

INTERNATIONAL MILITARY STUDENT GUIDE



From CAE and the 1st Flying Training Squadron, welcome to Pueblo, Colorado!

1 FTS/IMSO

813-954-7568

TO ALL INTERNATIONAL STUDENTS

On behalf of the International Military Student Office, welcome to the 1st Flying Training Squadron and CAE 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 IFT. The guide will reinforce your in-processing briefing as well as elaborate on certain areas. Our goal is to ease your transition into our program and assist you as required through your training.

If you have any questions or need assistance, please feel free to stop by and visit my office in the Air Force section.

Sam Gramling, Maj

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 CAE Aviation in Pueblo, Colorado, and it 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 in-processing you will gain access to Signal. Use Signal or the below phone numbers to reach the 1 FTS IMSOs.

Military Liaison Desk 813-954-7568

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: ITOs, amendments, and AFSAT location training listings are the controlling documents that authorize training. Our office cannot make changes to your training status, rank, or name unless we receive approval in writing from your country through AFSAT.

IDENTIFICATION CARD: 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 the IMS to on-base medical appointments.

ACCOUNTABILITY: We need to know your current location and phone number so that we can notify you in case of emergency. Please provide us with your U.S. cell phone number, if you have one, and your room number. If you plan on leaving the area for more than 24 hours, please notify the IMSO. If you are absent without notice for more than 24 hours, we are required to report you as absent without leave (AWOL).

MAIL: Mail can be received at the CAE lodging front desk. Mail is delivered to the facility at approximately 1300 daily, Monday through Saturday. You may buy stamps and send packages through the front desk as well. Your address while attending IFT will be:

CAE Initial Flight Training

C/O (First Name, Last Name and Class

#)1 William White Blvd, Suite 200

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 CAE flight commander and the IMSO. They are both important in the coordination process of facilitating emergency leave. Permission must be in writing from your Embassy through AFSAT to the 1FTS/IMSO.

LIVING AND TRAVEL ALLOWANCES: While training at Pueblo, your lodging 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. Travel and living allowances will be paid every 30 days. For students in the IMET program traveling by commercial air, the IMSO will make travel arrangements approximately one to 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 CAE facility at no cost. Telephones in the students' billeting rooms are equipped with international calling privileges. Students who wish to make international calls must request an access dialing code from the personnel at the Lodging Front Desk.

PHYSICAL FITNESS CENTER: The fitness center is normally 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 located in the lodging front office for students to withdraw cash. There are numerous public banks in Pueblo, CO, which students may visit if they need banking capabilities while stationed here. 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 CAE 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. The IMSO can also put you in contact with a military chaplain or a local leader of your religious affiliation.

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

Alcohol use within the CAE Facility: Students may drink alcoholic beverages at IFT within Air Force alcohol use regulations. Alcohol can NEVER be consumed during any scheduled flight operations (i.e.: WAIT until "Terminate").

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 they socialize with others in the Tiger's Den and- though legal- not drink alcohol by themselves in their dorm rooms.

DINING FACILITY: All students assigned to IFT 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 24/7 self-service convenience shop is open in the CAE 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

PERSONAL MATTERS

HOUSING: All IFT international students will be billeted in the CAE 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 CAE. 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, 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 your room.

AUTOMOBILES: Students are discouraged from driving a Personally Owned Vehicle (POV) to Pueblo, CO. 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. 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.
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. CAE 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's 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 have a receipt showing you rented the vehicle.

6. Renting or purchasing a vehicle can be difficult. If you are considering 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: To make your visit to Pueblo as safe as possible, the following information is provided:

1. Obey all no smoking signs. Do not smoke inside of the CAE 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 CAE facility.
2. Report all fires immediately. To report a fire dial 813-954-7571 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 prison time.
5. Do not use medical or recreational marijuana while attached for training in Colorado. Even though it is 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 training.
6. Beware of threatening weather conditions. The mountainous terrain west of Pueblo can lead to rapidly changing weather conditions, high and low temperatures, flash floods, severe thunderstorms, snowstorms, windstorms, or blizzards in the 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 CAE facility clinic. More serious medical conditions will be addressed at the hospital near downtown Pueblo. IFT clinic hours are normally from 0630 to 1730, Monday through Thursday, and Fridays from 0630-1530. 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 it affects your flying status. 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 either home country or USAF grooming standards. For USAF 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 1/4 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 a waiver, whether medical or for religious accommodation. Uniforms must be worn at all military functions. Uniforms must be neat (do not press flight suits; however, flight suits must have all pockets zipped and present an unwrinkled appearance). You must wear all required items on your uniform along to include name patch, AETC patch, and standardized shoulder patches within your IFT flight/class. Note: if the flight wears the American flag on the left shoulder, wear your country's flag on the left shoulder. 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. U.S. and international officers salute higher-ranking officers.
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 who does not salute, please do not be offended. More than likely, they are not 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 professional military manner.

STANDARDS OF CONDUCT: While at the CAE training facility, consider yourself an ambassador for your country, and realize you represent your military service. You are an extraordinary citizen; therefore, you must conduct yourself in a manner that will make both your family and your country proud. You will have the same responsibilities and privileges as a member of the United States military of the same rank.

International military students must obey all USAF regulations and comply with all federal, state, and local laws while in the United States. 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. Compliance with established regulations is always mandatory.

The CAE 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 officials. Verbal or physical resistance can create worse situations.

Your primary duty at CAE 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:

1. Submission or rejection is made as a condition of a person's job; or
2. Submission or rejection of such conduct is based is used as a basis for career or employment decision; or
3. Such conduct interferes with an individual's performance or creates an intimidating or offensive environment.

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 and comply with all U.S. State and federal laws. Marriage will not entitle you to citizenship nor remove you from your primary responsibility to your military or country.

Fraternization involves an improper superior-subordinate relationship which detracts from the authority of the superior and thereby adversely affects good order and discipline. Fraternalization is gender neutral, it does not have to involve intimate relationships between members of the opposite sex. Fraternalization can be between officers or between officers and enlisted Service members. **Fraternalization can also be between members of a foreign military force and between foreign military members and U.S. forces.** Any student who engages in conduct that is considered sexual harassment or fraternization will be subject to administrative action and/or disenrollment.

i. The following are examples of prohibited fraternizing activities:

- (1) Dating.
- (2) Cohabitation - except in situations of operational necessity.
- (3) Intimate/ sexual relationships.
- (4) Gambling.

- (5) Loaning/borrowing money.
- (6) Business partnerships - Service member of different ranks cannot go into business together.
- (7) Commercial solicitation - If a higher-ranking Service member operates or is affiliated with a private company, they cannot solicit business for that company from a lower ranking Service member.

When you are absent from scheduled activities for more than 24 hours without proper authorization, you will be considered in an unauthorized absence status. Unauthorized absences will be reported to local U.S. immigration authorities.

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

FIREARMS AND WEAPONS: Under no circumstances will any weapons be stored or kept on CAE 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 your training.

We do not recommend that you purchase a weapon. The laws of your country and the United States are very restrictive regarding the transfer of weapons. You should check with your country or Embassy on these restrictions before you consider the purchase of a weapon. Lastly, weapons are not allowed through airport security without proper documentation.

LEGAL STATUS AND CLAIMS: While in the U.S., you and your dependent (if applicable) are subject to the jurisdiction of U.S. courts, both State and federal. This applies unless you are exempted by treaty, or other specific authority, or have diplomatic immunity.

a. Any questions regarding jurisdictional status should be referred to the 502d SFG Judge Advocate Office at JBSA-Randolph.

b. International military students typically do not have diplomatic immunity. If you believe you are entitled to diplomatic immunity or other special status you should have the claimed status verified.

c. You are not subject to the Uniform Code of Military Justice. Generally, with the exception of members of the Australian forces, there is no authority in which the U.S. military may place international military students in military confinement. However, U.S. civil authorities, State or federal may apprehend and confine international military students for violation of State or federal law. Additionally, with the exception of authorization by treaty or agreement, or by statute, Executive Order, or Presidential Proclamation, **no foreign military attaches or commanders stationed in the U.S. may arrest, detain, or confine members of their forces within the U.S.**

PUBLIC BENEFITS: Generally, international military students and their dependents are ineligible for federal, State, and local public benefits, with the following exceptions:

a. Medical care and services necessary for the treatment of an emergency if the medical condition is not related to an organ transplant procedure and you meet the eligibility requirements for medical assistance under the approved State Medicaid Plan.

b. Short-term, non-cash, in-kind emergency disaster relief.

c. Immunizations with respect to immunizable diseases and for testing and treatment of symptoms of communicable disease whether or not the symptoms are caused by a communicable disease.

d. Programs, services, or assistance, which deliver in-kind services at community-level, including public or private nonprofit agencies and do not condition the provision of assistance, the amount of assistance provided, or the cost of assistance provided on the individual recipient's income or resources and are necessary for the protection of life or safety.

PURCHASE OF DUTY-FREE AND TAX-EXEMPT ARTICLES AND LIQUOR: You are authorized to have certain articles entered duty-free and tax-free. The articles must be either for your personal use or the use of any member of your immediate family.

a. Amounts **cannot exceed one case per month.**

b. You will be given a complete orientation explaining the use of the alcoholic beverages, including but not limited to, the abuse of this privilege by the sale, gift, or trade of duty-free and tax-free articles to U.S. personnel. Such abuse is unlawful and can result in withdrawal of the privilege, administrative penalties, and disciplinary action.

DISCLOSURE OF CLASSIFIED MILITARY INFORMATION AND CONTROLLED UNCLASSIFIED INFORMATION: All official information not cleared for public release must be reviewed and subsequently approved for release to a foreign government or organization.

DISCIPLINARY ACTION

a. You will be subject to U.S. laws concerning the safeguarding of military and other Government information affecting the national defense. You are expected to comply with administrative regulations governing access to and security of such information.

b. If you are involved in a serious breach of military discipline or incident within civilian jurisdiction, you may be temporarily suspended from training by local military authorities pending resolution. Incidents, which may not appear to be serious, may develop into situations with international consequences.

(1) Confrontations between you and local authorities.

(2) Situations where you are involved in civil disturbances.

(3) Hostile acts between international military students of different nationalities.

c. You are administratively accountable for the conduct of your dependents (if applicable). Misconduct by one of your dependents (if applicable) may be cause for a recommendation that you and your dependents be sent home.

HOLIDAYS: In addition to the holidays observed by USAF, you may be authorized not more than 2 days per year to observe your country's national or religious holidays. Holidays occurring on Saturday will be observed on Friday. Those observed on Sunday will be observed on Monday.

- (1) You will be excused based on your academic progress/standing.
- (2) You will not be routinely excused from class for prayer.

CHAPTER 5

PHYSICAL TRAINING

Physical training (PT) programs include aerobic and 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 IFT, through your own self-discipline, you will be required to administer your own workout program.

Flying high performance aircraft requires that students be physically fit. The US Air Force fitness standards are in Air Force Instruction 36-2905, found at <http://www.e-publishing.af.mil/>.

While in training, IMS are required to complete a minimum of 21 hours of PT. GTIMS tracks these hours with your inputs, and the hours are requisite to graduation.

CHAPTER 6

CULTURE SHOCK

To some extent, culture shock affects everyone who visits another country. Some symptoms of culture shock include the onset 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 citizens. 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 only leave their dormitory room to eat and attend class.

First, recognize the symptoms. Next, understand that it is normal. Finally, do something to resolve the culture shock. 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 on page 14 of this guide.

CHAPTER 8

OUTPROCESSING

Students are required to depart the contract facility the day after the final checkride (I990). In special cases, the student may be able to stay an additional day while travel arrangements are finalized. Your first step to out-processing is to report to the IMSO when you are within a week of your final flight to obtain an out-processing checklist and discuss travel plans.

Start the IMS Out-processing checklist 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 to consider (well in advance of your training completion/graduation date) include:

- Airline Reservations
- Your military pay
- Off base debts
- End of Course and IMSO critiques
- Terminating any local bank accounts

When the IMSO verifies the completion of the out-processing checklist (the last two items not included), she or he will give you your training folder, which includes any medical forms, an updated ITO, travel itineraries as required, and all IFT training documentation.

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 the culture to be similar to your own, and other elements may differ greatly.

The United States is a cultural “melting pot.” Citizens of the United States have descended from every corner of the world, each bringing elements of their culture with them. 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 its 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 often smaller than families of other 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, but sometimes, elderly citizens 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, the fact that many American citizens are Christian is reflected in every-day life. For instance, Sunday is not included in the workweek.

Christmas (December 25) is the only religious holiday celebrated nationally. It is a one-day holiday for Federal and State Government employees. Most businesses are closed.

Thanksgiving (the fourth Thursday in November) is a non-religious national holiday. It is a time for all Americans to give thanks for what they have.

Food - You can get a good idea about American food preferences by looking at the menu of a typical American restaurant. Again, because of the diversity of the U.S., many types of food from around the world (usually with an American twist) can be found in most cities. Moreover, certain regions of the U.S. are known for certain types of cuisine.

Americans generally eat their largest meal of the day in the evening - dinner. These meals seem to revolve around some form of meat (beef, pork, fish, or chicken) served with a starch (potatoes, rice, bread, or pasta) and vegetables. Many evening meals start with a lettuce-based salad.

The midday meal - lunch - is usually lighter than dinner, often consisting of a sandwich, salad, or soup.

Americans who eat breakfast favor either cereal or eggs served with a pork-based meat (bacon, sausage, or ham), and 64% of Americans drink coffee.

Daily Routines - Americans typically work 40 hours each week, Monday to Friday. Working hours often begin before 9 AM and end before 6 PM. 42% of the American workforce is women.

Lunch breaks are usually for an hour or less, which is 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. However, you may be required to fly on a Saturday at IFT.

Personal Hygiene - Americans typically bathe/shower daily, sometimes more often if 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 eating certain cuisine.

Washing 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 changed 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 at IFT, 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, and often will include a nod of the head, smile, or wave. This is less common in larger cities but still happens.

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."

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?" or "How's it going?" 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 are you?"

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, especially if they have not seen each other for an extended period.

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.

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. However, 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 suffice.

Timeliness - Professionally, punctuality is very important. In social situations, Americans are more understanding if you are late. 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 the class, he is inviting the class to respond with a similar greeting.

The use of a cell phone for calls or texting while the instructor is teaching is considered to be 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 your responsibility to catch up with the class and learn the material.

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 students' rank.

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. Treat others with mutual respect at all times.

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; do not disrupt the class by asking 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 during academics at IFT. 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 appear in the training schedule following a review.

Instructors may allow international students more time for exams. Do not take additional time unless it was announced that more time was permitted.

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 the program.

Quizzes are short tests that are sometimes 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 hold 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 for these exercises.

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 share the customs 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. How you wear your uniform and respond to military courtesies is, therefore, critical.

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 are outside unless on the flight line or in a "no hat" area.

Saluting - International rank insignia can be confusing for American students. You will sometimes be requested to wear the equivalent American rank on your nametag. 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 are seated, stand and return the salute.

When you are outside and approach an officer senior to you, you should 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, or if you are in a "no hat/no salute" area such as the flight line.

Tributes to the Flag - While the CAE facility is not a U.S. military facility, the American flag is raised at approximately 0630 and lowered at approximately 1630. "Reveille" is when the flag is raised, and "Retreat" is when the flag is lowered. It is considered respectful to stand at attention and face the flag being raised or lowered when outside if you see reveille or retreat. You should stand at attention until the flag is removed from the pole or completely at the top of the pole.

Slang & Non-Verbal Communication

When learning a second language the primary focus is on vocabulary. The taught language is often different from the spoken language. Some words have a common usage that is not found in dictionaries.

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. For example, 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. Because slang is a quickly evolving language phenomenon, dictionaries often seem outdated before they are published.

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 take offense from a gesture, be sure that offense was 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.

CONCLUSION

Learn as you go - It is important to have an open mind while 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. Do not be shy when asking for the meaning of a gesture or a slang term.

Make 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.

You are in the United States to learn the information, practice the skills, and observe how Americans put the skills/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.



DEPARTMENT OF THE AIR FORCE AIR EDUCATION AND TRAINING COMMAND

15 March 2018

MEMORANDUM FOR MEMBERS OF AIR EDUCATION AND TRAINING COMMAND

FROM: AETC/DS

1 F Street, Suite 1
JBSA Randolph TX. 78150-4324

SUBJECT: Guidance Memorandum - Mexico Travel Policy

1. **PURPOSE:** Provide guidance on implementation of Department of Defense (DoD), United States Air Force, and Air Education and Training Command (AETC) restriction on travel within Mexico due to security concerns. This Guidance Memorandum (GM) supersedes the previous GO - Mexico Travel Restriction, dated 5 October 2016.

2. **APPLICABILITY:** Effective immediately, this GM applies to all active component personnel, to include other DoD service members assigned to AETC installations and/or units. It also applies to AETC civilian employees, AETC dependents, members of the Air Force Reserve and Air National Guard (when organized under Title 10 of the United States Code) assigned or attached within AETC, and AETC contractors (as long as it does not violate any term of the contract) when traveling in an official capacity. Members of the reserve component activated on Title 10 orders and traveling for non-official purposes (leave) must abide by applicable provisions of this GM. AETC civilian employees, dependents, and contractors traveling for non-official purpose are strongly urged to abide by all travel prohibitions and advisories.

3. **PROHIBITED ACTIVITIES:** The following activities are prohibited.

a. All non-official travel (routine or emergency leave) to, or through, any portion of Mexico located within 50 statute miles of the U.S.-Mexico border without proper approval from the first O-6 or civilian equivalent in the chain of command.

b. All non-official travel (routine or emergency leave) to the restricted states without proper approval from the first O-6 or civilian equivalent in the chain of command.

c. Ground travel across the U.S.-Mexico border through a restricted state without proper approval from the first O-6 or civilian equivalent in the chain of command.

4. **OFFICIAL TRAVEL:** Official travel to the restricted states is limited to mission essential travel.

a. Aircraft and Personnel Automated Clearance System (APACS) submission and Country/Theater Clearance is required for ALL official travel to Mexico. Follow APACS submission requirements in the Foreign Clearance Guide (FCG).

b. The Department of State (DoS) has mandated a non-waiverable training requirement for official travel to the following Consular Districts: Tijuana, Nogales, Ciudad Juarez, Nuevo Laredo, Matamoros, and Monterrey. Travelers must review the FCG requirements and cite completion date in their APACS submission.

c. Minimum approval authority for official travel to restricted and non-restricted states is an O-6 or civilian equivalent. Minimum approval authority cannot be waived or delegated.

5. ON-OFFICIAL TRAVEL:

a. Non-official travel (routine or emergency leave) to non-restricted states: Review FCG for travel requirements and verify destination is not a restricted state. APACS submission and Country/Theater Clearance are not required. Regular leave approval standards apply (no minimum approval authority required).

b. Non-official travel (routine or emergency leave) to restricted states and any portion of Mexico located within 50 statute miles of the U.S.-Mexico border: Per AFNORTH Force Protection Directive 15-10 I, AETC is charged with providing AFNORTH with situational awareness on non-official travel to restricted states. The member must contact the Installation Antiterrorism Officer (ATO) to begin the travel request process. Review FCG for travel requirements and a current list of restricted states. This travel requires an APACS submission and Country/Theater Clearance. Follow APACS and leave submission requirements in the FCG. The minimum approval authority for travel is the first O-6 or civilian equivalent in the chain of command. The traveler must complete the attached AETC Mexico Travel Exception to Policy Worksheet and receive APACS approval. The Installation Antiterrorism Officer (ATO) will forward the completed and approved worksheet to AFIMSC Det 7/Security Forces (SF) at AFIMSCDet7.SF.Workflow@us.af.mil for situational awareness.

(1) Determination of emergency leave is per AFI 36-3003, *Military leave Program*.

(2) When time is critical and immediate action is required, the traveler must contact the Installation ATO to assist with expediting country clearance requests. Follow procedures outlined in the FCG, Mexico, Section IV, Paragraph D.3. Upon notification of emergency travel requirement, the Installation ATO will immediately contact AFIMSC Det 7/SF.

c. Special circumstance travel concessions in restricted states:

(1) Pre-planned travel to U.S. Consulates in Nogales, Sonora, Ciudad Juarez, Chihuahua, Matamoros, and Tamaulipas to conduct personal or family member DoS business is authorized. Travel is limited to day time only, with no overnight stay. The two-person buddy rule is in effect (i.e., traveler must remain with another person at all times). APACS submission and Theater/Country Clearance is not required. EXCEPTION: APACS submission and Theater/Country Clearance is required, if extenuating circumstances warrant overnight stay approval. Approval authority (listed in paragraph Sb) must ensure traveler has a communication plan:

(2) Travel on cruise ships that visit ports in restricted states is authorized. However, if the traveler intends to go ashore, then APACS submission and Country/Theater Clearance is required. The APACS request must specifically state city of port visit. Additionally, the traveler must comply with paragraph Sb to obtain minimum approval authority and submit the approved AETC Mexico Travel Exception to Policy Worksheet to the Installation ATO. The Installation ATO will forward it to AFIMSC Det 7/SF at AFIMSCDet7.SF.Workflow@us.af.mil.

d. Enroute travel through restricted states: Travel, such as flying, into a restricted state as part of an enroute travel plan to a final destination into an area not restricted may be authorized by an O-6 or civilian equivalent. Enroute travel does not require APACS submission or Country/Theater Clearance. Travel of this nature should only be approved when conditions present undue hardship on the traveler (i.e., extreme monetary cost, delay of expedient travel, no nearby air facilities, or other considerable

impacts). The first O-6 or civilian equivalent in the chain of command must approve a personal AT plan. It must cover travel through the restricted area and identify the risk mitigation measures being implemented is required. The traveler must submit the approved AETC Mexico Travel Exception to Policy Worksheet to the Installation ATO. The installation ATO will forward it to AFIMSC Det 7/SF at AFIMSCDet7.SF.Workflow@us.af.mil.

6. TRAVEL POLICY: All DoD travelers must review the FCG prior to planning travel and comply as applicable. Travel to any area requiring Country/Theater Clearance must be obtained prior to initiating travel. The FCG can be found at <https://www.fcg.pentagon.mil/>.

7. TRAVEL ADVISORY/WARNING: All DoD travelers must review the DoS Travel Warning for Mexico, found at <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories/mexico-travel-advisory.html>. However, this directive and the FCG take precedence.

8. APPROVING AUTHORITY RESPONSIBILITY: Approving authorities must review the applicable DoS Overseas Security Advisory Council (OSAC) Consular District Crime and Safety Report for travel to restricted and non-restricted states. This action is required prior to making any risk acceptance decision. Current OSAC Crime and Safety Reports for Mexico are available at <https://www.osac.gov/Pages/Home.aspx>; Region Location; Western Hemisphere - Mexico. Approval authority is responsible for ensuring AFIMSC Det 7/SF is notified per instructions above.

9. UNIT COMMANDER RESPONSIBILITY: Commanders and military/civilian supervisors will brief all personnel on the prohibitions and requirements of this GM.

10. EFFECTIVE/EXPIRATION DATES: This GM is effective immediately and will remain valid until rescinded or superseded. Direct questions concerning this GM and its contents through the installation ATO to the AFIMSC Det 7/SF.



TIMOTHY E. OWENS, Colonel, USAF
Director of Staff

Attachment:
AETC Mexico Travel Exception to Policy Worksheet



DEPARTMENT OF THE AIR FORCE
AIR FORCE SECURITY
ASSISTANCE TRAINING
SQUADRON (AETC)



13 December 2017

MEMORANDUM FOR ALL INTERNATIONAL STUDENTS

FROM: AFSAT/CC

100 H Street East, Suite S
JBSA Randolph TX 78150-4418

SUBJECT: Expectations of Behavior for International Students Attending Initial Flight Training

1. On behalf of the United States Air Force, welcome to our country. You have been selected for advanced aviation training. Successful completion of this training will require your focus on training and attention to detail.
2. While you are in the United States, you are required to observe our laws and customs. Below are some general guidelines; if you have specific questions or are unsure of your legal requirements, please ask your instructors or the USAF military chain of command for clarification.
3. Marijuana is not legal in the United States and is not conducive with military service or flight training. Please understand that some states may allow the use of marijuana and other intoxicants for "recreational purposes"; however, USAF policy is to adhere to Federal law. The Federal Law strictly prohibits the use of any legal or illegal intoxicating substance. Violation of our policy or our Nation's laws is cause to remove you from training.
4. While alcohol is legally consumable for all adults over the age of 21, federal flight regulations prohibit pilots from operating aircraft while under the influence of alcohol or its lingering effects. Federal regulations also prohibit pilots from operating aircraft while under the influence of any drug or the effects of it. Your instructors will further detail specific alcohol and drug restrictions.
5. In the USAF, males and females work side by side without fear of sexual harassment. Americans value males and females as equals and have significant laws prohibiting unwanted verbal or physical contact, sexual harassment or sexual abuse.
6. Please understand that violating these laws and customs can have serious and immediate consequences, to include reporting the incident to your government, withdrawal from training, forfeiture of all tuition and fees, potential criminal

prosecution and incarceration, and expulsion from the United States. Your instructors and International Military Student Officers (IMSOs) can help with any questions you might have.

7. Again, I welcome you to the United States! We look forward to having you work side by side with our American Airmen. I hope the bonds of our friendship continue to grow through our mutual cooperation and our desire to build a professional military for both our countries.

A handwritten signature in black ink, appearing to read 'D. Hornyak', written in a cursive style.

DAVID J. HORNYAK, Colonel, USAF
Commander