

INTERNATIONAL MILITARY STUDENT GUIDE



**Welcome to Pueblo, Colorado: DOSS Aviation and the
1st Flying Training Squadron!**

**1 FTS/IMSO
(719) 423-8336**

TO ALL INTERNATIONAL STUDENTS

On behalf of the International Military Student Office, Welcome to the 1st Flying Training Squadron and DOSS Aviation in Pueblo, Colorado! We are honored to have you as our guest and proud to serve with you during your training.

The 1 FTS International Student Guide has been prepared to familiarize you with important information that you will need while you train at DOSS. The guide will reinforce your inprocessing briefing as well as elaborate on some areas that we briefly cover during inprocessing. We understand that this is a difficult time for you. Our goal is to ease your transition into DOSS Aviation and prepare you for your training.

If you have any questions or need assistance, please feel free to call me at (719) 423-8336 or stop in and visit my office in the Air Force section, room 228.

ROGER A. DELLINGER
Chief, International Military Student Office

CHAPTER 1

INTERNATIONAL MILITARY STUDENT OFFICE

FUNCTION: The 1 FTS International Military Student Office (IMSO) runs the Department of Defense Security Assistance Program at DOSS Aviation in Pueblo, Colorado, and provides administrative support and assistance to you.

DUTY HOURS: The IMSO is open Monday through Friday from 0730 to 1630 hours except on U.S. holidays.

TELEPHONE NUMBERS: During your inprocessing you will receive a card that contains telephone numbers for you to contact the IMSO. Keep this card with you at all times. In case you lose your card, here are the numbers:

IMSO (Office)	(719) 423-8336
Roger Dellinger's cell # (24/7)	(719) 650-1537
DOSS Central Security Control	(719) 423-8535

Please notify the IMSO as soon as possible when you:

Need assistance in very difficult situations.

Have a serious illness or injury that requires emergency treatment.

Receive a medical duty excuse and are sent to quarters by a doctor/medic.

Are admitted to or discharged from the hospital.

Are stopped or picked up by any law enforcement agency.

CHAPTER 2

STUDENT ADMINISTRATION.

INVITATIONAL TRAVEL ORDERS: ITO's, amendments, and AFSAT location training listings are the controlling documents that authorize training. Our office can't make changes to your training status, rank, or name unless we receive approval in writing from your country through AFSAT.

IDENTIFICATION CARD: IMS are required to turn in their US Govt-issued DoD CAC to the IMSO while assigned at IFT. IMS will not have unescorted access to US military installations during IFT. If an IMS needs medical care at a local military facility, a USAF medic will schedule and escort all IMS to on base medical appointments while assigned at DOSS Aviation.

STUDENT LOCATION: We need to know your current address and phone number so that we can notify you in case of emergency. If you have a cell phone number, please provide it, along with your room and room phone number to the IMSO. If you plan on leaving the area for more than 24 hours notify the IMSO. If you are absent without notice for more than 24 hours, we are required to report you as absent without leave.

MAIL: Mail can be received at the DOSS billeting office. Mail is delivered to the building at approximately 1300 daily, Monday through Saturday. You may buy stamps and send packages from the billeting front desk. Your address while attending IFT will be:

DOSS Aviation Initial Flight Training
C/O (First Name, Last Name and Class #) Suite 200
1 William White Blvd
Pueblo, CO 81001

LEAVE: While in training you will not be authorized leave unless you have an emergency. If you feel that you must take leave, you must contact your Embassy. Discuss your leave request with your DOSS flight commander and the IMSO. They are both integral to determining the requirements of leave during training and the coordination process to facilitate emergency leave. Permission must be in writing from your Embassy through AFSAT to the 1 FTS/IMSO.

LIVING AND TRAVEL ALLOWANCES: while in training at Pueblo, billeting and dining expenses (in the dining hall) are all inclusive. In all other cases, your ITO gives us specific instructions on your living/travel allowances. We follow those orders to the letter. We pay living allowances by the 28th of each month. For students in the IMET program traveling by commercial air, the IMSO will make travel arrangements approximately two weeks prior to graduation. We will request tickets from TravCo. Airline tickets are arranged using the most direct routing possible. The IMSO cannot make changes to the flight itinerary. It will be your responsibility to coordinate any changes to scheduled travel with your Embassy.

CHAPTER 3

STUDENT SERVICES

INTERNATIONAL TELEPHONE SERVICES: Students may make international calls from the DOSS facility at no cost. Telephones in student billeting room are equipped with international calling privileges. Students who wish to make international calls must request an access dialing code from the personnel at the Billeting Office Desk.

PHYSICAL FITNESS CENTER: The fitness center is open 24 hours a day. If students desire assistance in preparing a training regimen or guidance on the use of fitness equipment, fitness center instructors are on duty weekdays from 0600 to 1900.

BANKING FACILITIES: There is an ATM in the billeting office for students to withdraw cash. There are numerous public banks in Pueblo, CO, that students may visit if students need banking capabilities while stationed at DOSS. If students need banking assistance please contact the IMSO.

BARBER SHOP: A barber shop is open in the building on Monday and Wednesday from 1400 to 1800. Haircuts must be paid for in cash.

RELIGIOUS SERVICES: A non-denominational chapel is available in the DOSS facility. The IMSO can provide a complete schedule of available religious services and activities offered for you in the local vicinity to fulfill your spiritual needs. Please contact the IMSO who can put you in contact with a military chaplain or a local religious leader of your religious affiliation.

TIGER'S DEN: The Tiger's Den is a recreation room in the DOSS Facility that students may use for study and relaxation. This room has televisions, game machines, foosball, billiards, and Ping Pong. This room is reserved for student study during duty hours, and students may congregate there after duty hours.

- Alcohol use within the DOSS Facility: Students may drink alcoholic beverages at IFT within aviation alcohol use regulations and not during any scheduled flight operations.
- Open drink containers are not allowed in public areas except the Tiger's Den. If students decide to drink alcohol while assigned at IFT, we ask that students socialize with others in the Tiger's Den and not drink alcohol by themselves in their dorm rooms.

DINING FACILITY: All students assigned to training may eat breakfast, lunch, and dinner meals in the dining hall, also known as Carmen's Cafe. Students are not charged to eat in the dining hall. The hours vary throughout the year based on flight operations and are posted outside the dining hall.

If students have special dietary requirements, they should speak to the cafeteria manager.

There are numerous fast food, casual, and fine dining restaurants in the Pueblo and Colorado Springs areas. If students dine at locations other than the dining facility, they do so with their own money; meals are not reimbursable.

CONVENIENCE STORE: A 24-hour self-service convenience shop is open in the DOSS facility. This shop is fully automated. Individuals who shop in the store must pay by debit or credit card; purchases are not reimbursable.

CHAPTER 4

PERSONNEL ISSUES

HOUSING: All IFT international students will be billeted in the DOSS facility. All students are to be unaccompanied. No family members are authorized to travel to IFT. Once issued a billeting room, do not check out without IMSO approval. **DO NOT SMOKE in the billeting rooms!** Read all guest guides from DOSS. If you have questions, please contact the IMSO. In addition to standard hotel room furnishings, billeting room amenities include: a coffee maker, microwave oven, refrigerator, as well as television and DVD player. **DO NOT use a “hot plate” in the billeting rooms!** Only use the microwave or coffee maker for heating meal items in the billeting rooms.

AUTOMOBILES: Before buying or driving an automobile or any other powered motor vehicle, please visit with the IMSO. Many countries have requirements restricting use or ownership. The IMSO will check all ITOs to see if any restrictions exist.

Colorado does not recognize international driver’s licenses. To drive in Colorado, IMS need to have a driver’s license from Colorado or another U.S. state. IMS who do not hold a valid U.S. state driver’s license will be required to successfully pass a written and driving skills test in order to apply for a Colorado driver license. See the Colorado Department of Motor Vehicles webpage <https://www.colorado.gov/pacific/dmv/new-colorado-another-country>. The IMSO will provide additional driving information as requested.

Authorized drivers must have the following:

1. A valid/legal driver’s license. In Colorado it must be a valid US state driver’s license.
2. To drive an automobile in Colorado, students must purchase and show proof of insurance. For international students, insurance can be costly and at times difficult to obtain. Colorado law requires minimum insurance amounts.
3. DOSS requires students to register their vehicle upon arrival for training. This can be done by showing proof of purchase or valid vehicle registration, a valid license, and proof of insurance at the visitor center.
4. Automobiles must have a license plate tag located on the front and back of the vehicle.
5. Students who decide to rent an automobile must meet all the same requirements listed above and also have a receipt showing you rented the vehicle.
6. As you can see renting or purchasing a vehicle can be difficult. If you’re thinking of obtaining your own transportation, please contact the IMSO for guidance.

If you are involved in an accident, do not leave the accident scene!

1. Cooperate with the police at all times.

2. Do not admit fault, not even to the police.
3. Immediately report the accident to the IMSO. Report your accident to your insurance company as soon as possible.
4. Make sure you obtain the name of the police officer and other accident victims.

SAFETY: In order to make your visit to Pueblo as safe as possible, the following information is provided for you:

1. Obey all no smoking signs. Do not smoke inside of the DOSS facility or around flammable mixtures. Do not smoke on the flight line. Only smoke in the designated smoking area on the north side of the DOSS facility.
2. Report all fires immediately. To report a fire dial 8535 for the security controller. They will ask for your name, location and problem. Make sure that you study all fire evacuation routes and learn the location of all the fire extinguishers.
3. When boating, always wear a life preserver. Swim in areas that provide a lifeguard.
4. Don't drink and drive. It's not only illegal, but also deadly. The state of Colorado has strict laws that include large fines and jail time.
5. Do not use medical or recreational marijuana while attached for training in Colorado. Even though it's legal in Colorado, it is against federal law. It is against U.S. Air Force laws, and it is against U.S. military laws. Illegal drug possession or use is grounds for immediate removal from IFT and termination of all U.S.-sponsored flight training.
6. Beware of threatening weather conditions. The mountainous terrain west of Pueblo provides for rapidly changing weather conditions, high and low temperatures, flash floods, severe thunderstorms, snowstorms, windstorms, or blizzards may be common in the Pueblo area. Local TV and radio stations can provide up-to-the-minute weather forecasts.
7. Colorado law requires all occupants to wear seatbelts while traveling in automobiles.

MEDICAL/DENTAL CARE: IMS may seek medical care for minor medical issues with the Air Force independent duty medical technicians (IDMT) in the DOSS facility clinic. More serious medical conditions will be addressed at the hospital downtown. Clinic hours in the DOSS facility are normally from 0730 to 1630, Monday through Friday. There are no emergency services available in the building. Should you need emergency service, please contact the security officer on duty. If you have a question concerning your medical eligibility, please contact your IMSO. Medical and dental care is provided based on your ITO. If you wish to make an appointment for yourself; contact the IMSO, we need to know about all of your medical appointments in case your flying status changes. If you see a doctor downtown, you must see an IDMT before you may fly again.

UNIFORM AND GROOMING STANDARDS: All international students are subject to the USAF grooming standards. Men's sideburns must be neatly trimmed, straight and even, and cannot extend below the lowest part of the ear opening. Hair on the back of the neck should be tapered and must not touch the collar. Hair bulk must not exceed 1 ¼ inches for males and 3 inches for females. Mustaches must not touch the upper lip and may not extend over the corner of the mouth. Beards are not allowed without waiver; whether medical or for religious accommodation. Uniforms must be worn at all military functions. Uniforms must be pressed

and neat (do not press flight suits, flight suits must have all pockets zipped and present an unwrinkled appearance). You must wear all required items on your uniform along with our name tag and rank insignia. If you have questions about Air Force uniform or grooming standards, please contact the IMSO.

MILITARY COURTESY: USAF military courtesies are similar to those of other countries. For example:

1. US and international personnel salute officers senior to themselves.
2. Enlisted personnel salute all officers.
3. Officers should always show courtesy and return the salute.
4. If you pass someone of a lesser rank and they don't salute, please don't be offended. More than likely they aren't sure of your rank. The best policy is to stop the individual and politely educate them on your country's rank standards.
5. If you are asked to report to the office of a senior officer, present yourself in a military manner.

STANDARDS OF CONDUCT: While at the DOSS training facility, you represent your military service 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 family and your country proud. You will have the same responsibility and privileges as a member of the United States Air Force of the same rank.

International military students 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. Special relief from regulatory mandates will be coordinated at higher levels between the U.S. and your country's representative. Until the issue is decided, compliance with established regulations is mandatory.

The DOSS facility is a privately owned / non-government enterprise. The local law enforcement officials maintain jurisdiction. The primary function of civilian law enforcement is to provide assistance and maintain order. Obey all orders of the police official. Verbal or physical resistance can create worse situations.

Your primary duty at DOSS is flight training. You will not be allowed to seek off-duty employment.

Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct when:

Submission or rejection is made as a condition of a person's job; or

Submission or rejection of such conduct is based is used as a basis for career or employment decision; or

Such conduct interferes with an individual's performance or creates an intimidating or offensive environment.

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 people. Do not force yourself on a person who indicates no interest in your physical or romantic advances. Dating does not indicate any other future commitments. Immediately report any sexual assaults or sexual harassment to the IMSO.

While in training, you must obtain permission from your country prior to any marriage arrangements. Marriage will not entitle you to citizenship nor remove you from your primary responsibility to your military or country.

Use, possession, or sale of marijuana, narcotics, and other dangerous drugs are major criminal offenses. Don't keep or use these items. If you are contacted to purchase an illegal drug, report it to the nearest law enforcement agency.

Firearms and Weapons

Under no circumstances will any weapons be stored or kept on DOSS property. That includes your dorm room or any vehicle. All weapons violations require a formal report to your home country, which could result in early termination of training.

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

Firearms are not to be brought on the DOSS facility. Weapons are not allowed through airport security without proper documentation.

Chapter 5

Physical Training

The purpose of physical training programs to provide time for students to participate in aerobic/anaerobic type activities to prepare you for the strenuous nature of flying fighter type aircraft. PT also provides physical and emotional relief from the rigors of pilot training. At Pueblo, you will be required to administer your own workout program which requires self-discipline.

The first day of training students will accomplish a physical fitness examination. The examination includes a timed one and a half mile run, sit-ups and push-ups. The fitness exam at IFT does not count; it is to help the student gauge their fitness. The US Air Force fitness standards can be found in AFI 36-2905. This publication can be found at <http://www.e-publishing.af.mil/>.

While in training at DOSS, IMS are required to complete a minimum of 21 hours physical exercise training. This is tracked in GTIMS and is required to graduate.

Chapter 6

Culture Shock

To some extent, culture shock affects everyone who visits another country. Some symptoms of culture shock include: the onset of a sort of general fear, or distrust of the people in the country you are visiting. This feeling may cause a desire to keep to one's self or cling to your fellow countrymen. There may be a craving to hear one's language spoken. Loneliness often follows and may intensify to a point that it may feel overwhelming. If left untreated, it can lead to isolation. Often when these feelings persist, people will go out only to buy food or to eat, just attend class and then retreat to their dormitory room.

First, recognize the symptoms, then understand that it is normal, and finally do something to cure it. The only way to treat culture shock is for you to force yourself to get involved in the host nation's culture. Spend time with Americans. Study their customs, government, religious, and social institutions. Invite your American classmates to do things with you. An old proverb says "to have friends; you must first be a friend." We also suggest that you read the International Military Student Guide to the American Culture, starting on page 12 of this guide and also that you become involved with the field studies program provided by the IMSO office.

Chapter 7

Field Studies Program

During your stay, you will have the opportunity to go on tours and other activities. May include visits to businesses, government offices, scenic, and historic sites. These activities are a great way for you to meet Americans and learn more about the United States.

During in processing, you will be told all about the Field Studies Program. The IMSO will publish a monthly calendar that will help you plan for these activities. We ask you to sign up at least two weeks in advance with the IMSO. If you decide to cancel, we also ask that you call the IMSO. If the activity is planned during duty hours, you must obtain permission from your DOSS flight commander to attend.

Chapter 8

Outprocessing

1. Students are required to depart the contract facility the day after the final checkride. In special cases, the student may be able to stay an additional day while travel arrangements are finalized. Your first step to outprocessing is to report to the IMSO when you are within a

week of your final flight to obtain an outprocessing checklist.

2. IMS outprocessing checklists have more items than American student checklist, so you need to begin accomplishing them before you graduate. Please make sure that you finalize all outstanding debts. If any bills come to our office after your departure, we will forward them to your embassy. Some of the things you should be thinking about well in advance of your training completion/graduation date include:
 - a. Airline Reservations
 - b. Your military pay
 - c. Off base debts
 - d. Course and IMSO critiques
 - e. Terminating any local bank accounts
3. Once the IMSO is satisfied the outprocessing requirements are fulfilled, you will receive your training completion certificate and airline tickets.

International Military Student Guide to the American Culture

Culture influences every aspect of human life, from birth to death. You will gain first-hand experience of the Culture of the United States of America during your training here. You may find some elements of culture to be very similar to your own, why, while others may be greatly different.

The United States is a cultural mixing bowl. Citizens of the United States have come from every corner of the World. They brought elements of their culture with them. So, you may recognize some elements of the local culture, while others may be strange to you. This guide is designed to help you understand some of the cultural elements of the United States, especially those that may influence your training.

Major Cultural Elements

Freedom - The cornerstone of American culture. The Constitution of the United States of America ensures that the people retain certain rights and freedoms. It limits the influence the Government has on the personal lives of the Citizens. Americans who respect the rights of other Citizens are free to work, play, worship, travel, and live as they please.

Family - American families are small by comparison to many of the World's cultures. The average American family has two or fewer children. Most American children live in two-parent households. 60% of American mothers have jobs outside of the home. Parents of adult children generally live independently, maintaining their own homes, though it is common for Elderly citizens to live with their adult children late in life.

Religion - The majority of American citizens are Christian. The Constitution of the United States ensures a separation of Church and State. There is no religious requirement to be a citizen of the United States. All of the World's religions are openly and freely practiced here. However, given that most of the Citizens are Christian, certain religious accommodations are made. Sunday is not included in the workweek and one religious holiday is recognized.

- Christmas (December 25) is the only religious holiday celebrated nationally. It is a celebration of the birth of Christ. It is a one-day holiday for Federal and State Government employees. Most businesses are closed.
- Thanksgiving (the fourth Thursday in November) is a generic religious holiday. Many churches have services, but it is not an officially recognized holiday by any religion. It is a time for all Americans to give thanks for the blessings they have.

Food - You can get a good idea about American food preferences by looking at the menu of a typical American restaurant. Restaurants serve the food people are most interested in eating. You can see what Americans typically call breakfast, lunch, and dinner.

- Americans generally eat their largest meal of the day in the evening - dinner. These meals seem to revolve around some form of meat (mostly red meats or chicken) served with a starch (potatoes are the most common, rice is readily available) and vegetables.

Many evening meals start with a lettuce-based salad.

- The noon meal – lunch – is usually light. It is most often some form of sandwich.
- Americans who eat breakfast favor either some form of cereal or eggs served with a pork-based meat (bacon, sausage, or ham)

Daily Routines - Americans typically use a 40-hour workweek, eight-hour days, Monday through Friday. Actual working hours often begin before 9 AM and end before 6 PM. Forty-two percent of the American workforce is women.

- Lunch breaks are usually for an hour or less. That's why the evening meal has become the big meal of the day for many Americans.
- Most Americans sleep only once a day from 10 or 11 PM until 6 or 7 AM. Weekends (Saturday & Sunday) are usually personal time. You may be required to fly on a Saturday while stationed at DOSS.
- Recognizing differences between American routines and those that you may be used to will help you understand the culture and people of the United States.

Personal Hygiene - Americans typically bathe daily, sometimes more often when necessary. Most adults shower in the morning before work and after physical exercise.

- Soap, shampoo, and deodorant are an important part of the daily bathing routine.
- Oral hygiene – brushing teeth is considered as important as bathing. Most Americans brush in the morning and before bed, and also after meals that are particularly spicy.
- Washing of clothing is also part of the American hygiene standard. Clothing worn should be clean and free of odor. Undergarments (t-shirt, underwear and socks) are routinely change daily, while lightly worn outer garments might be worn a second time before washing.
- Typically Americans shy away from perfumes and fragrances, except at more formal occasions, and then only lightly. Heavy perfumes and fragrances are seen as offensive and are not a substitute for good personal hygiene.
- Given the tight confines you'll be working with your fellow aviators, your efforts in personal hygiene will be greatly appreciated.

Greetings - People coming to work or meeting each other in a routine setting usually will use a verbal greeting and response.

- Additionally, in smaller or rural communities, strangers simply passing on the sidewalk make simple greetings. This is less common in larger cities but still may occur.

- Verbal greetings vary depending on where in the US and the familiarity of the people exchanging the greeting.

Simple verbal greetings - These greetings can be repeated as a response

“Good Morning/Afternoon/Evening” - varies with time of day. (Often shortened to “Morning/Afternoon/Evening” informally)

“Hello” - Very common telephone greeting is also used face-to-face

“Hi” - a shortened form of hello

Other Common Verbal Greetings - Require a more advance response and invite conversation. These may follow up a simple greeting.

“How ya doin?” – A slang form of “How are you doing?” a common response might be “Good, and you?” (Returning the question)

“What’s up?” – A way of asking how busy you are. Responses vary from “Nothing much” to “Working hard” followed by “What’s up with you” or “How you doin?”

Physical Greetings - A wave of the hand or nod of the head may be used to acknowledge a friend in situations where a verbal greeting is not appropriate.

- A handshake is a common greeting used by adults of either sex; however, it is generally used upon first meeting someone or greeting someone you have not seen for an extended period of time. Americans generally do not exchange handshake daily.
- A hug or kiss on the cheek are common greetings among family members or very close friends of opposite sexes, especially if they have not seen each other for an extended period of time.

Personal Space - Americans comfortably stand about 30 inches (75 cm) apart when they are talking. Many international students come from cultures where people stand closer together. Standing too close to an American may make them feel uncomfortable or crowded. If you are aware of personal space, it will be easier to talk to people and make friends.

- Uninvited touching is considered rude and sometimes very offensive. This social restriction is not followed if there is a work or safety requirement for personal contact. Friends also frequently relax this rule, and this rule does not apply when playing a contact sport. But, if you bump into someone in the hall, the American custom is for both parties to stop and apologize for the unintended contact – a simple “excuse me” will do.

Timeliness - Professionally, being on time is very important. Though in social situations, Americans are more understanding. If you are more than a few minutes late it is a good idea to apologize; an excuse is usually not necessary. If you will be more than 10 or 15 minutes late, it is considered polite to call and inform your host of your delay.

Classroom Etiquette

- Students often report to the classroom early and exchange greetings and light conversation.
- An instructor entering a classroom is a sign that class will begin. Students should take their seats. An instructor may exchange individual greetings with some students on the way into the classroom, but will not generally greet each student individually. If an instructor begins by greeting a class he is inviting the class to respond with like greeting.
- The use of a cell phone for calls or texting while the instructor is teaching is considered very rude and unacceptable behavior. If you must take/make a call during class – take it outside the classroom and be very brief. The use of a cell phone during an exam is not tolerated. During class, cell phone ringers must be silenced.

Timeliness - It is very important to be on time for class whether the start of the day or after breaks or lunch. If you show up late, do not make an excuse or interrupt the instruction, just walk in and sit down. Do not make a habit of showing up late.

- Some instructors may lock the door at the scheduled start time. If you are locked out of class, do not knock on the door; wait until the next break. You will not get credit for attending that instruction. It is up to you to catch up with the class and learn what material is testable.
- Repeatedly showing up late for class will have a negative impact on your academic report and could jeopardize your class standing.

Rank - When instructors are on the platform they are in charge of the class, regardless of the rank of students being taught.

- While Americans respect officers who are senior in rank, students are equal in the classroom. This can create some challenges because international students often are senior in rank to their US classmates.
- Officers may be tasked to lead flights that include Senior Officers. Rank cannot interfere with the exercise or training mission. The classroom affords no privilege to rank. Everyone must participate in class to be considered for a diploma.

Breaks - Instructors will usually call a break every hour or so. They look for a logical point in the instruction to break rather than the clock. Students are expected to be in their seats in the classroom when the instructor is teaching. If you must leave the classroom for an emergency situation, just get up and go to not disrupt the class, do not ask for permission.

- Breaks are an opportunity to socialize with your classmates and get to know each other. You can discuss the class or outside activities. It is an excellent opportunity to exchange

ideas and ask questions.

- Students who break into small groups and speak a language other than English are sending a message to other students that they do not want to talk with them. Speaking English during your course and breaks will help you improve your language skills and get to know your U.S. classmates.

Questions - Questions are a great way to clarify instruction. Instructors appreciate most questions because they benefit the entire class. If you have a question during class, raise your hand and wait for the instructor to recognize you.

- It is not necessary to stand or introduce yourself when asking a question. Do not ask a question of another student or talk to other students when the instructor is speaking. Save personal conversations for the break.

Examinations and Quizzes - Examinations are often called exams or tests. They show up in the training schedule following a review.

- Instructors may allow international students more time for exams. Do not take additional time unless it is announced.
- If you have a question during an exam, raise your hand and wait for the instructor. If the instructor is busy it may take minutes to get to you. Try to answer other questions while you wait.
- Do not talk and do not ask questions of other students during an exam.
- Exchanging information during an exam is strictly prohibited. Copying someone else's work or allowing someone to copy your work is sufficient reason for removal from class.
- Quizzes are short tests that are unannounced. An instructor may start the day with the quiz to see if everyone did their homework or check the progress of a class.
- Quizzes do not have the importance of scheduled exams; however, the scores are frequently included in your grade for a given block of instruction.

Practical Exercises - Some blocks of instruction include practical exercises. Your class will be divided into flights.

The flight must work together to complete their mission. Instructors will generally designate a flight leader and other positions in flight. Regardless of the rank of the flight leader, each member of the flight must contribute to the exercise.

Military Courtesies

- While training in the United States, it is important to the courtesy and traditions of the United States Air Force. You will meet many American Airmen who are instructors, cadre, and classmates. How you interact with them reflects directly on their opinions of

the professionalism of your military. For some of the Americans you meet, you will be the only representative of your Air Force they will ever encounter. It is important for you to make a good impression. How you wear your uniform and respond to military courtesies is a large part that impression.

- Making a good impression is easy if you pay attention to some simple military courtesies.

Uniforms - You are required to wear your flight uniform in class unless otherwise directed. Keep your uniforms clean and neat. Wear your hat at all times when you're outside unless on the flight line or in a no hat area.

Saluting - International rank insignia can be considered confusing. You will be requested to wear the equivalent American rank on your name tag. It is always proper courtesy to return the salute rendered by a military member in uniform.

- When you are in uniform outside and are approached by junior officers or noncommissioned officers, they will render a salute. It is important for you to return the salute. If you're seated, stand and return the salute.
- When you are outside and approach an officer senior to you, you should render salute and hold that salute until the officer returns it.
- A salute is not necessary if either of you is involved in a work detail or participating in PT at the time, or in a no hat/no salute area such as the flightline.

Tributes to the Flag - While the DOSS facility is not a U.S. military facility, the American flag is raised at approximately 0630 in the morning and lowered approximately 1630 every afternoon. "Reveille" is when the flag is raised and "Retreat" is when the flag is lowered. While it's not a military facility and the raising and lowering of the flag is not done by a military officer, it is considered respectful to stand at attention and face the flag being raised or lowered when outside and you see this occurring. You should stand at attention until the flag is removed from the pole or completely at the top of the pole; you can salute or put your hand over your heart if you're so inclined.

Slang & Non-Verbal Communication

- When learning a second language most people focus on vocabulary. But the language that is taught is often different than the spoken language. Some words have a common usage that is not found in dictionaries. Most languages have some form of slang.
- Slang is a personal form of communication based on common experience. Movies and television shows introduce many slang terms. Your class may develop slang terms for individual blocks of instruction, instructors, or events. A social event where someone named Sam falls in a swimming pool may be referred to as "Sam's Splash" for the remainder of the class' time together.
- The only way to learn and understand slang is to talk to people and ask questions. Slang dictionaries seem to be outdated before they are ever printed.

- A large percentage of communication is nonverbal. However, words are affected by the tone in which they are delivered and the gestures and mannerisms that accompany them.
- Many gestures have different meanings in different parts of the world. Some gestures that may be offensive in your country may have no meaning here. Before you are offended by a gesture, be sure that offense is intended. If you are not sure, ask. Sometimes close friends use offensive gestures as a way to tease each other. A gesture, which may be offensive between two people who don't know each other, can be funny among two friends.

Some Common American Gestures

Thumbs Up - This is a positive gesture that means the outcome is good. If an instructor gives you a thumbs up, with either hand, it means he approves of what you have said or done.

Thumbs down - This is the exact opposite of thumbs up. It shows disapproval or negative result.

O.K. - This gesture includes a circle made with the thumb and first finger. It signifies that everything is all right or that you are in agreement. There is nothing negative about this gesture. This gesture is often the response to a "thumbs up" on the flight line.

Stop - Holding the hand up, palm forward the fingers either extended were together means stop. This can easily be confused for a wave of the open hand which means "hello." You can tell which gestures intended by the look on the individual's face. Hello is usually accompanied by a smile.

Learn as you go – It is important to have an open mind when you're communicating within another culture. Asking questions is the best way to learn.

- Asking questions about slang and gestures is a good way to get conversation started.
- Don't be shy about asking someone what they mean with either a gesture or a slang term.

Making the most of your experience - Working and training in another country is much more complicated than visiting or touring. You must have a greater knowledge of the culture, people, and language to be successful.

- While you train in the United States, you should be aware of the culture and people you meet and work with.
- If details about your course were all you needed, we could send you the books. You're in the United States to learn what is in the books and how Americans put that information to use. Culture is a huge part of that experience.

- You must be willing to establish strong communication skills that go beyond simple vocabulary.
- You can make the most of your time here if you work with your classmates and instructors to further your understanding of your training and the people who are presenting it to you.
- Reserve judgments; different is not necessarily better or worse. Accept differences and learn what you can from them.

**1 FTS IMSO
TRAINING INSTALLATION BRIEFING CHECKLIST**

IAW AFI 16 – 105

- a. IMSO duties and functions
- b. Policy and regulations - privileges, restrictions, conduct, appearance, and grooming; medical and dental care; identification cards
- c. Legal status-applicability of federal and state laws, indebtedness, shoplifting, and the penalties for liquor and drug abuse; passports and visas
- d. Training program-ITO governing document; un-programmed training; officers and enlisted courses; elimination from training for cause; meeting schedules and appointments; English language testing; clothing and equipment
- e. FSP-Program objectives and activities
- f. Sexual harassment, fraternization, or misconduct as defined in the DOD policy (para 10-45)
- g. Student and instructor relationship-male, female; officer; enlisted; civilian; minority instructors
- h. Travel arrangements - accommodation; baggage allowance; delays enroute; travel schedules
- i. Privately owned vehicles - purchase; registration; insurance; operation; travel; laws
- j. Living allowances - authorized amount; payment schedule
- k. Dependents are not authorized
- l. Currency-Monetary exchange; banking
- m. Mail - postal facility; official and personal mail
- n. Quarters-occupancy; duration; housekeeping
- o. Firearms - purchase, possession and transportation
- p. Employment restriction against IMS
- q. Identity theft - IMS should not divulge personal information to anyone who does not have an official, legitimate reason for having the information

**Please return this sheet only with your signature and dated
to Chief IMSO (Roger Dellinger)**

Student Signature_____ Date_____

IMSO initials_____