HANDBOOK FOR

INTERNATIONAL MILITARY STUDENTS

ACADEMIC YEAR 2002-2003

TABLE OF CONTENTS

	Page
Marine Corps University Mission	I
Marine Corps University Vision Statement	II
Marine Corps Combat Development Command Organizational Chart	III
Marine Corps University Organizational Chart	IV
PART I – EDUCATION	
A. Welcome Aboard	A-1
B. Training of International Military Students	B-1
C. Special Activities	C-1
D. Policies and Procedures	D-1
E. Military Sponsorship Program	E-1
F. The Civilian Sponsorship Program	F-1
G. International Officers' Wives' Club	G-1
H. Country Recognition Days	H-1
I. Guidance for Life Within the Quantico Community	I-1
J. Banking, Savings and Loans, and Credit Unions	J-1
K. Planning Guide for Checking Out After Graduation	K-1
PART II – GENERAL INFORMATION	
L. Uniforms	L-1
M. Military Insignia	M-1
N. A Brief History of the United State Marine Corps	N-1
O. Glossary of Terms	O-1

P. Quantico Map P-1

Q. Useful Telephone Numbers Q-1

APPENDIX

A. Marine Corps University Policy Letter 2-02 (MCU Plagiarism Policy) R-1

B. Marine Corps University Policy Letter 3-02 (Student Performance Evaluation Board) S-1

Mission Statement

Our Mission….

Develop, execute, and evaluate professional military education and training focusing on leadership and our core competencies through resident and distance education programs in order to prepare students to meet the challenges of present and future operational environments.

MARINE CORPS UNIVERSITY
VISION STATEMENT

To be the pre-eminent professional military educational organization, developing over the course of one's career, a competent leader who is skilled in the arts and sciences of war at all levels of the spectrum of conflict and capable of critical and creative thinking, sound judgment, and reasoned decision-making.

An organization of excellence consisting of,

- High-quality faculty, staff, and students all dedicated to continual, life-long learning – "Our Centers of Gravity for success."

- Colleges, schools and academies with rigorous and relevant curricula synergistically connected to the education continuum.

- Exceptionally maintained and strategically planned facilities that both support and create an environment that facilitates learning and promotes a professional & pleasing work environment.

- A state-of-the-art research center capable of meeting all Marine Corps research and education needs both on and off campus.

This Vision Statement provides the basis for our University's Institutional Purpose and Strategic Plan.

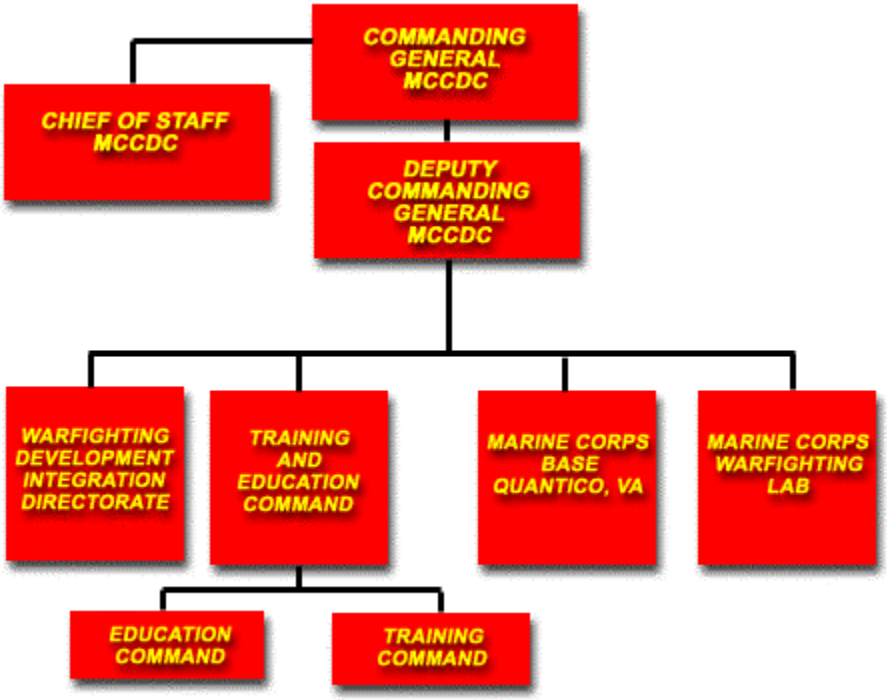
Marine Corps University

Breckinridge Hall

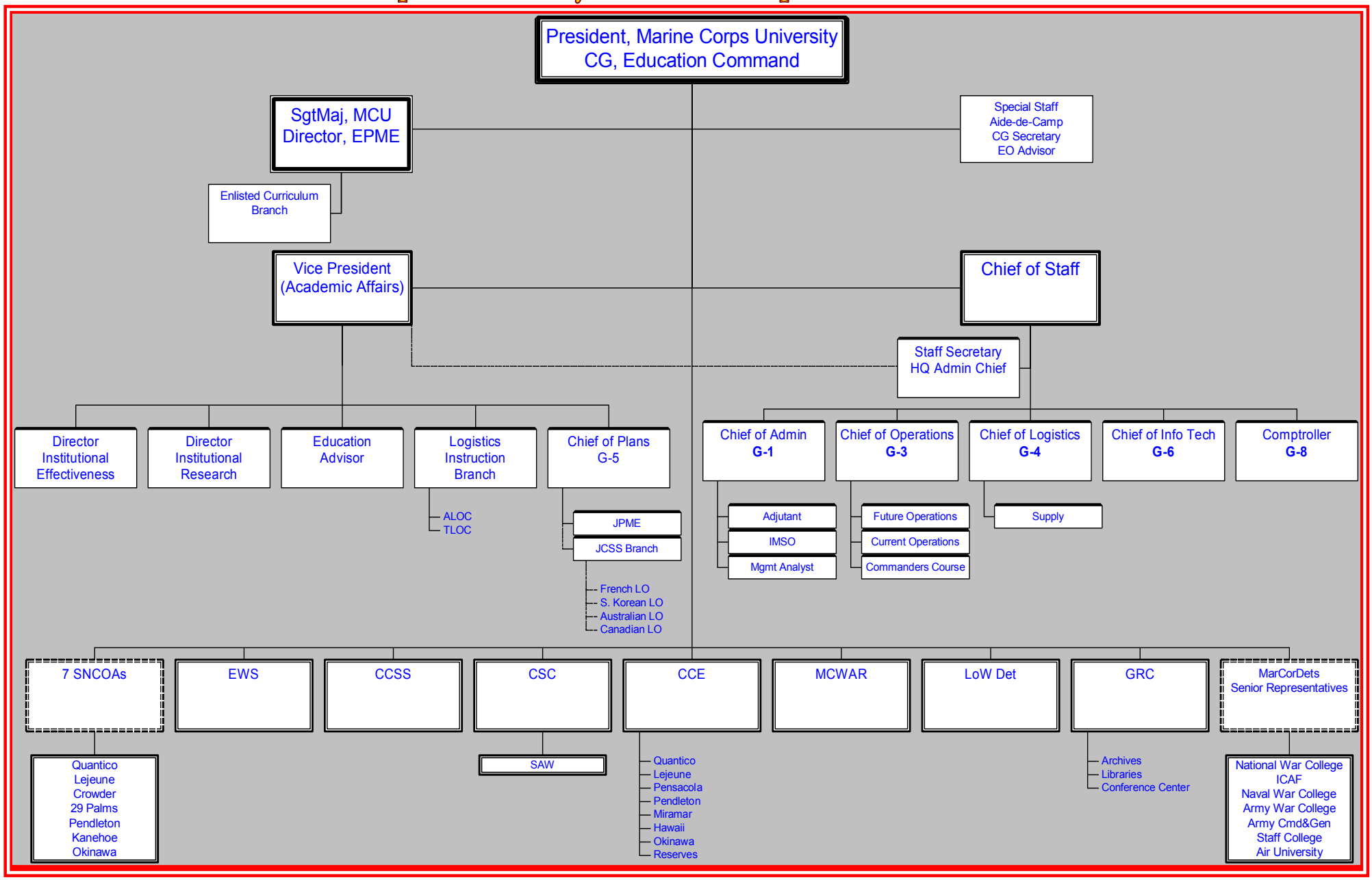
Marine Corps Combat Development Command

Mission: The mission of the Marine Corps Combat Development Command is to develop Marine Corps warfighting concepts and to determine associated required capabilities in the areas of doctrine, organization, training and education, equipment, and support facilities to enable the Marine Corps to field combat-ready forces; and to participate in and support other major processes of the Combat Development System.

Organizational Chart



Marine Corps University/Marine Corps Education Command



PART I – EDUCATION

WELCOME ABOARD

Dear Marine Corps University Student,

Congratulations on your assignment to Quantico and for the opportunity to advance your Professional Military Education at one of our premier resident schools. As the Commanding General, Marine Corps Education Command and President, Marine Corps University, I am very pleased to extend to you and your family a "Welcome Aboard" for the upcoming Academic Year. I am confident you will discover an institution fully engaged and dedicated to our students.

Having completed a rigorous and demanding assignment, the coming year promises to offer you the opportunity to pursue your intellectual curiosity while offering broader perspective(s) of war fighting and the operational art.

As a student, you will find the curricula to be challenging, rewarding, and designed to expand your knowledge and to develop your ability to think critically. Equally important, it will provide a unique opportunity to share your experiences with officers from all the United States Armed Forces, civilian members of various U.S. governmental agencies, and, like you, members of the armed forces of our allies in the international community.

Our superbly qualified faculty and staff will enrich your time at Marine Corps University. Once you complete your course of instruction, we are confident you will have enhanced your war fighting skills and be better prepared to handle the future challenges of an uncertain world.

To help prepare you for your arrival in Quantico, I highly encourage you to visit the International Officer page at the MCU website at www.mcu.usmc.mil. Our website has been designed to provide you with timely and useful information including an International Officer's Handbook and points of contact to answer any questions you may have. ***Welcome Aboard!!***

LEIF H. HENDRICKSON
Brigadier General, U.S. Marine Corps
President, Marine Corps University
Commanding General
Marine Corps Education Command

PART I – EDUCATION

A Word About Your Expectations

Most International Military Students assigned to Marine Corps University hold ground combat specialties. Except for the few naval officers joining us each year, most of our IMSs expect the curriculum to broaden their ability to conduct war at the tactical level. They expect to learn specific techniques and advanced theories of doctrine that they will be able to apply in future assignments. You should understand that our curriculum focuses on a broad spectrum of military theory and operations. Most USMC officers at Marine Corps University hold military occupational specialties in infantry, aviation, combat support, and combat service support. In addition, US army officers, naval officers, and air force officers of all specialties also join the student body each year.

We at Marine Corps University consider it important to give our students an education they can use throughout their careers. For these reasons our curriculum concentrates on all aspects of warfare.

That said, we can help you pursue your particular professional interests. The Military Education Program helps to augment your classroom instruction. We have self-study programs and extension programs available for your use. Our staff contains many highly experienced MAGTF officers. All military faculty advisors serving as conference group discussion leaders are accomplished professionals. The Gray Research Center provides you access to all levels of unclassified, up-to-the-minute information pertaining to weapons, doctrine, and tactics. Your opportunities to satisfy your professional needs are multifold at Quantico.

Marine Corps University
General Alfred M. Gray Research Center

PART I – EDUCATION

TRAINING OF INTERNATIONAL MILITARY STUDENTS

History of the Marine Corps University

The Marine Corps University was founded on 1 August 1989 by order of the Commandant of the Marine Corps, General Alfred M. Gray. Its schools claim a much longer history, starting with the School of Application founded in 1891. Today's University is the vision and legacy of Generals Butler, Lejeune, Breckinridge, and Gray.

Efforts of the Marine Corps to give its personnel formal, military schooling date back to 1891. In that year, the School of Application was established at the Marine Barracks, Washington D.C. The School of Application was moved to Annapolis, MD in 1903, Parris Island, SC in 1909, to Norfolk, VA in 1912 and Quantico, VA in 1919. The development of the Marine Corps schools as they exist today dates from the period immediately following World War I. During this time, the Corps was dealing with the distractions of demobilization, and reorganization incident to the reversion of the Corps to its peacetime status. The Marine Corps had begun to consider the establishment of a permanent and progressive system of professional military education for its officer personnel. An educational system, which envisioned nothing further than basic training for new second lieutenants, would no longer suffice.

World War I had demonstrated the need for education of Marines of all ranks. In the fall of 1919, a school was opened at Quantico. The first reporting class was made up of 29 company grade officers. It was from this beginning that the Marine Corps University as we know it today grew. There were valuable lessons to be gleaned from the experience of WWI. Adequate time must be allotted for the study of weapons and the proper tactical employment of those weapons. The study and innovative actions at Quantico in the 1920's and 1930's led to the dramatic amphibious successes of WWII.

This humble beginning is the start of a tradition of study and innovation that the present day Marine Corps University was founded to preserve. To win in war requires many things, from a sound doctrine and warfighting philosophy, to proper supplies and equipment, to correct warfighting skills and technique. But all of these facets of warfighting will come to nothing if we do not nurture combat leaders who have the education, wisdom and the understanding to take the tools and fashion a victory.

To fulfill this vision, MCU develops, implements, and monitors a professional military education program for all Marine leaders from corporal through general, regular and reserve. We coordinate the resident and non-resident activities of all colleges, schools and courses which educate our leaders. Above all, *we develop leaders*.

Program Authorization

The foreign training program within the United States military services is collectively known as "Security Assistance." Since 1961 this program has been conducted under authorization of Section 541 of the Foreign Assistance Act of that year, as amended in succeeding years; the

Arms Export Control Acts, as amended; and other related statutes. These acts place joint responsibility for foreign training with the Secretary of State, the Secretary of Defense, and the separate military services. Security assistance may be purchased by a foreign state, given to a foreign nation via a grant from the United States, or be acquired by a combination of these two procedures.

Objectives and Assumptions

There are two assumptions underlying the objectives associated with this program. The first assumption is many of our International Military Students will become influential leaders (military and/or civilian) in their countries. Hence, closer association with the United States and its culture may encourage you to develop and operate your institutions in close harmony with us. The second assumption is the IMS will become familiar with the spirit, substance, and essence of United States institutions by living in US society, by becoming fluent in the English language and by reading western literature. One of our goals is to ensure you and your families leave the United States with a real understanding and appreciation of our nation, and not with just a handful of superficial impressions. Most of our students realize later in their careers that the greatest value of this course was to make them in effect foreign area experts on the United States. Few of you will directly apply your knowledge of MAGTF operations in future years, but all will serve as a source of information about the United States for your countrymen for the rest of your careers. With this in mind, the program attempts to encompass all aspects of American culture and society in order that you may form a balanced view of America and the Americans and not necessarily one prescribed by us.

The objectives of the International Military Education and Training (IMET) Program are:

- To create skills needed for effective operation and maintenance of equipment acquired from the United States;
- To assist the foreign country in developing expertise and systems needed for effective management of its defense establishment;
- To foster development by the foreign country of its own independent training capability;
- To promote US military support within the armed forces of the foreign country;
- To promote better understanding of the United States, including its people, political system, and other institutions.
- To increase the International Military Student's awareness of the US commitment to the basic principles of internationally recognized human rights.

International Military Students

All International Military Students attending Marine Corps schools come under the staff responsibility of the Coalition Special Warfare Division (Marine Corps Security Assistance Training Field Activity), Training and Education Command (TECOM). The International Military Student Program Office (IMSPO) is the primary point of contact (beyond your faculty advisor and sponsor) for administrative matters. In any such matters, both the IMSPO and the faculty advisor should be kept informed. Initial problems or assistance should be handled at the conference group level. If resolution or advice by the faculty advisor cannot remedy a situation,

see the IMSPO and they will do whatever they can to resolve it. If uncertain about benefits, privileges, etc., before making any promises, statements, or commitments, see the IMSPO for information or clarification.

Course of Instruction

You will attend one of several schools at the Marine Corps University. Detailed information about each can be found in the academic section (Section III) of this handbook or by visiting the MCU website at www.mcu.usmc.mil. Personnel to contact at each school are listed here.

a. The Basic School (TBS) – (703) 784-6653

b. Expeditionary Warfare School (EWS) – (703) 784-1882

c. Command and Staff College (CSC) – (703) 784-1007

d. School of Advanced Warfighting (SAW) – (703) 784-5121

The Educational Program

The International Military Students are involved in many unique educational programs at the University. These programs are conducted under the guidance of the orders, regulations, and instructions of the Department of Defense and Secretary of the Navy. The International Military Student should read the MCU Policy Letters on Plagiarism and Student Performance Evaluation Board on pages R-1 and S-1.

Orientation Program

The academic year for the International Military Students starts approximately three weeks prior to the commencement of the school year. During this time, the international students participate in an acclimation program conducted by the IMSPO and their respective school(s). A highlight is the cross-cultural communications class. The International Military Students and their spouses attend this class. During the first week of the academic year, the IMSPO gives the military sponsors and their spouses a presentation on the administration of the sponsorship program and a class on cross-cultural communications tailored to their needs. In addition, the IMSPO coordinates a civilian sponsorship program hosted by volunteers from local Rotary International clubs. Continual communication between the international family and sponsoring US families (throughout the year) is the single most important part of the sponsorship program.

The Informational Program

All International Military Students attending Marine Corps University schools participate in the Informational Program. In some capacity that varies by school. Conducted by the Department of Defense on behalf of the Department of State, this program is intended to give the IMS a rounded view of American culture, society, and values in addition to his military training and experience while in the Continental US (CONUS). Activities include visits to private homes,

local industries, industrial and cultural exhibits, farms, schools, historical points of interest, sports events, and civic activities. The program is conducted with frank explanation and discussion of the following elements:

- US Government structure
- US judicial system
- US two-party political system
- Role of a free press in society
- Communications/media
- Minority life and problems
- Purpose and scope of labor unions
- US economic system
- US educational system
- Human rights
- Agriculture
- Religious diversity
- Constitution and The Bill of Rights
- Local, state, and federal government institutions
- Political Processes
- Civil and Military Judicial Systems
- American Family and Community Life
- Ethnic and other institutions
- Religious Institutions
- Cultural Events
- Historical Sites and National or State Parks
- Sponsorship Programs
- Industry/Environmental Protection/Agriculture
- Public and Social Welfare

Past experience has shown that the normal expectation of international students is to become more operationally efficient and acquire the skills to function at increasingly higher levels within their military organization. Many international students find difficulty in seeking the relevance of learning about American farming or facing our peculiar popular issues such as abortion, women's rights, or homosexuals in the military. This whole program is conducted under the authority of US law, Department of Defense directives, and Marine Corps Order 4950.2. The Informational Program is an integral part of the international military student's education and has been agreed upon by the officer's government.

Military Education Program

PART I – EDUCATION

Woven into curriculum of each school is a Military Education Program (MEP) designed to provide the International Military Student information on various Marine Corps, Army, Navy, and Air Force commands. It offers the means to better understand classroom discussions about US systems, weaponry, equipment, and organizations so that you may participate more fully in the regular course. Levels of participation in the MEP will vary by school.

The educational objectives of this program are:

- To observe Marine Corps training methods.

- To observe the methods used by the Marine Corps in combined arms integration.

- To observe Marine Air-Ground Task Force (MAGTF) integration and operations.

- To observe the Joint Command structure and to see integration of forces and the operational considerations at the Unified, Specified, and Combined Command levels.

- To observe and become familiar with service-unique equipment of all the services to the maximum extent possible, including ships, planes, small arms, artillery, armored vehicles, and logistics systems.

- To observe the support structure of the services including research and development, acquisition, depot-level maintenance, and testing and evaluation.

PART I – EDUCATION

SPECIAL ACTIVITIES

Arrival

All international officers are paired with a United States officer to be your military sponsor. Your sponsor will also be a member of your class or conference group and is attending the same school as a student, just like yourself. If MCU has been informed of your arrival, an escort will meet you at the railway station, bus station, or airport. If an escort does not meet you at the transportation terminal, telephone MCU, Quantico, VA for transportation:

During working hours - International Military Student Office - 703-784-3156/57
After working hours – Quantico Command Duty Officer - 703-784-2707

If you have informed the school concerning the details of your arrival and if you have specifically asked that temporary lodging be reserved, we will make advance arrangements for you and your family in a guesthouse or motel. This will be at your expense. Your International Military Student Officer sponsor will have this room reservation information.

You should not arrive earlier than one week prior to the reporting date for your school/scheduled training. Earlier arrival will make it difficult to provide appropriate sponsorship and assistance. Additionally, government housing will not normally be available until one week prior to the report date for scheduled training.

Classified Classes

International Military Students are NOT authorized access to classified material. Some of you, especially those from NATO countries, may want to point out that US students are given access to classified information at their Colleges, but the official response is simple: the International Military Student's country purchases the courses on an unclassified basis; the Marine Corps University is not authorized to admit an International Military Student to a classified presentation, regardless of any stated security clearance of the international student or what is contained in his Invitational Travel Orders. Any such documentation is not disclosure authorization; that is, your government may recognize your classification, but the US does not. The admission of United States students to classified classes at an international student's country is a result of a separate negotiated agreement between our nations, and is not done on a reciprocal basis.

When classified classes are scheduled, you will attend significant alternate instruction in the Informational or Military Education Programs.

Unclassified Inappropriate Instruction

Some unclassified instruction will be suitable primarily for US personnel. Examples are the American military justice system, Marine Corps administration, visits of Marine Corps assignment personnel, etc. During these classes alternate instruction, similar to that provided

during periods of classified classes, will be provided. These are part of the training schedule and attendance is required.

Social Involvement

There are numerous social events throughout the year designed to enhance the camaraderie and esprit of the student body and to encourage the participation of your spouses in University life. The University expects that you and your spouse will participate fully in all events. Your participation enriches the experience of the American students as much as they will for you and your family. The American students and their spouses are very interested in getting to know you and learn about your customs, culture, and way of life. We recognize in some cultures that the participation of spouses in social activities is not a common practice. Nevertheless, we expect that you will encourage your spouse to participate as freely as they feel comfortable.

Commonly, many spouses come to feel isolated from the mainstream of American culture and society. The social program here will help them learn about American customs and become more free to make friends and join in local activities. Both the military and civilian sponsorship programs will also open doors and the school encourages their participation in the English-as-a-Second-Language program as appropriate.

Your military sponsor can help you sort out the social responsibilities and expectations. They will explain the correct dress codes, the protocol of extending and accepting invitations, and the social requirements of "all-hands evolutions" such as the Marine Corps Ball and Mess Night.

International Military Student Social Events

Each group of International Military Students is different. Their collective group cohesion, sociability, etc., varies from year to year. Each one will, based upon the individual personalities in it, determine its own collective desires in the area of social events. While none are required, generally each group has had at least one collective party on a somewhat regular basis. If desired, the IMSPO can brief you on what has occurred in past years.

In addition, your social responsibilities include conference group "icebreakers," class parties, official receptions, and invitations from your civilian sponsors to the local events.

a. Generally, the following events require military dress uniform during your year at the College:

(1) Initial School Reception

(2) Autumn Reception for the International Military Students hosted by the President, Marine Corps University.

(3) Marine Corps Ball, early November.

(4) Prince William "Holiday" Party

(5) Mess Night(s), usually in the spring.

(6) Graduation, late May/early June.

b. In addition, civilian clothes will be required for the several social occasions throughout the year. Dress for social occasions are defined as:

(1) Formal. (Black Tie) – "Black Tie" is the most widely accepted dress today and indicates the following –

- Military -- seasonal dinner dress uniform;
- Civilian -- black tie/tuxedo; women: long formal gown.

(2) Informal The attire for men is business suit. Ladies may wear afternoon dresses or for evening events, short dresses of a dressy material, long skirts or dresses or as current styles dictate.

(3) Coat and Tie When "coat and tie" is specified on the invitation, a business suit or appropriate sports coat and tie may be worn. Ladies will normally dress the same as for "informal" attire.

(4) Casual Civilian casual attire for men is an open collar shirt, sweater, or coat without tie. For the ladies, slacks, simple dress, or skirt and blouse would be appropriate.

(5) Native Dress As appropriate to the occasion, we also encourage the wearing of traditional native dress.

English-as-a-Second-Language Program

The Marine Corps University schools will schedule classes in "English-as-a-Second-Language (ESL)." These ESL Classes will be taught within Prince William County (many are taught at Quantico) by a specialist in this field. They will commence in July and end in August. The IMSPO will brief you on this program during the orientation course. All officers attending this program will attend all classes and complete required written assignments to satisfy minimum course requirements. ESL classes are also available for spouses and dependents during your stay at CSC. These courses will be offered on Quantico shortly after your arrival. Further information will follow once a schedule of course offerings has been finalized.

Follow-on Training

Follow-on training after school is possible. However, it must be initiated/programmed by your country. It is easier if your government initiates the request through the US Security Assistance Officer at the American Embassy before you leave for the United States. Some post-training may already be programmed for you; check your Invitational Travel Orders (ITO's), any such training will be noted on page 2. If you desire post-graduation training and none is programmed,

contact your military headquarters immediately. Your country must request (and arrange payment) of this training through the Security Assistance Office in your country. The sooner you commence seeking this request the greater chance that the two nations will be able to work out the details. The IMSPO administers all follow-on training.

Three types of training are available:

a. The School of Advanced Warfighting (SAW): Normally, two seats in the School of Advanced Warfighting will be available for application by each year's IMS class. SAW offers a graduate-level, military education tailored to amplify and complement the comprehensive foundations in Warfighting experienced during the 43-week Command and Staff College curriculum. This follow-on, yearlong course for up to twenty-one selected graduates of CSC focuses on the link between Warfighting and Warplanning, or preparation for war. More information is contained in the SOP for Command and Staff College and your faculty advisor can give you the details for application. In addition, early in the school year, the Director for SAW will brief the current CSC class and solicit volunteers for screening and selection for the next year's course. Selections are made by December. IMSs are chosen based on their evaluation for potential to absorb the very intense reading and writing requirements of the course. Non-native English speakers are eligible (and have attended SAW), but they must possess excellent English language skills.

b. Observer Training: his special training is conducted to allow IMSs to observe US techniques, methods, and procedures employed by USMC units in the field. Normally, the training is limited for a short time directly after graduation. The officer visits no more than three bases and is assigned to the operations staff of the largest unit where they can determine, with the G-3, the most relevant training and how to observe it.

c. On-the-Job Training: OJT is a process whereby IMSs acquire knowledge and skills through the actual performance of duty under competent supervision following an approved program. To date, students have served at the Command and Staff College and The Basic School as assistant instructors.

PART I – EDUCATION

POLICIES AND PROCEDURES

Graduation

Most IMSs will graduate with a diploma certifying successful completion of every sub-course of study. Students may be chosen as Distinguished Graduates for exceptional achievement in their performance (although in some classes none may merit this distinction).

A student who consistently fails to master the instructional material but who demonstrates sincerity and diligence in their study efforts may receive a certificate of attendance signifying they monitored the course of instruction. A student who fails to participate fully in the curriculum as required of every student may be excused from continuing the course.

Just prior to graduation the Director will submit to your headquarters (via President, Marine Corps University) and/or naval attaché, your academic report with a list of hours and subjects that you studied. Unless you have a requirement for an evaluation on a special form, this report will serve as your course evaluation.

Remediation

In recognition of the inherent problems of taking graduate-level courses in a foreign language, course instructors normally make two concessions to assist the IMS. First, during exams, the IMS's military sponsor is allowed to sit with the IMS to ensure that the IMS fully understands the question both for the English connotation and the content. Second, the IMS is usually allotted extra time to complete the requirement.

When a student fails a marked requirement, their faculty advisor has several means of having the student remediate the test so that they may move on with the course of study. The faculty advisor may desire that the IMS retake the exam, give an oral presentation, or write a paper on the subject, or a combination of these.

You should recognize that there is no dishonor in remediating a marked requirement, since most if not all IMS's will remediate a marked requirement during the course of the year. In addition, many of your American classmates will also be required to make up an exam. Nevertheless, do not take offense or become frustrated; find out what is required and remediate the exam as soon as possible so that it does not further interfere with the next course.

Course Materials

The IMSPO has limited copies of key publications used in our schools. The Research Center maintains many Field Manuals in Spanish and in some cases other languages. IMSs desiring to use these materials may do so freely.

At the end of the course, IMSs may ship their issued field manuals, notes, and professional papers to the US embassy in their country at US government expense – up to a total of 200

pounds. Hardbound history books will be returned to the University for reissue the following year.

Trips

During the academic year and in support of the MEP and IP programs, you may participate in field trips throughout the country. The IP trips will expose you to American history, industry, business, government, entertainment, educational institutions, culture, religions, sports, and mass communications. On the other hand, the MEP program takes you to major commands to include the Naval Operating Bases at Norfolk and San Diego, Marine Corps Bases at Camp Lejeune, Cherry Point and Camp Pendleton, the Army Base at Ft. Bragg, and to Schriever, Peterson, and Davis-Monthan Air Force Bases.

It is the University's policy that where the regular academic schedule and an IP event conflict, the IP or MEP program will take precedent. Therefore, IMSs will fully participate in these trips as part of the weekly training schedule. If it is not possible for an International Military Student to make a particular trip, other academic and study requirements will be substituted. Only the Director or Deputy Director of the respective school can make exemption from a trip. Any IMS wishing to miss a scheduled event should submit a "Request to Miss an IMS Event" to the Deputy Director via their faculty advisor and the IMSPO, when possible, at least thirty days ahead of time. Last minute requests will not normally be looked on favorably. Use the form on page D-5.

Dependent participation in the American Informational Program (IP) trips may be offered from time-to-time on a space available basis. When it is available, the cost for dependents is your responsibility. Funding of Information Program trips for dependents is not available and dependents do not always receive the same group rates offered to the University for government travel. Spouses may not be invited to attend MEP trips that include travel to military bases in California, Colorado, North Carolina, and Virginia. The conditions of the trip and group travel arrangements will determine whether spouses will be permitted to accompany us on a no-cost-to-the-government basis. Under US regulations, military spouses are not permitted to travel on government planes in the Continental United States (CONUS). The Dean of Academics ensures that the trips do not interfere with essential elements of the curriculum. Where key classes are missed due to a trip or other IP/MEP activity, the course director provides a makeup lesson or allows for compensation on the marked requirement.

Rules and Regulations

International Military Students are bound by the Marine Corps University student regulations in the same manner as other officers attending the school. This is especially true with respect to class attendance (including American culture Information Program and Military Education Program trips) and the required mastery of the learning objectives for all periods of instruction, to include the writing and oral briefing requirements.

International Military Students are not required to take the Marine Corps physical fitness test. Many do, however, and all of you are encouraged to participate in the University's physical

fitness and intramural sports programs as a symbol of association and camaraderie with your conference group. This will enhance your acceptance within the conference group, making you "a part of" as distinct from "apart from" the US students.

Class Attendance

The International Military Student is expected to be in class at all times. Faculty advisors are authorized to excuse International Military Students, as well as US students, from class for one day or less. Requests to miss classes for more than one day must be submitted to and approved by the Deputy Director of the school. If you become ill, a sudden emergency arises, or inclement weather prevents you from coming to class, you must telephone your faculty advisor; normally, exemptions are authorized and no questions are asked.

The International Student's Embassy

Most of the international students will desire to make a courtesy call or visit their embassy or service staff shortly after their arrival. We recognize there are social protocols involved in this. (Note: Government transportation cannot be provided for any visit to the embassy or service staff.) The exact relationship of the International Military Student to his or her embassy or service staff differs with each nation and individual. Some of you will be very close to your embassy or service staff, while others will hardly visit there. The University will cooperate as much as possible with requests from the embassy to see you; the normal procedure requires the embassy to request your absence from class through the school staff, preferably by a direct letter or telephone call to the Director of the school. In most cases, approval will be granted, but ultimately it is the Director's prerogative on such matters.

Rights Under American Law

By international agreement, you are accorded all the rights of an American citizen under American law. This does not excuse you from committing an offense out of ignorance. The International Military Student is not covered by diplomatic immunity and is subject to local, state, and federal law. If you have questions about American law or if you are arrested for any offense, notify your faculty advisor or the IMSPO immediately.

Emergencies and the Chain of Command

International students should be advised that the University chain of command is available to help and assist them. This chain of command should be used as a matter of course, particularly in an emergency. Should an emergency arise while the International Military Students are on an American culture Information Program trip, the spouse (or sponsor, as necessary) should contact the faculty advisor or administrative officer who, in turn, will contact the traveling international officer through the Marine Corps University IMSO. Appropriate return transportation will be arranged if needed.

Punctuality

PART I – EDUCATION

Both Americans in general and Marine Corps tradition hold punctuality in high esteem. Many of our foreign students come from societies with a different concept of time. From the first day, you will impress your classmates with your professional attitude and military bearing by observing all time requirements. Americans closely adhere to published schedules and pride themselves on punctuality. By being a few minutes late in coming to class or reaching the buses for a trip, you may not only be professionally embarrassed but you may be left behind!

Uniforms

Section L has a list showing the commonly worn Marine Corps uniforms. We expect you to wear as close to an equivalent to these as possible. Some students have elected to buy Marine Corps utility uniforms for wear at school and on the IP/MEP trips. In order to avoid confusion, we require that if you choose to purchase USMC utilities that you wear your own service hat with them. This will make it easier for the IMSPO to spot you as well as avoid mistaken identity by US personnel not associated with the IMS program.

International Military Students may purchase equivalent US rank insignia to wear on their right shirt pocket to help US personnel distinguish those officers' correct rank and status.

Holidays

To minimize disruption to the Marine Corps University program by having International Military Students requesting different days off to observe national and religious holidays, your country and the United States have agreed to permit each International Military Student to observe two holidays per year. These holidays are published at the beginning of each calendar year (See page D-6 and D-7). Where no holidays are indicated your country agreed to observe only US holidays. The University's scheduled days off for US holidays provide compensation for those national holidays you will miss. If you must have an additional day off to observe a significant religious holiday not contained on the approved list, submit a request to the Deputy Director of the school via your faculty advisor.

PART I – EDUCATION

4900
_____
(date)

From: _____
To: Deputy Director, Command and Staff College
Via: (1) Faculty Advisor, Conference Group ____
(2) IMSPO

Subj: REQUEST TO MISS AN INTERNATIONAL MILITARY STUDENT EVENT

1. I request to be excused from the International Military Student Trip on _____ for the following reason(s):

2. I understand that if my request is approved, I am required to attend regularly scheduled instruction.

_____
(IMS signature)

approveddisapproved

[ ] [ ]Faculty Advisor_____

[ ] [ ]IMSPO_____

[ ] [ ]Deputy Director _____

Additional remarks:

Approved IMS Holidays for AY 02-03

Country	Holiday	Date
Australia	26 Jan 03	Australia Day
	11 Jun 02	Queen's Birthday
Bahrain	**TBD (Dec 01)	EID AL-FITR*
	**TBD (22 Feb 02)	EID AL-ADHA*
Brazil	7 Sep 02	Independence Day
	15 Nov 02	Proclamation of the Republic
Canada	1 Jul 02	Canada Day
	11 Nov 02	Remembrance Day
Chile	**TBD (29 Mar 02)	Good Friday
	18 Sep 02	Independence Day
Egypt	**TBD (Dec 01)	Ramadan Bairam*
	6 Oct 02	Armed Forces Day
France	**TBD (1 Apr 02)	Easter Day
	1 May 03	Labor Day
Israel	**TBD (28 Mar 02)	Passover
	26 Sep 02	Yom Kippur
Italy		US Holidays Only
Japan	**TBD (11 Feb 02)	Nat. Foundation Day
	23 Dec 02	Emperor's Birthday
Jordan	**TBD (Dec 01)	EID AL-FITR*
	**TBD (22 Feb 02)	EID AL-ADHA*
Korea	**TBD (12 Feb 02)	Lunar New Year
	21 Sep 02	KS Thanksgiving Day
Mexico	16 Sep 02	Independence Day
	12 Dec 02	Virgin of Guadalupe
Netherlands	**TBD (30 Apr 02)	Queen's Birthday
	**TBD (5 May 02)	Liberation Day
Norway	**TBD (29 Mar 02)	Good Friday
	17 May 03	Constitution Day

Country	Holiday	Date

Philippines	12 Jun 02	Independence Day
	30 Dec 02	Rizal Day
Saudi	**TBD (Dec 01)	EID AL-FITR*
Arabia	**TBD (22 Feb 02)	EID AL-ADHA*
Singapore	1 May 03	Labor Day
	9 Aug 02	National Day
Spain	**TBD (29 Mar 02)	Good Friday
	8 Dec 02	Immaculate Conception
Taiwan	10 Oct 02	Double Ten Day
	**TBD (12 Feb 02)	Lunar New Year
United Arab	**TBD (Dec 01)	EID AL-FITR*
Emirates	**TBD (22 Feb 02)	EID AL-ADHA*
Thailand	11 Aug 02	Queen's Birthday
	5 Dec 02	King's Birthday
United	26 Aug 02	Summer Bank Day
Kingdom	26 Dec 02	Boxing Day
Venezuela	**TBD (29 Mar 02)	Good Friday
	5 Jul 02	National Day

NOTES:

1. *Dependent on Lunar Sighting

2. **TBD are dependent upon Dec 02 official release (DLIELC, Lackland AFB) of approved international holidays for 2003. Any included 2002 Holidays are based on normal US dates. Previous dates (AY 01-02) are provided for planning purposes.

3. Holidays falling on Saturday will be taken on Friday. Holidays falling on Sunday will be taken on Monday.

PART I – EDUCATION

MILITARY SPONSORSHIP PROGRAM

Purpose

To provide a means of integrating the International Military Student and their family into the Quantico community.

Program

The IMSPO screens volunteers from the incoming class of US officers for selection as military sponsors of International Military Students. Requirements for selection include pairing up IMS and their sponsor by military occupational specialties (MOSs), by location of quarters (living on board base or in the Quantico-Triangle area), and/or by married couples and single officers.

A sponsor is a formally designated contact from whom you can expect assistance. The sponsor's main role is to provide you and your family a means for initially settling in to American life and later a source of information for handling your questions about specific matters during your yearlong stay at Quantico. The sponsor is not designated to provide you year-long service; to the contrary, he or she will gladly show you how you may help yourself get settled so that you may concentrate on your studies and your family can quickly blend into the American way of life. However, he or she is always considered to be a resource for you.

Specific duties of your military sponsor include:

a. Assisting you in your initial arrival. Some of your sponsors will be available to pick you up at the airport and bring you down to Quantico. Others will be enroute from their last duty stations and may not join you until shortly before school commences. Until they arrive, the IMSPO will help you attend to your immediate needs. Your permanent sponsor should be readily available by the first week of the course to provide answers to your questions about the Marine Corps University, your school, Quantico Military Base, and living in the USA.

b. Providing clarification of your responsibilities at your school and University including:

(1) Assisting you in understanding the functions and administrative policies;

(2) Assisting you in becoming acquainted with base facilities and activities;

(3) Providing assistance during marked requirements in explaining the questions and terminology;

(4) Assisting you in solving problems, if possible. If unable to do so, the sponsor will refer you to the IMSPO or faculty advisor;

(5) Helping you to prepare your country presentation;
(6) Assisting you in understanding the weekly schedule;

(7) Assisting you in understanding the system of study assignments, project requirements, and availability of resource material for specific requirements;

(8) Updating you on material missed and requirements assigned during your IP/MEP trips;

(9) Helping you in outprocessing.

Relationship with Your Military Sponsor

Your military sponsor willingly asked for this assignment and as such has a strong interest in seeing that your experience in the United States is as enjoyable as we can make it. Usually, contact between the International Military Student and your sponsor is quite frequent in the early part of the year but tapers off as the International Military Student gets settled and increasingly becomes comfortable with normal personal administration.

You and your sponsor will be paired up for the year in the same conference group. Married couples normally have many opportunities for social interaction. Student geographical bachelors may have less opportunity to do so because the sponsor often travels home on the weekends. Nevertheless, there should be many opportunities for you and your sponsor to get together off base to enjoy some American cultural activities. You will have the opportunity to invite your sponsor to IP events such as basketball and baseball games to repay his interest and kindness in supporting you.

As in all human endeavors, sometimes the International Military Student and your military sponsor do not establish a warm relationship. If this should be the case, notify your faculty advisor and the IMSPO as soon as practical. The IMSPO will endeavor to find someone in your conference group with an active interest in sponsoring you.

PART I – EDUCATION

THE CIVILIAN SPONSORSHIP PROGRAM

Purpose

The Marine Corps University works with the International Rotary Clubs of Stafford and Rappahannock to provide Civilian Sponsors for International Military Students. The purpose of this program is to provide International Military Students and their families with an opportunity for gaining a broader view of US society, institutions, ideals, and priorities – from a civilian perspective. This program is a part of the total educational program of the University and is very beneficial in achieving its purpose. Rotary International is a service association of business and professional leaders united worldwide who conduct humanitarian projects, encourage high ethical standards in all vocations, and work toward world understanding and peace.

Background

Student contact commences during the Orientation Course and carries through the year. In the 96-97 academic year, Rotary International initiated this program by hosting a reception in Fredericksburg, inviting the students to weekly meetings, and holding a Spring farewell picnic. In addition, the civilian sponsors individually invited the international students and their families out for local events and dinners. In return the IMSs invited the Civilian Sponsors to a reception at the Officers' Club, to their homes for dinner, and to graduation. In all, the students and their families saw the American local community at work, learned different American points of view, and saw the value of voluntary social groups as a part of American society.

Role of the Civilian Sponsor

The primary purpose of the Civilian Sponsor is to provide friendship and the opportunity to explore another area of American life away from the social environment of the military base. You will formally meet your Civilian Sponsor at a Rotary reception after which you can expect the following:

a. Meeting with your Sponsor to discuss proposed activities for the year;

b. Meeting your Civilian Sponsor's family within 30 days after the reception;

c. Meeting with your Civilian Sponsor's family for a planned social activity at least once every three months. (However, more frequent contact is certainly encouraged.)

Procedures

You will be matched up with a sponsor from either the Rappahannock (located in Fredericksburg) or the Stafford (located in Stafford County) Rotary Clubs. You will receive a short biography of your Civilian Sponsor prior to your initial meeting during the orientation course. Many club activities are conducted jointly between the two clubs, but you should note which club your sponsor belongs to. Some activities, such as Christmas parties, will be held on

different dates and not all International Military Students classmates receive invitations for the same event.

Your Relationship with Your Civilian Sponsor

As with any arranged association, the success or failure rests upon the interests and personal relationships of the people involved. Some relationships last year were more enduring than others. A few Civilian Sponsors meant well by volunteering for the program, but business downturns or personal problems precluded them from actively participating. In some cases, the two couples met but simply did not strike up a warm friendship.

If you find yourself in either situation, do not hesitate to notify the IMSPO immediately. The IMSPO works hand-in-glove with the Rotary officers to make this program an important and meaningful one. Nevertheless, another Rotarian will be assigned as required.

On the other hand, you should be pro-active also. Besides inviting your sponsor to your living quarters, you may decide to invite your Civilian Sponsor to one of the many IP events throughout the year, for example, to your country recognition day, or to your graduation. Likewise your spouse may invite your Civilian Sponsor's spouse to her presentation at the International Officers' Wives Club. You are encouraged to take maximum advantage of this unique program.

INTERNATIONAL OFFICERS WIVES CLUB (IOWC)

The International Officers' Wives' Club was formed at Quantico in 1969. The club's mission is to promote friendship, goodwill and understanding about the customs, culture and food between the wives of the International Military Officers assigned to schools and commands at Quantico and the wives of the U.S. Military Officers assigned throughout the many organizations at Quantico. All wives of the International Military Students within our Marine Corps University are honorary members of this organization. In addition, the wives of our International Liaison Officers are members as well as many Marine Officers' wives who are from foreign countries or who have lived overseas. The International Officers' Wives' Club hosts monthly luncheons and has an active program to extend the hand of friendship to each International Military Student's family. Additionally, all members are provided a cookbook containing the recipes from each luncheon.

Members assemble during luncheons once a month at the Officers' club; the "stars" of these occasions are the wives of our International Military Students. They select a menu of food representing their nation to be prepared by club members. They then are afforded the opportunity to give a brief presentation to IOWC members about their country, culture and customs, as well as their own military family experiences. These presentations may be supported
by PowerPoint, VHS tape, or pictures or any other method. A display of books, artifacts, family photos, etc. is often used to help with the visual representation of their country. Contacting your friends in your country or your embassy in the United States has proven to be helpful in obtaining posters, brochures, pins etc. to display. Additionally, those international members giving presentations normally provide 3 to 4 hostess gifts representative of their country that will be presented to lucky IOWC members.

You will have the opportunity shortly after your arrival at Quantico to learn about IOWC, start new friendships and have fun! We look forward to establishing the friendships we will have for life.

PART I – EDUCATION

COUNTRY RECOGNITION DAYS

Overview

During the Academic Year, each International Military Student (IMS) and his respective country will be formally recognized. During the first week of the course, the Director will introduce each of you to the class. During the year, you will give a presentation about your country during a formal recognition ceremony. This ceremony consists of a formal introduction by the military sponsor, a country presentation by the IMS, a receiving line to greet the student body after the presentation, and official photographs. The rest of this section will explain your duties during your formal country recognition day ceremony.

Purpose

The IMS Recognition Day fulfills the following purposes:

a. Provides the means to formally acknowledge the student, their family, and guests before their respective schools.

b. Allows the opportunity for all students to meet and get to know each International Military Student.

c. Apprises the students and faculty to the regional changes occurring around the world.

Background

Recognition Day ceremonies commence in August and continue through late fall. The IMSPO Office, in coordination with the Director of their respective school(s), chooses the dates for the Recognition Days.

The presentations, while not formatted, are <u>not to be travel logs</u> and should, as a minimum, cover the following areas:

a. Country's global perspectives and strategy.

b. Country's regional perspective and strategy.

c. Role of the military in the country and its relationship to national power.

d. Country's relationship with the United States, to include security and economic relations.

e. Form of government.

IMSs are encouraged to use more than one form of visual support during their respective country presentation.

PART I – EDUCATION

GUIDANCE FOR LIFE WITHIN THE QUANTICO COMMUNITY

General

Link to map of Marine Corps Base Quantico: www.mcu.usmc.mil/mcu/maps.htm

Most of the services and facilities you will need are located on the base of Quantico: food stores, package stores, a very large exchange (department type store), fitness centers, jogging trails, medical facilities, automobile repair garage, sailing marina, fishing ponds and lakes, movie theater, bowling alley, dining halls, etc.

a. Officers Without Dependents

(1) Quarters. International officers, with the exception of The Basic School students are encouraged to live on-base in Bachelor Officer Quarters (BOQ), which are assigned appropriate to their rank. Off Base accommodations are available, but most do not offer the convenience, security and efficiency of on-base quarters.

The Basic School students will live in one of the designated student BOQ's (normally O'Bannon or Graves Hall). Students clean their own rooms; no maid service is provided. You may obtain limited storage space for baggage through your company staff.

(2) Mess Facilities

(a) O'Bannon or Graves Hall. The Basic School students residing here will receive their meals at a cost of approximately $75 to $125 per month depending on the training schedule and number of meals consumed.

(b) Liversedge Hall. Officers residing here may receive their meals at the Headquarters and Service Battalion Dining Facility, Bruce Hall, Building 2000. Prices vary according to the meal. Bruce Hall is located approximately one mile from the BOQ. No transportation is provided. Liversedge also provides a continental style breakfast and has kitchen facilities.

Officers whose dependents join them later in the school year will be required to vacate the BOQ and find quarters elsewhere. The only exception to this policy is for officers whose wives visit for 30 days or less.

b. Officers With Dependents. International students accompanied by authorized dependents may be assigned family quarters on base. International students will be billed monthly for family quarters. The current cost for family quarters is between $1,000 - $1,700 per month, depending on rank.

c. Dependent Schooling. For those families living on base, Quantico offers several no cost schools for kindergarten (age 5) through grade 12 (age 18). If you live off the military base, your children must attend the local civilian schools, which are also at no cost except for books,

meals, and incidental expenses. Physical examinations conducted in the state of Virginia are required for enrollment in school. You must bring immunization records with you. Private schools are also available in the area.

Base Family Quarters

Officers attending the Command and Staff College and the Expeditionary Warfare School are encouraged to bring their families. Housing is available on base for both bachelor students and those with families. On-base housing is highly encouraged as it provides convenience, security, and close proximity to MCU. Additionally, your children are then eligible to attend the on-base school. This is a great convenience and allows for an easier assimilation into the community, as they will be schooling with other international children. Should you decide to live off base, your children will not be eligible for our on-base school but will be required to attend the local public schools.

Quantico family quarters features two, three, or four bedroom structures and are assigned according to rank, number of family members, and availability. The monthly fee includes electricity, gas, water, all maintenance, trash pickup, and use of serviceable furniture, to include stove and refrigerator. Dishwasher and disposals, as well as washer/dryer hook-ups, are available in most residences. These amenities will be discussed in more detail upon your arrival at Quantico, or you may contact the International Military Student Office at 703-784-3156.

Furniture, Baggage, Household Goods

Furniture is not available for you to borrow from Marine Corps Base Quantico for off-base housing. A limited amount of basic furniture is provided for on-base housing, but this probably will need to be supplemented by the international student. You will want to rent a "furnished" house (house with furniture) if you reside in off-base housing. However, even a furnished house will not include items such as towels, bed linens, curtains, cooking utensils, or silverware. As these items are not normally available for rent plan to bring these items with you or purchase them after your arrival.

Your country might have a student presently enrolled at Quantico and if so you should contact him prior to your arrival. He can suggest which items you may want to bring with you and may be able to sell or lend you those items that he already has obtained and does not plan on taking home.

Any shipment of household goods should be addressed as follows:

Your rank and name
School you will attend
C/O Traffic Management Officer
2009 Zeilin Road, Suite 2
Quantico, VA 22134-5074 U.S.A.

If you are going to ship household goods by mail or by shipping company, please notify the

International Military Student Office at 703-784-3156/3157 or write a letter to the following address:

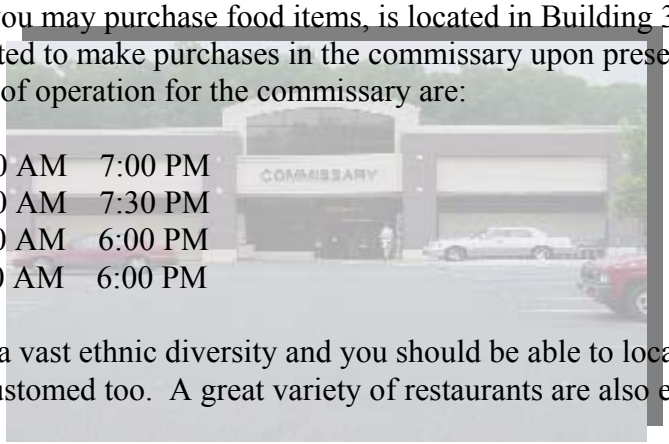
President, Marine Corps University
International Military Student Office
2076 South Street
Quantico, VA 22134-5067 U.S.A

You can Email the Marine Corps University International Military Student Officer Office with shipment notifications, questions, etc, to:

wesleyls@tecom.usmc.mil
hartt@tecom.usmc.mil

Commissary Store

The Commissary Store, where you may purchase food items, is located in Building 3400. International officers are permitted to make purchases in the commissary upon presentation of an ID Card (DD 1173). The hours of operation for the commissary are:

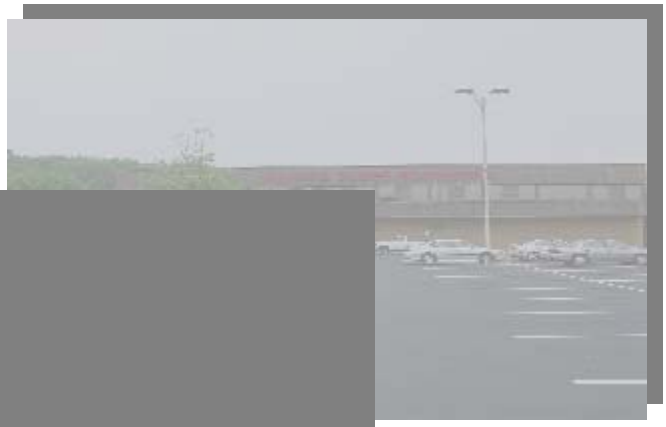


Monday	10:00 AM	7:00 PM
Tuesday-Friday	9:00 AM	7:30 PM
Saturday	8:00 AM	6:00 PM
Sunday	9:00 AM	6:00 PM

The Washington, D.C. area has a vast ethnic diversity and you should be able to locate virtually any food items that you are accustomed too. A great variety of restaurants are also easily found.

Marine Corps Exchange

The Base Exchange is located adjacent to the commissary in building 3500. In addition to a large stock of general merchandise, gift items, and sporting goods, articles of civilian clothing and military accessories are available. Other facilities operated by the Exchange include a barbershop, optical shop, flower shop and uniform shop. The hours of operation for the Marine Corps Exchange are:



Monday – Friday	9:30 AM	9:00 PM
Saturday	9:30 AM	7:30 PM
Sunday	9:30 AM	6:00 PM

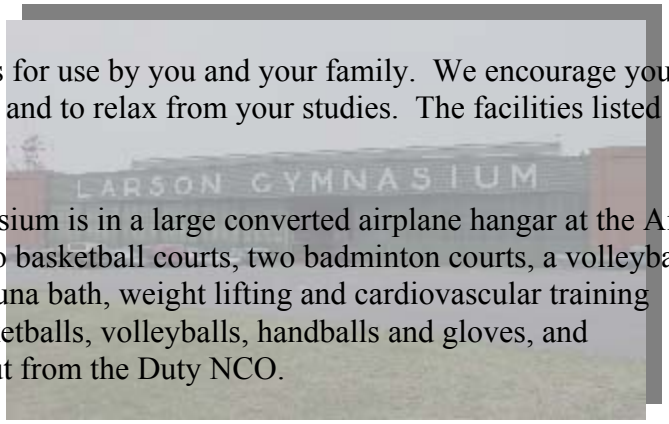
Officers' Club

PART I – EDUCATION

The Commissioned Officers' Mess (Open) is established to promote and maintain the well-being and morale of its members by furnishing meals, lodging, refreshments, entertainment, and social/recreational facilities. These include the Clubs at Quantico, consolidated liquor package stores, officer's swimming pool, golf course, Liversedge Lounge, The Basic School snack bar, and The Basic School Hawkins Room. During check-in you will have the opportunity to join the club. Your membership and use of these facilities is encouraged, but voluntary.

The Officers' Club Dining Room at the Clubs at Quantico is open for lunch on Tuesday through Friday and dinner, Wednesday through Saturday. Only brunch is scheduled on Sunday.

Recreation



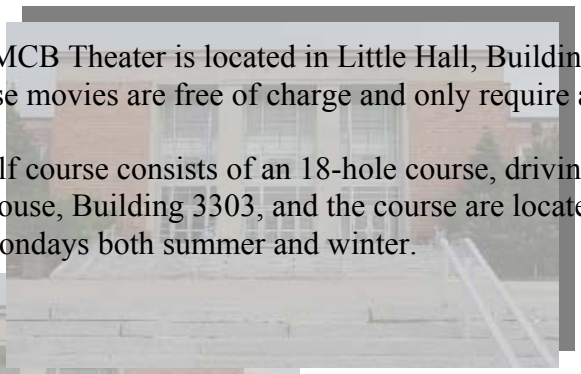
The MCB offers many recreation facilities for use by you and your family. We encourage you to use them both to maintain physical fitness and to relax from your studies. The facilities listed below are available:

a. Larson Gymnasium. Larson Gymnasium is in a large converted airplane hangar at the Air Facility. The gym activities consist of two basketball courts, two badminton courts, a volleyball court, four handball/racquetball courts, sauna bath, weight lifting and cardiovascular training equipment. Recreational equipment (basketballs, volleyballs, handballs and gloves, and badminton equipment) may be checked out from the Duty NCO.

b. Boathouse. Boathouse #1 is located in Building 3024 at the MCB docks, the end of Potomac Street, Quantico. Lightning class sailboats are available for rent. The sailing season is normally from 1 April through 30 September.

c. Bowling Lanes. The lanes are located in the basement of Little Hall, Building 2034. Bowling balls are available for use at no charge; however, a rental charge must be paid for bowling shoes.

d. Gray Research Center. Adjacent to the Marine Corps University is the Gray Research Center which contains the Quantico Family Library. The library offers a large selection of books and publications that include fiction, nonfiction, children's books, periodicals, reference material, newspapers and magazines. These facilities and computer workstations are available to both students and their families. A librarian is on duty.



e. MCB Theater. The MCB Theater is located in Little Hall, Building 2034. Matinees are shown on Saturdays. These movies are free of charge and only require an ID card for admission.

f. Golf Course. The golf course consists of an 18-hole course, driving range, putting green, and clubhouse. The clubhouse, Building 3303, and the course are located off Fuller Road. The golf course is closed on Mondays both summer and winter.

Budget

It is recommended that you prepare a projected budget for each month and the entire year prior to your departure for the United States. In addition to projected monthly expenses, you should include such other financial considerations as travel costs and the monetary outlay of setting-up your household in Quantico and other settling-in costs. This should include an estimate of your monthly income (all sources) and a realistic estimate of your monthly expenses while in the United States. Your sponsor and the IMSPO can assist you in this; however, to do so, they will eventually need to know the funds you will have; all such discussions will be held in the strictest confidence, but as you well realize this will enable us to better advise and assist you during your residence at Quantico.

Initial Settlement Costs

A survey of the past international officers, with emphasis on last year's class produced the following consensus recommendation for their successors: each incoming International Military Student should have access to a minimum of $5,500.00 so as to have sufficient funds to establish a household/settle-in to the country.

Banking

You should plan on opening a checking account at a local bank. Your military sponsor can help you do this immediately after your arrival in the United States. At a minimum, a checking account is a necessity of life in making personal business transactions. A savings account is also an option, but is less of a need than a checking account. You should also have procedures for the emergency means of rapid transfer of funds from your bank in your nation to a Quantico area bank. See section J-1 for a full explanation of the U.S. Banking system.

Credit Cards

You should consider having credit card(s) issued to you (and your spouse) prior to arrival in the United States. Many purchases in the United States are accomplished through the use of credit cards. There are some services you cannot obtain without a credit card; for example, car rental from all major automobile rental companies requires a credit card, as cash and checks will not be accepted by the rental car companies. The issuance of a credit card in this nation takes time and certain credit reference checks; if you already have a credit card issued to you in your country, this will expedite the issuance process, in addition to enabling you to use credit cards immediately upon your entry into the United States.

Debit Cards

If for some reason you do not desire a credit card, or they are not available in your country, or one cannot be issued to you immediately after your arrival in the United States, you can obtain a "debit card" from the bank at which you have your checking account. A debit card looks like a credit card, but the maximum amount of a purchase you can make with it is equal to the balance in your checking account at the time of use.

Automobiles

a. Purchase. Students, especially those with dependents at Quantico, find it very difficult to live in the Quantico area without a car. There is no local transportation between the housing areas and the school locations or dining facilities. An international officer is permitted to purchase an automobile unless his orders state otherwise. Before you purchase an automobile, it is recommended that you discuss with your military sponsor or the IMSPO. They can both offer valuable tips on purchasing automobiles in this area.

b. Insurance. If you buy an automobile, you are required to carry Public Liability and Property Damage Insurance. This insurance protects you in the event of an automobile accident involving negligence on your part. The State of Virginia requires a minimum protection of $25,000 for each person, $50,000 for each accident and $10,000 for property damage. This will cost approximately $300 to $600 for 6 months, depending on the type of car and your driving record.

c. Drivers License. Your country's driver's license is valid for use in the United States. However, it is strongly recommended that you obtain a local Virginia driver's license. This will help you when purchasing an automobile and in conducting other business. A local driver's license is commonly required for identification when cashing checks. Additionally, complications could arise should you be requested to show your driver's license to a law enforcement official and the license is not written in English. A Virginia Driver's Manual detailing Virginia's driving regulations will be provided for your use. Your military sponsor or faculty advisor will aid you in arranging for your driver's license test. U.S. State Department permission to obtain a license is necessary. Ensure that you bring this with you. The International Military Student Office will make the necessary contacts upon your arrival.

The Virginia Drivers Manual and other important information may be obtained at: **www.dmv.state.va.us,** VIRGININA DEPARTMENT OF MOTOR VEHICLES (DMV).

d. MCB Registration. All vehicles must be registered with the MCB Provost Marshal. After registration, an automobile pass (base decal) is issued which authorizes the vehicle to be driven on MCB.

(1) Personnel who already own an automobile must present to the Vehicle Registration Office the automobile registration, driver's license, proof of required insurance, and a Virginia safety inspection sticker to receive the base pass and county sticker.

(2) Personnel who have recently purchased an automobile must:

(a) Have a bill of sale and a temporary registration from your automobile purchase.

(b) Obtain the required insurance and bring proof with you, i.e. the policy or a card.

(c) Possess a valid driver's license.

(d) Take your bill of sale, temporary registration, proof of insurance, picture ID and ITO to the Virginia Division of Motor Vehicles located at 14008 Smoketown Road, Dale City, Virginia or Garrisonville Road, Stafford, Virginia to get a permanent registration.

(e) If required, get a Virginia car safety inspection and sticker at a civilian garage – cost $10.

(f) After completing items (a) - (e), go to the MCB Quantico Vehicle Registration Office, Security Battalion Building 2043 on Barnett Avenue, for issue of your base pass and a Prince William County sticker. This pass must be removed from the automobile and destroyed when you depart Quantico or sell the automobile.

(g) If you live in Prince William County and the car is registered in the military officer's name only, you may apply for a Prince William sticker at no cost. Present your registration for the car and your military identification card at the County Administrative Office at 15960 Cardinal Drive, Woodbridge, Virginia. You will then receive the county sticker.

(h) It is recommended that your spouse gets a drivers license.

Driving

1. Approximately 30,000 cars drive and park on MCB Quantico. DRIVE CAREFULLY!
2. The speed limit on MCB is 25 miles per hour, unless otherwise posted. Your driving privileges aboard MCB will be restricted for speeding; obey the speed limits.
3. Do not park where there are "No Parking" signs, alongside a curb that is painted yellow, or on the grass.
4. Do not drive while under the influence of alcohol. This is a serious offense.
5. Violations. If you receive a citation (ticket) for any violation bring it immediately to your faculty advisor. You will be advised as to the proper course of action. You should be aware that there are severe penalties for violating traffic laws in our country and you are subject to these laws.

Examples of penalties imposed in the Quantico area:

a. Driving under the influence of alcohol (drunk driving) will earn you a fine of from $500 - $1,000. If arrested for this offense, you are taken to jail until either you post a bond of $250 or more or your Commanding Officer personally guarantees your appearance in court. Your driver's license is automatically suspended for six months if you refuse to take a breath test. The court may suspend your driver’s license.

b. Speeding fines cost between $75 - $200.

(1) Accidents

(a) Medical Care. If you need emergency medical attention, obtain it from the nearest

hospital. As quickly as possible, call the nearest military hospital and explain what has happened. If the injuries are not severe enough to demand immediate medical attention, go to the nearest military installation for treatment.

(b) Necessary Information. Obtain the following information before you leave the accident scene (unless you need emergency care):

(c) Name and address of the other driver

(d) Make, year, and license number of the car

(e) Name of his insurance company

(f) Name and address of any person who saw the accident.

(g) Notify the police

(h) Notify your faculty advisor. If he cannot be reached, call your school or the staff Duty Officer, 784-2707.

Medical

You must bring your family's medical and dental records; this should include your spouse's, your children's, and your records. Check carefully with the United States Security Assistance Officer at the US Embassy in your nation about inpatient, outpatient, and dental care in the United States. Generally, you and your authorized dependents are eligible for medical (but not dental) care. However, ELIGIBILITY DOES NOT MEAN COST-FREE CARE. SOMEONE PAYS FOR YOUR DEPENDENT'S AND FOR YOUR MEDICAL CARE. You will pay, your country will pay, or the IMET program will pay. Medical costs in the United States are very high. There is no public medical welfare program in this nation; hence, you must personally pay, have a medical insurance program, or have arrangements with your government to pay medical and dental expenses for your dependents. For yourself, check your Invitational Travel Orders (ITOs) to see how medical and dental costs will be paid. As noted above, you must check with officials in your government and the US Security Assistance Office at the US Embassy on this important matter.

Dental

The United States classifies dental or teeth health problems/care as a separate branch of medicine. Generally, no dental work at US military bases is authorized except emergency care; this applies to both you and your dependents. Civilian dental treatment is at your expense. If you or your dependents require emergency dental treatment at a military base you are responsible to pay the costs. For FY 00-01 the cost was $35 for each emergency visit. This fee normally must be paid before you receive the dental care. Again check your Invitational Travel Orders and ask your government officials how you will pay for any dental services.

Children's Health Records/School Records

You should bring all your children's health records. If they are of school age, they will be enrolled in the base dependent school system if you reside aboard the base; if you live off the base (and this includes families living in Quantico Town), your children will go to civilian community public (i.e., tax supported) schools. The laws of Virginia require all school age children to be enrolled in school, and they must have a medical examination prior to entry. Medical and previous school records can assist in the enrollment and entry processing of your children. Medical examinations are scheduled at the Navy Medical Clinic Quantico. (Note: the base dependent school system is very experienced in working with non-United States children, many of whom upon arrival here have no or limited ability in the English language.) There is no cost for your children to attend either the base or the local public schools. Off-base private schools charge fees, with various prices/fees/tuition dependent upon each school; private schools also require medical examinations for each child entering them.

Passports

To enter the United States, you and your dependents must have a valid passport. Ensure that the expiration date is after graduation or, better still, after the projected date of your return to your nation.

Visas

You and your dependents must have an A-2 visa for entry into the United States. Ensure that your US visa is valid for multiple entries and does not expire until July 2003.

Climate

Northern Virginia has a generally moderate climate with four distinct seasons. Summer (June to September) is normally very hot and humid. Temperatures can rise to the mid to high 90s Fahrenheit and sometimes over 100F (40C). The humidity also is high, often in the 80 to 90 percent range. Fall or Autumn (September to November) is occasioned by decreasing temperatures, although the weather can be cold one day and warm the next. Winters in Northern Virginia (November to March) are generally mild, but you and your family will need heavy winter clothing, such as down jackets, gloves, caps, etc. Occasional snowfall is usually light, but sometimes heavy (at least one snowfall of 12 inches per year). This means we may receive a large amount of snow on one day and none the next few weeks. Winter daytime temperatures usually range in the 30's and 40's (F), and drop to below freezing (32F or 0C) at night, occasionally in the teens to near 0, Fahrenheit. At least once a year the area receives a major snowstorm leaving the area covered with between one to three feet; on such occasions it takes from one to two days to recover. Movement on roads is slow and dangerous, and schools and businesses may close. Spring (March to June) is the season of temperature fluctuations, but by mid-April the days are usually around 70F. This is also when the region usually receives most of its rain. Hence, you should plan on bringing or purchasing an appropriate clothing wardrobe to span the temperature spectrum from hot and cold weather conditions to dry and wet seasons.

Initial Settlement Expenses

Upon arrival in the United States, you will settle into a new home; this will involve some initial expenses. The figures in the below presentation were compiled from a survey of last year's class.

ITEM	AVER	HIGH	LOW	COMMENT
Automobile (used)	$1200	$8000	$1000	Purchase of used (or "pre-owned") cars, plus maintenance (average maintenance $500-1200), registration; new cars range in cost from $12,000 to $30,000+. Once again, an automobile is without a doubt a necessity, especially if your family is with you.
Auto Insurance/6 months Liability only	$150-300	$800	$300	Purchased on six-month (per 6 months) plans; cost varies with each company, driving record, age of automobile, type coverage desired, etc. Virginia state law requires liability auto insurance.
Collision/Comprehensive				Cost will depend on make/year/model of car.
Clothes	$400	$700	$200	Full spectrum: hot (37 C) to cold (-5 C) temperatures dry and wet seasons. For the men, this includes a coat/tie or suit for appropriate civilian social occasions, and equivalent dress for women.
Medical/Dental	Widely varied.			See page I-2 and I-3
Move to US	$2000	$4000	$800	Varies from distance to be traveled, most expensive from Asia. Accompanying household effects depends on each nation's allowances for its personnel. This varies from nation to nation, turnover from previous students, and family size, etc.
Initial household setup	$2500	$8000	$1500	Wide spectrum based on single or married responsibilities/ desires. Officers with a family will need

				approximately $5,000 to establish themselves and their households.
Housing (monthly)	$750	$1200	$500	One month rent, payable in the first month, is normal for both base and off-base housing. Dependent upon grade (rank) on base, negotiations with owner if living off base. See top of page I-1 for on-base rental costs.
Telephone (monthly)	$70	$120	$60	$40 installation fee. $40-$80 per month. $43 per month basic service, plus long distance; normally about $80 per month, unless telephoning to home country. Purchase/rental of a telephone is also a necessity of life in the US.
Television/Radio	$333	$400	$220	New or used; color or black and white; and console or portable televisions available. (Note: television helps improve English language skills.) Sets may or may not be usable in your country; reusability depends upon transmission and reception system used in various nations. For example, European systems are different from that in the United States, hence American (United States, Canadian, and Mexican) sets are not usable in Europe. Excluded in these cost figures are electronic equipment associated with both television and sound. This type of equipment includes VCRs (video cassette recorder), CD (compact disk) recorders, tape recorders, speakers,etc., all of which can be purchased or rented.
Cable Television (monthly)	$39	$69	$39	Cable television is an underground or above ground wire or "cable" system you must pay to hook into. Recommended for this area because of poor reception on the Quantico base. $29.50 one-time connection fee for first existing outlet (additional existing outlets are $20); $39 per month basic fee; higher for movie channels, sports channels, etc. First month's charges and

				connection fees are due at the time of installation.
Air Conditioner (initial)	$150	$250	$50	Depending upon size, new or used.
Initial Food Supply	$350	$600	$200	
Household Items	$400	$600	$300	Dishes, utensils, linen
Washer/Dryer initial)	$350	$500	$200	Depending on old or new condition.

Television

Cable television is a system through which the signal is sent via a cable or wire system from the transmission site to your television set. It ensures clearer reception, better sound, and offers more channel selection than the normal "free" system. However, you must pay a connection charge and monthly fee. (See above.) Channel 56 is a foreign language channel that provides newscasts in French, Arabic, Japanese, and Korean. In addition, Channel 60 is an all-Spanish channel.

Computers

Computers are becoming an essential element of life in the United States in homes, schools, and businesses. Many companies offer computers for sale, ranging from very inexpensive to high cost models. Before purchasing a computer, coordinate with your military sponsor and faculty advisor for initial guidance. Each conference group/permanent seminar/syndicate at the University has a computer assigned to it, and you will be expected to learn how to use it. Most any "Windows" computer you purchase can be made compatible with these at the University, unless you consciously decide to do otherwise.

Driver's License

The University strongly recommends that you, your spouse, and adult children obtain a Virginia driver's license within one month of your arrival in the United States. States often give conflicting interpretations on whether or not your national driver's license is valid here; furthermore, driving in this nation on a national or international license may complicate insurance claims in case of an accident. Finally, since law enforcement in this nation spans the spectrum from village, city, county, state, and federal levels, many local police officers may not know or recognize a foreign license; hence, you might be cited for driving without a valid license. You might have to appear in local court and you might win the case; however, this would be inconvenient in time and would cost money. It should be noted that the State Department must first receive notice of any students receiving driver's licenses. The IMSPO will assist in obtaining approval at initial check-in. This procedure normally takes approximately 24 hours.

Gifts to US Personnel (Military and Civilian Employees of the US Government)

Throughout the academic year, close relationships will develop between you and some US personnel. Usually these are your military sponsors, your faculty advisor, and other staff members of the University. Often during or at the end of the year you may wish to give a gift to them or other individuals who have been helpful to you and your family. In general, this is an acceptable practice. However, US government regulations place a limit on the monetary value of such gifts that US military personnel and civilian employees of the US Government can receive. The policy of the University is no US military person or US Government civilian employee can accept a gift with a monetary value in excess of $185.00.

Tipping

The situations in which one tips, that is gives more money for services rendered than what shows on the bill, may be different in the US than in your country. Most restaurants do not put a service charge on their bill (except for large groups). Depending on the quality of service, a 15-20 percent tip for the waiter/waitress is customary and expected. A bartender also expects to be tipped if you drink at the bar. Airport, train station, and hotel porters will expect a tip of about $1 per bag. Hotel maids should receive $1-$2 a day tips left behind when departing. Taxi drivers expect a 15-20 percent tip. Hotel doormen are tipped $.50-$1 for hailing a taxi. In parking lots, a $1 tip for retrieving a car is adequate. Tipping a barber/hairdresser is also usual, with the amounts varying according to how fancy the establishment is. One does not tip theater, sports events, and cinema ushers, gas-station attendants, store clerks, hotel-desk clerks (unless some unusual service is provided), postal clerks or any other government employee (including guards and guides at public monuments), mailmen (although a small gift of candy or liquor is sometimes given at Christmas), or repairmen.

Bargaining

Most prices in the US are fixed and one cannot bargain to reduce the price. However, you can bargain for big-ticket items such as cars, boats, and houses, as well as for hobby materials, and secondhand goods or antiques. Ask your sponsor for advice in bargaining for such items.

PART I – EDUCATION

BANKING, SAVINGS AND LOANS, AND CREDIT UNIONS

There are many types of financial institutions in the United States. By law, there are certain services they can and cannot provide. Furthermore, although the federal (national) government prints money and mints the coins, and the Federal Reserve System establishes financial policy and controls the amounts of money in circulation, the control and regulation of banks, savings and loans associations, and credit unions are the responsibility of the individual states. Generally speaking, for day-to-day "banking" (i.e., checks and savings), the general procedures are similar. Nevertheless, there are two banks available for use on Marine Base Quantico – Marine Corps Federal Credit Union and Nations Bank. The following is a brief overview of this essential aspect of your daily life in the United States.

Banks, savings and loans, and credit unions offer a variety of services ranging from simple checking accounts to full financial management. Charges for these services vary; so comparison-shop for the kind of account that will cost you the least amount of money for the type of service you require.

During your stay in the U.S., it is recommended that you maintain a bank account so that you will be able to cash checks. Make sure that the account is in both your name and your spouse's name. Also make sure that you balance your account monthly.

In most banking institutions, you will be able to take advantage of direct deposit. There is usually no charge for direct deposit. You should check with the Unit Administration Office to arrange for direct deposit. Once this service is arranged, your pay will be sent directly to your account. With this service, you will be able to count on pay deposits regularly with none of the hassles of having to take the paycheck to the bank yourself.

Most commercial banks also offer a variety of accounts and services such as overdraft protection, automatic transfer of funds from savings to checking, bank credit cards, and bank machines.

Types of Accounts

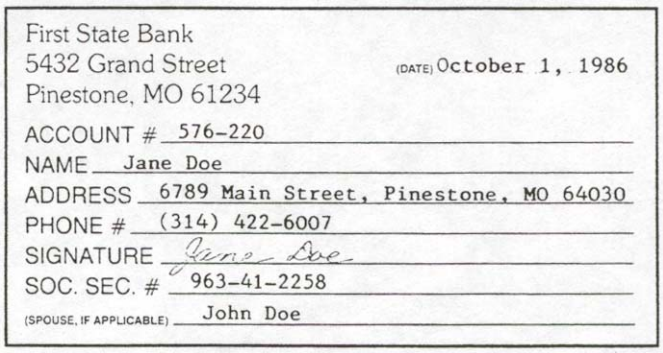
Types of accounts available include the following:

- **Regular Checking Accounts –** These accounts allow you to write checks by paying a monthly service fee. Checking may be "free" if you maintain a minimum balance (usually over $300).
- **Combination Accounts –** Certain banks and savings and loans offer "combination" checking and savings accounts that allow you to collect interest on the funds in your account and also write checks. A service charge is added and a minimum balance is usually required.
- **Bill-Paying Accounts –** Some savings and loans offer accounts that allow you to deposit funds in a savings account and to request that a certain portion be used to pay specific bills (fixed expenses such as mortgages or car payments, for example). Special codes

and numbers can allow you to use the telephone to pay bills (such as credit card purchases and utilities) for which the monthly payment varies. A fee is charged for these services, but the savings and loans forward the payment, saving you time and postage.

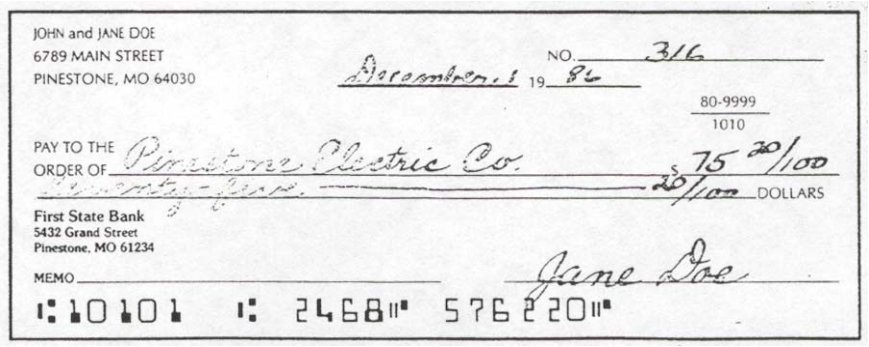
- **Credit Union Share Draft Accounts –** Some credit unions allow you to make share withdrawals to make payments while you still earn dividends on the unused money in your account. Unlike banks and savings and loans, credit unions do not charge for this service and no minimum balance is required. Many banks on or near military installations offer personalized services for Marines. You should check with your bank to see what special services may be offered, especially when reporting in at a new duty station:

Basics of Check-Writing


First State Bank
5432 Grand Street
Pinestone, MO 61234
(DATE) October 1, 1986
ACCOUNT # 576-220
NAME Jane Doe
ADDRESS 6789 Main Street, Pinestone, MO 64030
PHONE # (314) 422-6007
SIGNATURE Jane Doe
SOC. SEC. # 963-41-2258
(SPOUSE, IF APPLICABLE) John Doe

When you open your bank account, you will sign a signature card. Whenever you write a check on your account, you will sign it exactly the same way that you signed your signature card.

When you write a check, fill in the date, the name of the person or business that you are paying and the amount of the check. You will write the dollar amount twice, once in numbers and once in words. Keep a careful record of each check you, write so that you will know how much you have spent and how much money remains in your account.


JOHN and JANE DOE
6789 MAIN STREET
PINESTONE, MO 64030
NO. 316
December 1 19 86
80-9999
1010
PAY TO THE ORDER OF Pinestone Electric Co. $ 75 20/100
Seventy-five 20/100 DOLLARS
First State Bank
5432 Grand Street
Pinestone, MO 61234
MEMO
Jane Doe
⑆10101⑆ 2468⑈ 576220⑈

Balancing Your Checkbook

Each month you will receive a statement from the bank detailing each check drawn on your account and listing deposits and any service charges. Compare this statement to your record of checks written. Mark off those checks that the bank has received. Add up the amounts for checks you have written that have not cleared at your bank and subtract that figure from your bank statement. Once you have allowed for any service charges as well as for any deposits that have not been recorded yet by the bank your total should match that of your bank statement. Your bank will be happy to explain your account record-keeping to you.

Making A Personal Financial/Business File

PART I – EDUCATION

You should prepare a personal financial/business file. It will help you organize your important papers and make handling your family affairs easier.

Making the file is easier than it seems. Keep copies of the following in a safe deposit box, a safe, or other secure place to which your family has access:

- Photographs of your personal property.
- Automobile/Truck Title[s] and/or Registration Form[s]. (List the location of payment book[s] and any other repayment information or instructions.)
- Automobile Insurance Policies. (List payment instructions.)
- Mortgages, Deeds, Titles, Leases, or Tax Receipts for Real Property. (List payment instructions.)
- Real Estate Insurance Policies. (List payment instructions.)
- Financial Information. (List Bank or Credit Union Account[s], location[s] of Bank Book[s], and whether accounts are joint or single.)
- Information about Stocks, Bonds, and Mutual Funds.
- Loan, Credit Card, and Installment Agreements. (List the location of payment book[s] and any other repayment information or instructions. Also list Credit Card Numbers.)
- Important Receipts.
- Birth Certificate[s], Adoption Papers, Church/Synagogue Records, School Records, Marriage Certificate, Divorce Documents, and other important personal documents.
- Naturalization Papers.
- Letter[s] of Authorization, Powers of Attorney, Partnership Agreement[s] and other business and Legal Documents.
- Serviceman's Record Book/Officer Qualification Record (SRB/OQR). Ensure that you keep this information up-to-date.
- DD Form 93 (Record of Emergency Data). This information should also be kept up-to-date. You should verify the information and notify the Administration Office if it is not correct.
- Military Records.
- Social Security Cards.
- Federal/State/local Income, Personal Property, and Real Estate Tax Information.
- Life Insurance Policies. (List payment instructions.)
- Medical/Dental Insurance Policies. (List payment instructions.)
- Passport[s].
- Will[s].
- Prescription[s] for Eyeglasses/Contact Lenses.
- Prescription[s] for medication.

Suggestions

- Review this personal financial/business file annually. Make sure that all documents and instructions are up-to-date.
- Tell a family member, friend, banker, lawyer, or other trustworthy person where your document file and your safe deposit box key are located. Also, provide this person with any necessary instructions.

PART I – EDUCATION

Establishing Credit

The time to establish credit, oddly enough, is when you *do not* need it. Once you have some money in your bank account(s), there are several methods you can use for establishing credit.

One method is to apply for an installment payment plan. When you have saved enough money for a major purchase, give the store a down payment and payoff the rest in installments. (Ask for the shortest payoff period possible to pay the least interest.)

Another method to establish credit is to apply for a bank card (VISA or MasterCard, for example) by filling out an application at a bank where you keep your accounts. Then make an appointment with the bank manager and have that person initial your application so that the customer service representative can process it. Do not send your application to a centralized processing center on your own; you may be turned down for having "no credit file."

Make sure each spouse establishes his or her own credit history to protect against times of separation. Wives with credit cards in their husband's name can write the issuing company and request a separate line of credit or a separate credit history.

Consumer Protection

If you have problems with creditors, installment purchases, or the like, see your base Legal Assistance Attorney. Simply having the officer write a letter can often solve money complaints. If a credit installment purchase is denied to you or your family, or the charge for credit is increased because of negative information contained in a consumer report from a credit bureau, the user of the credit report must inform you of the reason that the action has been taken against you. The user must also supply the name and address of the consumer reporting agency that has made the adverse report. If you dispute the accuracy or completeness of any or all of the report, you may request that the consumer reporting agency correct the information in error. Within a reasonable period of time, the agency must reinvestigate and record the current status of the information in question. If the information is found to be in error or can no longer be verified, the consumer reporting agency must promptly delete it from your file. If the agency does not correct the information after its investigation, you can file a brief statement giving your side of the dispute. If you have any problems with creditors involving your consumer report, see your Legal Assistance Attorney.

Wise Use of Credit

Credit can be handy for getting things when it is inconvenient for you to pay cash or when cash is not available. However, you must use credit cards wisely to use them well. Accept only a few credit cards, and try to pay the balance off each month to avoid finance charges. Keep credit use to a minimum. Do not let installment debts from credit cards and short-term loans exceed 10-20 percent of your take-home pay. For instance, if your take home pay is $700/month, your installment debt should not exceed $140/month.

PART I – EDUCATION

Life Insurance

Basically, there are two types of life insurance: whole life and term. Usually, younger buyers purchase term life insurance because it is less expensive initially and it buys the maximum amount of protection for each dollar paid. However, cost for term rises as you grow older, while the cost for whole life remains the same.

Whole life insurance also has the advantage of cash value, which is like a forced savings plan. Each year, the cash value increases, and you can borrow the amount of the cash value or cancel the policy at any time and receive the cash value accumulated.

Homeowner's/Renter's Insurance

Military families residing in government quarters are entitled to file claims against the government for lost or damaged personal property. Contact the local Housing Office about the government's maximum liability on certain items.

Separate homeowner's or renter's insurance may be purchased to supplement the coverage provided by the government.

Military families not residing in government quarters should consider purchasing homeowner's or renter's insurance to protect their personal property because the government will not be responsible for any loss, damage, or liability incurred while in off-base housing.

Investments

Once you have established a financial cushion, you may want to consider investing. Learn as much as you can about financial management and basic investing by taking courses, studying self-help books, and reading the business section of newspapers and magazines.

Once you have done your homework, you can interview brokers or investment counselors to learn about ways to plan your finances and about the general financial instruments – stocks, bonds, certificates of deposit, etc. – or specific companies you want to invest in.

Power of Attorney

Military service members may want to have powers of attorney drawn up. A power of attorney gives someone else – a spouse, a lawyer, a friend, or other trustworthy person – the legal power to carry out transactions in the service members name without needing to obtain his or her signature or consent. Setting up a power of attorney, for instance, would enable your spouse to arrange for moves (selling of your house, etc.) when you are transferred.
There are two types of powers of attorney: a general power of attorney and a special power of attorney.

PART I – EDUCATION

A general power of attorney is very broad. It authorizes another person to sign any legal document in your name and, therefore, should be used with extreme caution. (For example, it could enable someone else to clean out your savings account and sell all of your property.)

A special power of attorney is limited. It authorizes another person to carry out a specific legal act in your name. Once the action is completed or a specific number of days have gone by, the power of attorney expires. (For example, you may grant a special power of attorney to a friend who is handling the sale of some property for you.) Your personal lawyer or the Legal Assistance Attorney can help you decide if you or your spouse need a power of attorney and can prepare one for you.

Lejeune Hall
Marine Corps Base Quantico

PART I – EDUCATION

PLANNING GUIDE FOR CHECKING OUT AFTER GRADUATION

General

Planning for departure after graduation is an ongoing affair almost from the time you arrive at the Marine Corps University. There are many events that require thoughtful preparation to ensure that your return is smooth and uneventful. We recommend that you study and periodically review the following planning guide:

May-June or ten months prior to graduation

____ Arrange for any observer or on-the-job (OJT) follow-on training with the IMSM at MCU, preferably before your departure from your last point of assignment.

____ Double check passports and visas to ensure they will remain valid throughout your stay.

January or six months prior to graduation

____ Start arrangements at your expected follow-on training sites.

March or three months prior to graduation

____ Establish a date for your quarters final inspection and turnover of quarters.

____ Arrange temporary lodging for your family after quarters turnover.

____ Check with the IMSPO at MCU on status of return to nation transportation/tickets.

____ Schedule final quarters inspection with Base Housing.

____ Hire cleaning company for quarters (optional).

May or one month prior to graduation

____ Turn in field manuals to respective school Support Personnel for boxing and transport to the Transportation Management Office.

____ Request transportation to the airport through the IMSM.

____ Notify IMSPO of all guests attending graduation.

____ Arrange for cleaning quarters and clearing housing.

____ Start arrangements for selling your automobile.
____ Submit post-graduation address to IMSPO.

PART I – EDUCATION

____ Inform Faculty Advisor where you want copies of your academic performance sent.

____ Arrange for transferring your children's academic records.

____ Arrange for return or sale of your automobile.

One week prior to graduation

____ Turn in your key to your mail box.

____ Turn in your USMC field jacket (if checked out).

____ Turn in your books (other than field manuals) and mail box key.

____ Remove your lock from your PT locker.

____ Settle Officers' Club account.

____ Check out with the library.

____ Return or sell your automobile.

____ Pick up copy of your academic record.

____ Check out with the Billing Office at the Naval Medical Clinic.

____ Arrange to close your banking account.

____ Arrange payment of phone and utilities.

Prior to Leaving the USA

____ Turn in your U.S. Military identification cards to the IMSPO.

____ Close your banking account.

____ Settle rent and deposit for off-base housing.

____ Payment of phone and utilities bills.

____ Clear Housing (clean quarters).

____ Pick up medical records.

PART II – GENERAL INFORMATION

UNIFORMS

The training and social activities at the Marine Corps University will involve many different types of activities, each of which require an appropriate uniform to be worn by Marine and sister service officers, and International Military Students during the academic year. Following the prescribed dress in the weekly schedule, the International Military Students will wear their equivalent uniforms. On the following pages are pictures of these United States Marine Corps Uniforms. It is important that you bring the appropriate uniforms with you to the Marine Corps University to wear as needed. Also, be advised that although there are numerous US military clothing stores in the Washington area, adequate supply and required sizes may not always be available.

Note:

a. There will be no requirement for the wearing/use of swords/sabres during your year at the University.

b. You will hear the term "blouse" used at the University. This refers to the Marine service dress uniform. "With blouse" means the "A" or "Alpha" uniform: it is the outer coat and, when worn, the long sleeve shirt and tie are worn underneath it. (See Figure L-3.)

c. The following military uniforms will be worn by Marine officers on the below listed occasions:

(1) Evening Dress (Figure L-1)

(2) Commanding General's Autumn reception – Dress Blue/Whites (Figure L-2)

(3) President of MCU's IMS Fall Reception – Service "A"

(4) Marine Corps Ball, early November – Evening Dress (Figure L-1)

(5) Graduation – Dress Blue/Whites (Figure L-2)

(6) Country Recognition Day – the uniform of the day (or IMS choice)

(7) Normal daily activity (called "Uniform of the Day") – Summer Service "C" in the summer, late spring, and early autumn (School Director discretion, Figure L-6), and Service "B" in the late autumn (School Director discretion, Figure L-6), winter, and early spring. (Note: in

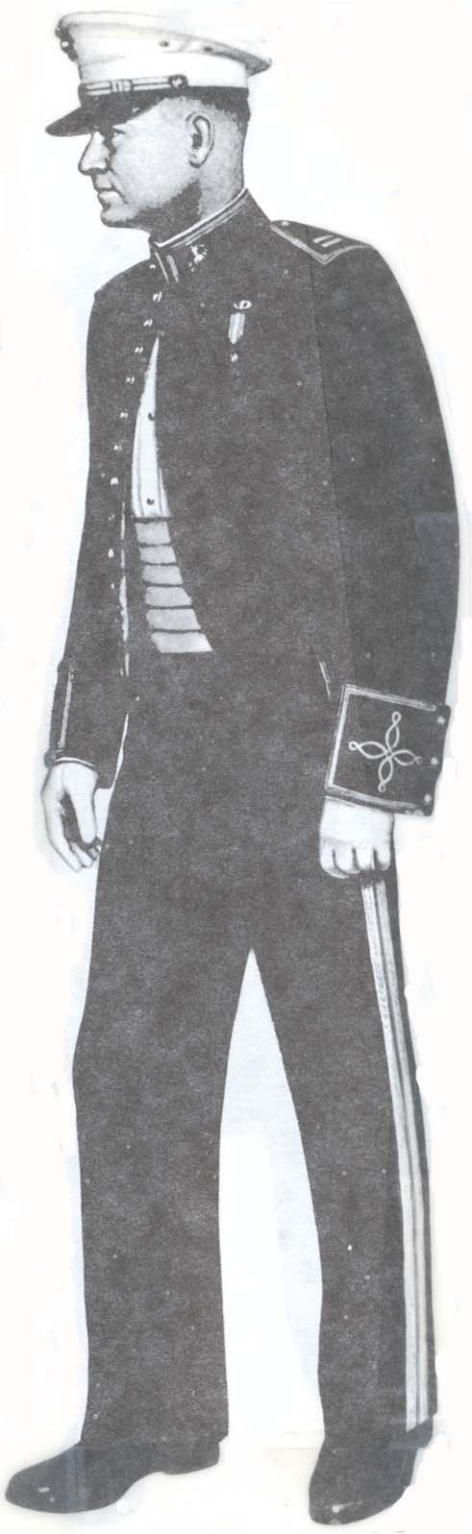


Figure L-1 – Evening Dress "B"

the winter when Service "B" is worn, another uniform based on this can be worn: long sleeve shirt, wooly-pully sweater, and open collar.) (Figures L-5 and L-6)

(9) Field Work – Utility Uniform (Figure L-6). This uniform can also be designated as the uniform of the day.

Figure L-1 depicts the US Marine Evening Dress "B" uniform. This uniform is worn during formal evening functions at which civilians would normally wear evening clothes ("black tie") in the winter months. This uniform will be worn for the Marine Corps Ball celebration, the Marine Corps birthday, and possibly the mess night depending upon the date of that occasion.

NOTE: Officers from countries that do not have an evening dress equivalent should wear their equivalent of the Marine Blue/ White Dress "A" or "B" as appropriate. See Figure L-2.

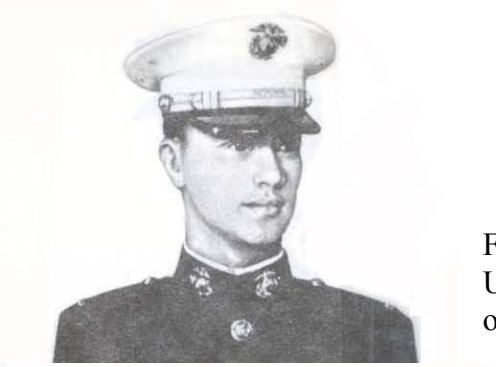


Figure L-2 depicts the US Marine Dress Blue/ White Uniform. This is a dress uniform worn by US Marine officers at special occasions during the year. It is shown in the picture with medals, but may also be appropriate with ribbons and badges. This uniform may be worn at receptions, weddings, embassy functions, etc.

NOTE: Dress Blue jacket worn with white trousers are Dress Blue White. When worn with blue trousers it is called Dress Blue.

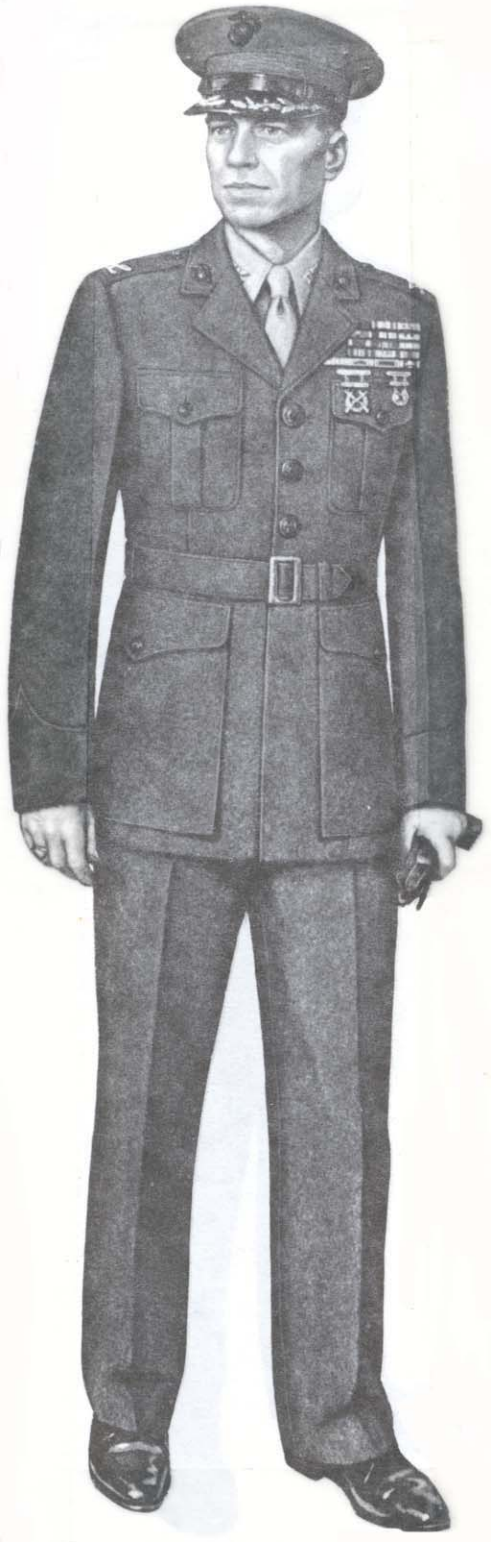


Figure L-2 – Blue/Whites Dress Uniform

Figure L-3 depicts the US Marine Service Dress uniform. This is a very important uniform as it is appropriate all year around. This uniform is always "correct" in normal daily routine.

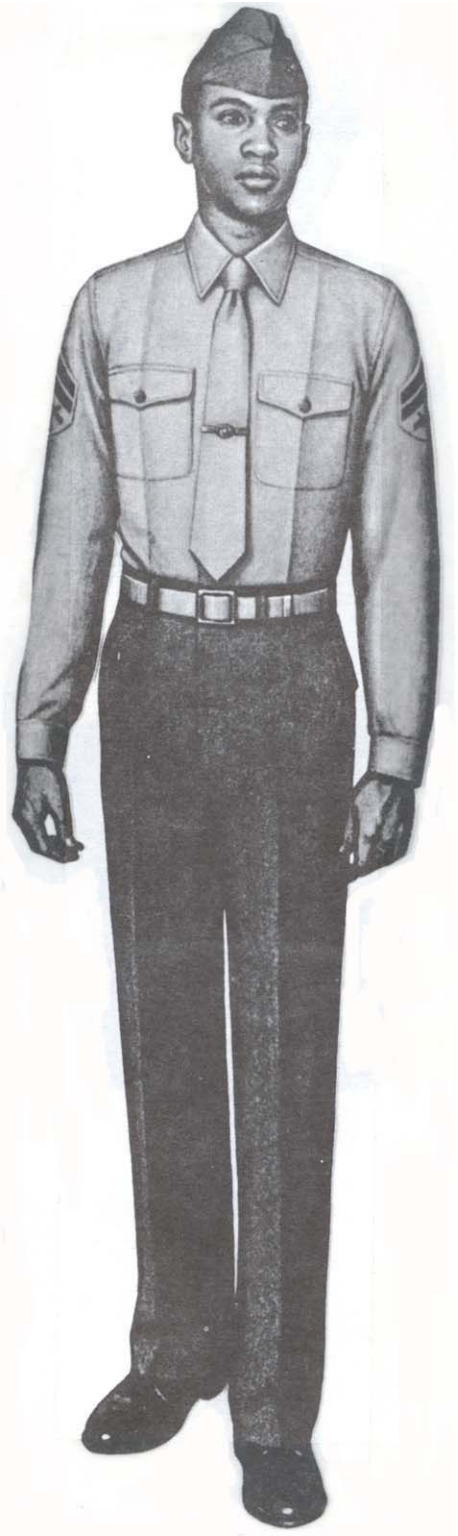


Figure L-3 – Service Dress Uniform

Figure L-4 depicts the US Marine Service "B" uniform. This uniform consists of the long sleeve shirt, tie, and trousers worn with the Marine Service dress uniform (Figure L-3). Students can wear this uniform on a daily basis in classrooms. When winter uniforms are authorized, it is worn with a wool sweater. When worn with a sweater, no tie is worn and the collar is opened. During the winter months, this is the normal daily uniform at the University.

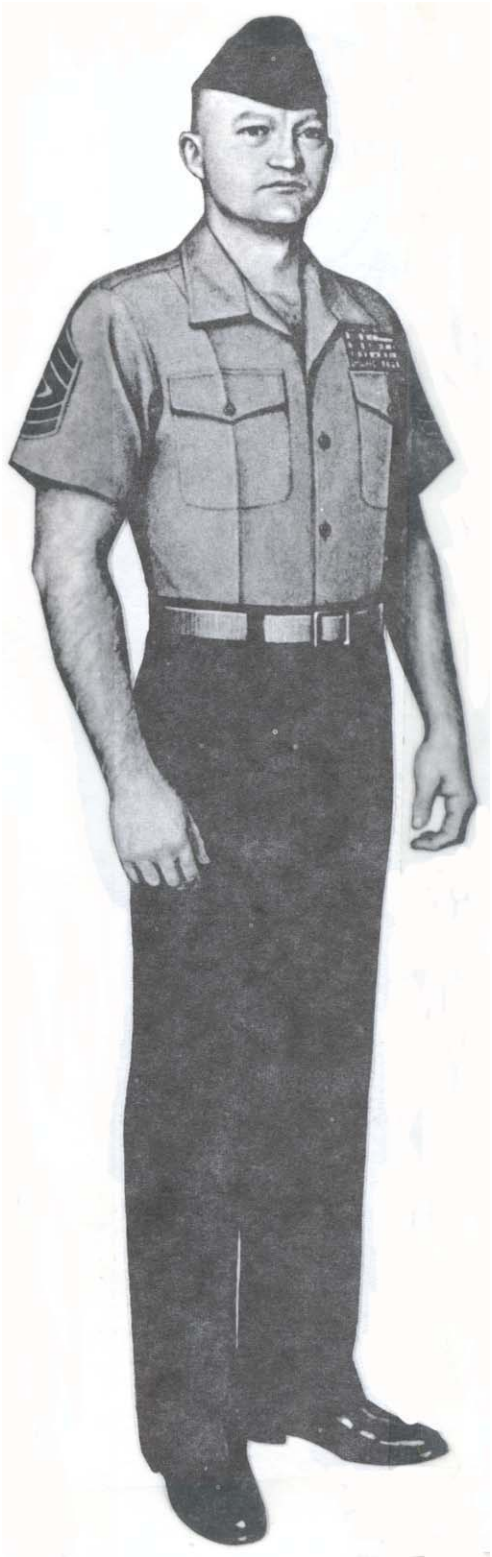


Figure L-4 – Service "B" Uniform

Figure L-5 depicts the US Marine Service "C" uniform. This uniform consists of a short sleeve shirt with no tie and is worn by students on a daily basis during the spring, summer, and early autumn. It is worn with ribbons.

NOTE: There is no need to bring swords or Sam Browne belts unless these items are a required part of your uniforms. The Marine officers at the University will not wear these items.

Figure L-5 – Service "C" Uniform

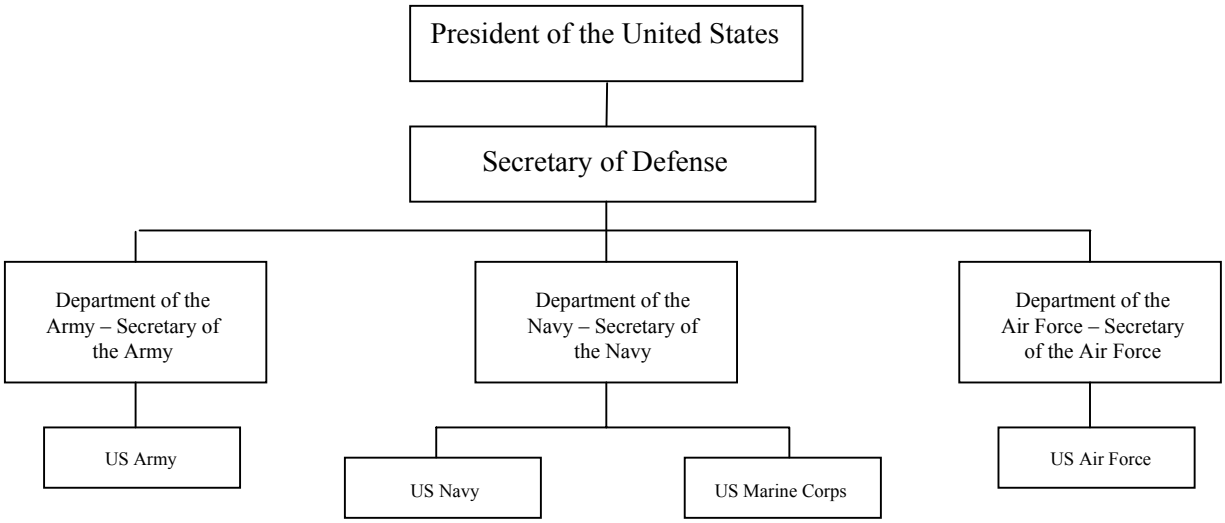
For field work or designated classroom work.

Figure L-6 – Utility Uniform

PART II – GENERAL INFORMATION

MILITARY INSIGNIA

In the United States, there are four independent and co-equal armed services. They are the US Army, US Air Force, US Navy, and US Marine Corps. The US Marine Corps is not part of the US Navy, but is a co-equal service; both the US Navy and the US Marine Corps are part of the Department of the Navy. All four armed forces belong to the Department of Defense, an arm of the executive branch of the US Government. Although there are Secretaries of the Army, Navy, and Air Force, only the Secretary of Defense is part of the cabinet of the United States. A simplified box or wire diagram would look like this:



Note: The US Coast Guard is not part of the armed forces of the United States; rather, it is a part of the Department of Transportation. The US Merchant Marine is also part of the Department of Transportation, but many of its officers hold commissions in the US Navy Reserve.

While in the United States, it is important for you to know the uniforms and rank insignia of its members. The accompanying figures give the rank insignia of the officers, warrant officers, and enlisted men of the US Marine Corps. Officer insignia and titles of rank of the US Army and US Air Force are the same as for the US Marine Corps, and insignia of officers grade in the US Navy are the same as the other services.

Note: In the United States, it is the custom to salute senior officers when out-of-doors. Personnel, especially Marines, are trained to do this and to expect salutes to be returned by senior officers. Hence, when an enlisted Marine or junior officer gives you a salute, you must return it with an appropriate greeting, i.e., “Good Morning”, “Good Afternoon”, or “Good Evening”, or another greeting suitable for the occasion. This is the custom and our personnel adhere to it.

We customarily uncover as soon as we go indoors. (The only exception is for guard personnel who remained covered when under arms.) Naval officers never salute uncovered. The US Army has slightly different customs, but you will be safe to observe the foregoing rules.

PART II – GENERAL INFORMATION

	Army	Air Force	Navy	Marine Corps
O-10	General	General	Admiral	General
O-9	Lieutenant General	Lieutenant General	Vice Admiral	Lieutenant General
O-8	Major General	Major General	Rear Admiral (Upper Half)	Major General
O-7	Brigadier General	Brigadier General	Rear Admiral (Lower Half)	Brigadier General
O-6	Colonel	Colonel	Captain	Colonel
O-5	Lieutenant Colonel	Lieutenant Colonel	Commander	Lieutenant Colonel
O-4	Major	Major	Lieutenant Commander	Major
O-3	Captain	Captain	Lieutenant	Captain
O-2	1st Lieutenant	1st Lieutenant	Lieutenant Junior Grade	1st Lieutenant
O-1	2nd Lieutenant	2nd Lieutenant	Ensign	2nd Lieutenant
E-10		Chief Master Sergeant of the Air Force		

E-9	Command Sergeant Major Sergeant Major	Chief Master Sergeant	Master Chief Petty Officer of the Navy Master Chief Petty Officer	Master Gunnery Sergeant Sergeant Major Sergeant Major of the Marine Corps
E-8	First Sergeant	Senior Master Sergeant	Senior Chief Petty Officer	First Sergeant Master Sergeant
E-7	Platoon Sergeant or Sergeant 1st Class	Master Sergeant	Chief Petty Officer	Gunnery Sergeant
E-6	Staff Sergeant	Technical Sergeant	Petty Officer 1st Class	Staff Sergeant
E-5	Sergeant	Staff Sergeant	Petty Officer 2nd Class	Sergeant
E-4	Specialist Corporal	Senior Airman	Petty Officer 3rd Class	Corporal
E-3	Private 1st Class	Airman First Class	Seaman	Lance Corporal
E-2	Private (PV-2)	Airman	Seaman Apprentice	Private 1st Class
E-1	No Insignia Private (PV-1)	No Insignia Airman Basic	Seaman Recruit	No Insignia Private

PART II – GENERAL INFORMATION

A BRIEF HISTORY OF THE UNITED STATES MARINE CORPS

On 10 November 1775 the date traditionally given for the birth of the United States Marine Corps, the Continental Congress ordered that "two battalions of Marines be raised" to serve as landing forces with the fleet. Serving both on land and at sea, these first Marines distinguished themselves in a number of important operations, including their first amphibious raid at New Providence in the Bahamas in March 1776.

Following the Revolutionary War, the Marine Corps was disbanded in 1783. However, on 11 July 1798, Congress reestablished it. In the next few years, US Marines saw action in the undeclared naval war against France (1798-1800), in Santo Domingo (1800), in the Caribbean, and on the famous "shores of Tripoli" in North Africa.

Marines participated in numerous naval operations during the War of 1812. They also helped to defend Washington at Bladensburg, Maryland (1814) and participated in Andrew Jackson's defeat of the British at the Battle of New Orleans (1815).

During the Mexican War (1846-1848), Marines landed at many seaports on both the Gulf and Pacific coasts. A battalion of Marines joined General Scott's army at Puebla and marched and fought all the way to the "Halls of Montezuma" in Mexico City.

Marines served both on land and at sea during the American Civil War (1861-1865). A battalion fought at Bull Run, while other units joined the blockading squadrons at Cape Hatteras, New Orleans, Charleston, and Fort Fisher. However, most Marines saw service at sea, performing traditional missions aboard US Navy ships and at naval stations ashore.

Following the Spanish-American War (1898), in which Marines performed with valor in Cuba, Puerto Rico, Guam, and the Philippines, the Corps began an era of expansion and development. Marines saw active service in the Philippine Insurrection (1899-1902), the Boxer Rebellion in China (1900), and in nations such as Nicaragua (1899, 1909-10, 1912-13), Panama (1901-04), the Dominican Republic (1903, 1904, 1916-24), Cuba (1906-09, 1912, 1917), Mexico (1914), and Haiti (1915-34). Many of these operations have been called "small wars," and in the inter-war period, the Marine wrote a major doctrinal publication on such commitments titled The Small Wars Manual.

In World War I, the Marine Corps distinguished itself on the battlefields of France. The major combat unit was the 4th Marine Brigade, composed of the 5th and 6th Regiments and the 6th Machine Gun Battalion. The brigade earned the title of "Devil Dogs" for heroic action at Belleau Wood, Soissons, St. Mihiel, Mont Blanc, and in the final Meuse-Argonne offensive (1918). Marine aviators also played a part in the war effort, flying day bomber missions over France and Belgium, while also participating in anti- submarine operations.

In the inter-war period, the Marine Corps developed the amphibious warfare doctrine at the Marine Corps Schools, Quantico, Virginia. Concurrently, efforts began to acquire the needed equipment to implement the doctrine. Also in 1933, the Fleet Marine Force was established as

an operational element of the US Fleet; although the Commandant of the Marine Corps was tasked with raising, equipping, and training of the Fleet Marine Force, operational control of it was vested in the Commander-In-Chief, US Fleet.

During World War II, the Marine Corps expertise in amphibious warfare was proven at Guadalcanal, Tarawa, Kwajelein, Eniwetok, Guam, Saipan, Tinian, Peleliu, Iwo Jima, and Okinawa. By the end of the war in 1945, the Marine Corps had grown to include six division, four aircraft wings, and supporting troops, organized into two Amphibious Corps. Its strength in World War III peaked at over 600,000.

The late 1940's saw the Marine Corps continued its merger of technology and doctrine, including the addition of helicopters to its fighting capabilities and the gradual development of vertical assault doctrine to complement the waterborne ship-to-shore movement of amphibious warfare doctrine. These capabilities and the doctrine of amphibious assault were proved both useful and necessary in the landing at Inchon, Korea (1950). After the Marines recaptured Seoul, they advanced to the Chosin Reservoir, only to see the Chinese Communists enter the war. Thereafter, Marines served in combat in Korea on the ground and in the air until the armistice of 1953 ended the "police action" in Korea. Finally, the last Marine ground troops were withdrawn from the Korean Peninsula in 1955.

The landing of the 9th Marine Expeditionary Brigade at Da Nang in 1965 marked the beginning of large-scale Marine Corps involvement in Vietnam. By the summer of 1968, after the enemy's TET offensive, Marine Corps strength in Vietnam rose to a peak of approximately 85,000. Most Marine operational units were stationed in I Corps, or the northern part of South Vietnam. The major units that saw action in that nation were the 1st, 3d, and 5th Marine Divisions, and the 1st Marine Aircraft Wing. In 1969, as the South Vietnamese began to assume a larger role in the fighting, a Marine withdrawal began; the last air unit stopped operating over the country in August 1973, thus marking the end of Marine Corps involvement in the Vietnam Conflict.

In July 1974, Marines helped evacuate US citizens and foreign nationals during the unrest on Cyprus. The following year saw Marines evacuating embassy staffs and American citizens in Phnom Penh, Cambodia and Saigon, Republic of Vietnam.

Following Vietnam, the Marine Corps continued to serve in its capacity as a Force in Readiness, participating in the Iran rescue mission, operations in Grenada, deployments to Beirut, Lebanon, and a return to Panama.

The Marine Air-Ground Task Force concept was also heavily employed in the recent conflict in Southwest Asia, and along with Marine Corps amphibious capability, contributed greatly to the liberation of Kuwait. In addition, continuing to remain on call for emergencies throughout the world, Marines have assisted in refugee relief in Northern Iraq, typhoon rescue operations in Bangladesh, famine relief operations in Somalia, and most recently in the restoration of democracy in Haiti.

The Marine Corps has served the people of the United States heroically for more than two centuries. The Corps stands ready today, as it did in 1775, to continue its proud tradition.

PART II – GENERAL INFORMATION

The mission of all the schools at Quantico is to educate and train Marines, especially the officer corps from entry (Officer Candidate School), through initial training as a second lieutenant (The Basic School), through career level schooling as a captain (Amphibious Warfare School), to intermediate level schooling as a major (Command and Staff College). Marine officers (lieutenant colonels) selected to attend a war college attend a sister service college (US Army War College, Carlisle Barracks, Pennsylvania; the Naval War College, Newport, Rhode Island; or to US Air Force War College, The Air University, Maxwell Air Force Base, Alabama), colleges operating under the Joint Chiefs of Staff (The National War College or the Industrial College of the Armed Forces, The Defense University, Fort McNair, Washington, D.C.), or other institution in the United States or foreign nations. Marine enlisted personnel receive recruit training at one of two Marine Corps Recruit Depots, either at Parris Island, South Carolina, or San Diego, California; subsequent training is conducted at many bases and Academy, also at Quantico.

PART II – GENERAL INFORMATION

GLOSSARY OF TERMS

Below is a glossary of terms and words, with their meanings, with which you should become familiar immediately after your arrival at the Marine Corps University. These words/phrases will be used quite often when describing the Security Assistance Training Program and will be useful to you in answering your administrative questions and needs.

Active Duty Full-time duty in the US Armed Forces

BAH Basic Allowance for Housing. A fixed sum allotted monthly to US military personnel based on rank and marital status to pay for their housing. The amount determines the rent charged to IMSs for their use of military housing.

BOQ Bachelor Officers Quarters. Housing for single officers or unaccompanied married IMSs at Liversedge Hall.

Cash Sales The military store selling only uniform items at fixed government rates.

CD Course Director. A faculty member (officer or civilian) responsible for designing and executing one of the course/sub-courses of the University curriculum.

CID Criminal Investigative Division. A branch of the military police concerned with investigating offenses.

CO Commanding Officer. The commander for whom a service member works. The CO is charged with the operational and administrative functioning of the unit. The Commanding Officer is responsible for everything that happens or doesn't happen within the unit.

Chain of Command The organization within the unit that lists who works for whom. Everyone in the chain of command is tasked to help those below him/her in the unit and to care for their families. Official communication with seniors is conducted through the "chain of command."

Commissary The grocery store on base where service members and their families can purchase food, beverages, etc., at prices usually lower than in civilian stores.

CONUS The continental United States. That portion of the country's total area minus Alaska, Hawaii, and the overseas territories.

DOD Department of Defense. The military and civilian establishment comprising the nation's national defense. Roughly equivalent to the Ministry of Defense in many nations.

DODDS Department of Defense Dependent Schools. Schools established for the children of service members and Department of Defense personnel stationed abroad. At Quantico there is a DODDS school system from grades 1 to 12 (ages 6 to 18).

PART II – GENERAL INFORMATION

Dependent A legal term used for a person receiving all or a portion of necessary financial support from a service member. Authorized dependents include spouses, remarried widows or widowers, unmarried children (including adopted children, stepchildren, and illegitimate children under the age of 21, unmarried children between 21 and 23 who are attending college full-time), parents or parents-in-law who are dependent upon the service member for more than one-half of their support, and unmarried illegitimate children (if actually dependent upon and acknowledged by the service member). (Note: concept also applies to international military students.)

FMF Fleet Marine Force. The combat or operational forces of the Marine Corps. There are two fully manned "FMF's": FMFLANT in the Atlantic and FMFPAC in the Pacific, plus a nucleus headquarters in London, "FMFEUR."

Family Member Term which includes a service member's spouse, children, parents, or anyone else who is eligible for an ID card. (Also applies to International Military Students.)

FMS Foreign Military Sales. Pertains to those nations that have purchased billets at US military schools or military arms without subsidization from the United States.

ID Card Identification Card. Your entry pass for military privileges and activities. Issued to you and your dependents above the age of 10 years.

IMET International Military Education and Training. The portion of grant aid that includes formal and informal instruction of IMSs in the United States or overseas by military or civilian personnel of the US Government.

IMS International Military Student. A national of a foreign government who is receiving education or training or is touring USG activities under the sponsorship of the SATP.

IMSM International Military Student Manager. Mrs. Linda Wesley is designated as the Marine Corps University's coordinator and monitor of the SATP. She handles all administration of IMSs at Quantico.

IMSPO International Military Student Program Office. The IP manager at each of the Marine Corps Schools. The IMSPO at Marine Corps University coordinates the IP and MEP curriculums.

IOC IMS Orientation Course. A three-week course for acquainting the newly arrived IMS to the US, the Marine Corps, and the Marine Corps University.

IP Informational Program. The DOD Informational Program that affords the opportunity for IMSs to become familiar with the United States; its social, cultural, and political institutions; and its people and its way of life.

ITO Invitational Travel Order. A written authorization (DD Form 2285) for IMSs to travel to, from, and between US activities for the purpose of training under the SATP.

JSAT Joint Security Assistance Training Regulation. The US directive that establishes the organization and regulations governing the SATP.

PART II – GENERAL INFORMATION

Leave Military vacation time. US military personnel earn 2.5 calendar days for each month of active duty. Emergency leave is granted if an emergency situation requires a service member to be home. (Note: For international officers, your country must approve all leave after graduation.)

Liberty Short periods of authorized absence from a unit; authorized liberty limits are usually within a 300-mile radius of a home station.

MCU Marine Corps University. The USMC system of professional military education at Quantico. Includes CSC, Amphibious Warfare School, The Basic School, the Officer Candidate School, and the Staff Noncommissioned Officer Academy.

MEP Military Education Program. A mandatory program for all IMSs at MCU, which provides necessary basic information about the USMC and the sister services to aid in understanding the course curriculum.

MOQ Married Officers Quarters. On base housing for commissioned officers. IMSs rate the same quarters as US students according to rank.

MPs Military Police. Members of security battalion who enforce the laws on base. When an MP is on duty, all military and civilian personnel are required to follow his or her directions.

MWR Morale, Welfare, and Recreation. A civilian branch of the Quantico Base establishment, which runs such supporting activities as the PX, gymnasium, family services, and the base theater.

MOS Military Occupational Specialty. A service member's specific military skill such infantry, artillery, aviation etc.

NCO Noncommissioned Officer. An enlisted Marine in the pay grades of E-4 and E-5, with the rank of corporal and sergeant respectively.

Observer Training Special training conducted to permit IMSs to observe US DOD techniques and procedures. Conducted and coordinated by the IMSM.

OJT On the Job Training. A training process whereby IMSs acquire knowledge and skills through the actual performance of duty under competent supervision following an approved program.

PCS Permanent Change of Station. Relocation of military personnel from one permanent station to another. Certain financial entitlements are available to pay the cost of the relocation.

PME Professional Military Education. The career-long process of educating officers and noncommissioned officers as the seniority and responsibilities increase.

PME Exchange	A program where two nations swap military students on a continual basis and each of the host nations fund the foreign students course costs. Currently USMC MCU supports two of these exchanges.
PX	Post Exchange/MCX. Department store on base where service members and families can purchase household goods. (On Air Force bases, the "PX" is often called the "BX".)
Port Call	Place and date a service member reports for transportation to an overseas duty assignment. It is arranged through the local passenger transportation office.
Proficiency Pay	Special pay for dangerous, skilled, or undesirable assignments. Flight Pay, Hazardous Duty Pay, and Hostile Fire Pay are examples of Proficiency Pay.
SAO	Security Assistance Organization. DOD elements located in a foreign country with assigned responsibilities for carrying out security assistance management.
SATP	The Security Assistance Training Program. US military training to eligible countries. Consists of IMET, FMS, and PME exchange.
SNCO	Staff Noncommissioned Officer. An enlisted Marine in the pay grades of E-6 through E-9 with the ranks of staff sergeant through Sergeant Major/Master Gunnery Sergeant.
Sponsor	The husband, wife, parent, or other guardian who is on active duty in the US armed forces. (International Military Students are sponsors for their dependents.) In the IMS program, the officer and civilian designated to assist the IMS's orientation to the United States.
TAD	Temporary Additional Duty. A period of time spent away from the permanent duty station. Certain financial entitlements help pay for the cost of being on TAD.
UA	Unauthorized Absence. Being away from the Marine Corps without proper authorization.
Uniformed Service Medical Facility	A military hospital or clinic; the difference is that a hospital provides more services and has more medical personnel and trained specialists.
MCCDC	Marine Corps Combat Development Command
TECOM	Training and Education Command
MCU	Marine Corps University
MCB	Marine Corps Base
HQMC	Headquarters Marine Corps
MCWAR	Marine Corps War College
EWS	Expeditionary Warfare School

PART II – GENERAL INFORMATION

CSC Command and Staff College

OCS Officer Candidates School

CCSS Command and Control Systems School

TBS The Basic School

MARCORSYSCOM Marine Corps Systems Command

MCWL Marine Corps Warfighting Lab

PART II – GENERAL INFORMATION

QUANTICO MAP

Advanced Warfighting School	(703) 784-1030
Aero Club	(703) 640-6596
American Red Cross	Emergency Services: (703) 784-3113 After working hours: (202) 728-6499
Amphibious Warfare School	(703) 784-2536
Animal Warden	(703) 784-2791
Auto Repair Hobby Shop	(703) 784-2729
Auto Repair Service Center	(703) 640-7400
Bachelor Housing	Barker Hall: (703) 784-4263 Burke Hall: (703) 784-5346 Matthews Hall: (703) 784-4021 Phipps Hall: (703) 784-3371 Singleton Hall: (703) 784-4358 Whelan Hall: (703) 784-5240 Liversedge Hall: (703) 784-3148 SNCO BEQ: (703) 784-2274
Band, Quantico Marine	(703) 784-2939
Barber Shop	Mainside: (703) 640-6497 MCX Mall: (703) 640-7900 TBS (703) 640-7501
Boat Docks	Lunga Reservoir: (703) 784-5270 Marine Mainside: (703) 784-2359
Bowling Center	(703) 784-2210
Cash Sales	(703) 784-2460
Cemetary, Quantico National	(703) 221-2183
Ceremonial Platoon	(703) 784-2814
Chapels	USMC Memorial: (703) 784-2035 Community Activity Center: (703) 784-2512
Chaplains	Command Chaplain: (703) 784-2131 H&S Battalion: (703) 784-2784 Support Battalion (TBS): (703) 5389 Officer Candidates School: (703) 784-2926 Weapons Training Bn: (703) 784-5389
Child Care	Child Development Center: (703) 784-2716 Family Home Day Care: (703) 784-2323 School Age Care: (703) 784-2615
Civilian Human Resources	Employee Locator: (703) 784-2049 Job Announcements: (703) 784-2048 NF Employees: (703) 784-5813 Equal Opportunity: (703) 784-3337 Employee Relations: (703) 784-2221 Employee Training: (703) 784-3120 Job Information (703) 784-2048 Payroll: (703) 784-4312

Clubs at Quantico	Officer Club: (703) 784-2676 TBS Officers/Hawkins Bar: (703) 784-5238 SNCO Club: (703) 784-2676 Enlisted Clubs: (703) 784-2676 TBS Enlisted: (703) 784-5223 WTBn Enlisted: (703) 784-5595
Command and Staff College	(703) 784-3330
Commissary	(703) 784-2233
Community Relations	(703) 784-2741
Community Services (MCCS)	Retail Services: (703) 640-8802 Food Operations: (703) 784-4262 Recreation: (703) 784-2014 Facilities: (703) 784-2641 Finance: (703) 784-3483 Marketing: (703) 784-5803 Semper Fit: (703) 784-2014
Correctional Facility (Brig)	(703) 784-2718
Crossroads Inn	1-800-965-9511
CVIC Photo, Graphics and Video	(703) 784-2703
Defense Printing Service	(703) 784-2206
Defense Reutilization and Marketing Office (DRMO)	(703) 784-5398
Dental Clinic	(703) 784-2802
Dependents Enrollment Eligibility Reporting System (Deers)	(703) 784-2758
Dining Facilities	Bruce Hall: (703) 640-0965 Bobo Hall: (703) 640-6944 Maxam Hall: (703) 640-6414 WTBn.: (703) 784-5246
Directory Assistance Operator	Base (703) 784-2121 DOD Operator (DSN) 227-0101 DSN Operator (DSN) 231-1311
Disbursing	(703) 784-2400
Drug and Alcohol Control (CSAC)	(703) 784-3503
Dry Cleaning/ cleaners/laundry	Tailor Shop: (703) 640-6902
Duty/Staff Duty Officers	MCCDC: (703) 784-2707 H&S Bn: (703) 784-2261 MCAF: (703) 784-4224 OCS: (703) 784-2351 SecBn: (703) 784-3371 TBS: (703) 784-5207 EOD: (703) 784-5314
Exceptional Family Member Program	(703) 784-2172
Education Office	(703) 784-3308
Emergency Services	911
Environmental Affairs	(703) 784-4030
Facilities Maintenance	(703) 784-2557

Family Advocacy	(703) 784-3523
Family Housing Office	(703) 784-2711
Family Service Center	(703) 784-2650
Family Team Building	(703) 784-3790
Fish and Wildlife Office	(703) 784-5383
Flower Shop	(703) 441-9931
Forestry	(703) 784-5324
Game Warden	(703) 784-1244
Golf Course	(703) 784-2424
Guadalcanal Area	(703) 784-5321
Family Housing Office	(703) 784-2711
Information	(703) 784-2121
Larson Gym	(703) 784-2003
Legal Assistance	(703) 784-3122
Libraries	Family Library: (703) 784-4383 Research Center: (703) 784-2240 Video Repository: (703) 784-2382
Liversedge Hall	(703) 784-3148
Locator	Military, Local: (703) 784-2506 Military, World Wide: (703) 784-3942 Civilian: (703) 784-2049 TBS Enlisted: (703) 784-5249 TBS Officer: (703) 784-5513
Logistics Division	(703) 784-2699
Lunga Reservoir	(703) 784-5270
Marina	(703) 784-2359
Marine Corps Association	(703) 640-6161
Marine Corps Exchange	(703) 640-8800
Marine Corps Marathon Office	1(800) 786-8762
Marine Corps Museums	(703) 784-2606
Media Relations	(703) 784-3255
Military Police	(Calls recorded) (703) 784-2251
Movie Theater (Little Hall)	(703) 784-2638
Natural Resources	Forestry Branch: (703) 784-5324 Hunter Checkout (703) 784-5323 License Sales (703) 784-5329
Naval Medical Clinic	(703) 784-1699
New Parent Support	(703) 784-4248
Noise Complaints	(703) 784-2741
Office Machine Repair	(703) 784-2569
Officer Candidates School	(703) 784-2353
Optical Shop	(703) 445-1532

Package Store	(703) 221-4553
Passenger Travel (TMO)	(703) 784-2835
Passport Agent	(703) 784-2682
Post Office	Quantico: (703) 640-7405 OCS: (703) 784-4293
Property Control	(703) 784-5398
Public Affairs	(703) 784-2741
Quantico Sentry	(703) 784-2741
Quantico Stables	(703) 784-2930
Ramer Hall Gym	(703) 784-5325
Range Control	(703) 784-5321
Recycling Center	(703) 784-3121
Reserve Affairs	(703) 784-2471
Safety Division	(703) 784-2530
Schools	Ashurst: (703) 221-4108 Burrows: (703) 640-6118 Quantico High: (703) 221-3154 Quantico Middle: (703) 221-9775 Russell: (703) 221-4161
Self Service Center	(703) 784-2876
Semper Fit	(703) 784-2672
Seven Day Store	(703) 640-6615
Staff NCO Academy	(703) 784-2875
Swimming Pools	All Hands: (703) 784-2973 Officer Pool: (703) 784-3507 TBS Pool: (703) 784-5325
Teen Club	(703) 784-2249
Telephone, Base service	(703) 784-4500
The Basic School	(703) 784-5206
Thrift Shop	(703) 640-7430
Tickets and Tour (REC/ITT)	(703) 784-6259
Traffic Court Officer	(703) 784-3696
Traffic Management (TMO)	(703) 784-2831
TRICARE, Sierra Health	1-888-999-5195
Uniform Shop	(703) 640-8827
Vehicle Registration	(703) 784-2800
Veterinary Clinic	(703) 784-2770
Youth Center	(703) 784-2249
Youth Sports	(703) 640-0748

UNITED STATES MARINE CORPS
MARINE CORPS EDUCATION COMMAND
MARINE CORPS UNIVERSITY
2076 SOUTH STREET
QUANTICO, VIRGINIA 22134-5067

IN REPLY REFER TO:

1000
C40
11 Mar 02

MARINE CORPS UNIVERSITY POLICY LETTER 2-02

From: President, Marine Corps University/Commanding General, Education Command
To: Distribution List

Subj: MARINE CORPS UNIVERSITY (MCU) PLAGIARISM POLICY

1. Purpose. To provide MCU guidance for instances of plagiarism or suspected plagiarism.

2. Background

a. Plagiarism is generally defined as the presentation of another's writing or another's ideas as one's own without appropriate citation or credit. It is a serious violation of ethics and scholarship and constitutes serious misconduct for a military member or government employee. Detection can therefore result not only in academic sanctions (e.g. dismissal from a program, adverse fitness report, denial of promotion, etc.) but also civil action and, under certain circumstances, criminal prosecution.

b. The misuse of writings of another author, even when one does not borrow exact wording, can be as unfair, as unethical, and as unprofessional as outright plagiarism. Such misuse includes the limited borrowing, without attribution, of another writer's distinctive and significant research findings, hypotheses, theories, rhetorical strategies, interpretations, as well as an "extended" borrowing even with attribution. Simply because material may exist in the public domain does not mean it can be used in an academic setting without proper citation.

3. Forms of Plagiarism

a. The most common forms of plagiarism are:

(1) Appropriation of either whole papers or merely exact phrasing from another source, without quotation marks or footnote attribution.

(2) The presentation of other writers' unique ideas, which derive from previously published works but which are not acknowledged as derivative from those sources.

b. The clearest abuse is the presentation of another writer's work as one's own, or use of another's language without quotation marks and note citation. More subtle abuses include the appropriation of concepts, data, or notes, all disguised in newly crafted sentences, or reference to a borrowed work in an early note and coupled with extensive further use without attribution. Plagiarism also includes improper use of material extracted from the Internet, other electronic sources, and verbatim passages used in oral presentations without proper acknowledgment. All such tactics reflect an unworthy disregard for the contribution of others.

c. A less frequent, but equally unethical, form of plagiarism is submission of the same paper as original work to satisfy the requirements of more than one course.

d. The best defense against possible plagiarism is thorough documentation of the work. All MCU students will familiarize themselves with individual school or college policies as contained in the school's respective Standard Operating Procedures and the recommended style manuals that contain detailed examples of proper citation.

4. Policy. The following policies regarding plagiarism will be followed at MCU:

a. All University faculty, staff, and students must be vigilant against plagiarism violations and immediately report instances to their respective school or college leadership.

b. Student works will consist primarily of the student's own thoughts and words, expressed in his/her own phrasing.

c. When a writer uses ideas or wording that are not his or her own but presents them as if they were, he or she has committed plagiarism.

d. Instructors or faculty who believe they have detected plagiarism will request the convening of a Student Performance Evaluation Board (SPEB). If the Board determines that a student has committed plagiarism, that military member or government employee is liable to punitive action pursuant to the SPEB policy.

5. Applicability. This policy applies to all personnel of Marine Corps University.

LEIF H. HENDRICKSON

Distribution: A

UNITED STATES MARINE CORPS
MARINE CORPS EDUCATION COMMAND
MARINE CORPS UNIVERSITY
2076 SOUTH STREET
QUANTICO, VIRGINIA 22134-5067

IN REPLY REFER TO

1000
C40
11 Mar 02

MARINE CORPS UNIVERSITY POLICY LETTER 3-02

From: President, Marine Corps University/Commanding General, Education Command
To: Distribution List

Subj: STUDENT PERFORMANCE EVALUATION BOARD

Encl: (1) Sample Appointment Letter
(2) Sample Student Notification Letter
(3) Board Preamble
(4) Sample Board Report
(5) Sample Director Decision Letter

1. Purpose. This document outlines policy and procedures to be followed at Marine Corps University (MCU) for the conduct of Student Performance Evaluation Boards (SPEB).

2. Background. SPEBs are administrative in nature, not disciplinary. As such, the purpose of the SPEB is to provide a forum for resolution of a wide variety of student-related issues. These include, but are not limited to, extended absences, substandard academic performance, attitudinal problems, and violations of professional ethical standards or integrity issues. As an administrative proceeding, the SPEB serves both an institutional and an individual purpose. At the institutional level, the SPEB provides a review process for substandard performance and recommends appropriate action. At the individual level, the SPEB may assist the student by improving performance and monitoring progress. The ultimate goal of the SPEB is to determine what is best for the school, the student, and the Marine Corps, and recommend appropriate action.

3. Policy

a. Any MCU faculty or staff member may recommend to the Director, through the Deputy Director, that a SPEB be convened. However, the decision to convene the board rests solely with the Director. The SPEB will convene within five working days of the Director's decision that a board is required, or as soon as practicable.

b. Directors will determine the exact composition of the board, and appoint all members in writing. A sample appointment letter is found in enclosure (1). The senior member of the board will serve as the board president. Membership should consist of five members, with at least two impartial members. These two impartial members may be faculty or staff from another MCU school or the MCU staff. One member of the board will be designated as recorder. Personnel with expertise in the area to be investigated may also be invited to attend as advisors to the SPEB, but will not be allowed to vote. All five board members will have equal vote. In forming the board, the Director will consider the need to represent the diverse nature of the student body.

c. The Director will notify the student in writing that a SPEB will convene, and direct him/her to appear before the board. A sample notification letter is found in enclosure (2).

d. Students may seek legal advice and have legal counsel present as an advisor, but will not be represented by legal counsel during the conduct of the board.

e. Enclosure (3) contains a preamble used to open the board, describe the general conduct of the proceedings, and advise the student of the range of options available to the board to recommend to the Director for resolution. The board will stress that the outcome of the board is a recommendation, as the Director is the approving official for any action.

f. The SPEB may request statements, written or in person, from any individual with knowledge of the facts requiring the board. The student will be afforded the opportunity to make a statement and respond to questions of the board, but will not be present during board deliberations. The board president will determine whether the student may be present during all, or portions, of the fact-gathering phase of the board proceedings. All proceedings will be strictly confidential. A simple majority vote is required to adopt a recommendation.

g. The standard of proof to justify an adverse recommendation by the board is "preponderant evidence." This is evidence a reasonable person would be willing to accept as sufficient to support the conclusion, and is a greater weight of evidence than supports any different conclusion.

h. The board will submit a written report of their deliberations to the Director for approval and disposition.

This report should be submitted within 24 hours (one duty day) of the board adjourning and should follow the format as outlined in enclosure (4). Dissenting board members may, at their option, prepare a written minority recommendation to accompany the board report.

i. Recommendations of the board may include, but are not limited to:

(1) Student continues in the course without prejudice.
(2) Student is asked to resubmit a requirement.
(3) Student is placed on academic probation.
(4) Student receives formal counseling.
(5) Student receives non-punitive letter of caution.
(6) Student receives a certificate of attendance rather than a diploma.
(7) Student is dropped from the course and dismissed from the university.
(8) Other action as deemed necessary by the Director.

j. The student may submit written matters for consideration by the Director, in conjunction with the board recommendations. These matters must be submitted to the Director no later than 24 hours (one duty day) after the conclusion of the board.

k. The Director will notify the student verbally, and in writing of his decision. A sample letter is provided in enclosure (5). If a student is awarded anything less than full graduation honors due to substandard performance, the letter will be entered into the student's school record.

l. Students may submit a letter of appeal to the President, MCU, within five working days of notification of the decision of the Director.

4. Applicability. This policy applies to personnel attending Marine Corps War College, Marine Corps Command and Staff College, School of Advanced Warfighting, Amphibious Warfare School, and Command and Control Systems School. Due to the unique nature of their curricula and/or the distributed delivery methodology, The Basic School, Officer Candidates School, College of Continuing Education, and Staff Noncommissioned Officer Academy will develop similar procedures, as appropriate.

LEIF H. HENDRICKSON

Distribution: A

Subj: STUDENT PERFORMANCE EVALUATION BOARD

Enclosure 1 - Sample Appointment Letter

Date

From: Director, _____
To: Distribution List _____

Subj: LETTER OF APPOINTMENT

1. A SPEB will convene (provide time, date, and location of board) .

2. Board membership and duties are as follows:

(Name & Rank) Board President
(Name & Rank) Member
(Name & Rank) Member
(Name & Rank) Member
(Name & Rank) Member/Recorder

3. The purpose of the board is to (state reason for board convening) .

4. The board will provide a written report of their findings and recommendations to me not later than one working day of its adjournment.

School Director

Subj: STUDENT PERFORMANCE EVALUATION BOARD

Enclosure 2 - Sample Student Notification Letter

Date

From: Director, _____
To:_____(Student Name)_____ _____

Subj: STUDENT PERFORMANCE EVALUATION BAORD (SPEB)- (date)

1. You are hereby directed to appear before a SPEB on (provide time, date, and location of the board)_____.

2. The purpose of the SPEB is to investigate _(provide reasons why the board is being convened)_____.

3. Board members will be: _(list board members and duty, if applicable)_____

4. You will be allowed the opportunity to address the board, present written matters for consideration, or both. You may seek the advice of legal counsel, but as an administrative board, legal counsel may not represent you at the proceedings.

School Director

Subj: STUDENT PERFORMANCE EVALUATION BOARD

Enclosure 3 - Board Preamble

__(Student Name)__, you have been referred to a Student Performance Evaluation Board. I am _____ , the Board President. Other members of the board are:

_____

_____

_____

_____

The Student Performance Evaluation Board is an administrative proceeding. As such, it serves both an institutional and an individual purpose. At the institutional level, it provides a review process for substandard performance, and recommends appropriate action. At the individual level, it may assist you by improving performance and monitoring progress.

The board has a wide range of options it may decide to recommend to the Director. These include:

1. Continue in the course without prejudice
2. Resubmit a requirement
3. Academic probation
4. Formal counseling
5. Non-punitive letter of caution
6. Certificate of attendance, in lieu of diploma
7. Drop from the course and dismiss from University
8. Other action as deemed appropriate

The board does not make a final decision; it only makes a recommendation to the Director. The Director will carefully review the results of the board deliberations before reaching his decision.

The board will review the circumstances that required the convening of this board, ask questions of personnel who may be knowledgeable with the circumstances, and allow you the opportunity to make a statement and answer questions.

Do you understand these procedures?

Subj: STUDENT PERFORMANCE EVALUATION BOARD

Enclosure 4 - Sample letter of SPEB findings

Date

From:President, Student Performance Evaluation Board
To:Director, _(School)__

Subj:STUDENT PERFORMANCE EVALUATION BOARD (SPEB);
CASE OF ___(Student Name)

Ref:(a) MCU Policy Letter 3-02
(b) (School) Policy Letter _____

Encl:(As appropriate)

1. Background. (Provide a brief synopsis explaining why the SPEB was convened.)

2. Members of the Board. (List the board members and organization. Also indicate which member was designated as President and recorder.)

3. Conduct. (Describe the sequence of events of the conduct of the board. These will typically include reading of rights (if appropriate), witnesses called, and other actions of the board.)

4. Discussion. (Discuss the relevant facts that required the board to convene.)

5. Findings. (Present the findings of the board in a logical, chronological order.)

6. Recommendations. (Describe the recommendations(s) of the board.)

Signature of Board President

Subj: STUDENT PERFORMANCE EVALUATION BOARD

Enclosure 5 - Sample Director Decision Letter

Date

From:Director, _____
To:_____(Student Name)_____ _____

Subj:STUDENT PERFORMANCE EVALUATION BOARD (SPEB) - (Date)

1. I have carefully reviewed the deliberations and recommendations of the SPEB that was held on (date) .

2. (Provide decision reached by the Director)

3. You are advised of your right to appeal my decision to the President, Marine Corps University. Any appeal must arrive at his office NLT five working days from the date of this memorandum.

School Director