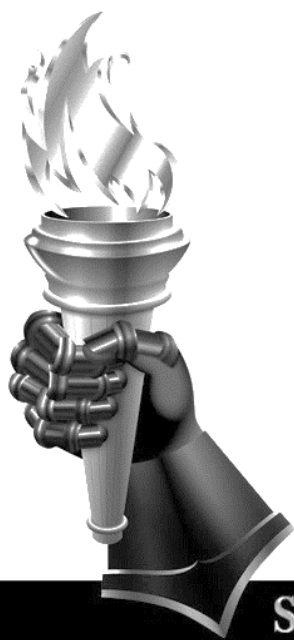


THE UNITED STATES ARMY WAR COLLEGE



*Provided as a public service by the USAWC/IFP
Revised January 2024*

STRENGTH *and* WISDOM

WELCOME TO CARLISLE, PENNSYLVANIA

Welcome to Carlisle and the United States Army War College! The town and the post may look small, but this area offers so much for you and your family. The International Fellows staff encourages you to enjoy your stay here. We have developed this short document to ease your transition into the U.S. Army War College educational program for which you were personally selected.

Listed are procedures and guidelines upon arrival. There is information about housing, driving, public school registration and other basic needs. It is arranged according to the order in which most tasks are typically accomplished. Included is a short list of Carlisle Barracks rules & regulations, as well as International Fellows Staff contact information and local phone numbers. The International Fellows office, Building 651 (Root Hall - Room T043), has more detailed information at your request. The staff is always happy to answer your questions or offer their assistance as you and your family settle into the area.



The most rewarding source of information about the area, and about America in general, is the population that surrounds you. Get to know your fellow students, sponsors and neighbors. Make acquaintances and share experiences. The people you meet can give you suggestions about how to experience the USA.

We encourage you to explore Carlisle and the surrounding area. It is our hope that you will leave America with an appreciation for its tremendous strengths and an understanding of its shortcomings. We are confident that your experience will be a great one. We are excited to assist you and your families to make your time here a memorable one.

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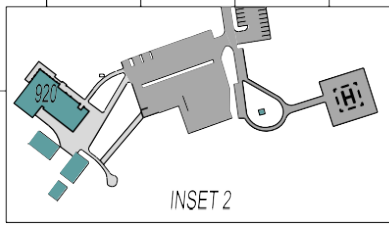
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Bldg	Grid	Activities & Services
7	G-10	Lodging, /HG, Washington Hall
22	F-9	Upton Hall - Garrison Headquarters - Bradley Auditorium - Legal Office - Peacekeeping & Stability Operations Institute (PKSOI) - Upton Auditorium - Army Continuing Education Center
23	F-8	Gym, Thorpe Hall (FMWR)
36	1-4	Lodging, /HG, Ashburn Hall
37	1-5	Lodging, /HG, Pratt Hall
38	1-5	Hessian Powder Magazine - Museum
46	1-10	Anne Ely Hall - Civilian Personnel Office - EEO/OE - ID Cards - In! Out Processing - Military Personnel Office - US Post Office (Garrison Lane Entrance) - Retirement Services - Transportation Office - Army Community Services (ACS)(FMWR) - Army Substance Abuse Program (ASAP) - Sexual Harassment! Assault Response & Prevention Office - Family, Morale, Welfare, and Recreation (FMWR)
47	J-9	Strategic Studies Institute & USAWC Press
118	G-11	Reynolds Hall
119	G-12	Gym, Indian Field Fitness Center (FMWR)
120	F-12	Gym, Root Hall (FMWR)
121	F-11	
122	F-11	
303	G-3	Criminal Investigation Division (CID)
309	F-4	Property Book Officer
313	F-6	Letart View Community Center (LVCC)(FMWR) - Pershing Tavern (LVCC) (FMWR)
314	F-8	Contracting Office M/CC
314	F-8	Resources Management (ORM)
315	E-9	Senior Leader Development & Resiliency
316	F-5	Swimming Pool, Splash Zone (FMWR)
330	E-4	US Army Garrison Public Works
335	E-5	Tiki Bar, Letart View Community Center (FMWR)
400	K-11	Police Station
400	K-11	Fire Station
450	M-7	Dunham Army Health Clinic
450	L-8	Dunham Army Dental Clinic
451	N-12	Delaney Field Clubhouse, Balfour Beatty Communities
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651	G-17	US Army War College, Root Hall - School of Strategic Landpower, Root Hall
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844	O-15	Exchange Store! Class VI Store
849	O-21	Motor Pool
851	N-18	Commissary
860	N-16	Outdoor Recreation (FMWR)
870	P-11	Visitor's Center
870	P-11	Arts & Crafts Studio, Barracks Crossing (FMWR)
870	P-11	Auto Center, Barracks Crossing (FMWR)
920	Inset #2	Golf Course & 1757 Cafe (FMWR)
950	Inset #1	US Army Heritage and Education Center (USAHEC)



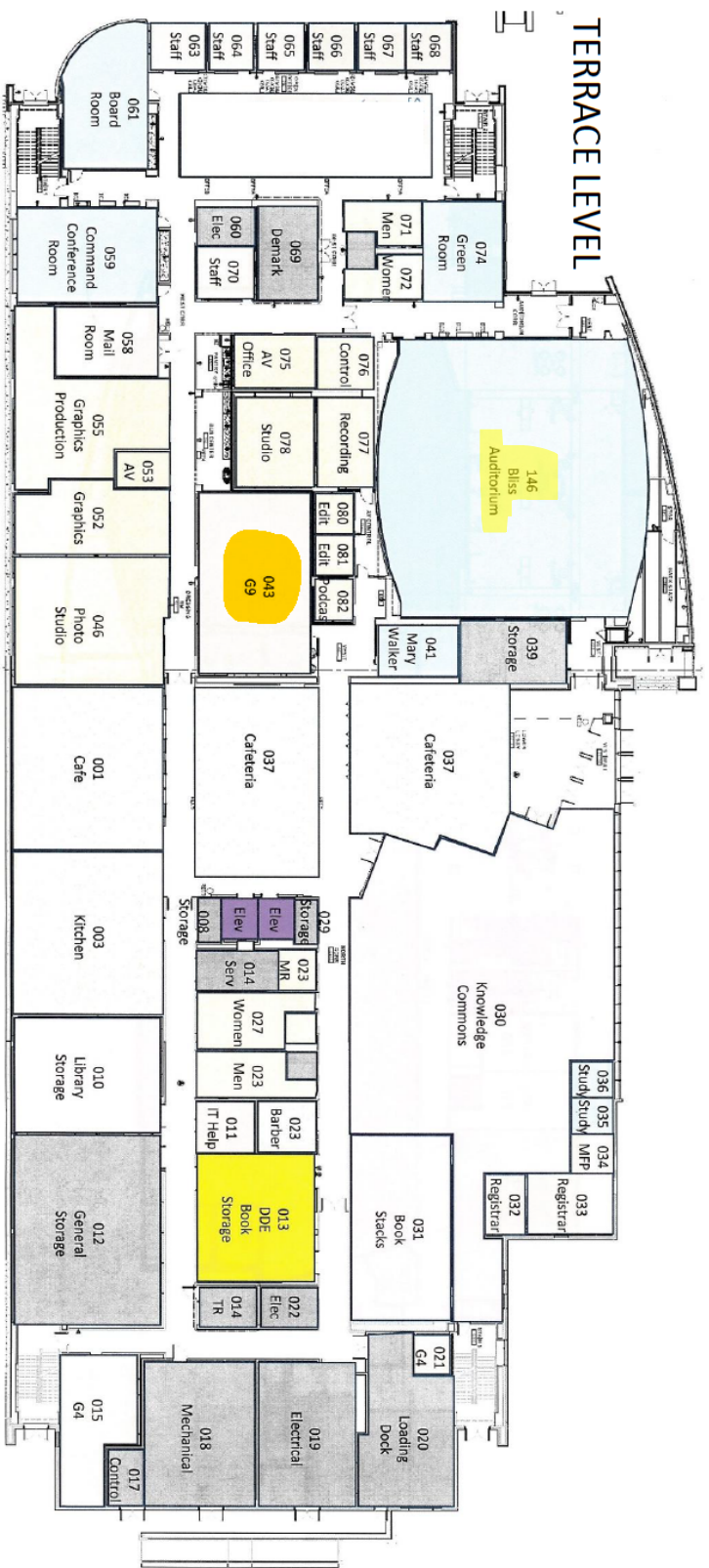
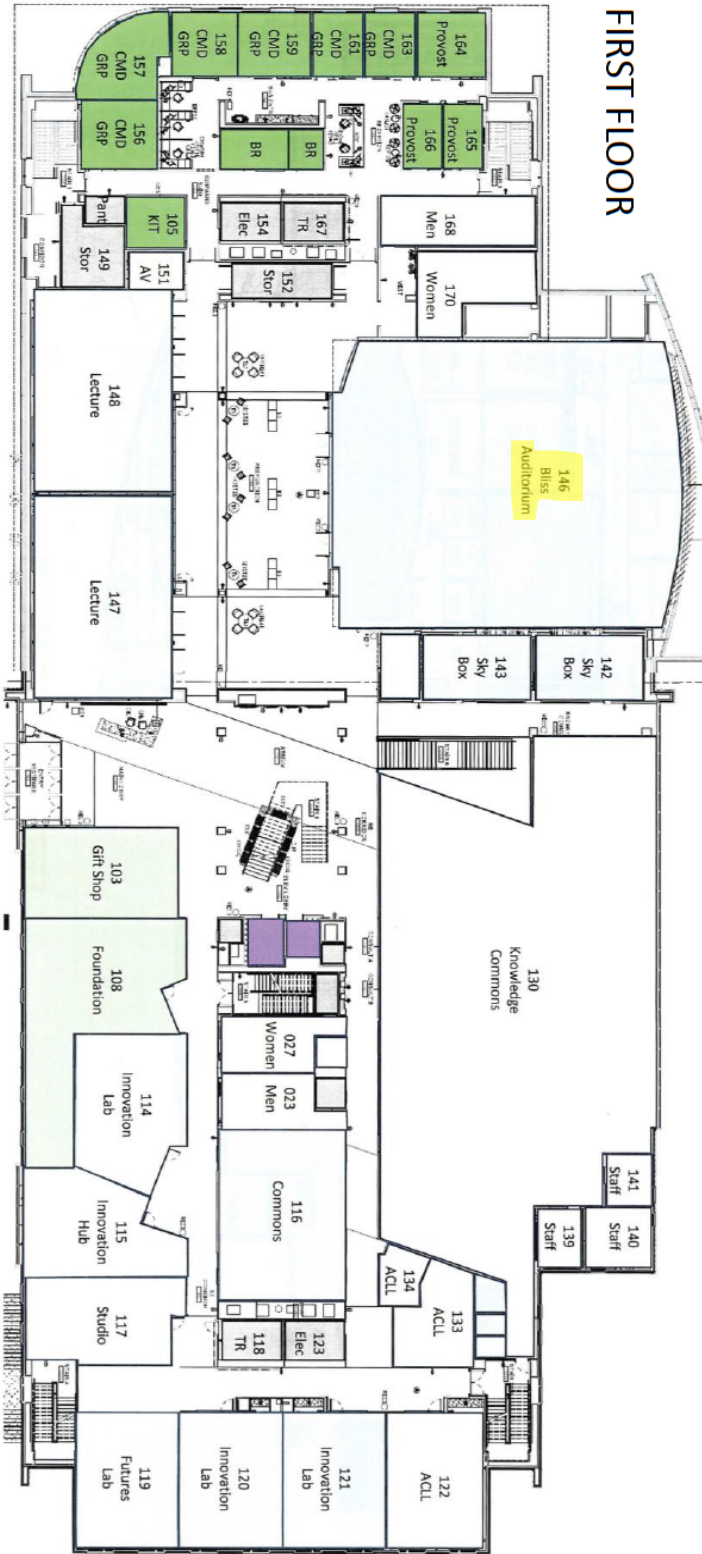
PRIMARY BUILDING LOCATIONS FOR

- #651 – Root Hall/Bliss Hall
- #450 – Dunham Clinic
- #131 – LVCC
- #118 – Reynolds Hall
- # 45 – Anne Ely Hall
- # 22 – Upton Hall



INSET 2

ROOT HALL
 T043 (G9) – International Fellows Office
 146 – Bliss Hall

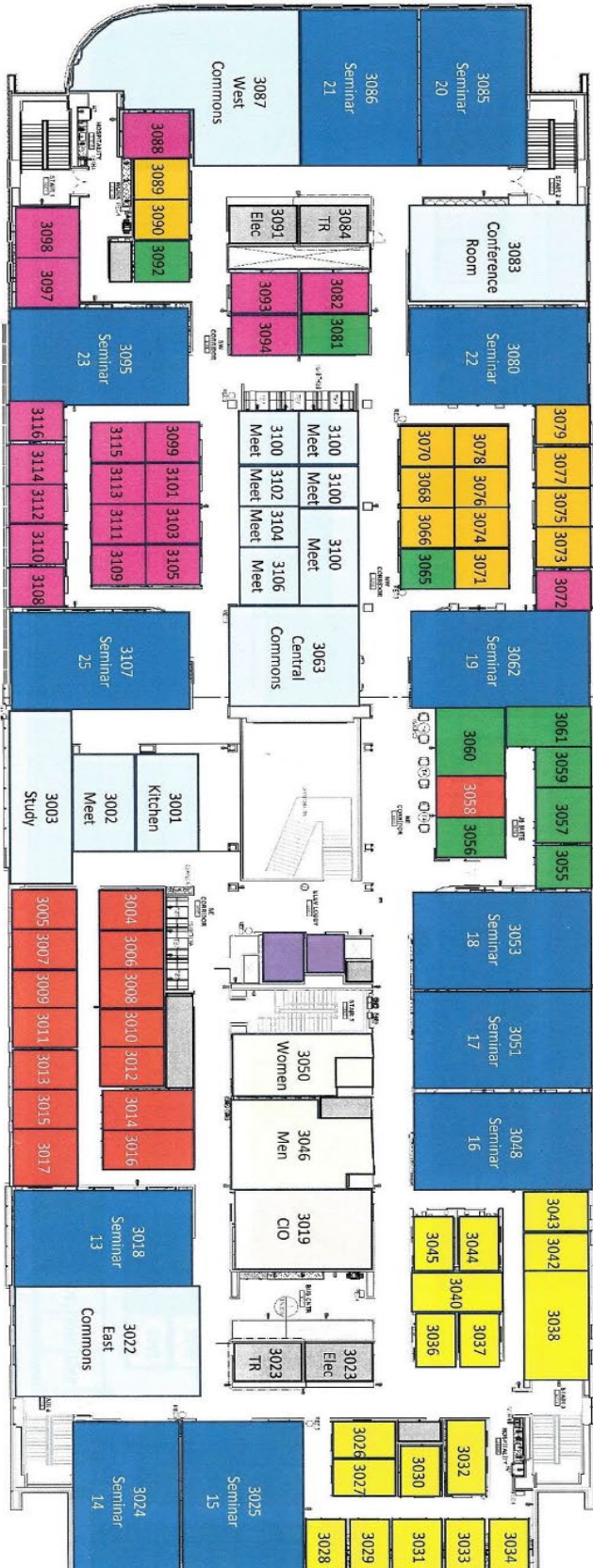


Seminar Rooms

SECOND FLOOR



THIRD FLOOR



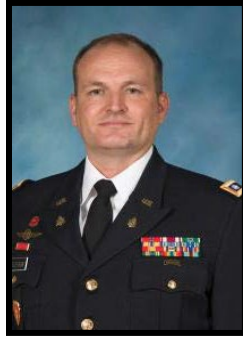
SECTION 2: INTERNATIONAL FELLOWS PROGRAM STAFF

COL Brian J. Henderson

Director IF Program, G-9

Office: T065
Phone: 717-245-3427
Cell: 717-713-0566

brian.j.henderson.mil@army.mil



Please contact **COL Henderson** if you:

- Request excuse from any IFP event
- Have any issues you want to raise to the Commandant or Dean
- Are unsatisfied with the IF office's response to an issue
- Have a dispute with a member of the IF office

Kevin Bremer

Deputy Director,
Chief IMSO

Office: T043
Phone: 717-245-3373
Cell: 717-226-4073

kevin.d.bremer.civ@army.mil



Please contact **Kevin** if you:

- Have a family emergency
- Become involved with law enforcement.
- Develop any legal issues
- Have issues with your Landlord/Property Manager

Jeremy Beussink

Writing Instructor and
Academic Prep Course
Director

Office: T043
Phone: 717-245-3375
Cell: 717-462-2654
jeremy.p.beussink.civ@army.mil



Please contact **Jeremy** regarding:

- Academic support in writing or reading for any AWC Resident course
- Information about the USAWC International Fellows Academic Prep Course
- Assistance with visiting the Dickinson College Writing Center for writing help
- Assistance with preparation or understanding the TOEFL (Test of English as a Foreign Language)

Bethany Hess

Plans & Operations Officer

Office: T043
Phone: 717-245-4829
Cell: 717-448-9552

bethany.j.hess.civ@army.mil



Please contact **Bethany or Chris** regarding:

- Field Studies Program
- The Unified Command Course
- Lodging
- Transportation
- Coordinating G9/IF with AWC & Garrison
- Orientation
- Distance Education Course
- Resident Course
- Calendar Management

Chris Biggs

Plans & Operations
Assistant

Office: T043
Phone: 717-245-4760

christopher.g.biggs.civ@army.mil



Christopher Baker
Administrative & Finance
Officer

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Administrative & Finance
Assistant

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Jessica King
Sponsorship and Family
Program Coordinator

Office: T043
Phone: 717-245-3937
Cell: 717-385-4128

jessica.b.king5.civ@army.mil



Lisa Burt
Student Affairs Specialist

Office: T043
Phone: 717-245-3374
Cell: 717-713-0624

lisa.w.burt.civ@army.mil



Lori Wheeler
Office Manager

Office: T043
Phone 717-245-4830

lori.j.wheeler3.civ@army.mil



Jeff McDougall
International Alumni
Program Coordinator

Office: T043
Work: 717-245-4838
Cell: 703-609-9263

jeffrey.mcdougall@armywarcollege.edu



Please contact **Chris or Jessica** regarding:

- Help with Monthly Allowance
- Bank Account
- Scheduling or discussing TOEFL Testing
- Completing your Bio.
- Academic evaluation Reports to include Transcripts.
- Transportation
- IHOF Coordination
- Computer Training
- Laptop
- ID Card
- Security Badge
- Permanent Housing
- TDY or Course Travel

Please contact **Jessica** if you:

- Have a sponsor question or concern
- Have a family member interested in the Dickinson College Scholarship Program
- Have a family interested in the English as a Second Language Program
- Have a family member interested in the International Family Program and the Military Spouse and Family Program

Please contact **Lisa** for:

- Medical appointments & referrals
- Assistance with medical billing
- If you seek Emergency medical care
- Medical insurance requirements for your accompanying family members
- Issues with the Public Schools

Please contact **Lori** for:

- Student absence requests
- Expired Passports or Visas
- Nametags
- DMV letters
- Rank Pins
- Medical appointments & referrals
- Event RSVP's

Please contact **Jeff** regarding:

- Updating Alumni Biographical Information
- Access alumni resources following graduation
- Continuing education opportunities after w
- Global alumni events for Army War College International Fellows

SECTION 3: PHONE LISTINGS

CARLISLE COMMUNITY EMERGENCY SERVICES

Fire, Police or Ambulance (EMERGENCIES ONLY)	911
Carlisle Police – Non-Emergency	717-243-5252
North Middleton Township Police Office	717-243-7910
Middlesex Township Police Office	717-249-7191
Pennsylvania State Police Office	717-249-2121
UPMC Carlisle Hospital	717-249-1212
Poison Control Center	1-800-222-1222

LOCAL SCHOOL DISTRICTS

Big Spring School District	717-776-2000
Carlisle Area School District	717-240-6800
Cumberland Valley School District	717-697-8261
South Middleton School District	717-258-6484

LOCAL SERVICES & UTILITIES

UGI Utilities Inc (437 E. High St., Carlisle, PA 17013)	717-249-6827
PA Power & Light (PP&L)	1-800-342-5775
Carlisle Borough	717-249-4422
Comcast / Xfinity	1-855-855-4577
Century Link	717-249-2282

CARLISLE BARRACKS

Dept. of the Army Police Desk Sergeant @ Carlisle Barracks	717-245-4115
Carlisle Barracks Weather Hotline	717-245-3700
Carlisle Barracks Service Desk	717-245-3000
ID Card Center	717-245-3533
Visitor's Center	717-245-3721
Commissary	717-961-5730
Post Exchange (PX) Main Store	717-243-2463
Post Chapel	717-245-3318
Child Development Center	717-245-3701
Youth Services	717-245-4555
Carlisle Barracks Leisure Travel Services	717-245-4048
Outdoor Recreation Office	717-245-4048
Bowling Center	717-245-4109
USAWC Library	717-245-4300

- **CONTACT Lisa Burt - Student Affairs Specialist at (717) 713-0624 CELL or (717) 245-3374 OFFICE**, for medical appointments at the Dunham U.S. Army Health Clinic. She is also the primary POC for any other medical treatment, medical billing questions or medical insurance issues.

EMERGENCY AND 24 HOUR CARE

CALL 911 for ANY emergency situation that requires **immediate** assistance from the police, fire department or ambulance. Be prepared to explain the type of emergency, your location including your street address, and the phone number of the phone you are using.

- 1. Never call 9-1-1 as a joke. Never call 9-1-1 to ask for information or to see if it is working.**
In the event of a natural disaster or emergency, only call 9-1-1 if it is a life-threatening police, medical or fire emergency.
- 2. If you or a child in your home dials 9-1-1 when no emergency exists, do not hang up!**
Simply explain to the call-taker what happened, so that no response is sent to your location.
- 3. Please contact the IF office if you have had emergency treatment.**

24 HOUR EMERGENCY CARE:

- UPMC Carlisle Hospital, 361 Alexander Spring Rd., Carlisle, PA 17015 **(717) 249-1212**
- Penn State Health Hampden Medical Center, 2200 Good Hope Rd., Enola, PA 17025 **(717) 981-9000**
- Penn State Health Milton S. Hershey Medical Center, 500 University Dr., Hershey, PA 17033 **(800) 243-1455**

DUNHAM U.S. ARMY HEALTH CLINIC at CARLISLE BARRACKS

DUNHAM CLINIC HOURS OF OPERATION: Monday-Friday: 0730-1600

The clinic is closed on Federal Holidays and one Thursday of each month for training.

NOTE: FOR ALL DUNHAM CLINIC APOINTEMENTS:

- ARRIVE 15-20 minutes prior to appointment time to allow time for check-in.
- DON'T BE LATE – Dunham will cancel your appointment if you are not there on time.
- If you are unable to make your appointment, call the clinic at 717-245-3400 to **cancel**, or call Lisa Burt at (717) 713-0624 for assistance.

DENTAL CARE

DUNHAM CLINIC DENTAL CLINIC: (717) 245-4542

Note: Because of size they will only see active-duty officers

- For Emergency Dental treatment, Sick-Call is Monday-Friday from 0730 to 0830 – when you must present to the Dunham Dental Clinic for a same day appointment.
- At the Dunham Dental Clinic's request, YOU must call to schedule your own appointment.

Other Emergency Dental Options – you must call for an appointment

ASPEN DENTAL, Silver Spring Square, 6416 Carlisle Pike #500, Mechanicsburg, PA 17050 **(717) 766-2200**
(HOURS: Mon, Wend & Thurs: 0900-1800, Tues: 0800-1700, Fri: 0800-1600)

MECHANICSBURG FAMILY DENTISTRY, 4824 E. Trindle Rd., Mechanicsburg, PA 17050 **(717) 761-8056**
(HOURS: Mon, Tues, & Wed: 0700-1900, Thurs: 0800-1600, and Fri: 0800-1500)

➔ Routine dental examinations & orthodontics are not covered by travel/medical insurance plans

URGENT CARE (LOCAL CIVILIAN PROVIDERS)

- **UPMC Urgent Care Carlisle – Walk in care Monday through Sunday 0800-2000**
1175 Walnut Bottom Rd., Carlisle, PA 17015 (717) 258-9355
- **UPMC Urgent Care Mechanicsburg - Walk in care Monday through Sunday 0800-2000**
6481 Carlisle Pike, Mechanicsburg, PA 17050 (717) 796-9355
- **CONCENTRA Carlisle Urgent Care – Walk in care Monday through Friday 0800-1700**
1124 Harrisburg Pike, Carlisle, PA 17013 (717) 245-2411
- **PENN STATE HEALTH Carlisle Outpatient Center Urgent Care – Walk in care**
Monday through Friday from 0900-1900 and Saturday & Sunday from 0800-1700
1211 Forge Rd., Carlisle, PA 17013 (717) 218-3990

→ Please remember to take a copy of your **ITO** with you and any commercial insurance policy/card you have for your dependents!

COVID 19 and PANDEMIC DISEASE GUIDANCE

Follow the COVID 19 GUIDANCE below:

- **MILD SYMPTOMS:**

If you have – or think you have – been exposed to COVID 19 and have no serious symptoms - Call Lisa Burt, Student Affairs IF Office (0730-1600) 717-245-3374, who will contact the Dunham Clinic Public Health Nurse (0730-1600)

The Dunham Clinic has been offering at-home COVID-19 tests for military beneficiaries, on a supply available basis, and supplies are limited! At-home tests are widely available for purchase from your local pharmacy.

- **SEVERE SYMPTOMS:** (difficulty breathing, shortness of breath or chest pain)
Call 911 or go immediately to the Emergency Room at UPMC Carlisle Hospital located on **361 Alexander Spring Road, Carlisle PA 17015**. There is no need to call ahead for emergencies.

CALL LISA BURT (717) 713-0624, OR ANY International Fellows Program Staffer:

(Phone numbers are listed at the beginning of this book on pages 8 & 9)

- IF YOU THINK THAT YOU, OR ANY MEMBER OF YOUR FAMILY, ARE AT RISK FOR COVID 19 or
- IF YOU SEEK EMERGENCY CARE FOR ANY REASON

MEDICAL BILLING

Most “Traveler’s” Insurance Policies (Atlas, Diplomat America, IMG, Trawick, etc.) deny coverage for routine exams or immunizations. You may even be charged by Dunham Clinic (through Ft. Meade) for women or infant well checks, children’s school physicals, immunizations and possibly flu shots. Contact your insurance provider if you have questions regarding coverage.

SECTION 4: GETTING STARTED

1. SPONSORS *(POC: Jessica King)*

The International Fellows Sponsorship Program is a key part of USAWC efforts to assist you and your family in transitioning into life in the United States. The IF Office will assign one Sponsor to each incoming Officer. Sponsors are volunteers willing to assist you in administrative and/or logistical challenges (listed in this booklet) you may face. Sponsors can help to understand the US culture as you become integrated in the Carlisle area.

Once the Resident Program begins, the USAWC may also assign a Seminar Student Sponsor to each IF. The Seminar Student Sponsor is a fellow classmate who can assist you in adjusting to the requirements and schedules of the classroom.

For any questions or concerns regarding the Sponsorship program, please see Jessica King.

2. IN-PROCESSING DOCUMENTS *(POC: Christopher Baker)*

Bring the following documents during the first week of in-processing:

- Copies of your ITO, complete with all amendments, Passports and Visas for IF and family members.
- Medical Records: DD2807 and DD2808, COVID vaccine report – if applicable
- Immunization records (in English), for all school-age children, (COVID vaccine report – if applicable)
- Copy of Medical Health Insurance Policy for family members
- International Driver's Permit and/or National Driver's License. (Your National License must not have expired – or must not expire during the course - and have the expiration date clearly identified.

NOTE: Have all details if you have been issued a US Social Security number or have a U.S. bank account.

3. POST ACCESS *(Contact the Carlisle Barracks Visitor Center – Report any issues to Christopher Baker)*

- Prior to issuance of the ID cards, you and your dependents should present a copy of your ITO and all passports to access Carlisle Barracks.
- Your ID card is assigned to your duty station (Carlisle Barracks) and will not allow access to other military installations.
- Register your ID card – and those of your authorized dependents – upon receipt at the Visitor's Center.
- Have a copy of your ITO with you every time you want to access Carlisle Barracks. Authorized dependents should also be prepared to show a copy of their sponsor's ITO.
- IFs and ID card carrying dependents cannot escort or sponsor persons seeking access to Carlisle Barracks or any other installations.
- **WALK IN GATE** (at Ashburn Gate): Carlisle Barracks ID card carriers may register at the Visitor's Center to use the walk-in gate when the Ashburn Gate is closed.
- Access issues should be addressed through the Visitor's Center (Come through the Claremont Gate entrance. Stay to the left. It is in the red brick building to the left of the canopy where they check ID cards.)

Carlisle Barracks Visitor's Center
870 Jim Thorpe Rd
Carlisle, PA 17013

Open: Monday – Friday 0700-1700
Closed on Federal Holidays
Phone: 717-245-3721 / 717-245-3733 / 717-245-3725

NOTE: All visitors should be prepared for random vehicle searches by security personnel prior to entrance onto Carlisle Barracks. Along with your ID card and ITO, you should be prepared to show a valid driver's license for the driver, vehicle registration and insurance information for your car.

4. ID CARDS (POC: Lori Wheeler)

The ID cards will be issued at Building 46, Anne Ely Hall. Take a copy of your ITO and two forms of identification in which at least one is a photo ID. Passports and visas are considered primary identification.

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

CHILDREN UNDER 10 must still be added to the system so that they can receive medical care at Dunham Clinic. Take them - or just take their passports - to ID card center to be added to the system.

The IMS must attend their dependents' appointment with his/her ID card, an ITO and all passports.

If you lose your military ID card, go immediately to the Carlisle Barracks Police Station. You must file a report with the police department before you can be re-issued another card. Bring your new ID card to the IF office so that we can check your DoD number against our records.

5. BANK ACCOUNTS (POC: Christopher Baker)

There are many local banks located near the post. Whatever your choice, direct deposit forms must be given to the Administrative Officer, Christopher Baker, in the IF office.

6. PERMANENT HOUSING (POC: Christopher Baker)

The point of contact for housing is the Carlisle Barracks Housing Office, (717) 245-4959, located at Shughart Hall, 460 Sumner Road. **To identify available housing: access the Automated Housing Referral Network at or www.home.mil** (set up your own account). **www.ahrn.com** (use login below)

All landlords require that you sign a lease with substantial penalty if you break the lease prematurely. **All leases should be reviewed by the CBks Judge Advocate General, (717) 245-4940, prior to signing.** Consider several things prior to signing a lease, e.g., the rental prices, the cost of utilities, (some have limits and you must understand what happens if you exceed those limits) proximity to CBks, public schools, and shopping centers, and the quality of the neighborhood. Confirm with the landlord which utility company serves the property. These services might include electric, water/sewer, natural gas or propane, trash pick-up, cable/satellite TV, telephone and internet access. Security deposits are required and normally are equal to one month's rent. The security deposit is retained by the landlord and returned to you upon satisfactory completion of his or her lease and upon leaving the property in a clean, undamaged condition (except for "usual" wear and tear). The lease is a legal instrument between you and your landlord. **Your sponsor may assist you with review and understanding of the lease but will not sign a lease on your behalf.**

It is in your best interest to have a signed FOREIGN MILITARY ADDENDUM for any contractual agreement you enter in to. There is an example on page 43. There is also a Landlord/Tenant Checklist on page 38 that might be useful to track the property's condition when you move in and when you depart.

***You may be asked to provide a copy of your lease agreement to Christopher Baker or Jessica Long.**

7. I-94 / ARRIVAL DOCUMENT (POC: Lori Wheeler)

A requirement if you are planning to get a social security number and a Pennsylvania driver's license. Access the U.S. Customs and Border Protection Site at: <https://i94.cbp.dhs.gov/i94/#/home>

Fill in the required fields and hit the GET MOST RECENT I-94 button. Your I-94 will appear. Print this for your records. See the Office Manager if you have any issues with your I-94

8. SOCIAL SECURITY NUMBER / DECLINATION or REJECTION LETTER (POC: Lori Wheeler)

You will need a **social security number** or a **rejection letter** to apply for a Pennsylvania Driver's License. The service is FREE. Located at 200 South Spring Garden Street, Carlisle, they can be reached by phone at 1-866-635-0507 (Carlisle Office) or toll free at 1-800-772-1213. Other than federal holidays, the office is open Monday through Friday from 0900 to 1600. When going to the Social Security Office, you must take all of the following original documents:

- Completed Social Security Application (Form SS-5—available in the IF office or online at ssa.gov/forms/ss-5)
- Passport
- Visa, I-94
- CAC/Dependent ID Card

Appointments are not necessary but are available if you call ahead. If you do not have an appointment, you will wait your turn. Once it is your turn, it should only take 10-15 minutes to receive your rejection letter or letter of declination. This letter of declination is needed to apply for a Pennsylvania Driver's License.

9. DRIVER'S LICENSES (POC: Lori Wheeler)

WHO NEEDS A PENNSYLVANIA DRIVER'S LICENSE? Individuals who possess a valid foreign driver's license from their country are authorized to drive in Pennsylvania for up to one year from their date of entry into the United States, or upon expiration of their foreign license, whichever comes first. International driving permits are strongly recommended, but not required.

Reciprocity agreements exist with NATO countries and Taiwan allowing for the transfer of a valid noncommercial driver's license without Road or Knowledge testing, but a Vision Test will be administered before the transfer takes place. Please note that the transfer of a driver's license cannot be completed in one day. You will need to take all documents that are listed on each of the driver's license applications to the Driver License Center in order to apply for a transfer.

The IF staff and the U.S. Army War College cannot assist you if you are stopped by military, local, or state police and have an expired or non-valid license. You will be responsible to pay any fines or penalties imposed.

The following, **with valid dates for the duration of your stay here**, are valid licenses:

- An International Driver's Permit Issued by your country and a license issued by your country with clear and official English translations of dates and details. (Be prepared to show both if stopped by law enforcement officials).
- A Pennsylvania Driver's License

A Pennsylvania Driver's license may be necessary to rent, or in some cases, to insure cars. In most cases insurance is less expensive if you have a Pennsylvania license.

NOTE: YOU CANNOT PURCHASE A VALID DRIVER'S LICENSE ONLINE

10. APPLYING FOR A PA DRIVER'S LICENSE (POC: Lori Wheeler)

TIMELINE: Determine early in the year if a PA Driver's license is needed. Please start the acquisition process as soon as you arrive, (or for APC students - as soon as you graduate from the APC course.)

MANY WILL BE REQUIRED TO TAKE A ROAD TEST - YOU MAY FAIL THE ROAD TEST FOR:

- | | |
|---|------------------------------------|
| -Inability to operate any vehicle controls | -Not using turn signal(s) |
| -Violating any traffic laws (e.g., failing to obey a stop sign) | -Causing a crash |
| -Making errors in safe driving practices | -Driving dangerously or recklessly |
| -Failing to follow instructions given by the examiner | |

You have three (3) chances with each learner's permit to pass the Road Test before the expiration date of the Learner's permit. After the third failure, you must reapply to extend your learner's permit.

ALL NON-NATO, all Partnership for Peace (PfP) and all NATO without a valid license

- **Payments by check or money order, NO CASH.** (The fee for the Permit is pro-rated based on remaining time on INS documents or ITOs.)
- You must electronically answer some questions about PA driving laws/regulations at the Driver License Center.
- You will have to pass a basic vision test.
- Have the following documents with you:
 1. Completed Form DL 180 - Learners Permit Application (Complete before you go-to include a physical.)
 2. The applicant's passport/visa with valid I-94
 3. Military ID and ITO with duration of stay
 4. International Drivers Permit (if you have one)
 5. Social Security Card or letter of declination from Social Security office
 6. Two (2) forms or proof of residency are required. Some examples are:
 - a. Lease Agreement
 - b. Current Utility Bill (water, gas, electric, cable) in your name
 - c. Any mail with the envelope within 90 days or computer-generated paperwork.
 - d. Letter from the IF office—see Lori for that letter.
 7. DMV Physical at the Clinic for students and family members over 18 years of age.

TAKING THE DRIVERS (ROAD) TEST: You must have a State licensed driver with you unless you have your country's current/valid license.

- Have your permit and military ID.
- Make sure all of the lights work properly in your car including turning, brakes, and hazard lights.
- Bring the valid registration and insurance cards for the car with you.

ALL NATO & TAIWANESE officers with a valid/current country issued license

(These instructions also apply to officers who have a valid/current driver's license from another U.S. state.)

If you are from a NATO country, have a valid driver's license issued to you by your home country and are authorized by an ITO, you can receive a driver's license without having to apply for a permit or take the test. Go to the counter at the DMV with the following:

1. A completed PA form DL-180R - Application for Out-Of-State Non CDL Drivers
 2. Military ID and ITO with duration of stay
 3. The applicant's passport/visa and valid I-94
 4. Your valid/current-not expired driver's license issued by your home country (or other US state).
 5. Two (2) forms or proof of residency are required. Some examples are:
 - Lease Agreement
 - Current Utility Bill (water, gas, electric, cable) in your name
 - Letter from the IF office—see Lori for that letter.
- You will be required to pass the vision test!
 - There will be a fee charged for the license. PennDOT accepts credit/debit cards, personal checks or money orders.

11. DRIVER'S LICENSING TEST SITES AND TIMES (POC: Lori Wheeler)

Note: Although the Carlisle Center is the closest, the schedule for driving examinations is very busy. You may not be able to get an appointment for a driver's test in Carlisle for several weeks.

- **CARLISLE PHOTO & EXAM CENTER:** 950 Walnut Bottom Road, Carlisle, PA 17013
Phone: (800) 932-4600
Schedule: Sunday & Monday: Closed Tuesday – Saturday: 8:30 am – 4:15 pm
- **CHAMBERSBURG PHOTO & EXAM CENTER:** 1320 Lincoln Way East, Chambersburg, PA 17202
Phone: (800) 932-4600 / Alternate 717-412-5300
Schedule: Sunday & Monday: Closed Tuesday – Saturday: 8:30 am – 4:15 pm
- **GETTYSBURG PHOTO & EXAM CENTER:** 37 N 4th St Gettysburg PA 17325 Phone: (800) 932-4600
Schedule: Sunday & Monday: Closed Tuesday – Saturday: 8:30 am – 4:15 pm
- **ENOLA PHOTO & EXAM CENTER:** 429 N Enola Road, Enola, PA 17025 - Phone: (717) 412-5300
Schedule: Sunday & Monday: Closed Tuesday – Saturday: 8:30 am – 4:15 pm
- **HARRISBURG PHOTO & EXAM CENTER:** 1101 S. Front Street, Harrisburg, PA 17104
Schedule: Saturday and Sunday: Closed Monday – Friday: 7:30 am – 4:30 pm
Computer permit tests only! No driving tests are done in Harrisburg.

HOLIDAY HOURS: All DMV facilities are closed on PA State and Federal Holidays

12. VEHICLE ACQUISITION

The best advice is to understand the term “buy as is” and determine whether or not the purchased vehicle will fulfill expected requirements, i.e. local travel only, extensive holiday travel, etc. Things to consider are cost, number of passengers, amount of desired travel, and fuel/maintenance costs.

If you purchase your vehicle from a dealer, the dealer should automatically submit all the proper paperwork for title and registration to the Pennsylvania Department of Transportation (PennDOT) for you.

If you purchased your vehicle privately, you will need to transfer the title and register the vehicle.

13. TRANSFERRING THE TITLE OF A VEHICLE IN PA

If you purchase your vehicle from a dealer, the dealer should automatically submit all the proper paperwork to the Pennsylvania Department of Transportation (PennDOT) for you.

If you purchase privately your documentation must be completed by a PennDOT authorized agent, tag service, or motor vehicle dealer who is an authorized PennDOT agent. Go to a Driver and Vehicle Service Center with the required documents, proof of insurance and a check or money order for the fee to finish the registration paperwork.

The nearest service center and tag service office is:

**Carlisle Penn DOT DMV Driver's License Center (Located in Stonehedge Square)
950 Walnut Bottom Road, Carlisle, PA 17013 (800) 932-4600**

Messenger services will process all documents, (title and registration) on the spot, but will charge additional fees for their services. The closest messenger service is:

Sollenberger's Messenger Service, 29 West Drive, Carlisle, PA 17013 (717) 249-8149

Required Documents:

1. The current title, with the assignment completed by the seller, (signing the title over to you), and notarized. The title must include the odometer reading if the vehicle is less than ten years old.
2. If the title does not indicate the date of sale and selling price, a completed Bill of Sale, signed by both current and new owner and notarized, is required.
3. Complete a Vehicle Sales and Use Tax Return/Application for Registration (Form MV-4ST) at a PennDOT office with an authorized agent. (These agents provide the form. It cannot be downloaded online.)
4. If the current inspection/emission stickers have expired, you must have your car inspected within 10 days of purchase.
5. Valid Pennsylvania driver's license or identification card and proof of liability insurance.

NOTE: Everyone will have to pay the 6% PA state sales tax for the purchase price. The JAG Office can notarize documents, by appointment. Kevin Bremer can also notarize.

14. VEHICLE REGISTRATION IN PA:

In addition to establishing ownership of the vehicle by transferring the title to your name, you will need to register it in order to obtain a license plate and drive it on the highway. You can apply for registration on the same form used for the title application. If you already have a Pennsylvania registration plate, an authorized PennDOT agent can transfer it to the car you are buying. For vehicles already titled in Pennsylvania, Section F of Form MV-4ST must be completed by an authorized PennDOT agent to indicate whether you want a new plate or are transferring a plate from another vehicle.

For a new or out-of-state vehicle (not previously titled in Pennsylvania), Section G of Form MV-1 must be completed by an authorized PennDOT agent to indicate whether you want a new plate or are transferring a plate from another vehicle. The authorized Penn DOT agents and messenger services are listed in the section titled "TRANSFERRING THE TITLE OF A VEHICLE IN PA."

15. VEHICLE INSURANCE

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

Drivers must maintain the insurance policy if the vehicle remains on the road in the state. A lapse in coverage may result in a three-month suspension of the vehicle's registration. You must prove that the lapse in coverage was for a period of less than 31 days and the vehicle was not on the road to avoid the three-month suspension. The commonwealth of Pennsylvania may also suspend the driving privileges of drivers who fail to maintain liability coverage. Additional penalties include a fine and a restoration fee to reinstate the registration. **In addition, your vehicle may not be driven by anyone while the registration is suspended.**

Car insurance can be expensive, especially for individuals who have never held a U.S. license. There are many insurance companies to choose from and it is in your best interest to request several quotes in order to find the best rate. You may research insurance companies on the internet; some suggestions are:

- Geico Auto Insurance: www.geico.com
- All State Insurance: www.allstate.com
- Progressive Insurance: www.progressive.com
- State Farm Insurance Company: www.statefarm.com
- NetQuote Insurance: <http://www.netquote.com/auto-insurance/>

16. PA STATE EMISSION TESTING REGULATIONS

Vehicle emissions inspections are a requirement for registering most cars in Pennsylvania as part of a “plan to clean the air and keep it clean in the future.” Information and the exemption list can be found at: <https://www.dmv.com/pa/pennsylvania/emissions-testing>.

17. SEATBELT LAW

Pennsylvania State Law states that all drivers and front seat occupants of a passenger car or truck must wear a properly adjusted seatbelt. (See next section for special state requirements for children.)

Carlisle Barracks, (and all military posts,) require that all occupants of a motor vehicle wear a seatbelt or be properly secured in a regulation safety seat.

18. CHILD SAFETY SEAT REGULATIONS

NEVER hold your child on your lap. Children under 13 should always ride in the back seat.

Under PA’s primary child passenger safety law, children under the age of 8 must be properly restrained in an approved child safety seat – unless they exceed manufacturer’s suggested height and/or weight limits.

REAR FACING FRONT FACING BOOSTER



Children ages 8 - 18 must be restrained in a properly adjusted and fastened safety seat belt system.

Children 4 - 8 must be securely fastened in a booster seat.

Children 2- 4 may be fastened in a front facing seat following manufacturers guidelines for height/weight.

Children under age 2 must be securely fastened in a rear-facing child safety seat

You can be fined for any violation of the child restraint laws.

If you need assistance for proper installation of your car seat, please contact:

Cumberland Goodwill EMS – (POC: Allison Bishop)
519 S. Hanover St., Carlisle, PA 17013
Phone: 717-249-0012 (extension- 7003) (M-F 0800-1800)

19. FAMILY SERVICES (POC: Jessica King)

There are various family member programs, services and activities at Carlisle Barracks.

- *On-post Children and Youth Services
- *Military Spouse and Family Program
- *Carlisle Barracks Spouses Club

Information about Programs specifically designed for the dependents of the International Fellows will be provided by Sponsorship & Family Program Coordinator.

- *ESL (English as a Second Language) Classes
- *International Fellows Spouses Program
- *Dickinson College Cooperative Scholarship Program

20. MEDICAL and DENTAL CARE / HEALTH INSURANCE (POC: Lisa Burt)

Appointments for routine care and sick calls at Dunham Clinic are made through the Student Affairs Specialist in the IF office, (717) 713-0624. At the request of the Dunham Dental Clinic, you are required to make your own dental appointments by calling (717) 245-4542. For dental emergencies, go to Dunham Dental Clinic "Sick-Call": Mon. through Fri. from 0730 to 0830 for a same day appointment. Most dependents are not eligible for dental care at Dunham. Come to the IF office for a list of local dental care providers.

Dunham clinic is only open Monday through Friday. Should you need immediate care on evenings and weekends, there is a list of Urgent Care facilities on the Green Sheet, page 12.

If you must purchase health care insurance for your family, ensure it is compliant. A quote must be sent for approval prior to purchase to make sure the policy meets the Defense Security Cooperation Agency (DSCA) requirements for medical insurance for accompanying family members. Please see the Student Affairs Specialist for guidance.

21. LEAVING YOUR CHILD HOME ALONE – ARMY REGULATIONS

Newborn- Age 3 Years: These children require close supervision and must be under direct contact of a supervisor at all times. Example: If playing in the yard, children must be with a supervisor.

Young children, especially under age 3, cannot be left alone in vehicles or quarters for ANY period of time.

Age 4-5 Years: These children are at an age where they, when possible, will explore their environment. As a result, they must also be protected from natural consequences of their curiosity. While it is not necessary for a supervisor to be in direct contact, supervision shall at a minimum, be by indirect contact. Example: Should the children be in the backyard playing, supervisor does not have to be with them, but should monitor their well-being through a window/door in such a way as to be able to intervene immediately should a problem develop. They must not be left alone in vehicles or in quarters for any period of time.

Age 6-10 Years: These children should be allowed to explore their environment to build self-reliance. However, they should also be afforded protection. These children shall be supervised in an indirect method. While the children should be allowed to explore their world, parents or parent designees should know their whereabouts and check their welfare frequently. Example: Playing in an area playground in such a manner as to be heard by the supervisor from quarters for any period of time.

Age 11-17 Years: These children should be mature enough to start to exercise their own responsibility to supervise themselves without placing themselves in danger. These guidelines suggest indirect supervision of such a nature as not to impede self-assurance, but to reassure the children should a problem arise. Children, age 11, may be left alone for a period of time (maximum three hours) without parent or parent designee

having direct contact with the children but, cannot be left alone overnight. Adolescents (ages 12-17) of this age group may be left alone for longer periods of time but may not be left alone overnight.

22. SAFETY TIPS - IF YOU MUST LEAVE YOUR CHILD HOME ALONE

If leaving your older child at home alone is a necessity you should follow these recommendations:

- Make sure they can state their full name, address, and telephone number.
- Post a list of emergency, local, and long distance numbers to call in the event of an emergency
- Inform immediate neighbors that your child may be home alone on some days. Not only can a neighbor be a good resource in the event of an emergency, but it may also alleviate potential calls to child protective services by unaware neighbors.
- Call the child at several times during the day.
- Teach the child how to work the locks on windows and doors and to lock them when home alone.
- Tell the child not to go into other people's home (even neighbors) without your permission.
- Designate a "safe house" to run to if the child ever feels that he or she is in danger.
- Never allow a child to operate the oven, stove or any other risky equipment without a parent or adult caretaker on-site.
- Consider programs offered by schools, organizations, and churches for extended periods of home alone time.

23. SCHOOL REGISTRATION *(POC: Lisa Burt)*

The physical address of your residence will determine which school district your children will attend. There are private educational options as well as public schools. The general rule is any child who has reached the age of 5 (and is not 18 or older) by August 30, is eligible to attend public school.

The public schools require a copy of your child's **IMMUNIZATION** and **DENTAL RECORDS** translated into **ENGLISH**. Children from certain countries are required to be tested for Tuberculosis. Lisa Burt, Student Affairs Specialist, will give you more details and schedule appointments for your child to be seen at Dunham Clinic for a school physical and to receive Pennsylvania school required immunizations.

24. CELL PHONE ACQUISITION

Many of the standard cell phone plans require you to enroll with a contract commitment. If you break the contract early, you will be expected to pay a penalty.

There are pre-paid or pay-as-you go plans available with no contract from AT&T, TracFone, T-Mobile, and more. Once you buy the phone, you can gain additional calling time by purchasing one of the vendor's pre-paid cards which are available at stores like Target and Walmart. **You will use minutes every time you text, make a call, or receive a call or text.** Some of these plans even work for overseas calls. Beware that overseas calls use minutes at a higher rate which can become expensive.

You will be required to update your plan with additional minutes to keep your phone and account active. If the user does not keep the account active, the phone may no longer be able to make or receive calls, and the number may be disconnected, even if the user still has credit.

If you are considering purchasing a cellphone in the U.S. for later use at home, you should verify that the phone is "unlocked." U.S. cellular service providers frequently offer "locked" phones which only function with their networks, for a significant discount or even free with a two-year service contract. "Locks" which are code segments embedded into the cellphone's firmware, can be disabled using the software or a combination of software plus a special cable or other hardware, but this entails additional expense or locating somebody knowledgeable in the process.

CARLISLE BARRACKS RULES AND GUIDANCE

CELL PHONE USAGE ON POST

Drivers on the post may only use their cell phones if they have a hands-free method. You are not permitted to hold your cell phone while driving on Carlisle Barracks. Violators can be fined.

ONE WAY STREETS

There are several streets on the post marked for one way traffic. (There is one near the Child Development Center that is always an issue). Be alert. Violators will be fined for traveling the wrong way on a one-way street.

SPEED LIMIT ON POST

The established speed limits on Carlisle Barracks are 15 miles per hour (24.1 k) and 5 miles per hour (8.04 k) while driving through parking lots and upon entering at either gate. A few locations have different speed limits, please pay attention to posted signs. It is strictly enforced, and the Carlisle Barracks police will issue fines for violators.

Regardless of any speed limits established by this regulation or posted speed limits, no person will operate a vehicle at a speed greater than is reasonable and prudent under existing conditions, or to endanger life, limb, or property.

PEDESTRIAN CROSSWALKS

ALWAYS stop your car for people walking through the pedestrian crosswalks. Pedestrians have exclusive right of way.

PARKING ON POST

You are prohibited to park:

- in a manner that blocks access to any building, sidewalk, crosswalk, driveway, trash receptacles, and loading docks
- in front of a Fire Station or where official signs prohibit
- on the grass or on any lawn or seeded areas, including lawns of quarters and Indian Field, except where directed by DA Police or as authorized by posted signs
- within 20 feet of any intersection, 15 feet of a fire hydrant, or next to a yellow curb
- on the roadway side of any parked or stopped vehicle (double parked)
- in numbered parking spaces that are designated for on-post housing residents

RUNNING ON POST

Always have your identification with you when you run on post. Wear reflective gear at night or during inclement weather.

BIKE RIDING

Helmets must be always worn. After the check point, stay on the sidewalk until you get past the entrance drive at both gates. Reflective attire is not required, although it is encouraged for your safety especially during limited visibility times such as dusk and dawn.

ROOT HALL ACCESS

You will receive a Carlisle Barracks Access Card (plain white plastic card) which gives you access into/out of Root Hall. This card is for your use and programmed to you specifically; therefore, do not give it to others to use. It is a proximity card and just needs to be placed near the card reader for a few seconds.

Security is the responsibility of everyone. If you enter or exit Root Hall after hours, please make sure that both doors close behind you. Please ensure that no unauthorized people access the building without proper credentials.

To enter/exit Root Hall after duty hours: Place your access card on the card reader. Door will unlock briefly.

ALCOHOLIC BEVERAGES

Purchase/Consumption: The legal age for the purchase, possession, or consumption of alcoholic beverages in the state of Pennsylvania is 21 years.

Underage Drinking:

- Providing alcoholic beverages to anyone under the age of 21 is in violation of PA law.
- The possession and/or use of alcoholic beverages by any person under the age of 21 is a violation of Pennsylvania law.

Driving: LEGAL BLOOD ALCOHOL CONTENT (BAC) FOR DRIVERS MUST BE **UNDER 0.08%**

The state operates behind a three-tiered definition for DUI based on a driver's BAC:

- General impairment: 0.08% to 0.099%
- High BAC: 0.10% to 0.159%
- Highest BAC: 0.16% and up

Public Drunkenness: A person is guilty of a summary offense if he appears in any public place manifestly under the influence of alcohol to the degree that he may endanger himself or other persons or property, or annoy persons in his vicinity. Violators can be subject to fines of up to \$300.00 and up to 90 days in prison.

SMOKING AND OTHER TOBACCO PRODUCTS

The use of tobacco products of all types, i.e., cigarettes, cigars, pipes, chewing tobacco, or snorting tobacco, is strictly prohibited in all buildings to include all auditoriums, conference rooms, seminar rooms, seminar study rooms, staff and faculty offices, restrooms, elevators, and hallways. Outdoor smoking areas will be at least 50 feet from common points of ingress/egress and will not be in areas that are commonly used by nonsmokers and will be clearly delineated as spaces available for use of tobacco products. Failure to comply with the prescribed policy subjects soldiers, civilians, contractor personnel, and others to appropriate action to ensure compliance with the prescribed policy.

ARMS AND AMMUNITION

International Military Students and their accompanying family members are prohibited from transporting, possessing, storing, or using privately owned firearms (POF) and non-official ammunition on DOD installations or property. International Military Students and their accompanying family members must agree in writing not to bring a POF or non-official ammunition with them to the US, purchase a POF or non-official ammunition

while in the US, or possess or use another individual's POF or non-official ammunition on DoD installations or property. Carrying of items listed below, whether or not concealed, is prohibited on DOD installations or property:

- Blackjacks, brass knuckles, or straight razors.
- Knives, dirks, or daggers with blades longer than three inches, any snap or switch blade, or a blade that may be locked in any open or semi-open position.
- Any other instrument or object so constructed that it could logically be used as a dangerous weapon.
 1. Under P Pennsylvania law, owners of pistols or revolvers with a barrel less than 12 inches long, rifles with a barrel less than 15 inches long, and shotguns with a barrel less than 24 inches long must obtain a permit to carry them.
 2. Bows and arrows, excluding those tipped with rubber, are to be used under adult supervision and only at officially designated archery areas. Contact Morale Support Activities (Outdoor Recreation, phone 245-4935) for further information.
 3. Shooting at breakable or animate objects with a slingshot or powered projectile is prohibited.
 4. The use or introduction of fireworks on this installation is prohibited.

BUGLE CALLS LISTS

The guidelines for action during bugle calls or the playing of the U.S. National Anthem are as follows:

- Operators of all vehicles, except emergency vehicles, when in the immediate area or within hearing distance of Reveille or Retreat ceremonies or the National Anthem, will bring the vehicle to a halt.
- U.S. military passengers and drivers will dismount and render the appropriate courtesy.
- High occupancy vehicles (HOV) such as buses, passenger vans, etc., will come to a complete stop and the senior occupant will dismount and render proper courtesy.
- Pedestrians will stop walking and face the flag. U.S. military pedestrians will render the appropriate courtesy.

The bugle calls and times are:

Monday-Friday

0630 Reveille
0800 School Call
1300 Work Call
1630 Recall
1700 Retreat / To the Colors
2100 Tattoo
2300 Taps

Holidays

1700 Retreat / To the Colors
2100 Tattoo
2300 Taps

Saturday

1200 Mess Call
1700 Retreat / To the Colors
2100 Tattoo
2300 Taps

Sunday

0900 Church Call
1045 Church Call
1700 Retreat / To the Colors
2100 Tattoo
2300 Taps

DRESS REQUIREMENTS (USAWC UNIFORM GUIDE)

Daily dress requirements are posted on the weekly calendar. You will be given dress requirements for Field Study Programs and other special events. There will be a few events requiring Class A uniforms.

Combat and Functional

Military: Army Combat Uniform or comparable attire for other services {flight suits authorized}

Civilians: Business Casual

Service Dress (Class A)

Military: Class A/Army Service Uniform (ASU) or comparable uniform for other services

Civilians: Traditional Business

Service Dress (Class B)

Military: Class B/Army Service Uniform (ASU) (rank and name plate required, no jacket, tie required if wearing long sleeve shirt/ no tie with short sleeve shirt,) or comparable (other services) uniform.

Civilian: Business

USAWC DRESS CODES DEFINED

Formal:

Gentlemen: Black Tie or equivalent Military Formal attire

Ladies: Evening gown, cocktail dress or equivalent Military Formal attire

Traditional Business:

Gentlemen: Matching suit, dress shirt, tie, and leather dress shoes.

Ladies: Suit or jacket with coordinating skirt / slacks or a dress, dress shoes.

Smart Business:

Gentlemen: Sports jacket with dress slacks, dress shirt, and tie; and leather dress shoes.

Ladies: Jacket with skirt or slacks, or a dress, dress shoes.

Business:

Gentlemen: Sports jacket with dress slacks, dress shirt, and no tie; and leather dress shoes.

Ladies: Jacket or business top with skirt or slacks, or a dress, dress shoes.

Business Casual:

Gentlemen: Slacks, dress shirt or collared polo shirt/buttoned shirt, and/or sweater; leather shoes, boat shoes, or loafers (no sneakers)

Ladies: skirt or slacks with top or casual dress. Casual shoes.

Casual:

Gentlemen: Jeans, slacks, or shorts with casual shirt and sneakers/sandals

Ladies: Jeans, slacks, skirt, or shorts with casual shirt, or casual dress, and sneakers/sandals

NAME TAGS (POC: Lori Wheeler)

Students: The silver student name tag is required for wear with civilian clothes, at curricular functions, and on field study trips. Social name tags for students and spouses are provided at in-processing.

Fiancées/friends are not authorized name tags. Students should wear their name tags at social events when the uniform is not worn. Spouses are encouraged to wear them at any time a name tag is appropriate.

Replacements for broken or lost name tags should be requested from the Office Manager in the IF office.

Name tags consist of first and last name only. No middle initials, titles or nicknames (suitable exceptions: Bob for Robert or Mike for Michael). Included also are Sr., Jr., III, etc. when appropriate. The second line will note your country and academic year in the lower right-hand corner. Student spouses will not have the academic year noted.

Staff and Faculty: A gold name tag is worn by staff and faculty.

MISSING CLASS/ACADEMIC TIME & TRAVEL REPORTING

MISSING ACADEMIC TIME (POC: Lori Wheeler)

IMS must submit an **INTERNATIONAL STUDENT ABSENCE REQUEST** form – available in the IFP office. Please be as specific as possible with the information you provide.

A sample is provided on the next page. The guidance for signature requirements is listed on the form, but in short, the requirements are:

- For 4 hours or less, you must get signature from your faculty advisor, faculty instructor, and the Department Chair (of the department currently teaching). Final approval comes from a member of the IF program leadership.
- For more than 4 hours, all of those same signatures are required. You will also need the approval of the Dean.

For questions, please see the IFP office manager. Completed forms, or a copy, must be submitted to the IFP office manager.

TRAVEL REPORTING REQUIREMENTS (POC: Lori Wheeler)

TRAVELING LESS THAN 150 MILES (from Carlisle, PA):

Fill out an **INTERNATIONAL STUDENT ABSENCE REQUEST** form – available in the IFP office. Please be as specific as possible with the information you provide. Completed forms must be approved by IFP leadership and a copy submitted to the IFP office manager.

TRAVELING MORE THAN 150 MILES (from Carlisle, PA):

1. Fill out an **INTERNATIONAL STUDENT ABSENCE REQUEST** form – available in the IFP office.
2. New regulations require your country's approval for travel over 150 miles. Request – either from your attaché or someone in your MOD – a travel approval letter or email. The letters must be given to the IFP office manager and clearly state:
 - Country approval for travel to a specific location
 - Approved travel dates
 - Signature and position of authorized approval manager

All requests will be submitted to the Chief of Staff's office of the USAWC for final approval. Upon approval, the package will be uploaded to your student information in the SANweb.

TRAVELING BY AIR (International or Domestic):

Follow the same instructions for travel of more than 150 miles. You must also submit a complete (roundtrip) flight itinerary with your request.

PLEASE NOTE: If your travel causes you to miss academic time, you will need to get the signatures required as listed in the MISSING ACADEMIC TIME section above.



INTERNATIONAL STUDENT ABSENCE REQUEST

Part 1 (To be completed by International Military Student, IMS)

Name / Rank:		Home Country:
Dates / Times of Absence:	From:	To:
TDY / Leave Address (visit location or hotel where you are staying):		TDY / Leave Phone Number & Cell Phone Number:
Distance (in miles) from Carlisle Barracks (CBks)	Approval from your Chain of Command Attached: (Required for <u>travel exceeding 250 miles</u> from CBks.) <input type="checkbox"/>	Flight Itinerary Attached: (Required for <u>any air travel</u> .) <input type="checkbox"/>
Purpose for Absence (If SRP Travel, see note 4, Part II on reverse):		
Class(es) / Lecture(s) to be missed (Date, Lesson#, Lesson Title):		
a.		
b.		
c.		
Signature of IMS:		Date Submitted:

Part 2 (To be completed by FIs, FA and appropriate academic department ONLY if class time will be missed.)

FACULTY INSTRUCTORS:

a. Class / Lecture:
Concur/Approved Nonconcur/Disapproved Date/Sign _____ / _____

b. Class / Lecture:
Concur/Approved Nonconcur/Disapproved Date/Sign _____ / _____

c. Class / Lecture:
Concur/Approved Nonconcur/Disapproved Date/Sign _____ / _____

FACULTY ADVISER RECOMMENDATION:
Concur/Approved Nonconcur/Disapproved Date/Sign _____ / _____

DEPARTMENT CHAIRMAN RECOMMENDATION:
Concur/Approved Nonconcur/Disapproved Date/Sign _____ / _____

DEANS RECOMMENDATION: **IF ABSENCE IS MORE THAN 4 ACADEMIC HOURS**
Concur/Approved Nonconcur/Disapproved Date/Sign _____ / _____

Part 3 (To be completed by International Fellows Program Office.)

a. DIRECTOR/SENIOR LEADER INTERNATIONAL FELLOWS PROGRAM RECOMMENDATION:
Concur/Approved Nonconcur/Disapproved Date/Sign _____ / _____
Notes: _____

b. PROGRESS MESSAGE UPLOADED TO SANweb: Date/Sign _____ / _____

Part 4 (To be completed ONLY if disapproved, appeal authority is the USAWC Deputy Commandant)

Dcomdt's RECOMMENDATION:
Concur/Approved Nonconcur/Disapproved Date/Sign _____ / _____

DRIVING: LAWS, ROAD SIGNS & SIGNALS

For questions about road signs or marking please see the PennDOT (PA Department of Transportation) Driver's Manual. Complete manuals are available online at www.dmv.pa.gov or in the IF Office.

IN SHORT:

- Never leave children or pets unattended in your car.
- Children 8 & under must be restrained in a safety seat (See page 24)
- Pedestrians in crosswalks have the right of way.
- Never drive under the influence of alcohol.
- Under the open container laws, drivers and occupants of a vehicle may not possess an open alcoholic beverage or be in possession of any alcoholic beverage (open or closed) while on a highway.
- You may hold a cell phone to your ear in Pennsylvania without penalty, but you can be fined for doing this at Carlisle Barracks, and every US state that borders Pennsylvania. Best advice – be hands free!
- **ALL TEXTING WHILE DRIVING IS AGAINST THE LAW. THIS APPLIES TO ALL DRIVERS.**

PLEASE NOTE: The International Fellows Program and the U.S. Army War College have no authority to reverse violations you may receive if you are stopped by military, local, or state police. You will be responsible to pay any fines or penalties imposed.

SOME SIGNS THAT MAY BE NEW TO YOU

TURNING RIGHT AT A RED LIGHT

Unless you see this sign, you may turn right at a red light if traffic is clear. Before making the right turn, you must always stop first, and yield to pedestrians and cross traffic. If you are turning from a one-way street onto another one-way street, you may also turn left on a red signal after stopping, if traffic is clear and there is not a **NO TURN ON RED** sign. This sign is typically placed beside the road on the near side of the intersection and close to the traffic signal on the far side of the intersection.



DEER CROSSING

This sign is posted in areas where deer frequently cross and crashes with deer have occurred.



HORSE-DRAWN VEHICLE

This sign is posted in areas where slow moving, horse-drawn vehicles cross or share the roadway with motorized vehicles.

DRIVING NEAR SCHOOL BUSES OR IN A SCHOOL ZONE

School bus laws are strictly enforced everywhere in the U.S. ALWAYS, remember to:

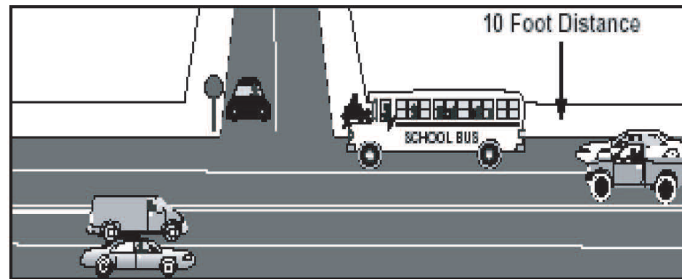
**STOP FOR ALL BUSES WITH FLASHING LIGHTS
DO NOT MOVE UNTIL THE LIGHT STOPS FLASHING**

FROM PENNSYLVANIA'S DEPARTMENT OF TRANSPORTATION DRIVING MANUAL:

When a school bus is preparing to stop, its amber (yellow) lights will begin flashing. When the bus stops with its red lights flashing and its stop arm extended, you must stop at least 10 feet away from the bus whether you are behind it or coming toward it on the same roadway or approaching an intersection at which the school bus is stopped. Remain stopped until the red lights stop flashing, the stop arm has been withdrawn, and the children have reached a safe place (see picture below).

**ALL VEHICLES
MUST STOP!**

Failure to stop for a school bus with a flashing red light and extended stop arm will result in a 60-day suspension of your driver's license, five (5) points on your driving record and a fine.



There is only one exception to the school bus stopping requirement. If you are approaching a school bus that is stopped with its red lights flashing and stop arm extended and you are driving on the opposite side of a divided highway, (i.e. concrete/metal barriers, guide rails or trees/rocks/streams/grass median), you do not have to stop. Reduce your speed and continue driving with caution.

SCHOOL ZONE SIGNS



This is the only pentagon-shaped sign used on the roadway. It means you are approaching a school zone.

If the sign is accompanied by a downward-pointing arrow. It means you are at the school zone crosswalk. SLOW down, watch for children crossing the road and stop, if necessary. This sign may have either a yellow background (as shown) or a fluorescent yellow-green background.

Often, flashing yellow signals are placed on the school zone speed limit signs.

You MUST travel no faster than 15 miles per hour when the yellow signals are flashing or during the time periods indicated on the sign. Exceeding the speed limit in a school zone WILL result in a fine and three (3) points on your driving record.



TROUBLE ON THE ROAD

WHAT TO DO IF A POLICE OFFICER STOPS YOU

If you see flashing lights on a police car following you, **STOP YOUR CAR** on the side of the road as soon as you can safely pull over.

- **DO NOT** exit your vehicle. Wait for the officer to approach and lower your window.
- The officer will ask to see your **DRIVER'S LICENSE** and your **VEHICLE REGISTRATION CARD**. You must have these with you. You may also be asked for **PROOF OF INSURANCE**.
- **ALLOW** the officer to tell you why you were stopped.
- **COOPERATE AND BE COURTEOUS!**
- **DO NOT TRY TO PAY ANY FINES IN CASH** to the police officer. He may think you are trying to bribe him. Pay any fines by mail or to the clerk of a court.
- **BE AWARE:**

Once an officer has stopped your car, he/she may look at anything in the car that is in plain view. However, officers can search the car, (look in the trunk, inside boxes, etc.) only under the following conditions:

- If they see something that looks like a weapon.
- If they have a reason to believe you are hiding something illegal.
- If you give them your permission.

(The rules of vehicle inspection do not apply on a military post. Carlisle Barracks conducts periodic random inspections of vehicles. If you are asked to pull over for a random inspection, always cooperate.)

WHAT TO DO IF YOU HAVE AN ACCIDENT IN YOUR CAR

STOP IMMEDIATELY and call 911 (the emergency number) if:

- someone is hurt
- there has been significant damage to a car or other property
- one driver broke a traffic law that caused the accident
- the other driver refuses to give you the information about his registration and insurance

In these cases, you may have to complete an accident report. Get an accident report from any police station. Send it within five days to the Registrar of Motor Vehicles and to the Police Department in the town where the accident happened.

If the accident was serious, **DO NOT MOVE YOUR CARS**, until the police arrive. The officer will want to see the placement of the cars to understand what happened.

EXCHANGE the following information with the other driver:

- Name, Address, and Driver's License Number of other driver
- Car Make, Model, Year License Plate Number and Car Registration Number
- License Plate Number and Car Registration Number
- Insurance Company and Insurance Policy Number

DO NOT talk about who was at fault even if you think it was you.

WINTER WEATHER (Remember: If you don't have to travel in winter weather...STAY PUT)

Get a complete tune-up prior to the onset of winter season. Epecially:

- Check the air, fuel and emission filters, and the PCV valve.
- Check the battery.
- Checking antifreeze levels and the freeze line.

Add this additional equipment in your trunk:

- Shovel, and Snacks
- Tow and tire chains
- Bag of salt or cat litter
- Tool kit
- Ice scraper and snow brush
- Items to keep you warm such as heavy woolen mittens, socks, a cap and blankets.

Be Prepared If You Become Stranded...

- Do not leave your car unless you know exactly where you are, how far it is to possible help, and are certain you will improve your situation.
- If you are sure the car's exhaust pipe is not blocked, run the engine and heater for about 10 minutes every hour or so depending upon the amount of gas in the tank.
- Keep at least one window open slightly. Heavy snow and ice can seal a car shut.

Tips for driving in the ice and snow:

- **Accelerate and decelerate slowly.** Applying the gas slowly to accelerate is the best method for regaining traction and avoiding skids. Don't try to get moving in a hurry. And take time to slow down for a stoplight. Remember: It takes longer to slow down on icy roads.
- **Drive slowly.** Everything takes longer on snow-covered roads. Accelerating, stopping, turning – nothing happens as quickly as on dry pavement. Give yourself time to maneuver by driving slowly.
- **Leave more space.** The normal dry pavement following distance of three to four seconds should be increased to eight to ten seconds. This increased margin of safety will provide the longer distance needed if you have to stop.
- **Know your brakes.** Whether you have antilock brakes or not, the best way to stop is threshold breaking. Keep the heel of your foot on the floor and use the ball of your foot to apply firm, steady pressure on the brake pedal.
- **Don't stop if you can avoid it.** There's a big difference in the amount of inertia it takes to start moving from a full stop versus how much it takes to get moving while still rolling. If you can slow down enough to keep rolling until a traffic light changes, do it.

FOG

According to historically weather data, the Carlisle area experiences 1-4 days of foggy weather per month.

Follow these tips when driving during foggy conditions:

- Drive with lights on low beam. High beams will only be reflected off the fog and impair visibility even more.
- Reduce your speed. Fog creates a visual illusion of slow motion when you may be speeding.
- Listen for traffic you cannot see. Open your window a little, to better hear for other motorists.
- Use wipers and defrosters as necessary for maximum visibility.
- Use the right edge of the road or painted road markings as a guide.
- Be patient. Do not pass lines of traffic.

FLASH FLOODS

- **Never attempt to drive through a flooded roadway.** Turnaround, if you don't know the depth of water before crossing.
- Abandon stalled vehicles immediately and seek higher ground.

Landlord / Tenant Checklist

Note: This checklist is intended for use as a record for the condition of the rental unit. This list does not obligate the landlord to make repairs.

Living Room

Item	Condition Moving In	Condition Moving Out
Paint Walls		
Ceiling		
Carpet/Floors		
Windows		
Curtains		
Light Fixtures		
Outlets		
Fireplace		
Furniture		

Dining Room

Item	Condition Moving In	Condition Moving Out
Paint Walls		
Ceiling		
Carpet/Floors		
Windows		
Curtains		
Light Fixtures		
Outlets		
Fireplace		
Furniture		

Kitchen

Item	Condition Moving In	Condition Moving Out
Refrigerator		
Oven		
Burners		
Cabinets		
Paint/Walls		

Ceiling		
Floors		
Light Fixtures		
Outlets		
Sink/drain		
Garbage Disposal		
Dishwasher		
Counter Surfaces		
Fan		
Windows		
Furniture		

Bedroom 1

Item	Condition Moving In	Condition Moving Out
Paint/Walls		
Ceiling		
Carpet/Floors		
Closet		
Windows		
Curtains		
Light Fixtures		
Outlets		
Furniture		

Bedroom 2

Item	Condition Moving In	Condition Moving Out
Paint/Walls		
Ceiling		
Carpet/Floors		
Closet		
Windows		
Curtains		
Light Fixtures		
Outlets		
Furniture		

Bedroom 3

Item	Condition Moving In	Condition Moving Out
Paint/Walls		
Ceiling		
Carpet/Floors		
Closet		
Windows		
Curtains		
Light Fixtures		
Outlets		
Furniture		

Bedroom 4

Item	Condition Moving In	Condition Moving Out
Paint/Walls		
Ceiling		
Carpet/Floors		
Closet		
Windows		
Curtains		
Light Fixtures		
Outlets		
Furniture		

Bathroom 1

Item	Condition Moving In	Condition Moving Out
Cabinets		
Paint/Walls		
Ceiling		
Floors		
Light Fixtures		
Outlets		
Faucets		
Toilet		
Sink/drain		
Counter Surfaces		
Fan		

Windows		
Bath/Shower		
Other		

Bathroom 2

Item	Condition Moving In	Condition Moving Out
Cabinets		
Paint/Walls		
Ceiling		
Floors		
Light Fixtures		
Outlets		
Faucets		
Toilet		
Sink/drain		
Counter Surfaces		
Fan		
Windows		
Bath/Shower		
Other		

Family Room/Den

Item	Condition Moving In	Condition Moving Out
Paint Walls		
Ceiling		
Carpet/Floors		
Windows		
Curtains		
Light Fixtures		
Outlets		
Fireplace		
Furniture		

Basement

Item	Condition Moving In	Condition Moving Out
Paint Walls		

Ceiling		
Carpet/Floors		
Windows		
Curtains		
Light Fixtures		
Outlets		
Fireplace		
Furniture		
Sump Pump		
Water Tank		
Furnace		
Washer		
Dryer		

Other Comments: (Unusual odors, condition of the outside of the dwelling, Garage, Sheds, yard or any rooms not listed.)

Moving In

Date: _____

Landlord: _____ Tenant: _____

Moving Out

Date: _____

Landlord: _____ Tenant: _____



FOREIGN MILITARY ADDENDUM

(Attach this to your lease.)

Tenant is an active-duty member of the Armed Forces of _____ (Country). Tenant is under a formal invitation to attend the United States Army War College by the Chief of Staff, United States Army. Tenant will terminate his official status as an International Fellow and will graduate on _____. Tenant may terminate this lease if Tenant is released, retired, discharged from military from the military service; recalled to his home country; receives order by either Tenant’s government or the United States Government to another duty station located more than 35 miles from Carlisle Barracks; receives temporary duty orders for a period of over 60 days to a duty station over 35 miles from Carlisle Barracks; or is so ordered to occupy government-supplied housing.

Tenant will provide written notice with a copy of his military orders to Landlord not less than 30 days in advance of the day the lease is terminated. Tenant may terminate the lease not more than 60 days before the date indicated on the orders. If the final period of occupancy is part of a month, the rent will be assessed pro rata for the period the Tenant occupies the property.

Landlord shall perform any post-occupancy inspection of the property before Tenant is required to depart under military orders. When the lease is terminated under this provision, the termination is considered as a termination of the entire lease. Tenant shall not be liable for unpaid rent or any other damages due to the early termination. Landlord shall refund all of Tenant’s security deposit, minus damages to the property. This lease is VOID if Tenant receives orders meeting any of the conditions AFTER signing the lease but BEFORE Tenant take possession of the property.

LANDLORD _____ DATE _____

TENANT _____ DATE _____

