use of SIPRNET and the token is required to access any Army SIPRNET computer. Users can request a token through their local G6/S6 or local Network Enterprise Center."

Out-processing of former duty station: "All in-bound students MUST out-process your losing duty station and confirm that both NIPR and SIPR accounts are deleted PRIOR to arrival and in processing at Fort Leavenworth. This cannot be stressed enough. Network accounts at Fort Leavenworth cannot be created/enabled until your corresponding account at your former duty station is deleted."

1-2. FINAL REMINDERS

- a. COMPLETE *Online* REGISTRATION **NLT FRIDAY, 30 November 2012.**
- b. COMPLETE *Online* **P920 PREPARATORY COURSE**, as otherwise indicated, or before In Processing.
- c. COMPLETE *Online* **WRITING SKILLS TEST (WST)**
- d. COMPLETE *Online* **WRITING DIAGNOSTIC ESSAY (WDE)**
- e. COMPLETE *Online* **INFORMATION ASSURANCE AWARENESS (IA)**

1-3. REPORTING INSTRUCTIONS: Report to the Lewis and Clark Center, USSD, third floor, upon arrival during the duty day, or if arriving after duty hours, the next duty day by 0800 to sign in. When you sign in to Fort Leavenworth you need to sign up for an in processing date and time. Uniform is ACU.

a. **USAF, and USN officers.** Your PCS orders will reflect your required reporting date. Detailed reporting instructions will be mailed to you by your respective service element. You will attend your service specific Indoctrination Course, where you should complete most of the centralized in processing requirements.

You will attend the CGSC Preparatory Course (P930) from 23 January through 1 February 2013.

b. **US Army Special Operations Branch Officers (SF, CA, PO)** report window is **NET 26 Dec 12 and NLT 3 Jan 13.** You will be issued an abbreviated in processing form, and an ARSOF Preparatory Course schedule. The abbreviated in processing form will allow you to visit the **CGSC DOET Help Desk for CAC Net Login; housing, and transportation.** During centralized in processing, you will complete the remainder of your in processing.

You will attend the ARSOF Preparatory course from 4 through 18 January 2013.

c. **Interagency and Inter Governmental Component (IA)** students, The report window is **NET 09 January and NLT 14 January 2013, 1700.** Interagency Students should plan to arrive at Fort Leavenworth to allow time to get settled in. You will be issued an abbreviated in processing form, and a CGSC Preparatory Course schedule. The abbreviated in processing form will allow you to visit the **CGSC DOET Help Desk for CAC Net Login; housing, and transportation.**

You will attend the **CGSC Preparatory Course (P930) from 23 January through 1 February 2013.** Uniform is casual civilian attire. During orientation you will be provided CGSC Network Access. Prior to arrival, you are expected to have P920, Information Assurance Training and Exam completed. CAC cards will be issue to those who do not have them during or prior to Orientation.

d. **US Army Field Artillery (FA-P941) Officers** report window is **NET 2 January and NLT 7 January 2013, 1700.** You will be issued an abbreviated in processing form, and a BCT/DIV Full Spectrum Fires Course Preparatory Course schedule. The abbreviated in processing form will allow you to visit the **CGSC DOET Help Desk for CAC Net Login; housing, and transportation.** During centralized in processing, you will complete the remainder of your in processing.

You will attend the BCT/DIV Full Spectrum Fires Course 14 through 18 January 2013. Uniform is ACU.

e. **US Army Signal Corps (SC-P943) Officers** report window is **NET 2 January and NLT 7 January 2013, 1700**. You will be issued an abbreviated in processing form, and a Signal Corps Preparatory Course schedule. The abbreviated in processing form will allow you to visit the **CGSC DOET Help Desk for CAC Net Login; housing, and transportation**. During centralized in processing, you will complete the remainder of your in processing.

You will attend the Signal Corps Preparatory Course 14 through 18 January 2013. Uniform is ACU.

f. **US Army Special Branch officers (AMEDD, JAG, Chaplains)**. The report window is **NET 9 January and NLT 14 January 2013, 1700**. You will be issued an abbreviated in processing form, and a CGSC P930 Preparatory Course schedule. The abbreviated in processing form allows you to visit the **CGSC DOET Help Desk and CAC Net Login; housing, and transportation**. During centralized in processing, you will complete the remainder of your in processing.

You will attend the CGSC Preparatory Course (P930) from 23 January through 1 February 2013. Uniform is ACU.

Army Medical Department (AMEDD) Healthcare Providers. AMEDD students attending school may request clinical privileges at Munson Army Health Center. Those students wishing to independently diagnose, initiate, alter, or terminate a regimen of medical care must do so in accordance with AR 40-68. Practitioner Credentials Files (PCF) of students not requesting privileges will be forwarded to record holding at Medical Command (MEDCOM), Fort Sam Houston, TX. Please contact Ms. Edith Cotton, Credentials Manager, 913-684-6562 for further assistance.

g. **US Army Reserve Officers:** The report window is **NET 9 January and NLT 14 January 2013, 1700**. You will report to Reserve Components Program Director, third floor, Lewis and Clark Center, 3514E. You will be issued an abbreviated in processing form, and a CGSC Preparatory (P930) Course schedule. The abbreviated in processing form will allow you to visit the **CGSC DOET Help Desk for CAC Net Login; housing, and transportation**. During centralized in processing, you will complete the remainder of your in processing.

You will attend the CGSC Preparatory Course (P930) from 23 January through 1 February 2013. Uniform is ACU.

h. **US Army Engineer (EN-P942) Officers** report window is **NET 9 January and NLT 14 January 2013, 1700**. You will be issued an abbreviated in processing form, and an Engineer Re Greening Preparatory course schedule. The abbreviated in processing form will allow you to visit the **CGSC DOET Help Desk for CAC Net Login; housing, and transportation**. During centralized in processing, you will complete the remainder of your in processing.

You will attend the Engineer Re Greening Program from 22 through 25 January 2013. Uniform is ACU.

i. **All other US Army Competitive Category (ACC) officers.** The report window is **NET 16 January and NLT 23 January 2013, 0800**. Uniform is ACU.

All US Army officers not attending the P930, P940, P941, P942, and P943 Preparatory Courses, are required to attend a P931 Branch Officer Refresher Course on 4 and 6 February 2013, from 0830 to 1500 each day. Inform is ACUs. You will receive location during in processing.

j. **US Army National Guard Officers.** The report window is **NET 16 January and NLT 23 January 2013, 0800**. Uniform is ACU. You will report to the ARNG Program Director, third floor, Lewis and Clark Center, 3514D2. Uniform is ACU.

*Army National Guard officers **DO NOT** attend CGSC Preparatory Courses **unless approved by the National Guard Bureau, Arlington, VA.***

1.4. BOOK ISSUE. Textbooks are picked up from Warehouse 341, west end (Sherman Avenue/Warehouse Road), between 0730 to 1130 and 1230 to 1430 on dates indicated below,

BOOK ISSUE IS AN IN PROCESSING REQUIREMENT.

a. Sister Service (USAF, USN)	3 or 4 January 2013
b. US ARSOF Officers (SF, CA, PSYOP)	3 or 4 January 2013
c. US Army Field Artillery (FA) Officers	10 or 11 January 2013
d. US Army Signal Corps (SC) Officers	10 or 11 January 2013
e. US Army AMEDD, JAG, Chaplains Officers	17 or 18 January 2013
f. US Army Reserve Officers	17 or 18 January 2013
g. Interagency and Inter Governmental	17 or 18 January 2013
h. US Army Engineer Corp (EN) Officers	17 or 18 January 2013
i. US Army Active Competitive Category	24 through 31 January 2013
j. US Army National Guard Officers	24 through 31 January 2013

1.5. PHYSICAL FITNESS/WEIGHT CONTROL: In accordance with Army Directive 2012-20, ALL US ARMY ACTIVE and RESERVE COMPONENT (USAR and ARNG) OFFICERS, will be administered an initial MANDATORY height and weight screening on 25 January 2013 in Marshall Hall, Lewis and Clark Center. Soldiers who subsequently fail to meet physical fitness and/or height and weight standards will be disenrolled from the course. Uniform for the weigh-in is IPFU.

a. **US Army Active and Reserve Component officers will take a spring and fall APFT during the academic year.** You will be weighed in conjunction with these APFTs and must comply with Army height and weight standards and successfully pass the APFT.

b. **USAF, USN, USMC, and USCG** officers must meet the physical fitness and height/weight standards of their respective service to enroll and graduate. Enrollment for these officers is determined as the date in which they accomplish formal in processing with their CGSC service element.

1-6. CENTRALIZED IN PROCESSING:

a. The first **MANDATORY, Welcome Administrative Briefings are scheduled for Monday 28 January 2013 from 1330 to 1530 in Eisenhower Auditorium.** In addition, Mandatory and Garrison Newcomer's Briefings are scheduled on 7 and 8 February 2013, respectively.

b. Centralized in processing is **by appointment** and is scheduled from **29 January through 1 February 2013, from 0800 to 1600**, excluding weekends, in the Lewis and Clark Center. Uniform is ACU.

c. In processing can take up to two days to complete and may involve some waiting at various stations. Do not bring your family to the in processing site unless there is no other option (*i.e.*, you are a single parent and your child(ren) is (are) too small to leave in a hotel room). Do not leave your family in the car while you in process - leaving unattended children under the age of 9 in your car is prohibited.

d. Signs at the main entrance will direct you to the starting point. In processing stations will shut down promptly at **1600 on 1 February 2013.**

e. Installation agencies represented during in processing include; Adjutant General (AG); Finance; On- and Off-Post Housing; Provost Marshal; Dental Clinic; Munson Army Health Center; Army Community Service; Transportation; Government Travel Card; US Student Division; and others. **Ensure you meet all in processing requirements during this time.**

In processing documents. Each officer's situation is different, but you should plan on bringing the following documentation, as appropriate, with you when reporting:

- CAC Identification card and tags.
- Medical records for you and your family members. You will turn in records for you and your family. You will also turn in your dental records. You will not turn in dental records for family members.
- Exceptional Family Member Program (EFMP): You will be required to complete the *Exceptional Family Member Program Screening Worksheet (located on the Blackboard under In processing Forms)*. It is mandatory for all service members whether you have family members or not.
- Military Personnel Records to include back-up documents (award orders, OER's, documentation of deployments, TCS, etc.) for any items that need to be added to their ORB. Also, make sure you have up to date addresses and phone numbers for anyone listed on your DD Form 93, (Record of Emergency Data) and the SGLV 8286, (Service Member's Group Life Insurance Election and Certificate).
- Your PCS Request and Authority for Leave (DA Form 31) (if you have not previously signed in) and multiple copies of your orders assigning you to CGSC.
- The finance packet provided from your losing installation to include any termination of quarters, advance travel pay, or other finance-related documents. Also, copies of leases or documentation for mortgage payments necessary to request basic allowance for housing (BAH).
- Family Care Plan. During in processing the CAC, HHC CDR will assign a suspense date for documents that need updating.
- Government Travel Card. During in processing it is highly encouraged to apply for the Government Travel Card, or transfer authorizations from the losing station. All official travel during CGSC requires a Government Travel Card.

f. Your AKO account will be verified and you will be issued your network login. **AGAIN, Out-processing of former duty station:** "All in-bound students MUST out-process your losing duty station and confirm that both NIPR and SIPR accounts are deleted PRIOR to arrival and in processing at Fort Leavenworth. This cannot be stressed enough. Network accounts at Fort Leavenworth cannot be created/enabled until your corresponding account at your former duty station is deleted."

DO NOT SCHEDULE HOUSEHOLD GOODS FOR DELIVERY DURING IN PROCESSING UNLESS YOUR SPOUSE CAN SIGN FOR YOUR HOUSEHOLD GOODS WITHOUT YOUR PRESENCE.

1-7. UNIFORMS

a. All Army officers are required to arrive at Fort Leavenworth with complete, ready to wear, Army Combat Uniform (ACUs), Class A uniform (Greens or Blue ASU) and individual physical fitness uniforms (IPFU). Sister Service officers will bring the equivalent to these Army uniforms.

b. Additionally, all US ARMY OFFICER STUDENTS WILL WEAR THE COMBINED ARMS CENTER (CAC) SHOULDER SLEEVE PATCH AND REGIMENTAL CREST



c. **THE UNIFORM FOR OPENING DAY CEREMONIES is ASUs, CLASS A or SERVICE EQUIVALENT.** Sewing shops in the area are limited so its highly recommended students arrive with the CGSC patch and crests already on their uniform.

Army	Air Force	Navy	Marine Corps	Coast Guard
Dress Blues (bow tie)	Mess Dress	Dinner Dress Blue Dinner Dress White	Dress Blues	Dinner Dress Blue Dinner Dress White
ASU & Class A	Service Dress	Service Dress Blue/Summer Whites	Service "A"	Service Dress Blue "A" or "B"
Class B	Short Sleeve Blue Shirt	Summer Khaki	Winter/Summer "B" "C"	Tropical Blue Long Winter Dress Blue
ACU	ABU/Flight Suit	NWU	Utilities	Undress Blue (BDU)
IPFU	AF PTU	Navy PTU	Green/Green	Appropriate PFT

1-8. LEAVES AND PASSES

a. Ordinary Leave and passes are not normally granted during regularly scheduled class sessions. **A summer break is scheduled 24 May through 7 June 2013. Weekends and Federal holidays are free time.**

DO NOT PURCHASE AIRLINE TICKETS OR MAKE TRAVEL PLANS FOR ANY LEAVE OR PASS COMMENCING AFTER YOU REPORT TO FORT LEAVENWORTH UNTIL YOU HAVE AN APPROVED "REQUEST FOR ABSENCE" (RFA) FORM IN YOUR POSSESSION.

b. Emergency and Time-Sensitive Leaves and Passes.

(1) To qualify as leave under emergency conditions, the situation must involve an **immediate family member of the officer or the officer's spouse** as defined by AR 600-8-10.

(2) Consideration with approval by the Chief, USSD will be considered for situations that are obviously serious or time sensitive but are not criteria for emergency leave. Maternity and paternity leaves are authorized if applicable. Contact the USSD Chief or Deputy to report your situation and receive approval to take leave.

c. Absences related to gaining unit requirements. CGSC does not generally allow absences from class for duties related to your upcoming assignments.

1-9. STUDENT CHAIN-OF-COMMAND LEADERSHIP SEMINAR: The US Student Division conducts a mandatory leadership seminar for the Class President, Vice-President, Section Leaders, Staff Group Leaders and Key Class Positions (Yearbook EIC, Gift Chairman, etc.) and their spouses **in Marshall Hall of the Lewis and Clark Center on 7 February 2013, from 1300 to 1500.** Students selected for leadership positions will receive written notification in their in processing folder.

1-10. INTERNATIONAL MILITARY STUDENT (IMS) AMBASSADOR PROGRAM: Each IMS is assigned a Student Ambassador. Student Ambassadors provide immediate in-class assistance to their assigned IMS on matters pertaining to academics and the staff group. Student Ambassadors are not tutors. Student Ambassadors are matched with National Guard students from their corresponding IMS / State Partnership Program (SPP). Likewise, alignment of Special Forces (SF), Civil Affairs (CA), and Psychological Operations (PO) Officers, with an IMS is based to the extent possible on regional orientation or linguistic ability/qualification. Other officers may volunteer to be a Student Ambassador and will be assigned as needed. There is no mandatory social component associated with the duties of a Student Ambassador. Significant academic issues and personal matters such as financial, medical or housing issues are directed to the Staff Group Advisor or IMSD as appropriate.

1-11. SECURITY CLEARANCE

a. Attendance at CGSC requires a current SECRET security clearance. Certain elective courses require a TOP SECRET or a TOP SECRET Sensitive Compartmented Information (SCI) clearance.

b. Interagency students must fax verification of their security clearance, 90 days prior to the start of the class, signed by their Agency Security Manager to 913-684-1794. The phone number of the Security Manager must be included. Verifications should include level of clearance, investigation, date of investigation and granted date. The reason for the visit should state CGSC Student.

c. Officers requiring TOP SECRET (TS) clearances must complete all paperwork to initiate or update their clearance prior to departure from their current installation. Contact your local personnel security officer for assistance as soon as possible. Because of the time required to conduct an investigation, any delay will prevent you from being eligible "to attend SCI electives requiring a final TS."

d. The following courses require TOP SECRET clearance with eligibility for access to SCI, based on a current Single Scope Background Investigation (SSBI), SSBI Periodic Reinvestigation (SSBIPR) or Phased Periodic Reinvestigation (PPR) as appropriate:

A337 Brigade Combat Team S2	A543 Space Operations
A339 Advanced Intelligence Seminar	A544 Information Operations
	A545 CIA and the Intelligence Community: How it Supports the Interagency Effort

e. The Fort Leavenworth Security Office will only be responsible for checking the status of submitted investigations. Time constraints involved in processing a TOP SECRET investigation do not warrant an initial submission after in processing at CGSC to attend the TS/SCI electives. The Fort Leavenworth Security Office will do initial submission or periodic resubmission of a TOP SECRET clearance only when it is required by Branch or in the follow-on assignment and stated in the RFO.

f. CGSC students DO NOT need to transfer their SCI clearances "in status". Students must be read off from their SCI billet before departing current station. Fort Leavenworth SSO will not transfer any students "in status".

1-12. PARKING

Parking is limited at CGSC. There is student parking in the vicinity south of the Lewis and Clark Center. You must observe the posted signs and park only in authorized student parking areas. We urge you to bicycle, motorcycle, car pool, or walk to help alleviate the parking challenge throughout the year. We take parking seriously. If the Military Police issue you or your family members three traffic tickets (to include warnings) on Fort Leavenworth (parking, speeding, failure to yield, etc.) in a 6-month period, you may lose your Fort Leavenworth driving privileges. Please observe the rules and discuss this matter with your family members who drive. Military sponsors are responsible for the actions of their family members. Additional information is provided during in processing.

1-13. CLASS ORGANIZATION, LEADERS, AND POSITIONS

a. Class Organization. The Chief, US Student Division is responsible for organizing the CGSC class. Students are divided into sections and further subdivided into 4 staff groups per section. Each staff group has representatives from most branches or categories of branches. Also, all staff groups will have students from another US service and one or two international military students. Each section will have no more 16 students per staff group, 64 per section.

b. Class Leadership. The Chief, USSD selects a student chain of command prior to the start of class. Officers are selected for the positions of Class President, Section Leaders, and Staff Group Leaders, primarily on date of rank. Key Class and Section Positions are selected from the volunteer applicants.

c. Class Positions. Prior to the start of class, numerous other class, section, and staff group positions must be filled. A list of these class positions with a brief description follows. **An asterisk (*) indicates the position receives elective credit.** If you want to be considered for one of them (other than president, section leader, or staff group leader), please check the appropriate blocks on page 6 of the Student Record Form (on line registration form). You will be notified upon your arrival or during in processing if you have been selected for one of these positions. You will be required to attend the Leadership Seminar during the week of registration.

*Class President. The class president serves as the spokesperson for the class and assists the USSD staff in matters pertaining to the class. The class president guides and directs participation in class projects as well as social, athletic, community, and post activities.

*Class Vice-President. The class vice-president assists the USSD staff and the class president and is charged with supervision of specific class projects/activities (e.g., sports, yearbook, class gift).

*Section Leader. A section leader is the spokesperson for the section and guides and directs the section's participation in class projects, and social, athletic, community, and post activities. The section leader is the primary link between the Class President and the CGSC students (in essence, a company commander). The Section Leader is dual-hatted as the Staff Group Leader for his staff group.

*Staff Group Leader. Staff group leaders function under the section leader in the class chain of command. They are key leaders in ensuring daily personnel accountability and in the execution of both academic and extracurricular activities. They work closely with their staff groups to maintain the morale and welfare of officers and their families and coordinate assistance in times of family emergency or other special needs. Staff group leaders perform a vital role because the majority of instruction is at the staff group level. As such, staff group leaders are first-line student leaders for most officers in the class.

*Class Adjutant. The class adjutant provides general administrative support to the class president. He serves as the conduit for actions between the USSD staff and section adjutants.

*Class Legal Advisor. The legal advisor provides legal guidance to the class leadership, class committees, and private organizations formed by the CGSC class.

Class Auditor. The auditor oversees and audits the financial accounts managed by two class nonprofit, private organizations formed by the CGSC class.

*Class Information Management Officer (IMO). The IMO serves as the conduit for general information management support between students and the Directorate of Educational Technology (DOET). Training is given on the e-mail system, Web access, and the network configuration. The IMO must have an in-depth knowledge of hardware and software operating systems.

*Class Athletic Director. The athletic director serves as the coordinating agent for the class intramural sports program. He establishes and maintains communication with the Fort Leavenworth Adult Sports Program Office. The class athletic director supervises the sports commissioners in scheduling activities, requisitioning awards, and other recognition items as available. The class athletic director coordinates with the Chief, USSD for funding and events.

*Class Triathlon Director. The triathlon director is the overall coordinator for the May CGSC/MWR Triathlon. He oversees all logistical support, establishes the course, coordinates all outside agency support, and works closely with the Morale, Welfare, and Recreation (MWR) Office.

*Class Triathlon Support Representative. The triathlon support representative assists the Triathlon Directors in the overall coordination of the May CGSC/MWR Triathlon. He supports the overall, with emphasis on logistical support, in the establishing and coordinating with all outside agencies, and works closely with the Morale, Welfare, and Recreation (MWR) Office.

*Class Yearbook Editor-in-Chief (EIC). Establishes and leads an editorial staff to produce the CGSC yearbook, "The Bell", a major publication of 500 to 600 pages. The staff includes a primary staff (described below) and individual representatives in each CGSC staff group. The Editor-in-Chief works with private contractors to publish the book and is responsible for the contracting of services, the conduct of the staff, and the accountability of all funds. The EIC is responsible to the Chief, USSD and the CGSC Chain of Command for the quality of the final yearbook product and the efficiency of the yearbook operation.

*Class Yearbook Managing Editor. Primarily manages the production of pages for the book. This includes constructing the ladder (defining what will be on each page), supervising the production of page layouts for timeliness and quality, and ensuring that section editors receive the necessary support (photographs, artwork, etc.) to complete their pages on time. Supervises section editors and ensures they meet the publisher's production schedule. Serves as the "XO" to the EIC.

*Class Yearbook Business/Finance Manager. As the comptroller/resource manager for the yearbook, the business manager administers all financial aspects of the book. The business manager supervises yearbook sales, advertising support, and money collection for the book. Establishes and manages appropriate accounts with financial institutions. Coordinates with a civilian accountant to ensure required tax information and business reports for nonprofit corporations are submitted to the State of Kansas.

*Class Yearbook Photography Editor. Supervises and coordinates all photography support to meet the needs of the section editors. Works in close coordination with the managing editor to ensure photo support meshes with production requirements. Coordinates with private contractors, arranges for a formal portrait to be taken of each staff group, and each individual CGSC student and his family. Supervises and supports the efforts of staff group photographers.

*Class Yearbook Information Management Officer/Office Manager. Operates and maintains the Yearbook network and all computer workstations within the yearbook office. Coordinates the technical requirements to support all yearbook activities to include page production, financial management, and photography support. Ensures adequate supplies (paper, pens, disks, etc.) are available in the yearbook office to support the yearbook staff. Coordinates as necessary with the Class IMO. Coordinates student information database support with the USSD.

*Class Yearbook Section Photo Editors. Responsible for the production of all pages within a defined section of the book. The sections from past books have included: Chain of Command/Staff & Faculty, Student Section, Class Activities, Family Life, and Advertising. The Student Section Editor supervises the section and staff group photo editors who produce the pages for their staff group, which are included in their section. Apportions the appropriate number of pages to each activity based on the overall allocation of pages to the section by the EIC/Managing Editor. Coordinates photo support with the photo editor. Assistant section photo editors may be established at the discretion of the EIC, in coordination with the Chief, USSD.

*Class Gift Chairman. The chairman is responsible for the selection, production, and distribution of the class gift. Coordinates with USSD and College staff on the presentation date of the gift to the College. He establishes a staff as outlined below.

*Class Gift Chairman Assistant. Assists the Gift Chairman, USSD, and the publisher for dates and times of distribution. He assists the chairman in the selection, production, and distribution of the class gift. He has coordinating responsibility of class gift representatives for each section. Coordinates all logistical support prior to and throughout distribution to include MWR contracts.

*Class Gift Finance Officer. Responsible for all monies involving the class gift. Principal signatory for the class gift fund account. Maintains a record-keeping ledger of all class gift monies, provides bimonthly financial updates, distributes receipt books, and maintains an updated roster for the gift committee section representatives. Coordinates with the gift committee chairman and artist/publisher on contracts.

*Class Gift Marketing Manager. Responsible for "marketing" the class print to the class. Coordinates student donations with the section representatives, contacts the post newspaper for free ads, and coordinates the use of the main gate marquee. Develops a class interest plan (print give-away). Maintains a spreadsheet and ensures each prepaid individual is aware of when and where distribution occurs.

Class Health Care Representative. Interfaces between class and Munson Army Health Center on health care related matters.

Class Community Liaison. The class community liaison provides general administrative support to the USSD Staff concerning functions for both Post and off- Post activities.

d. Section Positions. In addition to the above class positions, section level positions must be filled. These personnel work for the section leader. At the Section level, three sections positions, indicated by the double **, are dual-hatted for their respective staff group.

**Adjutant	*Class Gift Representative
**Yearbook Photo Editor	Information Management Officer
**Athletic Director Triathlon Support Representative	

e. Staff Group Positions. In addition to the above class and section positions, staff group positions must be filled. These personnel work for the staff group leader and will be selected in their respective staff groups.

*Adjutant	Gift Representative
*Yearbook Photo Editor	Social Coordinator

f. Spouse Organization. The CGSC student chain-of-command activities also include a spouse organization. The Class Spouse Representative, ideally the Class President's spouse, leads this organization. In concert with the student organization, this communication network performs a vital function in organizing and conducting numerous student and family-related programs. Spouse contribution to the total Armed Forces family significantly enhances your stay at the CGSC. Spouses are encouraged to indicate their desire to volunteer by checking the appropriate blocks on page 6 of the on-line registration form.

1-14. HELPFUL REFERENCES: You should retain this information as well as the following publications throughout the school year. They contain the answers to the most frequently asked questions.

a. CGSC Circular 350-1, *Command and General Staff College Catalog*, is linked at the CGSC Inbound Information site and the initial Student Record Form page. It addresses all academic offerings and requirements as well as providing detailed information on the CGSC curriculum. Information on the Advanced Applications Program (AAP) (electives), the Master of Military Art and Science (MMAS) Degree Program, and civilian university studies are published under separate cover and distributed after your arrival.

b. CGSC Circular 350-5, *The Command and General Staff Officer Course Student Handbook* is available on the BlackBoard under Student Shareport. It covers general information, policies, conduct of instruction, library services, administrative matters, physical fitness, weight control, and athletics. It addresses academic offerings and requirements as well as providing detailed information on the CGSC curriculum, such as electives information, the Master of Military Art and Science (MMAS) Degree Program, and civilian university studies.

c. There are required readings for the CGSC Common Core Curriculum (approximately February through May) and the Advanced Operations Course (AOC) (approximately June through September). Each student must have a copy of these publications for class. There will be adequate quantities of these publications for purchase at the AAFES Bookstore. Students may purchase these books prior to in processing.

(1) The required book purchases for the Common Core Curriculum are:

Knox, MacGregor, and Williamson Murray. *The Dynamics of Military Revolution, 1300–2050*. New York: Cambridge University Press, 2001.

Paret, Peter (editor). *Makers of Modern Strategy*. Princeton, NJ: Princeton University Press, 1986.

Pojman, Louis. *Ethics: Discovering Right and Wrong*. Wadsworth Publishing:

7th edition 2011. (Paperback: 254 pages).

(2) The required book purchase for the Advanced Operations Course (AOC) is:

Murray, Williamson and Allan R. Millett. *Military Innovation in the Interwar Period*. New York: Cambridge University Press, 1996.

(3) In addition to those identified, some readings are assigned throughout Common Core and AOC from those listed below. These books are not required for purchase. The CARL Library has a limited quantity of these books reserved for use by CGSC students.

Parker, Geoffrey. Ed., *The Cambridge History of Warfare*, Cambridge: Cambridge University Press, 2005.

Clausewitz, Carl, *On War*, Translated and Edited by Peter Paret and Michael Howard, Princeton: Princeton University Press, 1984.

HOUSING INFORMATION

2.1. ON-POST HOUSING ASSIGNMENTS

a. The Fort Leavenworth Frontier Heritage Communities (FLFHC) housing office is located in Dodge Hall, 549 Kearney Avenue. The telephone number is 913-682-6300. The fax number is 913-651-2324. An application for housing can be obtained from the FHFHC website, www.ftleavenworthfamilyhousing.com. Complete and submit your housing application via fax or scan and email. If you are unable to access our website from your workplace due to security, please submit your application from your personal or home computer. Email correspondence should be sent to Debra Healy at dhealy@mmhusa.com.

b. Bonifide and Geographical Bachelor housing is available. Please call the FLFHC office for more information. Unaccompanied personnel can reduce rental costs by sharing a unit. FLFHC compiles a list of those students desiring to share a unit for referral to other students interested in share situations.

c. On-post student housing assignments are made based on information extracted from your application. Priorities of housing assignments are as follows:

- (1) Bedroom requirement.
- (2) Rank.
- (3) Date of rank.
- (4) Date of commission.
- (5) Date of birth.
- (6) Alphabetically.
- (7) Individual preference.

After all the above criteria have been met during the process of assigning villages; your individual preference will be taken into consideration so long as that village is still available. You may request three different villages by listing your first choice, second and then third choice on your application under the section of Special Housing Needed. A list of villages available for your class will be supplied by the housing office. Upon your arrival to Fort Leavenworth you will be able to select any available home in your assigned village that meets your bedroom needs. This in no way guarantees placement in the village of choice.

d. Exceptions may be made for documented medical needs; bedroom requirements will be the first order of priority for available housing. Should a change occur in a student's family member status or structure; the student should notify the FLFHC at 913-682-6300. Students normally will be eligible for one bedroom per family member (parents share a bedroom). Pregnancy, confirmed by a physician or court approved adoption at the time of application will allow for one additional bedroom. Personnel willingly accepting housing with fewer bedrooms than normally authorized will be considered adequately housed for the duration of their stay.

e. When the spouse of a CGSC student is permanent party, the couple has the option to apply for housing either as a student, through the student run, or work directly with the permanent party housing coordinator. Typically the senior ranking member determines placement in housing.

f. Requests for special housing consideration due to medical problems (such as a requirement for one-floor living quarters) must include recent supporting documentation from a local physician or EFMP documents, which clearly state that the requirement is medically

necessary. This documentation must be FAXED to the FLFHC office, 913-651-2324 or submitted with the application.

g. Students assigned a 12-month dependent-restricted short tour after graduation or remaining for SAMS may retain student housing with an exception to policy during this period. Your home must be vacated not later than 30 days after returning to in-country unless you are reassigned to Fort Leavenworth.

h. Completion of the Automated Student Housing Assignment Run is projected for 18 November 2011. All students will receive e-mail notification of the results of the Student Run. These results will also be posted to the FHC website. Actual home addresses will not be released prior to arrival. To ensure families interested in on post quarters are given every opportunity to be housed on post, any student who receives confirmation of a housing assignment that no longer wishes or is eligible to live on post should contact the FLFHC office by e-mail to have their names removed from the selection list.

i. Waiting list applicants who sign a rental agreement for housing off post should contact the FHC Office to have their name removed from the waiting list.

j. Some student homes are expected to be ready for occupancy prior to the first day of centralized in processing. Priority for these homes will be for students that are authorized early arrival to attend CGSC and any special medical requirements.

k. Every effort is made to ensure homes are available upon your arrival at Fort Leavenworth. Additionally, students are encouraged to bring sufficient comfort items to reside in temporary lodging or "camp out" in your home until household goods are delivered.

AVAILABLE HOUSING AREAS

a. Each home has a refrigerator, range, and hookups for a personally owned washer and electric dryer. Appliances provided in on-post homes cannot be removed to accommodate personally owned appliances. All homes are equipped with central heating and air-conditioning.

HOUSING AREA PREFERENCES	Living Area (Square Feet does not include basement)	Bath	Basement	Garage
FOUR BEDROOM STUDENT QUARTERS				
Kickapoo Village	2071	2 ½	Yes	Yes
Normandy Village	1470	2 ½	Yes	No
Infantry Barracks	2000	2	Common	Carport
Santa Fe Village (Renovated)	1800	2 ½	Yes	Yes
THREE BEDROOM STUDENT QUARTERS				
Kickapoo	1918	2 ½	Yes	Yes
Oregon Village	1200	1 ¾	Yes	No
Normandy Village(4Bedrooms)	1470	2 ½	Yes	No
Infantry Barracks	1574	2	Common	Carport
Shawnee Village	1918	2 ½	Yes	Yes

b. All basements are subject to leakage. Consider this if you plan to use the basement for storage of personal property or household goods.

c. FLFHC does not provide draperies, curtain rods, or traverse rods for the houses.

d. Floor plans are shown on the FLFHC website at: **www.ftleavenworthfamilyhousing.com** to assist you in determining your preferences and also for furniture arrangement after you have been notified of your assigned housing area.

2-2. OFF-POST HOUSING INFORMATION

a. All students are required to process through the Housing Services Office (HSO) prior to entering into an off-post lease or sales agreement. Soldiers on permissive TDY for house-hunting purposes must have their Request and Authority for Leave, DA Form 31, date-stamped and signed by a member of the Housing Services Office on the first available duty day. Soldiers must not negotiate or formalize acquisition of housing prior to obtaining a stamp which serves as verification of housing processing and permissive TDY status. Failure to secure the HSO validation may result in the Soldier being charged leave for the entire period.

b. Leavenworth and the surrounding cities have sufficient housing to meet the demand for adequate off-post housing. Information about off-post rentals, apartment complexes, rental agencies, real estate agencies and links to other sites with useful information about jobs for spouses, schools, day care, community support programs and much more, can be accessed at **<http://garrison.leavenworth.army.mil/sites/newcomers/housing.asp>** . The Automated Housing Referral Network at **www.ahrn.com** is another good website to use in locating off-post rental properties.

c. Unaccompanied personnel can reduce rental costs by sharing with another student. The HSO compiles a list of those students desiring to share a unit for referral to other students interested in sharing accommodations.

d. The HSO is located at The Resiliency Center, 600 Thomas Ave (across from the chapel), Fort Leavenworth, KS 66027. Telephone numbers are 913-684-3052 or 5686.

CHAPTER 3 - TRANSPORTATION

3-1. HOUSEHOLD GOODS AND BAGGAGE

a. The Transportation Office is located at 450 Pope Avenue. For household goods or baggage shipments information call commercial 913-684-5654/5656 or DSN 552-5654/5656. The office e-mail address is **usarmy.leavenworth.imcom-central.mbx.pps@mail.mil**. Our Web site address is **http://garrison.leavenworth.army.mil/sites/directorates/is_logistics.asp**.

b. Delivery from temporary storage during the summer season can take from 7 to 10 working days (excluding holidays, Saturdays, and Sundays) from the date you notify your Transportation Service Provider (TSP) of your address and Requested Delivery Date (RDD). The Transportation Office (by regulation) can only require a driver to wait 2 hours before placing a shipment into storage. Upon arrival at Fort Leavenworth, Students should immediately contact their TSP and provide a telephone number where they can be contacted throughout the day; and a quarters or residence address if available.

c. The Transportation Office will not arrange delivery for DPS shipments--a housing area is not adequate for delivery arrangements. Incoming Students who have an address should contact their TSP as soon as possible to arrange delivery. This can be done by calling your TSP specifying the requested delivery date, address, and contact phone number.

d. Students who do not have a specific delivery address prior to the in processing period will be able to confirm the status of their household goods (HHGs) and unaccompanied baggage at in processing.

e. The Member can designate an agent to act in their behalf by:

(1) Naming the individual authorized to receive the shipment on the DD Form 1299 (Application for Shipment of Personal Property/Storage) at the Transportation Office of origin.

(2) Providing a power of attorney or an informal letter* to the individual naming the individual as their agent.

*The Service Member should advise the TSP of a power of attorney or informal letter when arranging the delivery date.

NOTE: IN NO CASE WILL THE TRANSPORTATION OFFICER BE NAMED AS THE OWNER'S AGENT. A SPOUSE IS NOT AUTOMATICALLY ASSUMED TO BE AN AGENT; THEREFORE, THE CRITERIA IN 3-1e MUST BE MET.

f. Bear in mind that the RDD is not necessarily the date the shipment will be delivered to your residence. The RDD is the date on or before which the carrier must make the shipment available for delivery to the member or face a penalty. It is important to you to establish a realistic RDD because it can often allow for direct delivery to the residence. The originating Transportation Office should be able to offer storage at origin with a release date in accordance with the student's anticipated arrival. Only by working with the origin Transportation Office can this be determined. The minimum transit time for a RDD is set by regulation based on the pick-up or release date, distance to be shipped, and weight of the shipment.

g. **IMPORTANT!** The floor plans provided in this circular are accurate, so please plan accordingly. You should plan your furniture needs to fit the floor plan of your assigned quarters,

and ship only what those quarters can accommodate and what you will need. **DO NOT BRING EXCESS HOUSEHOLD GOODS FOR GOVERNMENT QUARTERS TO FORT LEAVENWORTH.** Excess household goods (e.g., individually owned ranges, refrigerators, furniture in excess of quarters capacity) **WILL** be stored at the point of origin or, for students currently assigned overseas, the household goods **WILL** be stored at the port of entry in accordance with Joint Federal Travel Regulation, paragraph U5380 and U5345D. Please ensure that your servicing PPSO is aware that you are being assigned to a course of instruction of 20 or more weeks at one location, and therefore, NTS of unneeded personal property is authorized.

h. RC officers ordered to Active Duty to attend CGSC are authorized only the weight allowance stated in their orders.

i. On delivery of household goods, check all items for loss or damage before signing any documents. As your property is being off-loaded, be sure to list all damages in detail on DD Form 1840 (Joint Statement of Loss or Damage) or for DPS a Notification of Loss or Damage at Delivery form which will be provided by your Transportation Service Provider (TSP). The TSP will take one copy and you will receive the remainder of the packet. If you discover additional damage, you must complete the reverse side of the DD Form 1840 (DD Form 1840R) or the reverse side of the Notification of Loss or Damage Delivery form, and submit it directly to the TSP within 75 days of delivery or to the Staff Judge Advocate Claims Office within 70 days from the date of delivery to maintain your Full Replacement Valuation (FRV) Insurance eligibility for applicable shipments. For additional information on FRV requirements, contact the Staff Judge Advocate, commercial 913-684-4945/5373 or DSN 552-4945/5373 or the Transportation Office.

j. Unofficial personal shipments mailed or shipped by member must not be consigned to the Transportation Officer or packing contractor, as they cannot act for the member.

k. Remember there are over 1,000 Students in the CGSC. Most arrive and want their household goods delivered within the same 2-week period. Factors beyond the control of the Fort Leavenworth Transportation Office may make it impossible to deliver every shipment on the requested delivery date, but every effort will be made to come as close to requested date as possible.

CHAPTER 4 - POST REGULATIONS

4-1. AUTOMOBILES, BICYCLES, AND WEAPONS

a. Automobiles. All assigned military and civilian personnel, to include contractors, are required to register privately owned vehicles and display the appropriate decals on the windshield. To obtain a decal, you must present proof of insurance, registration, driver's license, and your CAC ID card.

(1) A valid state vehicle registration is required. Personnel returning with vehicles from overseas assignments have 45 days from the day the vehicle reaches the port of entry to get that vehicle titled and properly registered in any of the 50 states. Display of overseas plates on vehicles after the vehicle has been in the US for 45 days is illegal. The display of an overseas plate with any state license plate is not authorized.

(2) If a vehicle is to be registered in Kansas, and was purchased and registered overseas less than 6 months before coming to Kansas, the owner is subject to Kansas sales or use tax.

(3) If a vehicle is to be registered and licensed in the state of Kansas and the Active Duty member's name is on the vehicle title, the following procedures should be followed:

(a) If you are a non-Kansas resident you can avoid paying Kansas Personal Property Tax on your vehicle by obtaining a tax-exempt affidavit from the County Treasurer's Office in the Courthouse at 300 Walnut, Leavenworth. You must bring in a copy of your orders, leave & earnings statement (LES) and your CAC ID Card in order to obtain a tax-exempt affidavit. To use the tax affidavit, you must be shown as owner, leased vehicles do not qualify. A military Kansas resident may also be exempt. Please check with the County Treasurer's Office.

(b) The owner must then obtain a Vehicle Identification Number (VIN) inspection slip from the Kansas Highway Patrol at the Kansas Department of Transportation. Their office is located at 2401 Spruce Street, Leavenworth, and performs these VIN inspections on Tuesday and Thursday from 0830 until 1200. **The fee for this inspection has increased to \$15 cash.**

(c) They will verify your ACTUAL vehicle, title, and driver's license. If there is a lien on the vehicle, the lien holder may FAX a copy to the COUNTY TREASURER'S OFFICE at 913-684-0436. THE COPY CANNOT BE FAXED ANYWHERE ELSE. The FAXED copy must be picked up at the County Treasurer's office, 4th and Walnut, before going to the inspection station.

(d) If the vehicle is coming from overseas, the overseas registration may be used to get the VIN inspection. You will also need the import documents stamped by customs. If you have the original certificate of origin, the inspection is not necessary. If you have any questions or problems, please call the County Treasurer's office at 684-0430.

(e) The next step is to bring it all to the County Treasurer's Office at the Courthouse 300 Walnut (4th & Walnut). The County Treasurer's Office will issue the license plate. In addition to the above documents, you must also show proof of insurance.

(f) A Kansas State Driver's License is not required for registering your privately owned vehicle(s) in the state of Kansas. However, even though you are not required to have a Kansas

license to register your vehicle, you cannot have a three way split between the state you reside, the state your vehicle is registered, and the state of issuance for your driver license. **Two of these three must be the same.** If you wish to obtain a Kansas driver's license, you can apply for one at the Drivers License Examiner's office at 113 Delaware Street, Leavenworth.. Hours of operation are Tuesday through Friday, 0700 until 1730, phone number is 913-651-6947. The fee for each person obtaining a driver's license is between \$20 and \$40. Each individual will be required to surrender any other valid state driver's license he possesses.

b. Bicycles. Each year over 100 bicycles are reported lost or stolen on Fort Leavenworth. Many are eventually found on the installation and returned to the owner. Fort Leavenworth has a voluntary bicycle registration program. In addition, securing your bicycle when not in use with a quality security mechanism is required. Bicycle Do's and Don'ts are referenced from CAC & FT LVN Reg. 190-5, 1 February 2011 below:

A person who rides a bicycle on the installation is given the same privileges and subject to the same rules as a person who operates a motor vehicle on the installation.

No person shall ride a bicycle unless he or she is wearing a helmet that has been approved by the American Society for Testing and Materials or that meets or exceeds the Snell Foundation Safety Standard.

No person shall tow a bicycle behind another vehicle regardless of the source of that vehicle's power, to include a human-powered vehicle.

No person shall park or stand a bicycle in a manner that obstructs a walkway or building entrance. When bicycle racks are provided, all persons must secure their bicycles within those racks. All persons shall secure their bicycles when not in use.

No person shall ride a bicycle on Grant Avenue, and no person shall ride a bicycle through a crosswalk that is located on Grant Avenue; rather, the person shall dismount and walk the bicycle across the street.

No person shall ride a bicycle through the National Cemetery or within the Fort Leavenworth golf course.

Bicycles may be ridden on all sidewalks, but any person who is riding a Bicycle and is approaching a pedestrian shall give ample warning of his or her approach. All bicycle riders are strongly encouraged to equip their bicycles with a bell or a horn. Any person who is riding a bicycle on a sidewalk must yield the right of way to any pedestrian.

During the hours of darkness, no person shall ride a bicycle unless that bicycle is equipped with a working lamp on the front of the bicycle and a red reflector that is affixed to the rear of the bicycle. The front lamp must emit a white light that is visible from a distance of at least 500 feet from the bicycle. The rear reflector must be visible from 600 feet behind the bicycle when directly within the lower beams of a motor vehicle's headlamps.

During reduced visibility (e.g., overcast days, fog, rain, 30 minutes before or after sunrise or sunset, etc.), no person shall ride a bicycle unless that person is wearing reflective clothing, which may be a reflective belt on their upper body.

No person shall ride a bicycle while also using, or wearing, headphones or earphones of any type."

c. Motorcycles and Mopeds. Requirements for operating a licensed motorcycle or moped on Fort Leavenworth include possession of a valid state motorcycle operator's license and completion of the Defensive Driver's Course. In accordance with AR 385-55, wearing an approved helmet, eye protection, gloves, long pants, long sleeve shirt, and a reflective vest or clothing is mandatory. Motorists who are members of the Armed Forces must also possess a motorcycle safety course certification card.

d. Registration of Weapons.

(1) If you live on post or you wish to fire any of your weapons on post, you must register all privately owned firearms, shotguns, air powered weapons, crossbows, and BB guns with the Director of Emergency Services (DES) within 72 hours of the weapon(s) arriving on post. At no time can weapons be stored in temporary lodging facilities on post or in vehicles. Weapons must be stored in the Headquarters Company Arms Room until permanent quarters are assigned.

(2) A link to the "Weapon Registration Information" worksheet is included on the beginning page of the **Student Record Form** and also on the **blackboard** under "Inprocessing Forms". Complete the worksheet and bring with you to in processing. Information from this single form will be put into the DOD database. During inprocessing, you will be provided a "weapons permit" signed by a Provost Marshal representative.

Weapons may only be used in authorized hunting areas and firing ranges.

Adult supervision is required when persons under 16 years of age are firing weapons.

4-2. INSTALLATION TRAFFIC CONTROL

a. General. AR 190-5, CAC & Ft Lvn Reg 190-5, and the Motor Vehicle Laws of the State of Kansas make up the standard traffic code for Fort Leavenworth.

b. Speed Limits. The speed limit on the installation is 20 miles per hour unless otherwise posted. Speed limits have been set by a traffic engineering survey based on an analysis of roadway conditions, accident records, adjacent land use, and the prevailing speeds of prudent drivers. Military Police routinely run radar in housing areas and along busy roadways to keep the roads safe for everyone.

c. Parking. The installation parking policy, like speed limits, is rigidly enforced. Car-pooling is strongly encouraged. Vehicles must be parked in marked or designated parking spaces only. Parking spaces are marked or designated as follows:

d. By white striping on roadways or in parking lots. White striping denotes angle, straight in, or parallel parking spaces. Yellow striping denotes the end or limit of a parking line or row. In an effort to preserve the natural beauty of Fort Leavenworth, there are only limited yellow curbs indicating no parking zones. These are found near fire hydrants, street corners, and in the vicinity of historical tour signs.

(1) The following constitutes prohibited parking:

(a) Outside of marked or designated areas.

(b) On seeded or grassy areas.

(c) Along streets, roadways, and on road shoulders where parking is not designated.

(d) Against the flow of traffic.

(2) Noncompliance with parking regulations can result in warnings, Armed Forces Traffic Tickets, fines, and US Magistrate Court Tickets. Serious repeat offenders may have their installation driving privileges suspended.

(3) The Garrison Commander is the installation parking coordinator.

e. **Handicapped Parking.** Handicapped persons requiring handicapped parking will secure appropriate identifying insignia from the County Courthouse, 4th and Walnut, Leavenworth, KS. A medical statement is required and a fee of \$4.25 is charged to process the handicapped pass. Non-handicapped drivers transporting handicapped persons will not park in handicap parking spaces if the handicapped person has no intention of leaving the vehicle.

f. **Alcohol Consumption.** Operating a motor vehicle after you have consumed alcohol is a very dangerous practice. It is dangerous to you, to your career, and to everyone you share the road with.

g. **Fines.** Fines for violating the installation driving code range from \$30 to over \$300.

4-3. PARKING OF PRIVATELY OWNED VEHICLES AND RECREATIONAL EQUIPMENT

a. Privately owned vehicles (POVs), recreational vehicles, and equipment will not be parked on lawns. There will be no automobile overhauls or repairs performed in the street, yard, or driveway which take more than 24 hours.

b. The following types of vehicles and equipment may not be parked or stored on the streets, yards, grassy areas, driveways, resident parking spaces, or community parking lots on post:

Boats and boat trailers	Camper bodies (physically not mounted on a truck)
Camper trailers	Cargo trailers
Travel trailers	Motor coaches over 22 feet in length

c. The above listed items may be placed in the housing areas for loading and unloading or minor maintenance for not more than 24 hours, but may not be used for temporary overnight accommodations.

d. The above listed items may be stored in the recreational vehicle (RV) parking area. There is a fee for this service. Registration and space assignments are through the Arts, Crafts & Leisure Travel Office, the front portion of the old USDB, 310 McPherson.

e. Patrons needing 24-hour access to the RV lot must obtain a code for the lock to the RV lot. For questions regarding this arrangement or for information call the Arts, Crafts, and Leisure Travel Office at 913-684-2580.

4-4. REGISTRATION AND CONTROL OF PETS

a. Occupants of family quarters at Fort Leavenworth are authorized to keep small pets in their quarters. However, with the closeness of military quarters and families and the multifamily dwellings, it is imperative that pet owners recognize their responsibilities to their pets and to their neighbors. For this reason, certain restrictions or requirements apply that are designed to protect persons and property from injury by an uncontrolled pet and to help create a harmonious home environment conducive to the CGSOC students' academic endeavors. The following restrictions or requirements apply:

(1) Electronic fences are prohibited.

(2) Each family is limited to a maximum of four pets.

(3) All dogs and cats must have current immunizations (within the past year) for rabies and distemper. CGSOC students must have certificates signed by a veterinarian in their possession when pets arrive on the installation. Additionally, all pets must be microchipped; students must have the microchip certificate when pets arrive on the installation. These certificates will be presented during pet registration. Students arriving prior to 14 July 2004 must register their pets at the Veterinary Clinic within 5 days after arrival. Those arriving after that date may register their pets at the installation in processing prior to the start of the academic year.

(4) In accordance with CAC & Ft Lvn Reg 40-7, all dogs and cats must be kept on a leash when outside except for animals kept in a fenced area from which they cannot escape. Exceptions are specified in CAC & Ft Lvn Reg 40-7. Veterinary Services will provide impoundment facilities for animals wandering loose. Military Police are responsible for apprehension of such animals. Inquiries concerning lost/missing pets are best directed to Veterinary Services. Two or more such violations can result in the owner being required to permanently remove the pet from post. Veterinary Services will charge the owner an administrative fee plus a fee for each day a pet is kept in the Veterinary Clinic's kennels. After 3 working days, impounded animals become Government property. Veterinary Services does not provide boarding or grooming services to privately owned pets.

(5) Individuals who are considering bringing horses to the installation should write the Fort Leavenworth Riding Activity Stables Manager, Warehouse Road, Fort Leavenworth, KS 66027, or call 913-651-7307 for information.

(6) Exotic or sylvatic pets (e.g., monkeys, raccoons, etc.) are not authorized in family quarters except by special permission of the Garrison Commander.

a. The Veterinary Clinic is available only for immunizations, microchipping, and other veterinary preventive medicine procedures necessary to protect the health of the community. Veterinary Services is not authorized to provide full service to privately owned pets.

b. Each Fort Leavenworth family is expected to contribute toward the maintenance of its neighborhood in such a manner that everyone in the community can enjoy a safe and healthy environment. The pet population is an intimate part of this environment, and the care and control of pets is a part of each family's contribution. Veterinary Services strongly urges responsible pet ownership by encouraging the neutering of all pets not specifically maintained for breeding purposes. Veterinary Services will gladly accept any pets that have or may lose their current homes.

4-5. GUIDELINES TO SUPERVISE YOUR CHILD: Guidance from the Fort Leavenworth Supervision of Children and Home Alone Post Policy. Children with a history of Attention Deficit Hyperactivity Disorder (ADHD), Attention Deficit Disorder (ADD), Developmental Delay, behavioral problems, impulsivity, psychiatric problems or other special needs should not be given the degree of self-management or responsibility allowed in this policy.

HOME ALONE?

- **Birth to 9 years old – NEVER**
- Ages 10 & 11 – Can be left up to 2 hours with an emergency plan in place and access to an adult (**NEVER** overnight) but not dropped off at F&MWR without adult supervision
- Ages 12 to 14 – Up to 3 hours with an emergency plan in place and an adult checking on them in person or telephonically (**NEVER** overnight)
- Ages 15 to 17 – Up to 6 hours (**NEVER** overnight) with an emergency plan in place and access to an adult



BABYSITTING?

- **Birth to 11 years old – NEVER**
- Ages 12 to 14 – Must have completed a CYSS approved babysitting course. May babysit with an adult checking on them every 3 hours in person or telephonically (**NEVER** overnight)
- Ages 15 to 17 – Must have completed a CYSS approved babysitting course. May babysit up to 6 hours with ready access to adult supervision (**NEVER** overnight)



UNATTENDED IN VEHICLE?



- **Birth to 9 years old – NEVER**
- Ages 10 and older – Yes under normal weather conditions
- Ages 12 to 14 – yes

UNATTENDED OUTSIDE?

- **Birth – 3 years – NEVER**
- Ages 4 to 6 – Immediate supervision, **MUST** be within eyesight or hearing distance from supervising adult with the ability to respond to an emergency in 30 seconds
- Ages 7 to 9 – Monitored supervision, If in a playground or yard access to adult supervision at all times
- Ages 10 & 11 – Up to 2 hours with access to adult supervision
- Ages 12 to 14 – Up to 3 hours
- Ages 15 to 17 – Up to 6 hours



- Kindergarten & below may not walk to and from school or other supervised activities alone
- 1st Grade and above – May walk to and from school and supervised activities alone

Contact numbers are:

Family Advocacy Program - 913-684-2800

Child Youth Services - 913-684-1653

School Age Services - 913-684-5125.

CHAPTER 5 - FACILITIES AND SERVICES

5-1. The Leavenworth County Chapter of the American Red Cross provides volunteer and direct services to the Fort Leavenworth Community. The Leavenworth office, 525 Shawnee Street, Leavenworth, 913-682-6222, provides direct services and administration.

a. The Red Cross provides volunteer opportunities to both adults and youth; which include:

- (1) Administrative volunteer.
- (2) Hospital volunteer.
- (3) Veterinary Clinic volunteer.
- (4) Blood Mobile volunteer.
- (5) Disaster volunteer.
- (6) Health and Safety volunteer instructors and aids.

b. American Red Cross, Armed Forces Emergency Services provide 24-hour emergency communication and emergency financial assistance for Active Duty service members and their immediate family members through a nationwide toll free number, 1-877-272-7337. Military retirees and family members may call their local Red Cross for assistance with these same services.

c. Disaster Services provide food, clothing, and shelter to meet the immediate disaster related needs of individuals and families.

d. Health and Safety Services programs include:

- (1) First Aid, CPR, AED training.
- (2) Swimming, Water Safety, and Life Guarding.
- (3) Baby-sitting training.

e. International Services programs assist foreign nationals residing in the United States with worldwide emergency communications and tracing.

f. Project DESERVE and the Emergency Food and Shelter Board Program provide assistance with bills to certain families in the local area. Families with members over the age of 60 or a disabled member or meet Kansas low income guidelines are eligible for assistance.

5-2. ARMY EDUCATION CENTER

a. The Army Education Center/Learning Resource Center located at 120 Dickman Avenue (Lower level), is open Monday through Friday from 0730 to 1630; telephone 913-684-2496. Counselors' phone numbers are 913-684-7345/7346.

b. The Army Continuing Education Services (ACES) exists to meet the Army's responsibility to provide educational programs and opportunities for individual and professional self-development. A visit to the Army Education Center (AEC) is the first step in discovering the wide range of educational opportunities available in the Fort Leavenworth community. Professional counselors are available to discuss college degree programs, full-range of testing opportunities, Army Tuition Assistance, VA benefits, and transition counseling.

c. Several colleges located on Fort Leavenworth provide undergraduate and graduate degree opportunities in many fields of study. On-post graduate programs of interest include the MBA, Business and Organizational Security Management, Management, Human Resources Management, Information Technology Management, Procurement and Acquisition Management, International Relations, Administration with areas of concentration in Leadership, Human Resources and General Administration, Adult and Continuing Education, and Security Studies. These programs are available through Kansas State University, Webster University, and Central Michigan University. Undergraduate programs include Liberal Arts, Criminal Justice/Police Science, Criminal Justice/Corrections, General Studies, Business Administration, Management, Social Science, Human Services, Public Administration/General, Public Administration/Law Enforcement, Criminal Justice, and Management Information Systems. Associate and bachelor degrees are available on-post through Upper Iowa University and Kansas City Kansas Community College. Education Center counselors have information on these and other schools.

d. Programs and services of special interest to CGSOC students are as follows:

(1) Eleven cohort graduate degree programs begin each August and March on post.

(2) Testing services include administration of various Army Personnel Tests, and national certification examinations. All testing will be by appointment. Please call 913-684-7347 to schedule a test.

(3) Tuition assistance is available to eligible military personnel. This DOD program pays 100 percent of the tuition cost up to a maximum of \$250 per semester hour, and not more than \$4,500 per fiscal year. Request for tuition assistance must be made prior to the start of courses through the GoArmyEd portal. GoArmyEd accounts can be established at www.goarmyed.com. An education counselor will be available during Centralized in processing.

(4) If you desire to contact the schools in advance of your arrival for in depth information about their programs the Points of Contact are:

Central Michigan - Mrs Terri Lamb, 913-684-7349
Kansas State University - Dr. Cheryl Polson- 913-684-7342
Webster University - Mr. Jim Meadows, 913-682-1922
Upper Iowa University - Mrs. Trisha Gleisberg, 913-684-7341
Kansas City Kansas Community College - Mrs. Marcia Irvine or Mrs. Karalin McKain, 913-684-9384 or 913-651-2111.

5-3. CHILD AND YOUTH SERVICES:

a. Child, Youth and School Services (CYSS) offers parents many child care choices and children's activities at Fort Leavenworth and in the Leavenworth community. Programs on post are available for children 4 weeks through 18 years. The CYS Coordinator's office is located at the Resiliency Center on 600 Thomas Avenue and can be reached at 913-684-1653. Below you will find some options available to you and your family.

(1) The Child Development Center (CDC) offers child care for children ages 6 weeks to kindergarten. It is located on 120 Dickman Avenue and can be reached at 913-684-9351.

(a) The CDC is accredited through the National Association for the Education of Young Children (NAEYC) and was the first center in the Army to achieve this goal. These high standards allow them to provide quality care for you and your family. The Center provides care to children 6 weeks through kindergarten.

(b) The Center's hours of operation for full-day childcare is Monday through Friday, 0530 to 1800. Developmentally appropriate activities are provided to promote skills children will be able to build on for future learning. Children receive a Department of Agriculture (USDA) approved breakfast, lunch, and snack each day. Call the CYSS Parent Central Office at 913-684-5138 to place your child's name on the full day care waiting list.

(c) Hourly care hours of operation are Monday and Wednesday 0800-1800 and Tuesday, Thursday and Friday, 0800 to 1600, except for the third Thursday of each month when hourly care closes at 1400 for staff training. Reservation requests open on the 10th of the month for the following month (e.g., on 10 September reservations open up for the month of October). Walk-ins are accepted on a space available basis. The hourly care reservation desk number is 913-684-9351. Centrally registered patrons can also make hourly care reservations online through WebTrac after receiving a username and password from the Parent Central office.

(d) For children attending Kindergarten on post, before and after school care is provided. School vacations, teacher in-service days and transportation are included in the cost. Please call the Parent Central Office at 913-684-5138 to place your child's name on the kindergarten waiting list.

(e) Part-Day Preschool is an accredited program designed to meet the developmental needs of children ages 3 through 5. Programs offered include a 5 Day Strong Beginnings Pre-K classroom (Monday through Friday from 0830 to 1330/ this class is located in the CDC/SAC facility); children accepted into this program have to be 4 years old by 31 August), a 3 Day Program (Monday/Wednesday/Friday from 0830 to 1330), a 2 Day Program (Tuesday and Thursday from 0830 to 1130, and a 5 Day Program (Monday through Friday from 1230-1530). These preschool programs run September to May. Summer preschool is offered in one-week sessions through the SKIES program(913-684-3206). Please call the Parent Central Office at 913-684-5138 to place your child's name on the Part Day Preschool waiting list.

(2) Family Child Care (FCC). The FCC office is located at the Resiliency Center on 600 Thomas Avenue. The emphasis in the Family Child Care Program is to provide individualized care in a family setting to meet the needs of the patrons, which can vary from regular work hours to accommodating extended or weekend care. Family Childcare homes offer many childcare options through quarters-based care on and off post and take children from ages 4 weeks and up. A listing of certified Family Child Care providers is kept at the Parent Central office, also located at the Resiliency Center on 600 Thomas Ave. For questions on FCC certification requirements or if interested in becoming a FCC provider, please contact the Family Child Care office at 913-684-5117/5129.

(3) School Age Services (SAS). The SAS program is co-located in the Patch Community Center at 320 Pope Avenue and the newly opened CDC/SAC Facility at 130 Dickman Ave. SAS provides before and after school care programs for children grades 1

through 5. Transportation to and from on post Elementary schools is included in the childcare contract. The Council on Accreditation (COA) accredits the SAS program. Children enrolled in this program participate in a variety of activities such as arts and crafts, cooking classes, bowling, 4-H, and Boys and Girls Clubs programs and Fun and Fitness. The program has a technology lab along with a homework center staffed with trained technicians to assist the children. Summer care is offered in 1 week sessions, please contact the SAS program for information or to be placed on a summer waitlist. For more information, call School Age Services at 913-684-3821. Please contact Parent Central for placement on the school year waiting list, (913)684-5138.

(4) Youth Services (YS). YS is located at the Harrold Youth Center (HYC) on 45 Biddle Boulevard and can be reached at 913-651-5131/5115. YS offers a variety of programs for youth 6th Grade and up. The 19,000 square foot facility includes a multipurpose gymnasium, TV lounge, video game/pool room, dance studio, snack bar, homework center and technology lab.

(a) As a member of the Boy and Girls Club of America, the Fort Leavenworth Middle School/Teen Program provides a variety of activities to include 4-H Clubs, Keystone Club, Torch Club, Youth Sponsorship, workforce preparation classes, babysitting classes and the "Character Counts" program. YS participate annually in Army teen forums/camps and in the Boys and Girls Clubs of America scholarship program.

(b) A Middle School Teen (MST) after school program is offered Monday through Friday for youth, grades 6 and up. This is a free program and offers a variety of activities to include the technology lab, homework center, 4-H Clubs, Fun and Fitness, planned activities and time to hang out with friends. Snacks and transportation from on and some off post schools are provided.

(c) Open recreation times are provided throughout the week with separate times for preteens and teens. During the school year, the Youth Center is open to Home School families from 1300-1430 on Tuesdays and Thursdays. Special events are held monthly.

(d) Summer time provides a variety of opportunities with weeklong adventure camps. Please see the CYSS website for the most current summer camps offered or call the Youth Center at (913)684-5118.

(5) Parent Central/Outreach Services is located at the Resiliency Center on 600 Thomas Avenue and can be reached at 913-684-5138. Information resource and referral and partnerships with parents and the community are what Parent Central and Outreach Services (OS) is all about. General opening hours for Parent Central are Monday through Friday from 0800 to 1700 and Thursdays to 1800. Registrations are by appointment only -please call 913-684-5138 to set up a registration appointment. Activity sign-ups for already registered children can be done at any point during regular opening hours. Parents in need of full day care, before/after school care or that are interested in the part day preschool program can place their child on a waiting list through Parent Central.

b. Arriving patrons that have utilized CYS programs at their previous duty station are encouraged to contact Parent Central about the Global Data Transfer (GDT) option. The GDT allows for children's CYS records to transfer from on duty station to the next.

(1) To register, patrons need to provide the following information/documentation at time of registration:

-Completed CYS Health Screening Tool

- Grade)
- Hardcopy of child's complete immunization record (mandatory for birth through 5th Grade)
 - Two local emergency designees other than sponsor or spouse (a 30 day grace can be given if not available at time of registration)
 - Quarter/local residence address or and mailing address if different
 - Current health assessment, signed, dated and stamped by health care professional (a 30 day grace can be given if not available at time of registration). Note: A current sports physical is required by the first practice when signing up for any CYSS sports. Not all health assessments automatically double as sports physicals.
 - Active duty patrons, who are single or dual active duty, must verbally provide their Short-term and Long-term Family Care Plan designees. (a 30 day grace can be given if not available at time of registration).
 - LES's and pay vouchers are only required for any income tier based programs such as full day care, part day preschool, before and after school care and Youth Services summer camps.

(2) When registering a child with special needs (i.e., allergies, asthma, special diet restrictions or requirements, diabetes, seizures, speech/developmental delays, autism spectrum disorder, etc.) parents may have to attend a Special Needs Accommodation Process (SNAP) meeting to get clearance for the child. In cases where the child has a respiratory illness, food allergies, any kind of prescribed rescue medications (Benadryl/Epi-Pen/Rescue Inhaler), seizures or diabetes, a current Medical Action Plan signed, dated and stamped by a health care provider is required. Please contact Parent Central for further information.

(3) Outreach Services extends a hand to parents and our community through programs such as Parent Councils, Parent Informational Classes, Kids on Site (KOS) events, Teenage Babysitter Referral, and support for Parent Co-Ops.

(a) Outreach Services works with local regional, and state affiliates such as Boy and Girls Clubs of America, Character Counts, and 4-H to enrich child and youth programming through curriculum and grant support.

(b) Outreach Services works through installation proponents and parent volunteers to assess and improve Child and Youth Services programming through the Installation Child and Youth Evaluation Team. Outreach Services also works with CYS Program Directors and the community to assess needs and address those needs through programs and services.

(4) SKIES Unlimited is located at the Patch Community Center at 320 Pope Avenue and offers a variety of instructional classes for children and youth of all ages. Classes offered include academic enrichment, art, music, dance, martial arts, abduction prevention, gymnastics, tennis and cooking to name a few. Classes generally meet once a week and the length of class varies. During the summer, the program expands and offers many one-week classes meeting for one to three hours a day. Exciting summer classes include horseback riding, rocketry, hiking, storybook crafts, jump roping and many more. Contact the Instructional Program Specialist at 913-684-3207/3206 for more information.

(5) Youth Sports is located at the Resiliency Center on 600 Thomas Avenue. Throughout the year, a variety of team and individual sports are offered for children 5 years and up. Sports include soccer, flag football, wrestling, cheerleading, basketball, baseball, softball and running club. A current sports physical must be on file by the first practice and must remain valid through the completion date of the chosen sport..Instructional camps are held during winter break and in the summer. The Start Smart program is offered for children ages

3-5 and includes Start Smart soccer, baseball and flag football and basketball. Volunteer coaches are always appreciated. For more information call the Youth Sports office at 913-684-7525/7526.

(6) School Liaison Services is also located at the Resiliency Center on 600 Thomas Ave. The Fort Leavenworth School Liaison Officer (SLO) will provide school information for incoming personnel. This information can be about public, private, parochial, or home schools. Data can be sent to you concerning district requirements, special education issues, and testing statistics. The SLO can forward materials about Fort Leavenworth, Leavenworth, Lansing, and other area school districts. Contact your School Liaison Officer by calling 913-684-1655 or e-mail **Jessica.h.brushwood.naf@mail.mil**.

5-4. FINANCE

a. Defense Military Pay Office (DMPO) is located at 823 McClellan Avenue, 913-684-5722. Hours of operation are Monday through Friday, 0730 to 1630.

b. Regular Army Military Pay.

(1) Review your pay option now. If you normally change financial institutions each time you PCS, there are numerous locations to choose from both on and off Fort Leavenworth. Recommend you do not close your current account until you are sure your pay option change has processed. You can change your pay option by accessing My Pay.

(2) Review your present allotments. If changes are required, recommend you make them BEFORE you depart your present duty station.

(3) If you currently live in Government quarters, your Basic Allowance for Housing (BAH) will be reinstated when you clear quarters. You must take the Termination of Quarters document to your current or gaining Defense Military Pay Office and complete a DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Quarters and/or Variable Housing Allowance). The DA Form 5960 will be the only document authorized to start BAH.

(4) If it is necessary for you and/or your family members to occupy temporary lodging (Government or commercial) before leaving your old permanent duty station, after reporting to Fort Leavenworth, or between permanent duty stations (if your lodging is in the vicinity of your old and/or new permanent duty station), you will need paid lodging receipts and copies of orders to support payment of Temporary Lodging Expenses (TLE). NOTE: You cannot be paid TLE for any period you receive travel per diem. You are limited to a total of 10 days incoming to Fort Leavenworth.

NOTE: If you do not stay in government quarters, you will need a statement of non-availability from the lodging office. If your station has privatized housing you do not need a statement of non-availability.

(5) You can request an advance of pay to meet unusual expenses during your PCS move to Fort Leavenworth. Advance pay is limited to not more than 1-month's basic pay (less deductions) at your old duty station and up to 2 month's basic pay within 60 days after you report to Fort Leavenworth. Advance payments are to be repaid prior to departure for your next duty station. Requests are made on DD Form 2560 (Advance Pay Certification/Authorization).

(a) Requests for the second and third months must fully justify out-of-pocket expenses (e.g., supporting two households, down payment to purchase a home, excess household goods charges) that exceed previous advance pays and your Dislocation Allowance).

The Chief US Student Division is the recommending authority for CGSOC students (DD Form 2560, Part IV).

(b) When a PCS move causes unusually large expenses and/or severe hardship, the Chief, USSD can recommend a repayment period up to 24 months. Requests should be in writing through the DMPO clearly explaining the hardship on DD Form 2560, Part III.

(6) In accordance with AR 600 8 10, 10 days permissive TDY **can be authorized for house hunting by your losing command**. You must report to the Fort Leavenworth Housing Office and have your DA Form 31 (Request and Authority for Leave) verified/stamped on the first available duty day after your arrival for house hunting. Failure to do so will result in leave being charged for the entire period (AR 600 8 10, para 5 32f (11)).

c. Travel Allowances.

(1) Claims for travel allowances, family member travel, and dislocation allowances will be prepared during in processing and payment made approximately 3 to 5 weeks later. Keep a record of dates and times of departure and arrival for you and your family members' travel en route to Fort Leavenworth, including any stops and any changes in mode of travel.

(2) You must have copies of all advance payments for your travel, family members' travel, dislocation, and any temporary duty per diem advances. Failure to provide copies of advance payments will delay the payment of your claim. This includes any reimbursement for purchasing a commercial airline ticket.

(3) If you travel to Fort Leavenworth using transportation personally procured from a commercial carrier, you must have copies of your tickets to substantiate your claim. You must purchase tickets from a Government ticket office to receive reimbursement. Reimbursement is limited to the Government cost for official travel. In order to be reimbursed for personally procured tickets your orders must state you are authorized to purchase your own tickets using Individually Billed Account (IBA). Without this statement the cost of airfare will not be reimbursed.

(4) If you are required to remain overnight en route to Fort Leavenworth because of official delay or if you performed official temporary duty en route, you must retain your lodging receipts. The receipts will be used to substantiate the payment of authorized per diem allowances. If delay or TDY at a military installation is for more than 24 hours, a statement of non-availability of Government quarters and/or meals may be necessary.

(5) If you had a car shipped from overseas at Government expense, you must have DD Form 788 (Private Vehicle Shipping Document for Automobiles) issued by authorities at the vehicle shipping port, to support any claim for allowances in connection with your travel to deliver or pick up the vehicle.

(6) No per diem is payable for a TDY period at Fort Leavenworth prior to start of CGSC.

d. Four copies of your PCS orders and all amendments are required for DMPO processing.

e. A DA Form 31 must be presented on your arrival at Fort Leavenworth to substantiate all periods of leave or delay en route. Care should be taken to ensure the original and individual

copies of this form are properly authenticated on arrival at and departure from each permanent or TDY station.

5-5. MAIL

a. Postal Service Form 3576 (Change of Address) or DA Form 3955 (Change of Address or Directory Card) should be mailed to your correspondents and/or publishers after you receive quarters assignment at Fort Leavenworth.

b. Mail should not routinely be forwarded to Fort Leavenworth unless you have a complete personal address. Forwarding addresses should be sent out within the first 60 days that you are at Fort Leavenworth. Have the post office at your losing station hold all mail until you send them a good personal forwarding address.

c. An emergency interim address that you may use is below:

MAJ JOHN M SMITH
CGSC CLASS 2013-02
100 STIMSON AVENUE
FORT LEAVENWORTH, KS 66027-1352

If your family members will be receiving mail at the emergency address, ensure they have it addressed in care of you.

SUSAN A SMITH
C/O MAJ JOHN M SMITH
CGSC CLASS 2013-02
100 STIMSON AVENUE
FORT LEAVENWORTH, KS 66027-1352

d. All mail will be held at the US Student Division Headquarters. All mail needs to be picked upon arrival at Fort Leavenworth. Once you receive your quarters address, you will be required to fill out a DA FORM 3955 with your address, family members' names, and telephone number as well as a Postal Service Change of address (COA) PS FORM 3575, so that mail can be redirected to your quarters through the Postal Service. FAILURE to complete DA FORM 3955 and PS FORM 3575 thru the Post Office during in processing will result in your mail being returned to sender.

d. During your first 60 days at Fort Leavenworth, you should send change of address cards (PS FORM 3576) to all your business associates, friends, relatives, magazine subscriptions, newspapers, credit card holders, and all financial institutions in order to ensure your mail will be sent directly to you on a regular basis. These cards may be mailed using Government Postage provided the cards are brought to the Mail and Distribution Section 881 McClellan Avenue, Fort Leavenworth along with a copy of your orders.

f. You also have the option of forwarding your mail to a Post Office Box at Fort Leavenworth. To find out the availability and the rental price, please contact the Fort Leavenworth Post Office at 913-680-0233.

g. United Parcel Service (UPS) deliveries will be accepted on a temporary basis by the Consolidated Mailroom from the time of your arrival on Fort Leavenworth and receipt of your Locator Card until you have a permanent personal address. The unit mail clerk will call you when UPS packages arrive, and you will have to pick them up. This is the reason for the telephone number on the Locator Card.

h. It is very important that during in processing you correctly fill out the change of address card. By doing so, your mail will be forwarded in a timely manner.

5-6. RELIGIOUS ACTIVITIES

a. As a new arrival to Fort Leavenworth, you have an opportunity to become part of one of the most energetic religious programs in the Army. The post enjoys the presence of three chapels. Memorial Chapel is over 125 years old and is known for its historical existence on the Western frontier. Pioneer Chapel, formerly known as the Main Post Chapel hosts a multitude of activities and is co-located with Frontier Chapel, the largest and newest Post Chapel.

b. The central focus of religious activities is worship. Each week chaplains conduct worship services in the faith traditions of Roman Catholic, General and Contemporary Protestant, Liturgical, Episcopal, and Gospel Service. The chapel also conducts Jewish worship services twice a month on post. The chapel provides information for faith groups not represented on post. There are many times during the year when the worshiping congregations come together, such as Thanksgiving and the National Prayer Breakfast.

c. From this worship infrastructure flows an extensive array of religious activities designed to nurture participants in their beliefs. For instance, Protestant and Catholic women have fellowship, Bible study, and retreats; Protestant men host a Thursday Bible study and breakfast; both Catholic and Protestant youth groups meet weekly for fellowship, study, and good Christian fun; Confraternity of Christian Doctrine (CCD) and Sunday School meet each Sunday morning for all ages, young children to adults.

d. A comprehensive Catholic adult religious education program is provided to include the Rite of Christian Initiation of Adults for those interested in the Catholic faith. For the more advanced, guest lecturers from various Catholic colleges and area diocesan offices provide an in-depth study, Foundations for Lay Ministry. A ministry-training program is provided for liturgical lay volunteers. Three Bible study groups meet at different times to engage maximum participation. A weekday Mass is held at the Main Post Chapel Tuesday through Friday.

e. The Family Life Program is a large part of the religious life activity of the community, providing pre- and post-deployment training for soldiers and families. Opportunities are provided for marriage and family enrichment and for working through life issues such as stress, divorce, death, separation, sexuality, and anxiety. Special programs such as the Spouse Training and Education Program (STEP) and co-dependency groups run throughout the year. Information on these activities is published in the post newspaper, The Lamp, and is also available at PAIR Day.

f. Long-term and mini-Adult Bible study programs are available. Bethel Bible studies, Neighborhood Bible Study Groups, and Sunday morning Adult Bible Study provide a variety of topics. Discipleship Training breakfasts are offered Tuesday and Wednesday mornings. Protestant Women of the Chapel meet every Tuesday morning for worship and care group Bible studies.

g. The Chapel activities Web site is:
http://garrison.leavenworth.army.mil/Default_Left_Col/Religious_Services/Religious_Services.asp

5-7. MUNSON ARMY HEALTH CENTER (MAHC) 550 Pope Avenue, Fort Leavenworth, KS 66027 <http://www.munson.amedd.army.mil>

a. **Facility Hours.** Core business hours are 8:00 a.m. to 4:30 p.m. Monday through Friday. We offer extended hours for primary care until 7 p.m. Monday through Friday evenings, and 8 a.m. to 4 p.m. Saturday. All MAHC services are closed on all federal holidays. We run reduced schedules on training holidays and on the second Wednesday of each month until 1 p.m. for our training day.

MAHC provides health care through Primary Care Managers. Primary Care Managers are physicians, physician assistants, and nurse practitioners that are responsible for your primary care needs and coordinate your specialty care needs. To be assigned a Primary Care Manager, patients must enroll in TRICARE Prime.

Active-duty military are required to enroll when they in-process. Family members and others must choose to enroll. Those wishing to enroll or to transfer their enrollment from another duty location should stop by the TRICARE Service Center located in MAHC or make the change by using the Triwest website: www.triwest.com

Patients who choose not to enroll under TRICARE Prime may seek civilian medical care through either TRICARE Standard or TRICARE Extra (the preferred provider option). Cost shares and deductibles for both these programs are higher than fees in TRICARE Prime. Information on all of the TRICARE programs is available from the TRICARE Service Center, 680-4000.

b. **Gentry Primary Care Clinic:** The Primary Care Clinic is located in the Ernest R. Gentry building behind Munson Army Health Center's main building on Pope Avenue. To meet the needs of our active-duty and TRICARE Prime beneficiaries, it is comprised of following services: Family Practice, Pediatrics, Allergy/Immunization, and Physical Exams with limited Flight Medicine for those enrolled to Munson Army Health Center.

We do not offer Sick Call or walk in services. All primary care is by appointment only.

We encourage the use of our Primary Care Manager (PCM) on call after duty hours. If you have acute care concerns call the PCM on Call at 684-6000 or (800) 250-3466 to receive assistance.

Munson Army Health Center does not have an Emergency Room. If you have an emergency, call 911 or go to the nearest Emergency Room in the civilian community. An emergency room should never be used as a substitute for a primary care appointment with your provider. Local Emergency Rooms in Leavenworth are located at:

c. **Cushing Memorial Hospital**, 684-1144, 711 Marshall Street. Approximately 1.5 miles from Main Gate. Straight out Main Gate on 7th Street. Two blocks south of Spruce, turn right onto Marshall.

d. **Saint John Hospital**, 680-6100, 3500 S. 4th Street Trafficway. Approximately 3.5 miles from Main Gate. From Main Gate, turn left on to Metropolitan. Right on 4th Street Trafficway.

e. **Veterans Administration Medical Center** (Adults only), 682-2000, 4104 South 4th Street Trafficway. Approximately 3.5 miles from Main Gate. From Main Gate, turn left on to Metropolitan. Right on 4th Street Trafficway. Veterans Administration Medical Center is on the left just south of Wal-mart.

f. Pod System: We have created health care teams, called "pods", to provide more personal, caring and consistent care to our beneficiaries. Each pod has at least two health care providers, a combination of physicians, nurse practitioners, and physician assistants, a registered nurse, and support staff. The pods are designated using colors (e.g., blue pod, green pod, etc.). Our goal is for each patient to see their own Primary Care Manager (PCM), and if that isn't possible, then to see another provider in their pod. For this reason, we've programmed our web site to only allow patients to make appointments with their assigned PCM. If an appointment isn't available with your PCM or in your pod, we recommend you speak with your pod nurse before making an appointment with a provider outside your pod. To further ensure you are able to see your PCM when you need to be seen, we've implemented "Open Access" appointing. Open means that you don't have to make an appointment in advance. The vast majority of our primary care appointments are now reserved for patients who call in or go on line and book an appointment on the same day as their appointment.

g. Physical Exams/Flight Medicine Clinic: The Physical Exams/Flight Medicine Clinic, for active duty soldiers, has recently relocated to the third floor of Munson Army Health Center. Contact the Appointment Center at 684-6250 to book an appointment. There are two parts to the physical exam; Part 1 requires filling out forms, tests and lab work; Part 2 is the physical exam and is scheduled 7-10 days after the initial visit.

NOTE: Flight Physicals will only be done for Army active duty soldiers enrolled to Munson Army Health Center.

h. Ancillary Services: You may walk-in to the clinic and receive pregnancy tests and throat cultures without an appointment; you must check in at the front desk. For pregnancy test results, you may call 684-6250 (option 3 to contact your Primary Care Manager); please wait at least 4 hours after the test is performed before calling. You will receive an information sheet when you check in for a throat culture, which will provide you with a reference number and phone number to call to receive your results.

i. Customer Focused Care: The Gentry Primary Care Clinic staff continually strives to make your visit a positive experience. We try to make sure you are seen at your scheduled time, however, occasionally there are unanticipated delays and we ask for your patience and cooperation when this occurs. The staff and providers must give all of our patients the time that they require to address their health-care needs and concerns.

Quick Medical Reference Numbers:

Emergency: 911

Appointments: 913- 684-6250 / 1-888-269-0109

Information Desk: 913- 684-6000

Patient Representative: 913- 684-6105

Pharmacy: 913-684-6102

5-8. DENTAL CLINIC

a. The Thomas L. Smith Dental Clinic is located at 520 Pope Avenue, centered between the Main Post Chapel and Munson Army Health Center. Normal operating hours for Smith Dental Clinic are Monday through Friday, 0730 to 1130 and 1215 to 1600. Walk-in sick call is from 0730 to 0900, Monday through Friday, with early arrival recommended. Walk-in examinations are from 0830 to 1030 and 1215 to 1445, Monday through Friday. The clinic's phone numbers are 913-684-5516/5001.

- b. It is recommended that students be in optimal oral health prior to beginning CGSOC.
- c. Individual dental records of military personnel must be in their possession on arrival at Fort Leavenworth and must be turned in during in processing.
- d. Students will be notified during the month their annual exam is due; however, it is an individual responsibility to keep their dental status current.
- e. Emergency patients should report to the clinic from 0730 to 0900. Active duty patients with unexpected conditions (bleeding, swelling, trauma, severe pain) will be seen any time during normal clinic hours. After hours, active duty patients should contact Munson Army Health Center, 913-684-6000.
- f. Students with family members are strongly encouraged to obtain insurance through the TRICARE Family Member Dental Program, as care for family members is not available in CONUS military dental treatment facilities. Information regarding dental insurance is available at United Concordia's Web site at www.ucci.com or phone 1-888-622-2256.

5-9. VETERINARY SERVICES

- a. The Veterinary Treatment Facility (VTF) is located at 831 McClellan Avenue. Hours are from 0730 to 1530, Monday through Friday. The VTF is closed the last working day of each month for inventory. Animals are seen by appointment only. Sick animal and vaccination appointments are on Tuesdays and Thursdays. Call 913-684-6510 for appointments. Pet registration is on Mondays, Wednesdays, and Fridays. Registration is walk in and the pet is not required to come with.
- b. The Fort Leavenworth Veterinary Services has many missions including food inspection, military working dogs, and the treatment/prevention of zoonotic diseases. One of our secondary missions is the care of privately owned animals. We provide several services for the benefit of your pet's health.

- Vaccinations
- Sick Call
- Routine Blood work
- Limited surgical procedures (spay/neuter, mass removals) are done as space and time allow and are first come first serve.
- Health Certificate
- Heartworm Testing
- Feline Leukemia/Feline Immunodeficiency (FeLV/FIV) Viral Testing
- Diagnosis of Zoonotic Diseases
- Treatment of Intestinal Parasites
- Health Care Tips
- Veterinary Products for Sale
- Heartworm Prevention
- Flea and Tick Products

- c. During in processing, veterinary services will register your pets on post. For registration, CAC & FT LVN Reg 40-7 requires proof of rabies vaccination and a valid microchip number. Registration is Monday, Wednesday, Friday from 0800 until 1500.

d. The Post Stray Animal Facility is supervised by the Fort Leavenworth Veterinary Services. Animals living on post must be registered on post within 1 month to ensure their safe return if lost. Animals found on post will be brought to the stray animal facility for the owner to claim. If an animal is unclaimed after three business days, it will become available for adoption.

5-10. BOY SCOUTS OF AMERICA PROGRAM

Sign-up for Boy Scouts, Cub Scouts can be done through John Schatzel, membership coordinator of the Fort Leavenworth Friends of Scouting organization, at any time during the year at 913-684-3492 or e-mail address: john.schatzel@us.army.mil. Each family is encouraged to take advantage of this unique opportunity to serve the community while developing future productive citizens.

5-11. FITNESS CENTERS

a. Gruber Fitness Center is located at 200 Reynolds Avenue, telephone 913-684-5120. Facility hours are 0500 to 2200 weekdays and 0800 to 1800 on weekends/holidays. Fitness area offers a large variety of cardio, free weights, plate loaded and selectorized machines. It also has a large co-ed sauna, 2-multipurpose rooms utilized for martial arts and aerobics, 1-spinning/boxing room, 1-racquetball court, and a monthly locker rental program. Personal Trainers and masseuses are also available.

b. Harney Sports Complex is located at 4th and Cody. The facility has an indoor pool, which offers lap swim, open swim, water aerobics, physical fitness opportunities, swim lessons, and pool parties. Additionally, the facility has 1-basketball court, 4-racquetball courts, and 2 cardio rooms housing treadmills, stationary bikes, elliptical and Nautilus circuit. For more information call Harney Sports Complex at 913-684-2187 or 913-684-2190.

CHAPTER 6 - PUBLIC AND PAROCHIAL SCHOOL INFORMATION**6-I. FORT LEAVENWORTH PUBLIC SCHOOLS (UNIFIED SCHOOL DISTRICT (USD) 207)**

The Kansas State Legislature has designated the Fort Leavenworth Federal Reservation as a Unified School District and, as such, operates a public school system under the supervision of the Kansas State Department of Education. Fort Leavenworth schools are not part of the Department of Defense dependent school system. The Fort Leavenworth schools are considered to be among the best in the nation and occupy a position at the very top of the educational system in the state of Kansas. This enviable position begins with a student body of exceptionally high quality and parents who have an unusually high level of formal education and a sincere interest in the schooling of their children. The Fort Leavenworth schools serve the students who reside on the Federal reservation and enroll approximately 1,900 students in kindergarten through grade 9. There are three elementary buildings and one junior high school on post. Senior high pupils residing on post may attend Leavenworth Senior High School or Immaculata Catholic High School in the City of Leavenworth. Bus transportation will be provided for those students attending Leavenworth High School.

a. Enrollment. The Fort Leavenworth School District does not have an open enrollment policy. Students residing on the Fort Leavenworth Military reservation or the Leavenworth Federal Penitentiary property are eligible to attend the district schools. CGSC students as well as active duty military who do not reside on the installation may apply for nonresident enrollment. A complete copy of the enrollment policy can be located on the district website at www.usd207.org. Kansas residency is a requirement for all nonresident enrollment requests. Enrollment for all schools is scheduled for the last week of July. It is essential that you complete the Fort Leavenworth Schools Information Card as soon as possible and email the information card to bmelick@usd207.org to ensure the school district has sufficient demographic information for initial class room allocations. If you need any information, please contact the district office at 913-651-7373.

b. Immunization Requirements. See paragraph 6-5c for details.

c. Fees and Supplies. Our intent is to limit enrollment fees for Grades K through 9; however, budget reductions may require additional fees to be assessed. Students attending Patton Jr. High are required to purchase a gym suit and an agenda.

d. School Calendar. The annual schedule for school activities is planned in coordination with the CGSOC schedule. The public school year begins on or about the same date that CGSC begins, and ends prior to the time officer students' graduate from the College. When possible, breaks during the school year are coordinated with breaks in the CGSC schedule.

e. Transportation. USD 207 buses all students enrolled at Eisenhower Elementary and Patton Junior High Schools, with the exception of those students living in Normandy and Osage Villages. Bradley and MacArthur Elementary students, who live west of Hancock Avenue, are bused also. Bus schedules are posted on the front of the school buildings and on the district website at www.usd207.org the Friday prior to the first day of school. The district is not required to bus students under Kansas's law, transportation is provided at no charge as a service to the community. USD 207 will provide school bus service to students residing on post who attend Leavenworth High School. Students are picked up at designated post locations and transported to school. They are returned to these locations at the end of the school day. For more information, call 913-651-7373.

f. Facilities. The Fort Leavenworth School District operates three elementary buildings for kindergarten through grade 6 students and a junior high school for grades 7, 8, and 9 students. All buildings are modern, air conditioned, and include full service kitchens, cafeterias, libraries, music and art rooms, auditoriums, gymnasiums, computer labs, and special rooms to meet the needs of the curriculum.

g. Curriculum. All Fort Leavenworth schools are fully accredited by the Kansas State Department of Education and the North Central Association Commission on Schools. Emphasis at post schools is placed on academics, with test scores indicating above average achievement, and on creating a safe,

welcoming, and orderly environment for your children. Kindergarten classes have full-day sessions. Parents can choose to have their child/children attend only half-day.

h. Special Services. Fort Leavenworth School District is one of six school districts participating in a Special Education Cooperative. As a part of the Leavenworth County Special Education Cooperative (LCSEC), the children of Fort Leavenworth residents will have access to all programs should a child need them. Programs offered include: Early Childhood Special Education Services, Learning Disabilities, Speech and Language, Occupational and Physical Therapy, Gifted, Severe Multiple Disabilities, Mental Retardation, Deaf/Hard of Hearing, Visually Impaired, Emotional Disturbance, Autism, Adapted Physical Education, and School Psychology.

(1) All schools on post have services for speech and language, learning disabilities, occupational and physical therapy, gifted, and school psychology. All other services not provided on post are available in the LCSEC, and transportation is provided by the Board of Education. The Early Childhood Special Education Services program is available for qualifying 3 and 4 year olds.

(2) Information concerning Special Needs children, who will be attending school at Fort Leavenworth, Leavenworth, Lansing, Easton, Tonganoxie, or Basehor-Linwood, can be obtained from the Leavenworth County Special Education Cooperative, 210 East Mary, Lansing, KS 66043. The phone number is 913-727-1755. You may also visit their website at www.lcsec.org.

i. Hot Lunch Program. All schools are equipped with excellent cafeterias. They participate in the Federal school breakfast and lunch program. This permits them to serve a complete breakfast and a balanced, five-part lunch, to include milk or juice, for less than its actual cost because of Federal and State reimbursements on all student lunches.

j. Physical Education. A well-balanced program of physical education is provided for all grades. Emphasis is placed on a strong physical fitness program from kindergarten through junior high levels. At junior high level, in addition to the regular physical education program, sports programs are offered to boys and girls.

6-2.LEAVENWORTH PUBLIC SCHOOL DISTRICT (USD 453)

The history of the Leavenworth schools is nearly as long and storied as that of the City of Leavenworth. The first Board of Trustees for common schools met in July, 1858. Leavenworth High School was established in 1865, making it the oldest high school in the state. Thanks to the Leavenworth community's longstanding commitment to public education and support of a \$57.8 million bond issue in 2008, the district boasts modern, learning-focused facilities that provide a safe and healthy environment for students to learn and staff members to work. The Leavenworth School District is the largest district in the Leavenworth/Fort Leavenworth area offering the greatest diversity of courses and programs. The district celebrates a unified mascot, the Pioneer, and an indelible sense of pride in our blue and white.

The mission of the Leavenworth Unified School District is "to ensure high levels of learning for all students." Leavenworth identified four broad initiatives that provide structure to align ongoing district improvement specific to teaching and learning. The following initiatives, referred to as "The Big Four," will be the focus of the school district for the next five years: Curriculum and Instruction; Positive Behavior Supports; System of Interventions; and Student Engagement. This ongoing, collaborative process of creating "Impact Schools" involves teachers and administrators working together to realize real school improvement.

a. District. The Leavenworth Public Schools are currently organized with six elementary schools for grades pre-kindergarten through 4, one intermediate school for grades 5 and 6, one middle school for grades 7 and 8, Leavenworth High School for grades 9 through 12, Nettie Hartnett Education Center and Leavenworth Virtual School. All schools in the Leavenworth School District maintain the highest accreditation granted by the state of Kansas. Leavenworth High School is a member in good standing with the North Central Association, which accredits high schools throughout the Midwestern United

States. The high school is classified 6-A, the designation granted the largest high schools in Kansas by the Kansas State High School Activities Association.

b. Board of Education. The Leavenworth Public Schools are governed by a seven-member Board of Education elected by the public. The Board of Education meets in public session on the third Monday of each month. Meetings are held at 7:00 p.m. at the District Office, 200 N. 4th Street. The public is invited to attend meetings of the Board of Education. An agenda for board meetings is prepared in advance and is available to the public at the district's administrative office. Every agenda contains a section for "Patron Comments" when the patrons of the district may express their desires to the Board of Education.

c. Students and Staff. The Leavenworth Public Schools enroll approximately 3,750 students. Of the 448 certified teachers employed by USD 453, nearly 70 percent hold advanced degrees in education. There are 459 support personnel who provide services in the areas of child nutrition, buildings and grounds, technology, administrative/clerical, and support of teaching and learning.

d. Programs.

Pre-kindergarten programs in all elementary schools	Weighted grades in high school
ACT test results above the national average	Oldest JROTC program in the United States; 35 Leavenworth High School graduates have gone on to attain the rank of General
Comprehensive Special Ed to include gifted program	Alternative school for students grades K through 12
22:1 pupil/teacher ratio	Award winning fine arts program
English as a Second Language offered at all levels	Championship caliber athletic programs
Leavenworth High School and the Virtual School received Kansas Department of Education's "Standard of Excellence"	10 Advanced placement classes; including Chemistry, European History, German, Calculus AB, and Physics B
Nearly 80 percent of graduates pursue postsecondary education/training	
Ten students received military service academy appointments (2012)	Technology-enabled classrooms, and new or newly renovated school buildings

e. Family Engagement. Research has demonstrated that individual children and schools are most successful when families are actively involved in all aspects of the educational process. Leavenworth USD 453 is very committed to the active involvement of families in their children's education. To make family engagement and parent involvement possible, the district invites provides parent/teacher conferences at all grade levels (K through 12), involves parents in school building decision-making thru Parent Teacher Organizations and Site Councils, encourages and supports parent support groups, and offers parenting classes and workshops. Leavenworth USD 453 was one of the first school districts in Kansas to pilot "Parents as Teachers," a program to help support parents of children from birth to 36 months. Currently over 100 families are involved in this program. Parent partnerships in the Leavenworth Public Schools are a vital part of the school's success.

f. Enrollment. Enrollment procedure in the Leavenworth Public Schools are typically held the end of July in an assigned location. The District Office is open year round and can answer questions concerning enrollment procedures by calling 684-1400 or email contactus@usd453.org. All schools in the district typically begin in mid-August. Leavenworth High School is open throughout the summer. Appointments can be made to meet with a counselor to complete high school enrollment by phoning the school at 913-684-1550. Advertisements with dates, times, and locations for enrollment are placed on the district website at www.usd453.org, in the *Leavenworth Times*, *Leavenworth Lamp*, *The Link*, and Channel 2.

g. Fees and Supplies. A textbook and materials fee is charged to all students attending the Leavenworth Public Schools. This fee is annually reviewed and approved by the Board of Education. Parents are asked to pay the fee at the time of enrollment. The fee varies depending on the grade level of the student involved. Information specifically related to the annual fee can be obtained from each building.

h. Immunizations Requirements. Kansas State Law requires that any child entering school in Kansas for the first time, must have the following immunizations: 5 DTaP (diphtheria, tetanus, pertussis), 4 Polio, 2 MMR (measles, mumps, rubella), and 3 Hepatitis B, as explained below. The only exceptions to this would be (1) a certificate from a licensed physical stating the physical condition of the child to be such that the test and immunization would seriously endanger his/her life or health or (2) written objections on religious grounds.

Two doses of varicella-containing vaccine will be required for students entering kindergarten and grade 1; one dose is required for grades 2 through 10, unless proof of prior varicella disease is presented to the school nurse. A second varicella vaccine is recommended for all children. Parents and/or guardians should be aware that their children shall be excluded from school in the event of an outbreak or suspected case of a vaccine-preventable disease.

Immunization for hepatitis B is required for any Kansas student enrolling in kindergarten, first grade, second grade, or third grade classes for the 2008-2009 school year. Single antigen of the measles vaccine will not meet requirements without the addition of mumps and rubella vaccine. HIB (haemophilus influenza Type B) immunization is recommended but not required for school entry.

i. Hot Lunch Program. Each school operates a hot lunch program. In the high school, students may purchase a Class A meal at a stated price or they may take advantage of a cafeteria-style selection of food with the cost depending on the food selected. In the middle and elementary schools, a standard hot lunch program is provided. The cost of the hot lunch program is reviewed by the Board of Education annually and the prices established. Specific price information may be requested from the building where the child will attend.

j. Transportation. The Fort Leavenworth Transportation Office provides school bus service to students residing on post who attend Leavenworth High School. Students are picked up at designated post locations and transported to schools. They are returned to these locations at the end of the school day. For more information, call 913-684-5637. For students living in the Leavenworth School District and attending school in their resident attendance center, free bus transportation is provided for those students who live 2.5 miles or more from their resident attendance center. For students residing less than 2.5 miles from their resident attendance center, transportation may be available on a fee basis. Parents must contact the Easton Bus Company, 913-682-2244, for free and parent paid bus services.

For more information, visit the Leavenworth Public Schools Web site at www.usd453.org.

6-3. LANSING PUBLIC SCHOOL DISTRICT (USD 469)

The Lansing Public Schools serve the city of Lansing and the rural areas that are included in the boundaries of this school district. In addition, an area of approximately 6 square blocks located in the city of Leavenworth is located in the Lansing School District. The city of Lansing has a population of over 8,000 and a student population of approximately 2,300 students in kindergarten through grade 12. The district employs approximately 220 certified and classified staff. The staff consists of 120 classroom teachers. Approximately half the staff has advanced degrees. This district is fully accredited by the State of Kansas and also is a member of the North Central Accrediting Association.

The Lansing Schools operate three buildings for grades kindergarten through grade 12; a Kindergarten through 5th grade elementary school, a 6th through 8th grade middle school, and a 9th through 12th grade high school. Board of Education policy reflects the philosophy that Lansing Schools are maintained for the primary benefit of the residents of the district, and nonresident students will be

permitted to apply to enroll in the district. Resident students are defined as living with parent or legal guardian within the boundaries of the district. Exceptions to the Board of Education policy must conform to Kansas Law KSA 72-1046. For information concerning the district admission policy, contact the superintendent at 913-727-1100. Parents with a handicapped child who requires special education services should contact the Leavenworth County Special Education Cooperative at 913-727-1755.

a. Enrollment procedures in the Lansing Schools is typically held during last part of July at one centralized location. All schools in the district are open during the summer for part of the week and part of the day. Call the district office at 913-727-1100 for the schedule of a particular school. All schools in the district will be open beginning the first week of August to answer questions concerning enrollment.

b. Fees and Supplies. Some fees are charged to all students attending the Lansing Schools. These fees are reviewed annually and approved by the Board of Education. Parents are asked to pay the fee at the time of enrollment. Fees vary depending on the grade level of the student involved. Information specifically related to the annual fee can be obtained from each building.

c. Hot lunch and breakfast programs. A hot breakfast program is provided for students in kindergarten through grade 8. A standard hot lunch program is offered for kindergarten through grade 12 with a salad bar available every day in grades 6 through 12. At the high school, students may select a "super meal" which is more food costing more money. The cost of the hot lunch and the breakfast program is reviewed by the Board of Education annually and prices established. Specific price information may be requested from the building where the child will attend.

d. Transportation. Lansing Schools provide bus transportation to and from school for most students living 1 mile from school or having to cross the highway. Students who live less than 1 mile from the attendance center and would not have to cross the highway may be bused at a cost of \$175 per child per semester. For information on bus transportation, call 913-727-3884 or the school your child will attend.

6-4. LEAVENWORTH PAROCHIAL SCHOOLS

The Leavenworth Regional Catholic School System offers a preschool program, an accredited elementary school with all day kindergarten, and a 4-year college preparatory high school.

a. The Leavenworth Regional Catholic School System (LRCSS). Members of the Fort Leavenworth community have attended Xavier Elementary and Immaculata High School for several generations. Military families can enjoy a highly rated academic curriculum that is also able to offer the faith development of religious, moral, and disciplinary values. With an abundance of students from active duty and retired military families (35 percent), Xavier and Immaculata students enjoy a strong, close-knit bond among family, school, parishes, and local community. From Fort Leavenworth the commute to any school campus takes no more than 15 minutes, with many families willing to carpool. Students of faith traditions other than Catholic often enroll in LRCSS, benefiting from a solid academic curriculum and faith-based education. Fourteen percent of the current student population is from other faith traditions.

(1) General information. Xavier Elementary School and Immaculata High School maintain the highest accreditation of the Kansas State Department of Education. Additionally, the North Central Education Association accredits Xavier. The North Central Association of Colleges and Secondary Schools accredits Immaculata. Both are members of the National Catholic Education Association and The Military Child Education Coalition.

Xavier Elementary and Immaculata High School have first-rate academic programs focused on the basics. Curriculum is set by the State of Kansas and the Archdiocese of Kansas City in Kansas (which exceed state academic standards). Students exceed national norms on standardized tests. At Immaculata the average ACT score is 24.1. At Xavier, the Iowa Basics score is typically in the 90-99th percentile; national norm is 50th- 60th percentile.

With lower than public schools teacher student ratios the learning environment enables the serious student. People who put Christian values first surround students. Disruptions are handled in a timely and age appropriate manner. Fewer distractions mean more teaching and learning.

Technology includes local area networks, broadband Internet access in every room, and staff dedicated to the integration of technology into the classroom. Computer labs/courses start in fourth grade; students in the primary grades have limited access to the Internet.

Parents are highly committed to children’s education, and community support for Xavier and Immaculata is strong. Recognizing the strong link between parent involvement and children’s success in school, a large number of parents participate in Xavier Elementary’s Parent Teacher Organization and the Immaculata Booster Club. Parent-teacher conferences are scheduled twice yearly.

(a) Xavier Elementary School. The enrollment at Xavier is approximately 365 students. Curriculum is designed to lead students to positive self-image, integration of faith and life, service to others, and the development of basic and special skills in a Catholic atmosphere. People who put Christian values first surround children. Catholic education is a vocation for our teachers and administrators, who have a minor in theology. The Gifted Program is available to those who qualify. Before and after school care is available.

Xavier Elementary consists of two campuses. The acquisition of the former Muncie public school facility in south Leavenworth allowed the Leavenworth Catholic Schools to move Xavier’s kindergarten through eighth grades into one single building began at the start of the 2011-2012 school year. This newly renovated facility sits on 16 acres of land which allows outdoor classroom time.

Xavier Preschool Campus, 727 Pennsylvania -- Preschool: two mornings per week,(3 year olds); three mornings per week (3 and 4 year olds) or 5 afternoons per week (4 and 5 year old pre-K program).

Xavier Elementary Campus, 541 Muncie Road—Kindergarten through eighth grades. Kindergarten is full day. All-day childcare is available for registered students. Teachers cover a basic curriculum of Religion, Reading , Spelling, Mathematics, English, Science, Social Studies, and Art. Specialists teach Spanish, Computer, Music (instrumental and vocal), and Physical Education. For grades 6 through 8, electives are offered on a quarterly basis, including choir, band, cardio-fitness, “knowledge bowl”, art, digital photography, science club, and more. The sports program is well developed and covered by the Kansas State High School Activities Association.

(b) Immaculata High School. Immaculata High School is a Catholic, coeducational school with a student population serious about college preparation. Enrollment is approximately 130 students. Immaculata Highlights:

<p>Serious learning environment. Graduates: 80% attend four year college, 13% attend two year college, 7% military, vo-tech school or other. 23% of the 2011 seniors earned the President’s Award for Educational Excellence. 2011 graduates have earned hundreds of thousands of dollars in scholarships. 77% of Immaculata students completed the Kansas Scholars Curriculum vs. 21% Kansas high school seniors. Fifteen faculty, of which 46% possess a Master’s Degree or higher.</p>	<p>Students exceed national and state norms on standardized testing. National average on the ACT is 21.0, the average score at Immaculata last year was 24.1. In 2011 Immaculata students scored well above average in the Kansas State Assessment tests. Low student to teacher ratio of 10:1..</p>
<p>Faith-based education. Students study theology, participate in liturgy and prayer retreats. Students also perform more than 3000 hours of community service during each year, organizing blood drives, raking leaves for the elderly, adopting families for the holidays, participating in Big Brothers/Big Sisters Program, working as teacher aides in local public</p>	<p>Graduates attend schools nationwide. USAFA, USNA, VMI, Notre Dame, Loyola Chicago, Creighton, and regional schools: Rockhurst, K State, Kansas University, Benedictine, and University of Saint Mary.</p>

elementary schools, and more.	
High school and College dual credit courses are offered at Immaculata through the University of St. Mary.	Technically integrated in classrooms. Computer labs, local area network, broadband internet access, solid course offering.
Over 20 sports, clubs, and activities including a strong tradition of championship sports teams, yearbook, choral ensemble, Students Who Care (service organization), school newspaper, Scholar's Bowl, and yearbook.	Close knit community, friendly atmosphere. Small classes, personal guidance from teachers help focus students' talents and enhance family atmosphere.

The Course Offerings Book describes courses in Theology, English, Social Studies, Math, Science, Fine Arts, Computer Technology, Physical Education, and Health. Electives include Spanish, and Business Courses. Vocational-technical courses and JROTC are available at the public high school and area vo-tech. The Course Offerings Book also outlines pre-college curriculum requirements for admission to Kansas colleges and universities, requirements for consideration for Kansas State Scholarship Programs/Immaculata graduation requirements, and recommendations for college bound students.

Men's sports include football, soccer, basketball, baseball, tennis, track, wrestling, power lifting, and golf.

Women's sports include volleyball, basketball, softball, track, tennis, golf, power lifting, and cheerleading.

Administration Office-- 913-682-7801 www.leavenworthcatholicschools.org President: Barbara Ferrara e-mail:bferrara@archkckcs.org FAX: 913-682-6021	Xavier Elementary-- 913-682-7801 www.xavierelementary.org Principal: Karen Davis kdavis@archkckcs.org	Immaculata High School-- 913-682-3900 www.immaculatahighschool.org Principal: Helen Schwinn hschwinn@archkckcs.org
---	---	--

b. St. Paul Lutheran School provides a Christian education for children preschool age to eighth grade all on one campus. We offer a fully accredited elementary school with all day kindergarten, and preschool classes beginning with ages 2 ½. In addition to these programs we have a state licensed extended care program for before and after school care as well as summer care. Also available are services provided by the Leavenworth Special Education Cooperative that assist students with learning disabilities and gifted needs. St. Paul Lutheran School is a Kansas State Accredited school that provides a safe, nurturing learning environment for preschool thru 8th grade students. We accept students of all racial, ethnic and religious backgrounds.

St. Paul Lutheran School is located at 320 North 7th Street in Leavenworth, Kansas. The school is eight blocks south of the main gate of Ft. Leavenworth. Tours of the school can be scheduled at your convenience by contacting the schools Admissions Counselor at 913-682-5553. You may also make appointments by email at admissions@splcs.org. During the tour of the school you will be guided through the enrollment procedure. We follow the state of Kansas guidelines for immunizations and for age requirements for enrollment.

(1) St. Paul Lutheran School provides a safe, nurturing learning environment with small class sizes. The focus is a Christ centered education in which the child works toward academic excellence. Because of the small class size our students are able to work more often in small groups or one-on-one with a teacher. Each child is also taught how to work independently and problem solving which prepares our students for future success in high school and beyond.

(2) Technology is integral part of learning. The teachers strive to incorporate technology into most subjects. Students in Kindergarten to Eight have access to one to four computers in their homeroom class. We also have a computer room available for times when every student needs to be working independently on a computer.

(3) Sports are available for anyone grade three and above. Third through Sixth graders can participate in Catholic Youth Organization (CYO) sports. The CYO offers our students and students from other schools the opportunity to play coed basketball and volleyball. Seventh and Eighth grade students partner with students from Xavier Catholic School to play in the Delaware Valley League. Football, wrestling, basketball and track are available for the boys. Volleyball, basketball, and track are available for the girls.

6-5.ENROLLMENT REQUIREMENTS FOR PUBLIC SCHOOLS

a. If you reside on post and wish to enroll your children in public school, kindergarten through grade 9, they will be enrolled in the Fort Leavenworth Schools. If you reside on post and wish to enroll a senior high student in a public school, they will be enrolled in Leavenworth High School in the city of Leavenworth. If you live off post in the cities of Leavenworth or Lansing and enroll children in the public schools, you will enroll your children in the Leavenworth School District or Lansing School District. Parochial schools are available in the city of Leavenworth. A preschool for children 3 to 5 years of age is available on post at Family Support Center, 913-684-9351.

b. Age requirement enacted by the legislature of the State of Kansas, extract from Senate Bill No. 522:

(1) "Kindergarten: In any district maintaining kindergarten, any child who resides in the district and who will attain the age of five years on or before 31 August of any school year shall be eligible to enter kindergarten; any child who was a resident in another State and who, while residing in such other State, had entered and was in attendance in an accredited kindergarten in such State shall be eligible to attend kindergarten in this State, regardless of age."

(2) "First Grade: Any child who will attain the age of six years on or before 31 August of any school year shall be eligible to attend the elementary grades in the school district in which the child resides; any child who has completed a kindergarten course entered and attended in this State or who was a resident in another State and who while residing in such other State, had entered and was in attendance in first grade in such State or who had completed in such State a kindergarten course maintained by a public school district or by a state accredited private, denominational, or parochial school shall be eligible to attend first grade in this State, regardless of age."

c. The following subparagraphs deal with the specific physical examination and immunization requirements for entry into the school system and participation in interscholastic athletics and cheerleading. Forms referred to below will be provided on your arrival at Fort Leavenworth.

(1) Immunizations. K.A.R. 28-1-20 defines immunization required for any individual who attends school or a preschool or childcare program operated by a school, except (1) certification from a licensed physician stating the physical condition of the child to be such that the test and immunization would seriously endanger his/her life or health or (2) give written objection on religious grounds:

Diphtheria, Tetanus, Pertussis (DTaP): five doses required. Four doses acceptable if dose 4 given on or after the 4th birthday.. A single dose of Tdap required at grades 7 through 10, if no previous history of Tdap vaccinations regardless of interval since the last Td vaccine.

Poliomyelitis (IPV/OPV): four doses required.

Measles, Mumps, Rubella: two doses required.

Hepatitis B: three doses required through grade 12.

Varicella chickenpox): two doses required for grades K through 3; and 7 through 8; one dose required for grades 4 through 6 and 9 through 12, unless history of varicella disease documented by licensed physician. Two doses are currently *recommended* by the ACIP for all ages.

Haemophilus influenza type b (Hib): three doses required for children less than 5 years of age in early childhood programs.

Pneymonococcal conjugate (PCV7): four doses required for children less than 5 years of age in early childhood programs.

Hepatitis A: two doses required for children less than 5 yrs of age in preschool or in early childhood programs.

In addition to the immunizations required for school entry listed above, the 2010 ACIP recommendation also include the following for school children:

Meningococcal (MCV4): one dose *recommended* at 11 years with a booster dose at age 16: not required for school entry.

Human Papillomavirus (HPV): three doses *recommended* for females at 11 years of age and provisionally recommended for males at 11 years of age; not required for school entry.

Influenza: yearly vaccination *recommended* for all ages 6 months and older; not required for school entry.

The certification will be accomplished on Kansas Department of Health and Environment/ Kansas State Department of Education Form KCI (Kansas Certification of Immunization). The form(s) should not be dated prior to 1 June of the academic year in which the student participates. This form is available through Munson Army Health Center and the school nurse at enrollment.

(2) Physical examination. Kansas regulations require all children who are 8 years old or younger entering Kansas schools for the first time to have a physical examination completed after 1 January of the upcoming academic year, and on file with the school nurse at the time of enrollment. This physical may be obtained at your current duty station, an out-of-state form is acceptable. A child entering into a day- care program or preschool (required for Fort Leavenworth Preschool) must have a physical examination and certain current immunizations, because these are licensing requirements established by the Kansas State Department of Health and Environment. The certification is to be accomplished on Kansas Department of Health and Environmental Form HA-1 (Medical Record for Children Receiving Day Care) (a one-part yellow form).

(3) Athletic physicals. Kansas law stipulates a student must pass a physical examination before taking part in interscholastic athletics or cheerleading. The physical examination must be taken after 1 May of the upcoming academic year. The results of the physical examination and the physician's statement must either be documented on a Kansas State High School Activities Association Form or an out-of-state form which will be attached to a Kansas form, requiring the parent's or guardian's signature. A Kansas Sports Physical form can be obtained at the junior high school, Board of Education office, or the clinic on post.

6-6. SCHOOL TEACHER INFORMATION

The following addresses provide information on employment in the Fort Leavenworth and local Unified School Districts (USDs) educational systems:

Deputy Superintendent Fort Leavenworth USD 207 207 Education Way Fort Leavenworth, KS 66027-1425	Principal Immaculata High School 600 Shawnee Street Leavenworth, KS 66048
Assistant Superintendent of Personnel Leavenworth Board of Education Unified School District 453 200 N 4 th Street Leavenworth, KS 66048-2057	Principal St. Paul Lutheran School 320 North 7th Street Leavenworth, KS 66048-1857
Principal, Lansing USD 469 613 Holiday Plaza Lansing, KS 66043	Principal, Xavier Elementary School 721 Osage Leavenworth, KS 66048-1437

Academic Dean University of Saint Mary 4100 S 4th Street Leavenworth, KS 66048	Kansas City Kansas Community College Leavenworth Center 211 Cherokee Leavenworth, KS 66048
---	---

6-7. KANSAS STATE EMPLOYMENT SERVICE

The Workforce Development Center, 515 Limit, Suite 200, Leavenworth, KS 66048, 913-682-4152, maintains information and application requirements for employment opportunities in the public (Federal, State, county, and city) and private sectors.