

**PREDEPARTURE BRIEFING
OFFICE OF DEFENSE COOPERATION GREECE**

Information Concerning Your Training in Continental United States (CONUS)

This information was compiled in order that many of your questions, concerning your training in CONUS, would be answered and understood by you. Please feel free to ask any questions you may have.

A. Military Department (MILDEP) Training Organization Overview

You will be given by ODC personnel a brief description of the organizational structure of the MILDEP to which you will be assigned for training. This briefing will emphasize the command, school, and geographic location where you will receive training. You will also be provided with an informational booklet from the training installation that you are going.

B. Passports and Visas & Medical Certificate:

(1) Passports and Visas are not required for travel between Greece and the United States provided you possess ODC Invitational Travel Orders (ITO). This certificate is sufficient documentation to allow entry into the United States. You will be provided with five (5) copies of the ITO.

(2) If you plan to visit other countries after training it is your responsibility to receive the necessary in-transit visas and other passport documentation from the Greek Embassy prior to departure from your last CONUS activity completed, you should have your tourist passport with you. You should also have NATO Travel Orders issued by the Hellenic General Staff with you during any travel outside of Greece.

(3) You are required to carry your current Medical Certificate, ascertaining that you are in good health with no physical defects and contagious diseases (to include AIDS). This certification must be valid for the duration of your training. This certificate will be provided to you by your General Staff.

C. Travel:

You should be at the Athens Airport, two hours before the take off time of your flight when departing Greece, in order to complete the Customs formalities. It is important to pay close attention to the times indicated on your flight itinerary to insure you don't miss your flights. You should find your departure location 45 minutes in advance and be present at the proper gate. Most trainees arriving in the United States will be going through Customs formalities at JFK

Airport in New York. Please show the officials your NATO Travel Order and your International Travel Order. Also, hand in the Customs form given to you on the plane. At JFK Airport you will be met by a sponsor from the Fort Hamilton Protocol Branch. Since you will be in civilian clothes, they may not be able to recognize you; however, they may be carrying a sign with your name and the abbreviation of your course written on it. If you have any problems, immediately ask for the "MILITARY DESK" or "MILITARY LIAISON OFFICE." This is valid for most U.S. airports.

D. Baggage:

(1) No baggage will be transported at U.S. Government expense. Usually the air carrier allows two pieces of baggage not to exceed 70 pounds (32 Kgs) each and one handbag per person.

(2) IMSs may bring into the United States, duty-free, only items required for personal use by themselves or their families. On your return home, no duties are imposed on necessary personal belongings taken out of the United States. These items, however, may be subject to home-country duties.

(3) Searches are conducted at airports with metal detectors. It is forbidden to carry any personal firearms, explosives, knives or other weapons.

(4) It is recommended that you mark each item of baggage with the address of your first training installation. Place one copy of the ITO in your wallet, and one copy in each of your suitcases in case they are opened. These will be helpful if your luggage is lost.

E. Reporting to the Training Installation:

(1) You must report to your training installation on the date shown in Item 8 of the ITO. Reporting earlier or later than the report date causes administrative and academic problems to the training installation. This could result in a denial to your admission to the school.

(2) You will usually be met by a representative of the installation at the local airport when advance notice of your arrival has been received. If you are not met, you should call the training installation for assistance. You must ask for the International Military Student Officer (IMSO) or the duty officer. In case of no response you should take either limousine service or a taxi. Taxis are allowed to enter the base and you must report to the billeting office (BOQ).

(3) American telephones work similar to those in Greece. In order to place a local call, you must place 25 or 35 cents in telephone, before you make the call. After you hear the dial tone, you may dial the number -only the last seven digits are needed. If you need to make a long distance call, you must put in more money, (the phone will tell you)and dial the three digit area code before the phone number. You can also buy long distance cards which allow you to

make several long distance calls with a better price.

(4) If available, the ODC Representative will provide you with a copy of an informational booklet for your training installation.

(5) Some installations have sent a video tape about their facilities to the ODC. Ask the ODC representative, if a video tape is available for your installation and if you like watch the video tape.

(6) Within three to five calendar days, after your arrival at your first training installation, you are required to take an ECL test. Be prepared to take this test.

F. International Military Student Office:

Every military training installation has a designated officer assigned to assist the International Students, called the International Military Student Officer (IMSO). He is there to assist you. If you have any problems or complaints, you should bring them to the IMSO'S attention.

G. Clothing:

(1) The uniforms you will need will depend on your training location and the time of year you will be attending training. Most of our bases have certain periods of the year when the Winter uniform is worn and certain periods for the Summer uniform. Although uniforms may be worn at any time, most military personnel do not wear uniforms off-duty, because it is distinctive and Americans will immediately recognize you as a visitor. Ask your IMSO at each training location, what the local regulations are for wearing uniforms off-base. We request that you wear your uniform when reporting to all US military facilities.

(2) The recommended minimum for military clothing is as follows:

- (a) Two complete winter uniforms and four complete summer uniforms.
- (b) One raincoat.
- (c) One winter topcoat or jacket (if appropriate).
- (d) Two work uniforms (if appropriate)
- (e) One pair of work shoes (if appropriate)
- (f) Other necessary items such as dress shoes, socks underwear, caps and military insignia.

H. Money:

Upon arrival to your training installation we recommend the use of a bank located on your training installation. Do not keep more than \$50 to \$100 on you. We have had people in the past who lost great amounts of money and had many problems. Do not get into similar trouble. Always watch your wallet, briefcase, and suitcase (especially at JFK Airport). When getting

your travel money from Central Bank, ask to be paid in Travelers Checks. They are good everywhere.

I. Power Driven Vehicles:

(1) Authorization for you to purchase an automobile, at your own expense has been included in your ITO. You will be required to purchase the minimum allowable insurance coverage for the state in which you will be stationed.

(2) Prior to your decision to purchase an automobile it is recommended you fully discuss your plans with the International Military Students Officer(IMSO)at your training location. He will be able to assist you on matters of approximate prices, insurance, state requirements, etc.

(3) If you wish to drive in the US driver's licenses are needed and must be valid and up-to-date. Most states accept international driver's licenses; however, students should travel with both international and country licenses to preclude problems. Those states that require country license will issue the student a translation of his license which will authorize him to drive in lieu of a state or international license. Some states may require that the student acquire a state drivers' license. Some states require the purchase of insurance. In any case, you should always be encouraged to purchase insurance.

J. Standards of Conduct:

You will be required to conduct yourself in a manner that will bring credit to yourself and your country. Standards prescribed for counterpart DOD personnel with regard to duty hours, off-limit establishments, travel distance limitations, military courtesy, financial responsibility, and military bearing also apply to you while in training. Military appearance, especially hair grooming, is of the utmost importance. Failure to maintain these standards or committing an act that would bring discredit to yourself or to your country, could result in your withdrawal from training and your immediate return to your home country.

K. Dependents

It is strongly recommended that your dependents NOT accompany you to the CONUS. On base quarters for dependents are normally not available. Family quarters accommodation, which may be found on-base is limited and in great demand. Off-base furnished quarters are also very limited and are very expensive. You will spend considerable time, in looking for suitable quarters, for your family and then probably will not be satisfied because of the expense and lack of transportation to the base. The cost of living in the United States is extremely high and you may find that your pay is not adequate to comfortably meet your expenses. Cost of food, housing, transportation and entertainment are considerably higher than comparable costs in Greece.

L. Military Status

You will be treated in the same manner as your U.S. MILDEP counterparts of equivalent grade. You are accorded the same privileges and, therefore, assume the same responsibilities as U.S. personnel. Although you are not subject to U.S. military law, you do remain under the criminal and civil jurisdiction of U.S. Federal and state laws. You also remain under the jurisdiction of the military authorities from your own countries.

M. Military, Social & Athletic Privileges:

Clubs for officers, noncommissioned officers, and enlisted personnel on most training installations are supported by the members and not by DOD funding. ON some training installations, you are authorized membership without charge, while at others a small monthly payment is required. Clubs generally provide dining rooms, bars, cocktail lounges, game rooms, reading and television lounges, snack bars, and swimming pools. Most training facilities also have areas where you can play golf, basketball, football, soccer, volleyball, and softball. Roller skating rinks, gymnasiums, tennis courts, and libraries are generally available. Movies are normally shown nightly for a nominal price at theaters located on the training installation.

N. Medical Care:

(1) You are authorized free medical care to include both inpatient and outpatient care. There is a restriction for your dental care: You will receive free tooth extraction and filling. For any other dental care (i.e. bridge) you will have to pay for yourself.

(2) Your dependents will receive free outpatient care with the same restriction for dental care. For inpatient care of your dependents, the hospital will ask you too pay the whole amount for your dependents while they are in the U.S. due to the high cost of impatient medical care. Ask your IMSO for further assistance when you arrive at your training location.

O. Military Courtesy:

While you are a student in the United States, you will also be an unofficial ambassador for your country. During your stay in the United States, your actions will speak not only for you, but for your country too.

You will be treated in the same manner as a United States Officer or enlisted person with the same rank as you; however, you must remember that there will be differences between your customs and the customs of the United States military personnel. So everyone must use understanding to resolve the differences in customs.

P. Student & Instructor Relationship:

Your instructor in a DOD facility is responsible for maintaining control of a training situation at all times, even if an enlisted instructor is teaching senior personnel or officers. The rules of conduct apply equally to all of you; any breach of etiquette or protocol will be brought to the attention of the appropriate IMSO.

Q. Quarters:

If you are enlisted, you **MUST** keep your quarters clean. Such housekeeping duties are normal and must be carried out. Officers normally live in unaccompanied officer quarters that are divided into single or double rooms, with custodial service provided at a nominal cost. Most quarters contain washing machines and a lounge where you may read or watch television. All quarters are adequate and are centrally heated and cooled.

R. Military Meals:

Military dining halls usually are not equipped to accommodate special requests for national dishes. However, attempts are made to accommodate religious dietary habits.

S. ITOs:

The ODC representative should explain in detail the use of the ITO for identification, itinerary, payment, medical services, baggage limitation, authorization of dependents. You must retain the original ITO and sufficient copies. You are authorized only the training and privileges as stated in the ITO or any amendments.

T. Leave Policy:

You are not permitted to take any leave while in training. Upon completion of your training, if you desire to remain in the States, you must request leave permission from your Military Attache in Washington, DC. His written approval must be presented to the IMSO.

U. Military Records:

Be advised that when you move between training installations your military records are kept by various offices. For that reason, you will be asked to execute in and out processing forms when you report to or depart from training installations. All records will be transferred by the training installation except for medical records, which you will hand carry. Training installations are authorized to transfer medical records with other documents if deemed advisable for processing or administrative purposes.

V. Postal Facilities:

You must contact the nearest Post Office on postal rates or other postal problems. Inform your family and friends that certain articles (i.e. meat and food products) are prohibited from being imported into the United States and that any package containing such items must be returned at the sender's expense.

W. Tax Free Merchandise:

(1) Purchase of Tax Free Merchandise will not be abused, especially as they pertain to alcoholic beverages that may be purchased only for personal use.

(2) Have your ITOs with you when entering any facilities utilized by U.S. Officers and NCOs, such as PX, Commissary, BOQ/VOQ, O'Club, etc.

X. Off-Duty Employment:

You and your family members are not permitted to engage in employment.

Y. Instructional Material:

Retainable instructional material will be mailed to:

Office of Defense Cooperation - Greece
Attn: ODCET
PSC 108 Box 42
APO AE 09842

It takes about two (2) months from the day you mailed the materials to arrive to ODC in Athens. Please remember to pick-up your boxes.

One copy of the initial ITO will be placed on the top of the materials prior to packing.

The ODC Staff wish you a safe and productive trip. Upon return to Greece you must report to ODC (Greece) for debriefing between 10:00-14:00 hours, Monday through Friday.