

# International Military Student Office 162nd Fighter Wing



## STUDENT HANDBOOK



**DEPARTMENT OF THE AIR FORCE**  
162D Fighter Wing, (ANG) (AETC)  
TUCSON, ARIZONA

MEMORANDUM FOR INTERNATIONAL MILITARY STUDENTS

FROM: 162FW/CC  
1650 E. Perimeter Way  
Tucson AZ 85706

SUBJECT: Welcome to Tucson

1. Welcome to Tucson, Arizona and to the Arizona Air National Guard. Our mission is to train international pilots and to make you the best F-16 fighter pilot or maintainer that you can be! We also look forward to meeting you. I hope you take this opportunity to learn from fellow pilots from around the world.
2. Tucson, Arizona lies in the scenic southwestern corner of the United States. It offers a diverse range of cultures, natural wonders, and historical sites. The International Military Student Office (IMSO) hosts numerous activities at no cost to you. You will have opportunities to visit the Sonora Desert Museum, the Biosphere, and the Pima Air Museum; these are just a few examples of the places located within a 30 minute driving time of our Air National Guard Base.
3. As we say in Tucson, "Bienvenidos, Welcome" to the land of the sun and the best flying weather in the world. We want your stay with us to be a good one. Please let us know if you have any problems, and we will be happy to assist you.

A handwritten signature in cursive script that reads "Gregory N. Stroud".

GREGORY N. STROUD, Colonel, AZANG  
Commander



**DEPARTMENT OF THE AIR FORCE**  
162D Fighter Wing, (ANG) (AETC)  
TUCSON, ARIZONA

MEMORANDUM FOR INTERNATIONAL MILITARY STUDENTS

FROM: 162OG/CC  
1660 E. El Tigre Way  
Tucson AZ 85706

SUBJECT: Welcome to Tucson, Arizona

1. On behalf of the Operations Group welcome to Tucson, Arizona! The 162d Fighter Wing is committed in preparing allied Air Forces' pilots and support personnel for future coalition contingency operations. We provide you with the worlds most motivated and effective instructor cadre who will train you to employ and will provide the best support for the F-16. Your Flight Commander, trainers and the International Military Student Office (IMSO) are available to assist you while you're in Tucson.
2. During your stay I hope you'll have the opportunity to experience the Field Studies Program. Through informational trips and social gatherings we strive to ensure that each of you returns to your homeland with an understanding of the American democratic way of life.
3. Enjoy your stay in Tucson and may this be the most memorable training experience you've ever had.

A handwritten signature in black ink, appearing to read "Randall E. Straka".

RANDALL E. STRAKA, Colonel, AZANG  
Operations Group Commander



**DEPARTMENT OF THE AIR FORCE**  
162D Fighter Wing, (ANG) (AETC)  
TUCSON, ARIZONA

MEMORANDUM FOR INTERNATIONAL MILITARY STUDENTS

FROM: 162MXG/CC  
1510 E. Super Sabre Drive  
Tucson, AZ 85706-6072

SUBJECT: Welcome Maintainers to Tucson, Arizona

1. On behalf of the men and women of the 162nd Maintenance Group, welcome to Tucson! Our personnel provide world class F-16 support to the busiest Air National Guard Fighter Wing in the world. It is an exciting opportunity for us to have you here, and we look forward to working with you maintaining the best fighter aircraft in the world.
2. During your short stay with us, your welfare is our ultimate concern. Your Maintenance Instructor and the International Military Student Office (IMSO) staff are available to assist you. If you experience any problems please bring them to their attention so we may help resolve them. Our goal is to help you in every way, to eliminate the distractions that may take you away from your training, and to make sure your stay is a positive experience.
3. I hope you enjoy your stay with us, and that your training experience with the 162nd will serve as a solid foundation for your career maintaining the F-16.

A handwritten signature in black ink, appearing to read "James D. Taylor".

JAMES D. TAYLOR, Lt Col, AZANG  
Maintenance Group Commander

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# SECTION 1

## INTERNATIONAL MILITARY STUDENT OFFICE

### 1. GENERAL INFORMATION

- a. **Locations:** Bldg. 40 (Bell Bldg); Bldg. 44, (Main Operations)
- b. **Duty Hours:** 0615-1500 Monday through Friday, the office is closed Saturday and Sunday (except Drill weekends), and holidays. Cipher locks are on all doors for 24 hr. access.
- c. **Telephone Numbers:**
  - (1) Commercial: Bldg 40, Bell Building (520) 295-6679, 7609 or 6199, Bldg. 44, Main Ops (520) 295- 6870 or 6639
  - (2) DSN: Bldg. 44, Main Ops, 844-6870 or 6639; Bldg. 44, Bell Bldg, 844-6679, 6199 or 7609
  - (3) FAX: Bldg. 40, Main Ops, (520) 295-6015, Bldg 44, Bell Bldg. (520) 295-6312
- d. **WEB Site:** <http://www.162fw.ang.af.mil>

**2. INTERNATIONAL MILITARY STUDENT OFFICE** – Our staff is available to assist you with any questions or problems. Do not hesitate to call or come to the International Military Student Office (IMSO) whenever you need assistance. For after hours emergencies consult the IMSO personnel phone number card provided to you.

### **3. YOU MUST NOTIFY THE INTERNATIONAL MILITARY STUDENT OFFICE AS SOON AS POSSIBLE WHEN:**

- a. You need assistance with a difficult situation.
- b. You have a serious illness or injury that requires emergency treatment.
- c. You are given an excuse from duty by a doctor (DNIF status).
- d. You are admitted to or discharged from the hospital.
- e. You are ticketed or arrested by any law enforcement agency.

# SECTION 2

## ADMINISTRATION OF INTERNATIONAL STUDENTS

- 1. STUDENT ADMINISTRATION** – You are assigned to the International Military Student Office (IMSO) during your stay in Tucson. It is your responsibility to be on time and in uniform for any appointments on base. All records, counseling records, certificates, etc..., will be forwarded to your home country or your next training location.
- 2. LIASON OFFICERS** – Some countries will assign a country liaison (CLO) to assist the International Military Student Office in the support of the training of their students. If you have a CLO assigned, you must keep him informed of any changes in graduation dates, travel plans, leave, absences, or problems you may encounter. If no CLO is assigned, the senior student can perform CLO duties.
  - a. In the case of the RNLAF, a Detachment Commander is assigned along with an Administrative NCO. These personnel will also assist you. The DETCO is assigned to the 195<sup>th</sup> Fighter Squadron, located in Bldg. 40, on the east side of the complex.
- 3. INVITATIONAL TRAVEL ORDERS (ITO)** – ITO's and amendments are the controlling documents that authorize your training and privileges. Changes to your rank, name and/or training must be made by an authorized agency or individual.
- 4. IDENTIFICATION CARD (ID)** – Every student and authorized dependent must have a valid identification card.
  - a. You must notify the IMSO as soon as possible if you lose your ID card.
  - b. You must have your ID card with you at all times.
  - c. Do not allow any other person to use your ID card.
- 5. STUDENT LOCATION** – The International Military Student Office must be aware of your location away from Tucson at all times. This will enable us to locate you and help you in a reasonable period of time in case of emergency.
- 6. BULLETIN BOARDS AND DISTRIBUTION BOXES** – RNLAF students should go to the Detachment Commander Office every other day to review the bulletin board and check for mail and messages. IMT students' mail will be placed in your study area.
- 7. PASSPORT AND VISAS** – You must arrange for the proper documents for return to your country. RNLAF students may accomplish this through the Detachment Commander or your Embassy (Air Attache'). All other students must make the necessary arrangements with IMSO.
- 8. HOLIDAYS** – American holidays will be observed by International students. International holidays will only be observed if approved by your country and/or Embassy. Approval by the Flight Commander, and the Detachment Commander (RNLAF only) is required to be excused for observance of another nation's holiday. In some cases, your Embassy or country officials may authorize a holiday to observe important national or religious days. The Air Force Security Assistance and Training located in San Antonio, Texas approves these holidays.

## **LEAVE POLICIES**

### **9. LEAVE WHILE IN TRAINING:**

a. Leave while in training means:

- (1) Days between in processing and your school start date.
- (2) Extended time off before/after weekends.
- (3) Extended time off during the course of instruction.

b. Leave while in training: either your Detachment Commander or Squadron Commander may grant leave. A leave form must be obtained from the International Military Student Office or Detachment Commander. If the student is leaving the local area, he/she must provide an itinerary of travel and phone numbers where he/she can be reached in case of emergency.

**10. LEAVE AFTER GRADUATION** – Leave upon completion of training must be authorized in the student's ITO. With Security Assistance Office (SAO) concurrence, an ITO amendment authorizing leave can be obtained. See the IMSO staff for assistance.

**11. OUT-PROCESSING** – Your first step for out-processing is to report to the International Military Student Office (IMSO) not later than ten school days prior to your graduation. Items to be covered in your out-processing will be:

- a. Invitational Travel Orders reviewed for leave or travel arrangements.
- b. Out-processing forms will be given to you to complete as required.
- c. Other items to be checked are:
  - (1) Airline reservations
  - (2) Close Bank Accounts
  - (3) Close-out at apartments, do vacating letters 30 days prior to departure (IMSO)
  - (4) Orders
  - (5) Training Records
  - (6) Post Office
  - (7) Turn in your Identification Card and Line Badge
  - (8) Flying Equipment (Life Support)
  - (9) Other items as required.

# SECTION 3

## ACADEMICS

**1. CLASSROOM CONDUCT/COURTESY** – Your instructor is responsible for the class and is in charge. His or her directions will be followed at all times where it involves class activity. If you have any problems associated with the class that cannot be resolved with the instructor of the class, then please contact the International Military Student Office for assistance.

**2. LANGUAGE** – All classes are given in English. Many words may be used and the instructor must speak relatively fast to teach the subject in the amount of time given. We recommend that you speak English as much as possible.

**3. TRAINING CLASSES:**

a. You will be enrolled in the course identified in your ITO. Attendance in any other course is not possible without approval by your country and the United States Air Force.

b. Each course is divided into phases of instruction. You must pass each phase before going on to the next. When you graduate, a record of class attendance, test grades and a report on your performance will be sent to your country.

**4. HOLDOVER/WASHBACK** – If you are doing your best and cannot pass the written, verbal or checkrides, more training may be required. The best way of doing this is to repeat a phase of instruction. This will provide you with the same instruction a second time. This is not a disciplinary action, but is extra instruction intended for you to gain the necessary knowledge to complete this course.

5. You will be given a lot of study materials for which you will be responsible. Besides the actual flying, simulators, and classroom training, you will be required to do quite a bit of studying on your own.

# SECTION 4

## MILITARY COURTESY

1. The United States Air Force military courtesies are very similar to those of other countries. For example:
  - a. All personnel, upon recognition, salute officers senior to themselves.
  - b. Enlisted personnel (U.S. equivalent grades E-1 through E-9) salute all officers.
  - c. Officers return all salutes.
  
2. Some U.S. personnel may not be familiar with the grade insignia of some countries. They may not salute when required. This is not a sign of being disrespectful.
  
3. All personnel are expected to salute Generals and Colonels when in staff cars and you are walking and in uniform. These cars may be identified as follows:
  - a. **GENERALS** – A plate on the front of the car and/or flag on the right front fender with one or more stars indicates a General officer is in the vehicle.
  
  - b. **COLONELS** – A plate on the front of the car with an Eagle on it; a plate with a distinctive marking such as Base Commander, Wing Commander or Vice Commander indicates a Colonel is inside.
  
  - c. A blue military vehicle with a white top will also indicate a higher ranking officer that should be saluted. You will find this more at active duty bases though.
  
4. Remember, saluting is a sign of greeting, a respect for the rank no matter what country he/she is from.

# SECTION 5

## PERSONAL APPEARANCE

1. The personal appearance of all military personnel, both in uniform and in civilian clothes, reflects the image of the United States Air Force and your country. Some of the more important rules and requirements of proper personal appearance will be discussed.

2. **UNIFORMS – Pilots:** The flying suit is the appropriate uniform for the training course you are scheduled to attend. If you should require new flying suits, jackets, etc..., please let the IMSO know so that arrangements can be made for you to go to Base Supply and trade in your equipment. **Maintenance:** Your service utility uniform is the appropriate uniform for maintenance training.

3. **GROOMING STANDARDS** – International Military trainees will normally be required to comply with the provisions of AFI 36-2903 standards, countries may apply for an exception for students attending USAF courses not involving flying, operational, or ground safety considerations. It is required by your military and the USAF that you meet the USAF grooming standards. Some of the more important points are listed below.

a. **HAIR** – Hair will be clean and neatly groomed. For men, the hair is not to touch the ears or shirt collar and the front hair is not to touch the eyebrows. It should be tapered in the back and on the sides. For women, the hairstyle cannot interfere with the normal wear of the hat, hair cannot extend below the blouse or jacket collar, and front of hair cannot touch the eyebrows.

b. **MUSTACHE** – It must not touch the upper lip and may not be wider than the mouth.

c. **BEARDS – NO BEARDS ARE AUTHORIZED** – An exception will be made if medical problems exist and have been approved by a hospital staff member. All facial hair is to be shaved daily before reporting to class.

4. **CIVILIAN CLOTHING** – Neat, clean civilian clothes may be worn when not in class or on official military duty. Civilian and military clothing items will not be worn together. Shirt and shoes must be worn. Shirt and shoes must be worn when visiting places such as the Officer's club, Base Exchange, Commissary, or Base Theater.

# SECTION 6

## STANDARD OF CONDUCT

1. You have been selected by your country to come to the United States for training. While at Tucson ANG Base, you represent your military services and you are also an Ambassador from your country. You are not an ordinary citizen; therefore, you must conduct yourself in a manner that will make both your country and your family proud of you. You will have the same responsibility and privileges as a member of the United States Air Force of the same rank.

2. **USAF REGULATIONS AND U.S. LAWS** – International military personnel must obey all USAF regulations and will comply with all federal, state and local laws while in the United States. All violations will be reported to a representative of your country.

a. Minor violations are normally handled by a Senior National Representative or an International Military Student Officer.

b. Several minor violations or a major offense will be reported to the appropriate higher authority to include your country representative. Generally, a student in this category is returned home without completing his training.

3. **LAW ENFORCEMENT PERSONNEL** – The primary function of the USAF Security Police and civilian police is to provide assistance and maintain order. If you need assistance of any kind, contact a police official. Obey all orders and directions of police officials. Sometimes they may want to question you at the police station. If this happens to you, be friendly, courteous and cooperative. Resistance can create worse situations.

4. **OFF-DUTY EMPLOYMENT** – Your primary duty while you are here is to learn. You and your dependents are not allowed to accept off-duty employment.

5. **DATING** – Our customs may differ from what you are used to in your country. To make a date, ask the person to be your guest. Dating is a mutual agreement between two persons. Do not force yourself on a person who indicates no interest in you.

6. **MARRIAGE** – While in training in the United States, you must obtain permission from your country prior to your marriage. If you are not married in your country, our laws allow you to marry U.S. citizens; however, such a marriage will not change your status in this country or remove any responsibility to your military or government. Before you take action, contact the International Military Student Office staff for assistance.

7. **FINANCES** – It is very important that you handle your money properly. Do not keep large sums of money on you or stored in your apartment because of the chance of theft.

a. For security, use money orders purchased from the Base Exchange, Post Office, etc.

b. You may open a checking account with the various financial institutions. Make sure that you have money in your account to take care of the amount you write on the checks.

c. All bills must be paid when due. When you complete your training and depart for home or other training elsewhere, make sure all bills have been paid.

8. **ALCOHOLIC BEVERAGES** – If you are 21 years old, you may drink alcoholic beverages. However, do not give alcohol to persons under age. **DO NOT DRINK WHEN YOU DRIVE.** Know how much you can drink and stay within those limits.

9. **NARCOTICS OR DANGEROUS DRUGS** – Use, possession of , or sale of dangerous drugs (marijuana, narcotic, etc.) are major offenses. Penalties are severe. If someone tries to sell you one of these drugs, refuse the offer and report it immediately to someone in authority.

10. **AIRCRAFT** – Students are not authorized on USAF aircraft except for scheduled training and if specified in your Invitational Travel Orders. Commercial airlines are your normal means of transportation.

11. **SHOPLIFTING** – Shoplifting is the taking of an item out of a store without paying for it. Before you leave a store make sure that you have not accidentally placed an item in your pocket or purse. This is a serious matter. A charge of shoplifting will result in termination of your training and early return to your home country. Always check what you buy, and make sure your sales receipt matches what you have in your bag, before you leave any store.

12. **BASE EXCHANGE (BX) AND COMMISSARY GOODS** – When you purchase goods, make sure you keep the sales receipt. This receipt is necessary to return the items to the store. Items purchased on base cannot be sold to another person.

13. **WEAPONS** – You may buy legal weapons in this country if authorized by your government, but it is discouraged.

# SECTION 7

## SAFETY

1. To help you have a safe stay with us, here are some items which you should know about:
  - a. Please do not smoke while you are in bed. Obey all NO SMOKING signs.
  - b. Do not cook in your quarters unless you have a kitchen.
  - c. Place all cigarettes and other smoking materials in ashtrays or butt cans. Do not put these in trash cans.
  - d. Immediately report all fires to the Base Fire Department. To report fires in your classroom, dial 911. Study the emergency evacuation routes from your class area, and learn the location of fire extinguishers.
  - e. Stay away from OFF LIMITS areas.
  - f. When boating, wear a life preserver. When swimming, only use areas with a lifeguard on duty, and have someone who is a good swimmer with you.
  - g. When driving, always use belts. Do not drive when hungry, tired or ill. Do not drive after drinking alcoholic beverages. Obey mileage restrictions, and do not attempt to drive more than eight or ten hours in one day. Obey all speed limits.
  - h. When walking, use sidewalks and crosswalks. Look carefully before crossing streets, particularly at night. Wear light colored clothes so that drivers of automobiles will be able to see you.
  - I. When walking on a beach or in wooded areas, be alert for natural hazard to those walking there. If any creature bites you, get immediate medical attention.
  
2. Weather conditions can also present safety hazards.
  - a. Heavy rain and dense fog may be encountered which will reduce visibility. Streets may be flooded and automobile brakes may be affected by the water. Avoid driving or walking in such conditions when possible. If you must travel, use extreme caution and allow extra time for your trip.
  
  - b. During the summer severe thunderstorms and high winds may be encountered. During these storms seek shelter. Avoid staying in the open or standing under trees. Be alert of downed power lines and falling trees during these storms.

## **SECTION 8**

### **SECURITY**

1. Security is everyone's business. You are responsible for protecting your valuable items from theft or loss. Listed below are some suggestions:

a. Do not keep large amounts of cash in your apartment. Keep money in a bank or buy traveler's checks.

b. Always lock your apartment when you leave.

c. Write down the description and serial number of all valuable items and keep this list in a safe place. It is advisable to place your own distinguishing mark, such as your name, on things such as cameras, stereo equipment.

d. If you have an automobile, always lock the door and take the keys with you when you leave the car. Never leave valuables in your car. If you are shopping place valuables out of sight.

e. Report any theft or suspicious persons to the police.

# SECTION 9

## MEDICAL AND DENTAL CARE

1. **MEDICAL CARE** – Routine treatment should always be by appointment only. The Emergency room is for emergency or extremely serious problems only.

a. **APPOINTMENTS** – The 162<sup>nd</sup> Fighter Wing clinic will maintain your medical records. The IMSO office will make medical appointments for you. This will ensure that you will receive the earliest appointments possible. You must report to the medical office at least 15 minutes prior to the scheduled appointment. If for some reason you cannot make the scheduled appointment, call the Davis Monthan AFB hospital directly or call the IMSO office so the appointment can be canceled or rescheduled.

b. **EMERGENCY TREATMENT** – Emergency medical care is available 24 hours a day in the local area hospitals. Davis Monthan AFB does not have any emergency medical services. If you are sick or feel like you have broken something, please call Davis Monthan AFB for authorization to either seek other medical services or to have you come into their clinic, please call 228-2828 for any problems you may have on the weekend. If you are seriously ill or injured, please go to the nearest hospital. 9-1-1 is the emergency phone number or have someone call for an ambulance.

2. **DENTAL CARE** – Your Dental Records are maintained by the 162FW Medical Clinic. Before going to the Dental Clinic at Davis Monthan AFB, stop by our clinic and pick up your Dental Records. IMSO will make this appointment for you.

3. **APPOINTMENTS** – All appointments, if possible, should be made so that they do not interfere with your flying training. This is to minimize the loss of training hours. Also ensure that your Flight Commander is aware and IMSO are aware of your appointments.

4. **HOSPITALIZED OR EXCUSED FROM TRAINING** – You must notify the International Military Student Office and your Flight Commander if you are hospitalized, excused from training, or placed in duty not involving flying (DNIF) status. Arrangements will be made for revision of your training schedule. If you remain out of class for an extended period of time, you may be rescheduled into another class. Please remember that you are the sole responsibility of the IMSO office; please make sure to notify us immediately of any problems. If you are placed on DNIF status you must return your medical records to the 162<sup>nd</sup> FW Medical Clinic and report your status.

5. **DEPENDENT CARE** – Medical treatment, including dental care is generally available for all authorized dependents. Appointments can be made through the Davis Monthan AFB Hospital. There is a possibility that a fee will be charged on the circumstances and what your ITO shows.

# SECTION 10

## TEMPORARY LIVING QUARATERS

1. **ASSIGNMENT PROCEDURES** – At the present time almost all students are housed in off-base apartments which are located throughout Tucson and have various driving times from the Air National Guard. IMT students will be housed within 30 minute drive of the Guard. IMT Students will decide upon arrival how they will share accommodations.
2. **FEES:**
  - a. All IMT students are responsible for their own fees and incidental charges.
  - b. RNLAF apartments are charged to the Royal Netherlands Government. However, any damage or incidental charges not normally chargeable to the RNLAF will be the responsibility of the student.
3. **STUDENT RESPONSIBILITIES** – You must maintain your room within acceptable cleanliness standards. You are responsible for the care of the apartment. Be sure to secure your property when you leave. Any problems noted with the apartment should be reported immediately to the apartment manager's office. As with any apartment complex, students must exhibit acceptable behavioral standards.
4. **MAID RESPONSIBILITIES** – IMT students have no maid services available so you must accomplish these tasks yourselves or hire someone to do it.
5. **ACCOMPANIED STUDENTS** – In the event that your spouse is arriving with you, the student must notify the International Military Student Office prior to arrival so that arrangements may be made to accommodate you and your family. In some instances the student will be required to pay the difference for the additional person. In all cases foreign customs will be considered as much as possible. If there are any problems with this arrangement please notify the International Military Student Office staff.

# SECTION 11

## AUTOMOBILES

1. **BEFORE BUYING OR DRIVING AN AUTOMOBILE OR OPERATING ANY OTHER POWERED VEHICLE, CONTACT SOMEONE IN THE INTERNATIONAL MILITARY STUDENT OFFICE.** Many countries have requirements that restrict automobile use or ownership. The International Military Student Office will check your Invitational Travel Orders.

2. Authorized drivers must have the following:

a. **VALID/LEGAL DRIVERS LICENSE** – This license may be one of the following: United State license, International License, or an English translation of your countries license may be evaluated.

b. **INSURANCE** – Licensed drivers who own an automobile and are driving it in the United States must be able to show proof of his/her ability to pay for damages. The minimum insurance amounts required for Arizona are:

(1) **PERSONAL LIABILITY – amount of coverage required \$15,000 (Mandatory for one person)/\$30,000 (Mandatory for two or more persons).** This is issued to pay for part or all bodily injury or death of one person in any one accident. The second figure is the maximum amount for two or more persons in any one accident. If the above amount does not cover the amount asked by the victim, the remainder will have to be paid by you. These figures are just minimums, you can purchase more coverage if you wish.

(2) **Property Damage (Mandatory) \$10,000.**

(3) **COLLISION (OPTIONAL)** – If you have a late model automobile, it is recommended that you obtain this insurance with the above. Depending on the year of your car (new to at least four years old) it is recommended that insurance coverage be from \$50.00 to \$200.00 deductible.

c. **VEHICLE REGISTRATION** – Every motor vehicle registered in Arizona must display a valid vehicle registration certificate at all times. They are renewable yearly during the expiration month. These registration decals are displayed in the lower right hand corner of the rear license plate. The registration document must be kept in the vehicle.

d. **LICENSE PLATE** – All motor vehicles in Arizona must have a license plate on the back of the vehicle. These plates usually come with the vehicle when purchased. Be sure to check the expiration date.

e. **RENTAL CARS** – Students who rent automobiles must have with them at all times a receipt from the agency as proof of rental. Always purchase full insurance for the automobile through the rental agency.

3. **PURCHASE/SALE OF MOTOR VEHICLE** – If you purchase an automobile, a “Title” must be obtained from the seller. This title is a document showing ownership of the car. When you sell your car, this title must be given to the new owner with your signature notarized on the backside of the title.

When you sell your vehicle or otherwise transfer ownership, or end your lease, you must submit a Sold Notice within 10 days. This notice is your protection from liability for tickets, accidents, etc., that occur after the sale. To transfer ownership, you must also complete the transfer information on the back of the Certificate of Title and give it to the new owner. To complete a Sold Notice go to [www.azdot.gov](http://www.azdot.gov). In addition, you must remove the license plate from the vehicle and keep it in your possession. You may qualify for a credit or refund—for credit and license plate refund information visit [www.servicearizona.com](http://www.servicearizona.com).

4. It is not recommended that you let someone else drive your car. In some circumstance you, the owner, may be responsible for the damage even through you were not driving or in the car. Also, in some cases, the insurance company may not pay for the damages incurred at the time of the incident.

5. **ACCIDENTS** – If you are involved in an accident DO NOT LEAVE THE PLACE OF THE ACCIDENT. Cooperate with the police, do not make any statements indicating you are responsible for Student Office. If the police suspect that you have been drinking alcohol, they may ask you to take an alcohol test. COOPERATE FULLY IF SUCH A TEST IS NEEDED. IF YOU REFUSE TO TAKE SUCH A TEST YOU ARE ADMITTING GUILT.

\*\*\*\*\*NOTE\*\*\*\*\*

**REPORT ALL TRAFFICE TICKETS TO THE INTERNATIONAL MILITARY STUDENT OFFICE IMMEDIATELY**

# SECTION 12

## DRIVING REGULATIONS

1. **BASE REGULATIONS** – It is mandatory that you wear a seatbelt while driving on base. It is also important that you are aware of some other general rules and obey them while on the Tucson ANG Base and Davis-Monthan AFB.
  - a. **TUCSON ANG BASE** – Speed limit on base is 15 MPH.
  - b. Yield to emergency vehicles at all times when they have their **EMERGENCY LIGHTS** on.
  - c. Traffic on the East side of the base is **ONE WAY**. On the West Side it is **TWO WAY** traffic.
  - d. Parking in areas other than those designated is prohibited.
  - e. Vehicles must be parked between the painted dividing parking lines.
  - f. Do not park where the street curb is painted yellow/red and where **NO PARKING** signs are posted.
  - g. Parking a vehicle in a reserved space is prohibited. On the ANG base, there are reserved spaces marked.
2. The same basic rules apply at Davis-Monthan AFB, although in some areas the speed limit is 30 MPH unless posted otherwise. Cell phone use while driving is prohibited on Davis-Monthan AFB.
3. There are specific requirements for riding a motorcycle on military installations.
  - a. Headlights must be on
  - b. Vehicle must have rear-view mirrors
  - c. Operator and any passenger must wear a protective helmet and meet the minimum Department of Transportation standards.
  - d. You are encouraged to affix reflective material to helmets
  - e. Wear impact resistant or full-face shield on the helmet
  - f. Brightly colored or contrasting vest or jacket as an upper garment during the day and reflective during the night. Outer upper garment will be clearly visible and not covered.
  - g. Long sleeved shirts or jackets, full fingered motorcycle gloves or mittens and long trousers must be worn.
  - h. Sturdy footwear must be worn. Leather boots or over-the-anklet shoes are strongly encouraged.
4. The same basic rules apply off base as well. Areas marked with a handicap sign are for those who are actually handicapped. Parking in these areas is rude and will result in a parking ticket. In the Tucson area there are also many school zones that are set up throughout the city. **MAXIMUM SPEED 15 MPH**. You are not allowed to pass another vehicle in the school zone area. This will also result in a traffic ticket as well as endangering the small children that utilize these crossings.

5. Parking in the wrong place may get your vehicle towed and getting your vehicle back is very expensive. Especially in the area around the University of Arizona parking is at a premium. Signs will be posted to warn you that if you are parked at a business and are not a customer of that business your vehicle will be towed. Never abandon your car along side of the road or in a business parking area it will be towed away.
6. For further information, please consult and study the Arizona Drivers Manual ([www.azdot.gov](http://www.azdot.gov)). If you have any questions, please check with the International Military Student Office or the Base Security Police.

# SECTION 13

## FIREARMS AND WEAPONS

1. We do not recommend that you purchase a weapon. The laws of your country and the United States are very strict about the transfer of weapons. You should check with your country or Embassy on any restrictions before you consider the purchase of a weapon.

### 2. RULES OF SECURE WEAPONS:

a. Students living off base should check with the civilian police before buying a weapon to become aware of the current laws on ownership.

b. For maximum safety, firearms should be unloaded whenever they are being carried or transported. Firearms are not to be carried concealed (inside of pockets, coats, etc.)

c. Firearms are not allowed to be brought on military installations.

# **SECTION 14**

## **FIELD STUDIES PROGRAM ACTIVITIES**

1. Depending on the length of your stay here, you may have the opportunity to participate in tours and other activities planned by the International Military Student Office. You will have the opportunity to visit business, scenic and historic sites, and places of government. There will also be a variety of social activities such as dinners, receptions, and picnics. These activities are an excellent way for you to meet Americans and learn more about the United States.
2. You will be informed of all the Informational Program activities by written invitation, posters, and personal contacts. You will need to come by the International Military Student Office for further details. If you sign up for a tour or activity and then decide not to attend, you must call or go to the International Military Student Office to cancel your reservations. This will give another student the opportunity to take your place.
3. Some of the activities may be scheduled during the same time as your classes. Depending on your progress, your Flight Commander MAY or MAY NOT excuse you from class to attend these activities. Your Flight Commander is responsible for giving you permission to be excused from class.
4. Family members are permitted to attend field studies program activities on a space available basis. The cost for their participation must be paid for by the student.

# **SECTION 15**

## **BASE FACILITIES**

1. The base services, such as the base exchange (BX), commissary, library, theater, and gymnasium are available for your use at Davis Monthan AFB. Many of the facilities will require that you show your identification card before entering, and some facilities such as the movie theater and hobby shops, charge a fee for the services provided.
2. On the Tucson ANG Base members of the unit, students, TDY personnel, and their guests are welcome to use the All Ranks Club, TAGRA. TAGRA stands for Tucson Air National Guard Recreation Association and is a nonprofit club solely for the benefit of its members. In addition, there are two workout rooms for your use one is located in bldg 40 main Base Operations and the other is located in bldg 44, Bell Ops.

# **SECTION 16**

## **POSTAL SERVICES**

1. You will be assigned to living quarters off base, and you should receive mail at your off base address.
2. The closest United States Post Office is located on Valencia Road. Packages and parcel can be mailed from there. Since the postal regulations of the United States may differ from your country, you should check with the postal office for assistance before making an item.
3. Frequently, mail or parcels will be delivered to the International Military Student Offices. These items will be placed in your study area.
4. Your local mailing address must be kept current at all times. Please notify the International Military Student Office of any changes.

## **SECTION 17**

### **RELIGIOUS ACTIVITIES**

1. The Davis Monthan Base Chapel offers a wide variety of religious activities. There are also many religious institutions in the local community. All of these places invite you to worship and participate in their church programs.
2. The Davis Monthan Base Chaplain's office can provide you with the information on times and places of religious services. The local telephone number is: 520-228-5411

# SECTION 18

## BASE CLUBS

1. Davis Monthan AFB has a club for all military and/or civilian ranks. Each club offers a variety of entertainment and food. You are encouraged to become a member of the appropriate club and participate in the many and varied activities that they offer. Membership dues are paid monthly at the appropriate club office. All clubs allow their members to bring guests; however, during certain nights only club members allowed. Clubs are a good place to relax and meet your friends for an inexpensive evening.

- a. **OFFICERS Club** – Open to all United States equivalent grades 2<sup>nd</sup> Lt through General.
- b. **ENLISTED Club** – Open to all United States equivalent grades Airman through Chief Master Sergeant.

2. On the Tucson ANG Base, the club is open for all members and their families. This is an **ALL RANKS CLUB**.

3. Davis Monthan AFB has other snack and food establishments around the base.

# SECTION 19

## Student Visits to Mexico and Canada

International students attending instruction in the Continental US (CONUS) are authorized visits to Mexico and Canada if the visit does not exceed 72 hours. Students must comply with all immigration and customs regulations. Such visits do not affect the living allowances. You must contact IMSO to get approval from your country if you would like to visit Mexico or Canada for longer than 72 hours.

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### Visiting Mexico

#### Documents Required

No entry documents are required for those who travel to Mexico on foot or by car within 30 miles of the border. When traveling by air between the United States and Mexico or by car or on foot beyond 30 miles of the border, certain documents are needed:

For Citizens of Countries Other than the US:

- Valid national passport and
- Mexican Tourist Card

#### Obtaining a Tourist Card

Go to the nearest Mexican Consulate:

553 S. Stone Ave.  
(located at Stone and E. 16<sup>th</sup>)

Phone: 882-5595 or 882-5596

Hours: Monday-Friday  
8:00am-2:00pm

Bring with you:

- Passport
- U.S. Visa
- \$20 (this is the cost of the Tourist Card)

Note: The Tourist Card takes 2-3 weeks to process, so plan your trip in advance.

#### To Return to the U.S.

Bring with you:

- Passport
- U.S. Visa
- Military I.D.
- I.T.O.

### Shopping

U.S. currency is welcome in Mexico, but carrying large amounts of cash is not recommended. Many vendors throughout the country accept checks and major credit cards, as well, though a number of vendors do not take checks. When using cash, tourists are advised to exchange their dollars for pesos at an authorized institution.

## **U.S. Customs**

Upon returning to the United States, all purchases brought across the border must be declared. Merchandise valued at up to \$400 is allowed duty-free. Only one liter of liquor and one carton of cigarettes per adult are allowed duty-free. Any purchases of more than \$400 will be taxed.

## **Vehicle Information**

### Fuel

Unleaded and diesel fuels are available, but leaded gas generally is not.

### Insurance

Carry Mexican auto insurance because American coverage will not be accepted you can buy it at the border, online or at dozens of locations in Tucson. Or call 1-800-222-0158 for more information.

### Keep in Mind:

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- Drinking in public will result in at least a \$20 fine.
  - Fighting and public indecency are illegal and you'll be arrested.
  - Let someone back home know where you are going and make sure they have the phone number to your hotel as well as emergency numbers.
  - Neither officials at the port of entry nor the consulate will keep track of when people enter or leave Mexico. That means neither office will be able to provide travelers status.
  - Don't count on your cell phone instead buy a 30 or 40-peso phone card (between 3-6 dollars) at any store in Rocky Point. Pay phones will only accept these cards and it will cost about ¢.50 to call the US.
  - Making obscene or insulting remarks is considered a criminal activity.
  - Narcotics laws are more severe in Mexico, including Marijuana use.
  - There is no bail for many criminal charges, including the possession of weapons, ammunition or drugs. You will be jailed until the investigation is complete.
  - If you are arrested, request to see representatives of the US consulate. But, since you're in a foreign country, their power is limited. They cannot get you out of jail, all they can do is demand you be treated decently and call someone for you.
  - If you have to pay a fine do not pay the officer making the citation. Fines are paid at City Hall.
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## **To Get Help in Mexico:**

**Emergency:** Instead of dialing 911 in US you'd dial 060 in Mexico.

**Police:** In Puerto Peñasco, 383-2626.

**US Consulate in Nogalas:** Dial long distance from Rocky Point: 01-631-318-0723 or 01-631-302-3271. The office is open 24 hours.

**Fire Department:** In Puerto Peñasco, 383-2828

**Red Cross:** 383-2266

**To call the US Consulates in Nogalas from the United States:** 011-52-631-318-0723

**Important Note:** Information on traveling to and from Mexico is subject to change. Before traveling to Mexico, it is recommended that visitors contact the Mexican Consulate at 882-5595 or 882-5596.

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## **Visiting Canada**

### **Documents Required**

Citizens of certain countries and territories must have a Temporary Resident Visa to visit Canada. For a list of these countries, please visit the Canadian Consulate website at:

<http://www.cic.gc.ca/english/visit/visas.html>

### **Obtaining a Temporary Resident Visa**

You can download an application at: <http://www.cic.gc.ca/english/applications/visa.html>

Processing of this Visa normally takes 5 days. However, if a background check is required, it could take up to 3 weeks.

**To Return to the US:** Passport, U.S. Visa, Military ID, and ITO

## **SECTION 20**

### **Temporary Living Allowance**

1. Temporary living allowance (TLA) may be authorized on your ITO. If you are authorized TLA the IMSO office will require the following information to start your automatic deposit:
  - a. A copy of your lease agreement
  - b. A completed direct deposit form, you can obtain this form from IMSO
  
2. Living allowance includes the following:
  - a. Housing costs as determined by the lease agreement but not to exceed the government approved per diem rate
  - b. A one-time reimbursement of the non-refundable deposit fee
  - c. Meals and Incidentals\
  - d. Travel Costs i.e. mileage, lodging, per diem, incidentals and airline tickets
  - e. Excess baggage reimbursement
  
3. IMSO will be able to provide you a detailed cost analysis on your entitlements. Please see the IMSO for any questions on TLA.

# SECTION 21

## Libraries

**1. Libraries** offer many different services here in Tucson. Services offered are; checking out books to take home and read, online services for searching the internet, DVD, and books on tape rentals. All services provided are at no charge to you. Tucson has 16 different library locations; to find the locations go to [www.lib.ci.tucson.az.us](http://www.lib.ci.tucson.az.us) or stop by IMSO and we will help you find a location near you. There is a library located on Davis-Monthan AFB for your use.

### How the library process works

- You must first obtain a library card. To obtain a library card you must go to the library and show an ID and your US address (driver's license or military ID and proof of address such as electric or telephone bill)
- After you obtain a library card you may check out up to 25 items
- If the items are not returned by the due date there will be late fees and you will have to pay

# YOUR INPUT IS VALUABLE TO US

## HOW CAN WE MAKE THIS HANDBOOK BETTER FOR YOU?

1. It would help future students if you added information concerning: \_\_\_\_\_

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2. The most helpful information was on: \_\_\_\_\_

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3, The least helpful information was on: \_\_\_\_\_

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4. I found the following information to be inaccurate: \_\_\_\_\_

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5. If this handbook were on the Internet would you have access? YES NO

6. How important would it be for you to have this handbook before you get to Tucson?

VERY IMPORTANT      IMPORTANT      NEUTRAL      NOT IMPORTANT