

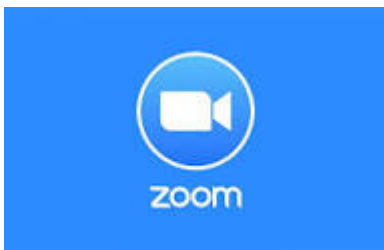


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## Sponsor Briefing Tonight: Thursday June 10



6:00 - 7:30 p.m.

Sponsors for the international military student (IMS) class of 2022 are invited to attend the Zoom sponsor briefing.

Please make every effort to attend as there will be important information about sponsoring presented by the

Fort and the GKCPTP chapter. Even if you've been before, you'll learn something new and meet your fellow sponsors on Zoom.

### Join our Zoom Meeting

<https://us02web.zoom.us/j/84094684103?pwd=MIF5eVNRZ0VtbXJ0RIRUSkZwYUR3QT09>

**Meeting ID: 840 9468 4103**

Passcode: **177927**

## New: Badge and Graduation Ceremonies Info



The current international military student officer class will receive their CGSC badges (see image to left) on June 17 and then graduate with the entire class on June 18. We do not yet have the link(s) to attend virtually but hope to post them on our chapter's [website](#) beforehand. Both events are virtual except a small portion of family can attend.

- **IMS Badge Ceremony - 17 June at 9:00 a.m.**
- **IMS Graduation - 18 June, time TBA**

Check our website [www.gkcptp.org](http://www.gkcptp.org) for event information and links to attend.

Everyone is welcome to attend virtually, even if you're not sponsoring an officer this year.

## Preparing for IMS Arrivals

### Sponsor Assignments are Complete

This year for the first time, we received no family information about the officers. We didn't realize this would be the case until well after we requested sponsor preferences. We appreciate your understanding if you've been assigned an officer that doesn't match the preferences you provided. You'll receive information about your assignment and the other 2 sets of sponsors near the time of the Sponsor Briefing.

### Officers Arrive Late June



Most officers arrive June 28 (majority coming from the Defense Language Institute (DLI)). Direct entry officers (not at DLI) may arrive a few days prior to June 28 or near that date. Sponsors will not greet their IMS at the airport this year. Officers will go into quarantine until July 11. During the quarantine period, please establish contact with your IMS by phone,

email, text or WhatsApp, FaceTime or Zoom.

### **Get Your World Factbook for your officer's country**

To enhance your knowledge and understanding of your officer's country and his/her country, go to <https://www.cia.gov/the-world-factbook/> and click on Countries to locate the country you're sponsoring.

## **Renew/Acquire Your Base Access Card**

***Important:** If you plan to sponsor an officer in the incoming class, please apply for your LAC card right away. Applying now will help both the Fort and GKCPTP manage the flow of applications prior to the influx of international and U.S. military officers (and families) that must be processed this spring.*

February is the month that most LAC cards expire, and must be renewed in order to retain access to the Fort. Local Access Cards (LACs) are your way onto Fort Leavenworth for events and officer visits (should your officer live on post). They provide both the Fort and our members a measure of security, albeit with a degree of inconvenience in the initial application and retrieval of the card(s) in person. We appreciate that our sponsors understand the need for security at U.S. military bases.

### **Order of the "LAC Process"**

Please note the order, or sequence of events occurring when applying for and receiving your local area access card (LAC).

1. Fill out [LAC application form](#) (you complete the "applicant" part only). **NOTE: This is a new version of the form. Please do not use a previous version. IMSD requires the form be completed electronically (do not handwrite).** Remember to not sign or date the form, stop after the Criminal History section.
2. Send the completed LAC forms to Pat Burnett ([dburnett5@gmail.com](mailto:dburnett5@gmail.com)) or Sharon Valášek ([svalasek01@gmail.com](mailto:svalasek01@gmail.com)) by email or U.S. mail.
3. Pat or Sharon will acknowledge receipt and will email the completed LAC to IMSD.
4. Pat or Sharon will contact sponsor(s) when we have been notified by IMSD that

the application is ready. Do not call the Visitor Control Center (VCC) before you receive notification from Pat or Sharon that your application is ready for pick up. Calling the VCC before being notified by Pat or Sharon can cause confusion (VCC may say they don't have the application when, in fact, it is with someone else (e.g., IMSD) integral to the process. When VCC says they don't have it, it causes sponsors to believe their application hasn't been submitted).

5. Once notified by Pat or Sharon that the LAC is ready for pick up, call the VCC. (Before sponsors drive to Fort Leavenworth have them call the VCC at 913-684-3600 to make sure the system that issues the pass is working. If sponsors have any problems while there, **call Sean Madsen's mobile phone at 714-809-4633.**)  
**NOTE: The VCC is open Monday – Friday, 7:00 – 4:00. There are no weekend hours at this time.**
6. Pick up pass within 30 days of approval date. (Approved applications are valid for and must be picked up within 30 days, otherwise the process starts over -- requiring a new app to be submitted). A rule introduced in 2018 from the VCC states that sponsors are allowed to apply only 3 times, so please don't let your approval expire.

Note: If you're not accustomed to using a fillable PDF form, you might find this link helpful:  
["How to Fill Out an Attached PDF & Email Back."](#)

