

***THE AIR FORCE SAFETY CENTER***

***WELCOMES***

***INTERNATIONAL MILITARY STUDENTS***

***TO***

***KIRTLAND AIR FORCE BASE, NEW MEXICO***

**1. International Military Student Office (IMSO).** The IMSO is located in the Headquarters Air Force Safety Center, Building 24499, 9700 G Avenue Southeast, Cube 278D. Hours of operation are from 0700 to 1630 Monday through Friday. The IMSO is responsible for coordinating base support, providing administrative support, planning, and coordinating visits and special activities and requirements. You can reach the IMSO at DSN 246-9511 or commercial 505-846-9511 during hours of operation. After hours, call the IMSO cell phone at 505-433-0398.

**2. Location/Climate.** Kirtland AFB is located in Bernalillo County in the southeast quadrant of Albuquerque, New Mexico, close to the Albuquerque International Airport. The climate is mild to cold in the winter months, with some snow, mostly in the mountains. Winter skies are usually bright and clear. Winter temperatures range from 23-47 degrees (F). Summer is hot and dry, with thunderstorms in July and August. Summer temperatures range from 65-100 degrees (F). The Albuquerque area has abundant shopping facilities including three indoor malls. Recreation such as skiing, hiking, and fishing is readily available. Both mountains and deserts are within easy access. Here's a website to learn more about Albuquerque: <http://www.visitalbuquerque.org>.

**3. Arrival.** When traveling by air, you will arrive at the Albuquerque International Airport, five miles from Kirtland AFB. Notify the IMSO of your arrival, and plans will be made to meet you at the airport. If this is not possible, commercial ground transportation, at traveler's expense, is also available from the airport to Kirtland. Make sure the driver has access to Kirtland AFB. Students may have to stop at the Truman Gate Visitors Center to obtain a base pass. Maps are available at <https://www.safety.af.mil/Divisions/Training-and-Force-Development-Division/>. International students will need to show International Travel Order and passport to the Truman Gate security personnel.

**4. Kirtland AFB Mission.** The 377th Air Base Wing (377 ABW), Air Force Materiel Command (AFMC), is your host. The wing's primary mission is to support Kirtland's more than 150 mission partners. The 377 ABW furnishes resources, talent, equipment, and facilities to support these varied and complex units. The support includes supply, pay, medical care, housing, fire protection, administrative support, personnel services, legal assistance, transportation, security, and law enforcement. Fire protection includes crash and rescue support for the base and adjacent Albuquerque International Airport. The wing has significant mobility requirements in various critical specialties. Wing personnel are ready to respond to any contingency anywhere in the world. Here's a website to learn more about Kirtland AFB: <https://www.kirtland.af.mil>.

**5. Quarters.** The Roadrunner Inn lodging check-in office is located in Building 22018, telephone 505-846-9653. The address is 22018 A. Street SE, Kirtland AFB NM 87117. On-base lodging, located approximately 1.4 miles from the classrooms, is reserved in the Visiting Officer Quarters (VOQs) for international students. Students are required to pay the lodging fee every 4 weeks. The cost is \$114 per night. The single rooms have a private bath. Spouses can stay in rooms. Housekeeping services are provided; however, all occupants are responsible for maintaining general cleanliness of their quarters. Rooms are equipped with smoke alarms that send an alarm signal directly to the fire department. Except for microwave use, cooking is not permitted in your room. Here's the website for the Roadrunner Inn: <https://kirtlandforcesupport.com/roadrunner-inn-lodging/>

**6. Family Housing.** On-base family quarters or temporary lodging facilities (TLFs) are not available to students and their families. We do not recommend bringing family members since local housing is extremely limited and costly. You will not be approved to miss class time to search for family housing. Families should plan to arrive several days early to look for off-base lodging. Individuals are responsible for paying all rental fees and utility bills. When you move into your off-base quarters, you will normally be required to pay a deposit on both the housing and utilities. Most rentals require a minimum of 6 months lease; some require utility payments as well. We recommend asking your sponsor to assist you when you sign your lease. A lease is a legal contract, and you are obligated to honor it. There are furniture rental agencies in the area where you can rent furniture on a monthly basis.

## **7. U.S. Funded - Daily Living Allowances.**

7.1. Per diem: Actual cost of lodging on-base (\$114 normally, but not to exceed \$121 if off-base lodging is approved) + \$41 proportional meal rate + \$11 for incidentals. Total is \$166 per day, unless student invitational travel orders (ITOs) indicate otherwise.

7.2. U.S. funded students must lodge on-base when quarters are available. If they instead choose to lodge off-base, all living allowances will be forfeited. For more information, see AFI 16-105, Table 7-1, and para 10-60b, *Joint Security Cooperation Education and Training*.

## **8. Dependents.**

8.1. Dependents accompanying or joining the international student must be authorized on the ITO to be eligible for privileges: for example, identification (ID) cards, exchange and commissary privileges, and medical services. If dependents are authorized, their names, relationships, dates of birth, passport numbers and visa type and number will be listed in paragraph 12a of the ITO.

8.2. Cost of Living: Our cost of living indices are based on a US average of 100. An amount below 100 means a particular area is cheaper than the US average. A cost of living index above 100 means that area is more expensive. Overall, Albuquerque cost of living is 90.8 (Source: [http://www.bestplaces.net/cost\\_of\\_living/city/new\\_mexico/albuquerque](http://www.bestplaces.net/cost_of_living/city/new_mexico/albuquerque))

8.3. An international student unaccompanied by a spouse but accompanied by dependent children is responsible for developing and maintaining a dependent care plan for their dependents. The student must fill out an AF Form 357, Family Care Certification. For more information, see DODI 1342.19\_DAFI 36-2908, *Family Care Plans*.

8.4. Family members are not permitted to seek or accept employment during their stay in the United States unless specifically approved and coordinated through the Department of Homeland Security, Bureau of Citizenship and Immigration Services. For more information, see AFI 16-105, Appendix B, para B-10.

**9. Child Development Center (CDC).** The CDC is located in Building 20160, telephone 505-846-1103. You may enroll eligible children (on ITOs) who are 6 weeks to 5 years old with a current immunization record, if space is available. If a current immunization record is unavailable, you must make an appointment with a pediatrician at the clinic, 505-846-3200. Child care is available and open from 0630-1800 daily. There is also a youth program for children 6 to 18 years old at the Base Youth Center, telephone 505-853-5437.

**10. Mail.**

10.1. The Postal Service Center (PSC) is in Building 20204. Postal regulations limit the size, weight, and content of packages. For instance, it is illegal to import liquor, plants, or meat products by mail. If you have questions about postal regulations, ask at any post office. Please use the following as your personal mailing address:

(Rank and Full Name),  
IFSO 2050-A 2nd St. SE,  
Bldg 20204 PSC Box 4030  
Kirtland AFB NM 87117

10.2. The official mail address is as follows (*for official documentation only, such as passports or letters from your embassy*):

HQ AFSEC/SET  
IFSO - (Rank and Name)  
9700 G. Ave SE  
Kirtland AFB NM 87117

**11. Automobiles.**

11.1. Purchasing. If you plan to purchase an automobile while at Kirtland AFB, the IMSO may be able to provide assistance and advice. It may be a good idea to ask your sponsor or a reputable mechanic before you buy the car. The final decision, however, is yours. Once you have purchased an automobile, it may be difficult to get your money back unless you can prove the sale was fraudulent. For more information, see AFI 16-105, para 10-9 (10).

11.2. Insurance. If you buy an automobile, you are required by the State of New Mexico to carry bodily injury liability, property damage liability, uninsured motorist bodily injury and uninsured motorist property damage insurance. Auto insurance counselors can assist you to make sure you get the coverage levels that you need or want. You must carry the verification of insurance document in your automobile at all times. For more information, see AFI 16-105, para 10-9 (10).

11.3. Driver's License and Registration. To operate a vehicle on base, you must have the registration, proper insurance, and a valid driver's license. Although an international driver's license is acceptable, a U.S. driver's license may reduce insurance costs. If you purchase a vehicle (register vehicle) or to obtain a driver's license, you must visit a State of New Mexico Motor Vehicle Division (MVD) office. Here's a website for the New Mexico MVD and more information about driver's licenses: <http://www.mvd.newmexico.gov>.

## **12. Driving Rules, Automobile Accidents, and Driving Violations.**

### 12.1. U.S. and New Mexico Driving Rules.

12.1.1. Here is a website for information on international visitors driving throughout the United States: <https://www.usa.gov/visitors-driving>.

12.1.2. We recommend that you study a State of New Mexico Driver's Manual to learn more about driving in our state. Here's a link to the driver's manual and other resources: <https://www.mvd.newmexico.gov/resources/mvd-procedures-manuals/>.

### 12.2. Kirtland AFB Driving Rules. While driving on base, the following apply:

12.2.1. Unless otherwise posted by sign or otherwise provided below, the speed limit on all streets and roadways throughout the installation is 30 MPH on paved roadways and 15 MPH on unpaved roadways. The speed limit is 10 MPH in all parking lots and roads designated as service roads. A 10 MPH speed limit will apply when approaching and passing within 200 feet of troops marching or running in formation.

12.2.2. When approaching gates during the hours of darkness, all vehicle drivers will dim their lights to the low beam at least 500 feet from the gate. Vehicle drivers will also dim their lights to the low beam when approaching other vehicles on KAFB. Vehicles not equipped with daytime running lights will switch to their parking lights within 100 feet of approaching any gate.

12.2.3. Gate guards will ask you for identification (ID). You will be stopped; please be courteous and show your U.S. ID card.

12.2.4. Yield to emergency vehicles (pull to the extreme right side of roadway). Yield to opposite traffic when making left turns and to pedestrians crossing streets.

#### 12.2.5. Parking in any of the following places is prohibited:

- In front of any portion of a public or private driveway
- Within 20 feet of a driveway entrance for emergency vehicles
- Within 15 feet of refuse containers
- Within 25 feet of any intersection
- Within 15 feet of a fire hydrant or crosswalk

12.2.6. Observe all traffic signs.

12.2.7. Traffic lights on Kirtland AFB change from standard red, yellow, and green to blinking red at night. If blinking red, come to a complete stop and then proceed with caution.

12.2.8. Vehicle operators on a DoD Installation (Kirtland AFB is a DoD Installation) and operators of GOVs (both on and off of a DoD Installation) will not use cell phones unless the vehicle is safely parked or they are using a hands-free device. All drivers in Albuquerque, Santa Fe, Las Cruces, Gallup, Taos, and Espanola are prohibited from the use of handheld devices (a cell phone is an example of a handheld device).

12.2.9. For more information, see Kirtland Air Force Base Instruction 31-218, Motor Vehicle Traffic Supervision.

12.3. Automobile Accidents. The best rule to remember is to drive defensively; that is, always drive as though you expect the other person to make a mistake at any moment. If you are involved in an accident, do not leave the scene until police arrive. You should exchange the following information with the other driver:

12.3.1. Name, address, and telephone number of driver.

12.3.2. Name and address of automobile owner (if driven by someone else).

12.3.3. Driver's license number, auto license number, and insurance company.

12.4. Driving Under the Influence (DUI). New Mexico's "implied consent" law states that any person who operates a vehicle within the state is deemed to have consented to a breath or blood test. However, this requirement applies only if the officer has reasonable grounds to believe that the driver is under the influence of drugs or alcohol. For a first DUI in New Mexico, you face up to 90 days in jail, or a fine up to \$500, or both. For more information, see: <https://www.dmv.org/nm-new-mexico/automotive-law/dui.php>

12.5. Traffic Violations. If you receive a citation (ticket) for any violation, on or off base, do not argue with the police officer. Instead, be courteous, accept the citation, and then bring it to the IMSO. The IMSO will give you advice about the proper course of action. It is important to understand that military personnel, regardless of rank, have no special privileges with the police, judges, or insurance companies. If you violate a law or have an accident, you will be treated the same as a civilian. Therefore, know and obey traffic regulations and drive safely.

12.6. Traffic Checkpoints/Transportation Checks. Border patrol agents conduct traffic checks on major highways leading away from the border to (1) detect and apprehend illegal aliens attempting to travel further into the interior of the United States after evading detection at the border and (2) to detect illegal narcotics. Please ensure you keep a copy of your ITO and I-94 on you when traveling near the lower part of New Mexico. Here's a website for more information on border patrols: <http://www.cbp.gov/border-security/along-us-borders/overview>.

**13. Shopping and Shoplifting.** When shopping in American stores, there are certain rules which you must follow. When trying on an article of clothing you decide to wear, remember to pay for it before leaving the store. Do not put merchandise in your pockets until you pay for it. Get a sales receipt when paying and keep it with the item if you go into another store. When returning merchandise for refund, have the receipt as proof of purchase. Failure to follow these procedures may cause you to be charged with "shoplifting." Shoplifting is taking merchandise from a commercial store, base exchange (BX), or commissary without paying for it. This is a serious offense in the United States. The stores have trained personnel dressed in civilian attire who are actually security guards assigned to watch customers. The stores are also monitored by video cameras.

**14. Medical Care.** The 377th Medical Group (Kirtland AFB Hospital), Building 47, is located at 1501 San Pedro SE. Treatment is available at the Flight Surgeon sick call, 0700-0800 & 1300-1400 daily. The Flight Medicine phone number is 505-846-3713 or 3714. Families can still be seen at Primary Care, telephone 505-846-3200, from 0700-1900. You will be seen by a doctor on duty. You can dial 911 for emergency service. Be prepared to give the following information: name, rank, location, and description of the problem. Before authorized dependents can be treated, present their DD Form 1173, *Uniformed Services Identification and Privilege Card* (ID card), and Invitational Travel Order (ITO) which indicates who must pay for the medical services. If you require emergency dental care, call the Dental Clinic at 846-3027. They will also require a copy of your ITO. Here's a website for more information on the 377th Medical Group: <https://kirtland.tricare.mil>.

14.1. For transportation to medical appointments during normal workday hours, students can call the Base Taxi at 505-846-2297. The taxi service is not available on weekends.

14.2. When an international student is responsible for payment of medical charges for themselves or their authorized dependents, procedures for payment will be on the ITO.

14.3. When it appears that a medical condition for the student or authorized dependents will result in extensive medical charges, the IMSO will counsel the student regarding responsibility for payment. If it appears the student will not be able to make the required payment, the IMSO will notify the AF Security Assistance Training country manager.

14.4. Medical Insurance: The student and authorized dependents must maintain healthcare coverage. If the student is financially responsible for coverage, the Security Cooperation Organization will verify that the student has adequate health insurance prior to the issuance of an ITO. Item 12 of the ITO specifies the correct source for student and/or dependent healthcare coverage/

reimbursement. The IMSO will review the ITO for the required healthcare statements and the accompanying medical packet for completeness. Discrepancies will be reported to the AF Security Assistance Training country manager.

### **15. Hospitals Located Off Base.**

- 15.1. Gibson Medical Center, 5400 Gibson Blvd SE, telephone 505-262-7000.
- 15.2. Presbyterian Hospital, 1100 Central Ave, telephone 505-841-1234.
- 15.3. Lovelace Medical Center, 601 Dr. Martin Luther King Jr Ave NE, telephone 505-727-8000.
- 15.4. University of New Mexico Hospital, 2211 Lomas NE, telephone 505-272-2111.

Here is a website for more information about hospitals/medical facilities in Albuquerque:  
<https://www.cabq.gov/community-services/environment-health/local-hospitals>.

There are also numerous Urgent Care clinics in the Albuquerque area. Here is one website you can refer to: [urgent care albuquerque - Search \(bing.com\)](#).

**16. Uniform Requirements.** Military students must wear flight suit, battle dress uniform, or equivalent "uniform of the day." Shorts, tank tops, and athletic sweat suits are examples of inappropriate attire. Hats are required for military students when outside of buildings at all times, unless otherwise noted. The Crash Lab is a no-hat, no-salute area. Optional items: A second pair of "worn" boots due to muddy or dusty conditions, flight or work gloves, sunscreen, and coats (in case of inclement weather). The Formal or Ceremonial uniform is required for the graduation ceremony.

**17. Banking.** There are two credit unions on Kirtland AFB: Kirtland Federal Credit Union and Sandia Area Credit Union. Branch offices are located on and off base. Some students have set up their banking at the Kirtland Federal Credit Union, 6440 Gibson Blvd SE, since it is just outside the Gibson Gate. There are also numerous banks located off the base. Here's a link to the banks: <http://www.yellowpages.com/albuquerque-nm/list-of-banks>. Take a copy of your ITO and ID and they'll set up an account for you.

**18. Sponsors.** International military students will have an opportunity to meet American families and learn about western customs and hospitality. Those who are at Kirtland AFB for several weeks will be assigned sponsors who will help with issues faced by our students. Sponsors are normally either USAF counterparts or civilian volunteers who may participate in social functions or go on trips with the students. Although they have volunteered to help, a sponsor's primary duties come first, and they may not be available at all times.



**19. Field Studies Program (FSP).** One of the interesting aspects of your stay at Kirtland AFB will be participating in FSPs. Sponsored with Air Force Security Assistance program funds, FSP activities are planned to show various aspects of American life for a better understanding of our country. The IMSO will make arrangements for students to visit interesting places for education and cultural awareness.

**20. Your Training Responsibilities.** Your government has sent you to the United States to learn as much as possible. We aim to make your stay at Kirtland AFB comfortable and problem-free, but actual study and course attendance are your responsibilities. You must attend all classes and you must inform the class representative and/or the lead instructor if unable to attend any sessions due to illness or emergency. You must allow adequate time for class preparation. Uniforms must be worn to class at all times.

**21. Transportation during class hours.** A government bus will take students to and from class, from the Roadrunner Inn lodging (Bldg 22002) to the Air Force Safety Center (Bldg 24499). During lunch, the bus will take student to and from the base dining facility (Thunderbird Inn-Bldg 20350) in conjunction with traveling to the student lodging. Government bus transportation is only available during the weekdays during class hours.

**22. Standards of Conduct.** Students will be treated in the same manner as their U.S. Military Service counterparts of equivalent grade. Students are accorded the same privileges and, therefore, assume the same responsibilities as U.S. personnel. International students are required to conduct themselves in a manner that will bring credit to themselves and their country. This includes duty hours, off-limit establishments, military courtesy, financial responsibility, military bearing, appearance, and hair grooming. Students must maintain these standards; failure to do so or committing an act that would bring discredit to themselves or to their country could result in disenrollment and immediate return to the home country.

22.1. Class Hours: 0730-1530 unless directed otherwise by instructors.

22.2. Military Courtesy: Treat all others with respect regardless of rank or position. Salute officers higher in rank to you when outdoors.

22.3. Financial Responsibility: You must pay all bills before departure.

22.4. Military bearing, appearance and hair grooming: You must comply with DAFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. Noncompliance with the military service regulation may subject you to disciplinary action. Please see the IMSO for more information.

**23. Federal and State laws.** Although international students are not subject to U.S. military law, they do remain under the criminal and civil jurisdiction of U.S. Federal and State laws. They also remain under the jurisdiction of the military authorities from their own countries.

**24. Student Indebtedness.** Students are responsible for all lodging payments and payments of medical charges for themselves and their authorized dependents in accordance with their ITOs. Discuss any indebtedness with the IMSO and make payment arrangements. For unresolved indebtedness, the IMSO will notify leadership and the AF Security Assistance Training (AFSAT) country manager. The AFSAT country manager will then notify your Embassy if still unresolved.

**25. Identity Theft.** Students should not divulge personal information to anyone who does not have an official, legitimate reason for having the information.

**26. Purchase of duty-free and tax-exempt articles and liquor.** In general, members of the armed forces of any foreign country on duty in the United States are authorized to have certain articles entered duty-free and tax-free. This is true if the articles are for the member's personal use or the use of any member of their immediate family. The servicing judge advocate will be consulted on state and local laws on the introduction, possession, and use of alcoholic beverages. This privilege is extended solely for the convenience of students. Abuse of the privilege by the sale, gift, or trade of duty-free and tax-free articles to U.S. personnel is unlawful and can result in withdrawal of the privilege, administrative penalties, and disciplinary action against all concerned. Please contact the IMSO for more information.

**27. Military Air.** International military students are not authorized to travel on U.S. military aircraft except as required for training. Training at Kirtland AFB does not qualify you for space-available travel. You must have special conditions authorization from your embassy, reflected in the ITO, authorizing participation in hazardous duty training.

**28. Elimination from Training.** If a student is to be eliminated from training, there will be a specific cause of elimination stated in the official documentation or investigation. Elimination could be considered for actions such as failure to meet training standards, criminal acts, indebtedness, or extended illness.

**29. Sexual harassment laws and policy and fraternization.** Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when—

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay or career; or

(2) Submission to, or rejection of, such conduct by a person is used as a basis for career or employment decisions affecting that person; or

(3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

29.1. It is the policy of the DOD that any person in a supervisory or command position who uses or condones any form of sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment.

29.2. Any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature in the workplace is also engaging in sexual harassment. For more information, see AFI 36-2710, *Equal Opportunity Program*.

29.3. Fraternalization involves an improper superior-subordinate relationship which detracts from the authority of the superior and thereby adversely effects good order and discipline. Fraternalization is gender neutral. It does not have to involve intimate relationships between members of the opposite sex. Fraternalization can be between officers, between officers and enlisted Service members, and between enlisted Service members. Fraternalization can also be between members of a foreign military force/forces, and between foreign military members and U.S. forces.

29.4. Fraternalization should not be confused with normal unit/team building functions or normal social interaction between people, such as community functions, religious activities, unit social functions, and athletic events. Also, fraternalization does not include routine, limited business transactions, such as landlord/tenant relationships or one-time transactions like the sale of a vehicle, or home.

29.5. The following are examples of prohibited fraternizing activities:

- (1) Dating
- (2) Cohabitation - except in situations of operational necessity
- (3) Intimate/sexual relationships
- (4) Gambling
- (5) Loaning/borrowing money
- (6) Business partnerships - Service members of different ranks cannot go into business together
- (7) Commercial solicitation - If a higher ranking service member operates or is affiliated with a private company, they cannot solicit business for that company from a lower ranking Service member

29.6. Any student who engages in conduct that could be considered sexual harassment or fraternization will be subject to appropriate administrative action and/or disenrollment. For more information, see AFI 36-2909, *Air Force Professional Relationships and Conduct*.

**30. Student and instructor relationships.** Air Force Safety Center instructors are responsible for maintaining control of a training situation at all times. Instructors may be military officers, military enlisted, or civilian personnel. The rules of conduct apply equally to all international students; any breach of etiquette or protocol will be brought to the attention of the IMSO, and if necessary, elevated to the AFSAT IMSO and/or country manager.

**31. Departure - Follow-on Training and Authorized Leave.** Upon completion of the IFSO course, follow-on training and any leave before returning to your home country must be approved on ITOs. If not specified on your ITO, you must immediately return to your homeland upon departure from Kirtland AFB.

**32. Baggage Allowance.** When travel/transportation is funded by the country, the cost of transporting personal excess baggage is the responsibility of the students or their country. When travel/transportation is funded by the U.S. government, baggage in excess of the authorized amounts will be at the expense of the students or their government. For training of 12 weeks or less, two pieces of checked baggage is allowed, not to exceed 50 pounds each; no excess baggage is authorized. Baggage information is noted on the ITOs.

**33. Departure.** The IMSO will make or verify reservations for any students whose airfare is paid by the U.S. government. Students paid by their country will make travel arrangements through their country's security cooperation organization. Clear all base facilities before departing. You must pay final lodging charges. Give a forwarding address to the U.S. Post Office and to business and utility companies. *Those not attending follow-on training must relinquish their U.S. ID card and dependents' ID cards to the IMSO during out-processing.* The ITO and passport may be used for identification in place of the ID card during the period of time between out-processing and departure from Kirtland AFB. Please advise the IMSO immediately if any problems or accidents occur during travel or contact the nearest military base to obtain assistance.