

## ARRIVAL BRIEFING CHECKLIST

International Military Students are to be briefed within two days after arrival. This checklist is provided only as a guideline for arrival briefings. Areas contained in this checklist will serve to answer many questions for the IMS before they arrive. This checklist may be used on a one-on-one basis between the IMSO and the IMS or be used as a mental checklist for group briefings. This list should be patterned to fit the individual requirements of each training activity.

1.  Academic performance/Cheating (see [Figure 3.2-1](#))
2.  Additional or gap filling training
3.  Alcohol abuse
4.  Automobiles (safety, cost, insurance)
5.  Baggage allowance(s) at time of departure
6.  Base regulations
7.  Civil Rights
8.  Civilian clothing
9.  Clubs (officer, NCO or enlisted)
10.  Dependents/Off base housing
11.  Driver's license
12.  Emergency phone numbers
13.  English Language Testing
14.  Equal Employment Opportunity
15.  Grooming standards
16.  Identification card(s)
17.  Indebtedness
18.  Informational Program (Civilian Sponsor Program)
19.  In/Out processing
20.  Leave
21.  Liaison officer contact (CLO)
22.  Library
23.  Local area briefing
24.  Locator File (base/school)
25.  Mailing address/post office
26.  Medical/dental care
27.  Money matters/checking account/Credit Union
28.  Name tags
29.  Passports/visas
30.  Privileges (commissary/exchange)
31.  Public information/news items
32.  Quarters/mess facilities
33.  Recreational facilities

Figure 3.2

**ARRIVAL BRIEFING CHECKLIST**

- 34.  Religious facilities
- 35.  Security (base/classroom)
- 36.  Shoplifting penalty
- 37.  Training program
- 38.  Travel and living allowances (If applicable)
- 39.  Transportation requirements (for follow-on training or return to home country).
- 40.  Unauthorized Absence
- 41.  Uniform requirements
- 42.  USN rank/rate equivalent
- 43.  Women's rights
- 44.  Appropriate conduct if stopped by local/state police
- 45.  Prevention of Sexual Harassment

## CHEATING

Cheating is defined as the practice of fraud or trickery; violating rules dishonestly; getting something by dishonesty or deception. Cheating suggests using trickery that escapes observation.

If at anytime a student is discovered cheating on a test by an instructor, the instructor will take the test from the student and the student will receive the score **0%** for that test. The student will then face further adverse action resulting in Captain's Mast.

Some examples of cheating:

- Looking at another student's test for the purpose of acquiring test answers.
- Bringing notes (cheat sheets) to class and using them to answer test questions.
- You and another student devising a system to signal what the correct test answer is for a test question and using that system.
- Formula sheet will be clear of any notes without the expressed permission of the instructor.

**This is not an all inclusive list!!!**

I, \_\_\_\_\_ understand that if I am discovered cheating,  
(print your full name and rate)

I will receive the score of **0%** on the suspected test and will be subject to disenrollment.

\_\_\_\_\_  
(Student Signature)

witness:

\_\_\_\_\_  
(Class Advisor Signature)