UNITED STATES NAVAL SEA CADET CORPS

INTERNATIONAL EXCHANGE PROGRAM MANUAL
Dear NSCC Officer or Cadet,

Welcome to the U.S. Naval Sea Cadet Corps International Exchange Program. It is the mission of the International Exchange Program (IEP) to provide specialized education, training and the opportunity to travel abroad for qualified US Naval Sea Cadet Corps Cadets who have an interest in learning about the cultural differences and nautical traditions that strengthen us as a global community.

This manual has several purposes. It is to help cadets and officers applying for the International Exchange Program and to prepare for their adventure should they be selected. This manual will:

- Determine if the program is right for you;
- Guide you through the application process;
- Assist with the planning stages of the program if you have been accepted;
- Give you help in completing your job as ambassadors for the US Naval Sea Cadet Corps, and the United States; and
- Help you with what to do after the trip is completed.

The Sea Cadet program is not unique to the United States. Many maritime countries have similar programs for their youth. The United States, Canada, and Bermuda have been conducting Sea Cadet exchanges for over 25 years. Japan, India, Belgium, South Korea, Hong Kong, India, Sweden, Singapore, Netherlands, United Kingdom, Germany, Australia, and Russia host exchanges. The United States Naval Sea Cadet Corps conducts an exchange in the United States in Newport, RI for visiting cadets from many nations.

The International Exchange Program in the US Naval Sea Cadet Corps has not always been the way it is today. In the past, cadets and officers paid for their trips. The IEP is fully operational as a result of federal funding although participants contribute through a training deposit. This support has enabled US cadets and officers to participate in international exchange programs worldwide regardless of ability to pay.

This manual is a tool. If you have been selected to lead an exchange or participate in one, you need to read your sections of this manual. If you are applying for an exchange, we are always at your service to answer questions. Enjoy preparing for your adventure of a lifetime!™

Respectfully,

Michael L. Campbell
Director, International Exchange Program
United States Naval Sea Cadet Corps
# TABLE OF CONTENTS

NSCC International Exchange Program Manual

## Part I: The International Exchange Program
- **Section 1.1:** Introduction to the IEP
- **Section 1.2:** International Sea Cadet Association
- **Section 1.3:** Country Descriptions

## Part II: Cadet Applicants
- **Section 2.1:** Application Process
- **Section 2.2:** Cadet Selection Process
- **Section 2.3:** Conduct and Expectations

## Part III: Escort Officer Applicants
- **Section 3.1:** Application Process
- **Section 3.2:** Officer Selection Process
- **Section 3.3:** Responsibilities Prior to Training
- **Section 3.4:** During Training
- **Section 3.5:** Traveling With Cadets
- **Section 3.6:** Emergencies
- **Section 3.7:** Final Reports
- **Section 3.8:** Conclusion

## Part IV: Traveling Abroad
- **Section 4.1:** Preparing for IEP
- **Section 4.2:** Travel & Security
- **Section 4.3:** Money
- **Section 4.4:** Traveling Abroad
- **Section 4.5:** Communication
- **Section 4.6:** Emergencies

## Part V: Customs & Immigration
- **Section 5.1:** Immigration Process
- **Section 5.2:** US Embassies
- **Section 5.3:** Personal Items and Gifts

## Part VI: International Exchange Inbound (XU-RI)
- **Section 6.1:** Staff
- **Section 6.2:** Application and Selection
- **Section 6.3:** Preparation
- **Section 6.4:** Cadet Expectations
- **Section 6.5:** Fraternization and Conduct
- **Section 6.6:** Summary

### Appendix I: Senior Escort Officer Planning Checklist

### Appendix II: Packing Lists

### Appendix III: Participating Countries

### Appendix IV: Emergency Contact Numbers

### Appendix V: Web Resources

Epilogue

NSCC IEP Manual Revised 10SEP18
PART I: THE INTERNATIONAL EXCHANGE PROGRAM

THE INTERNATIONAL EXCHANGE PROGRAM CREST

The NSCC crest
Western & Eastern hemispheres
Representing all the oceans of the world
Peace between all nations
Northern & Southern hemispheres

SECTION 1.1: THE INTERNATIONAL EXCHANGE PROGRAM

The International Exchange Program falls under the oversight of National Headquarters of the US Naval Sea Cadet Corps. The IEP is generally organized as a training contingency, similar to the other annual trainings available through the NSCC program. The IEP represents the pinnacle in training. It takes an enormous amount of time, effort, and money to operate it.

For each exchange a Senior Escort Officer (and if necessary additional officers) will be assigned by the Director, IEP. This Senior Escort Officer will fill the role of the Commanding Officer Training Contingent (COTC) for their specific exchange. This will include the planning, execution, and reporting of the exchange.

Each Senior Escort Officer is ultimately responsible for the organization of his/her exchange. The IEP Staff provides supervision and support. It is important to follow the chain of command. Never contact NHQ first. Always contact your IEP staff member for information.

Quality is the number one goal of the IEP. We hope to send our best representatives overseas. Many people have never met an American before and it’s our job to give them a positive experience.

Below is a rather vertical organizational chart to help you visualize how the International Program is organized and how information flows throughout the program. Be sure to follow the chain of command. The IEP has been operational since 1998 in its present form and there isn’t a question that hasn’t already been asked of a staff member.
**Director, International Exchange Program**

The Director of the IEP is appointed by the Executive Director of the US Naval Sea Cadet Corps and reports directly to the Deputy Director via the Director of Training, US Naval Sea Cadet Corps. The IEP Director is responsible for the overall management of the NSCC International Exchange Program. This includes but is not limited to:

- US Naval Sea Cadet Corps Chief Delegate to the International Sea Cadet Association;
- Overall responsibility for the management/planning of all International Exchange Programs both official and locally-arranged;
- Management of XU-RI, the exchange in the United States;
- Chairs the IEP Selection Committee;
- Prepares and administers the IEP budget with the IEP Fiscal Officer; and
- Prepares and administers all IEP policies and procedures.
**Deputy Director, International Exchange Program**  
The Deputy Director of the International Exchange Program reports to the Director of the IEP. The Deputy Director is responsible for planning all IEP activities including XU-RI, special ISCA projects, and various duties as assigned. The Deputy Director is the Vice Chair of the IEP Selection Committee.

**Director of Operations, International Exchange Program**  
The Director of the International Exchange Program appoints the Director of Operations of the IEP who reports to the Deputy Director of the IEP. This position is responsible for the day-to-day operations of the IEP program, and is the frontline support position for the planning and execution of the exchanges. The Director of Operations also coordinates staff activities on behalf of the Director of the IEP when necessary.

**Director of Administration and Finance, International Exchange Program**  
The Director of the International Exchange Program appoints the Director of Administration and Finance of the IEP who reports to the Director of Operations of the IEP. This position is responsible for the day-to-day administration of the IEP program, and is the officer primarily responsible to the Director of the IEP for preparing and maintaining financial records.

**Outbound Exchange Manager, International Exchange Program**  
The Director of the International Exchange Program appoints the Outbound Exchange Manager who reports to the Director of Operations. This position acts as the primary support resource and management of all selected Senior Escort Officers and cadets and coordinates travel with the Travel Manager.

**COTC XU-RI, International Exchange Program**  
The Director of the International Exchange Program appoints the COTC of XU-RI. This position is responsible for organizing and directing the International Exchange for visiting officers and cadets in the United States. She or he will ensure that the international guests of the NSCC are treated to a well-managed exchange.

**Travel Manager, International Exchange Program**  
The Director of the International Exchange Program selects the travel manager through the Federal bidding process. The travel manager is responsible for the transportation of all personnel. The travel manager coordinates all flights. The travel manager will ensure that all personnel will meet in a gateway US city before flying together to the exchange. All personnel are to fly together when departing or returning from a foreign country. Under no circumstances are cadets allowed to travel unescorted on an international flight. This includes all official and locally-arranged exchanges. The travel manager will acquire all travel documents such as visas as needed for each respective exchange country.

**IEP Selection Committee**  
The International Exchange Program Selection Committee is managed by the Deputy Director IEP. The IEP Selection Committee grades each application on a 100 point scale and selects all participants for exchanges. The Director, IEP, serves as Chair of the Committee but generally doesn’t grade applications.
INTERNATIONAL EXCHANGE PROGRAM RIBBON

Awarded to an NSCC Cadet, Officer, Midshipman, or Instructor who completes an International Sea Cadet Association sponsored International Exchange Program (IEP) Training with selection based upon IEP Director-managed selection committee action. This ribbon recognizes outstanding scholarship, contribution to the NSCC, exemplary citizenship attributes and proved dedication as a youth ambassador for the United States of America. Affixing a bronze star indicates second and each subsequent award. The Director, IEP, authorizes the ribbon at the completion of the training. Ribbons may be ordered by contacting the Director IEP. Ribbons may only be ordered for approved IEP personnel. Exchanges that are locally arranged or by NHQ that are not IEP selection-based are not eligible for the IEP Ribbon. Those cadets and officers that staff the USA Exchange are awarded the IEP ribbon upon successful completion of the exchange. Additional ribbon awards for instructors or officers serving as SEOs are not given since the IEP ribbon denotes distinguished service.

SECTION 1.2: THE INTERNATIONAL SEA CADET ASSOCIATION (ISCA)

What is the International Sea Cadet Association?
The International Sea Cadet Association, referred to as the ISCA, is a voluntary association of independent Sea Cadet Corps or corresponding organizations, committed to common concepts and goals, that wish to share ideas and information, and, to the best of their ability engage in cadet exchanges and to provide mutual support in order to promote the benefits of sea cadet training world-wide.

What is a Sea Cadet Corps?
A Sea Cadet Corps or corresponding organization is a voluntary, non-political and non-militant youth organization, with membership unrestricted by race, sex, philosophical or religious convictions, which offers practical and theoretical training in nautical and maritime subjects within the context based on naval traditions.

THE AIMS OF ISCA
Although member organizations may define their own individual aims and objectives, they agree to adhere in spirit and practices to the following:

1. To encourage young people towards high personal standards, teamwork and a sense of responsibility to the community through the medium of disciplined nautical training and development of leadership qualities.
2. To develop in young people an appreciation of the importance of the sea to international commerce, defense and the protection of the environment.
The Objectives of the ISCA Are:

- Promote international and inter-cultural understanding, goodwill and friendship among young people who have an interest in nautical activities;
- Promote the exchange of sea cadets between member organizations;
- Provide a forum for the exchange of information and best practices with member organizations about youth exchanges;
- Encourage the formation of organizations based on the sea cadet concept world-wide, promote their joining the ISCA, and resist membership by militant or politically motivated groups;
- Provide member organizations with non-monetary support for fundraising for youth exchange-related activities; and
- Provide a platform from which the image and ethos of the international sea cadet movement can be promoted worldwide.

SECTION 1.3: COUNTRY DESCRIPTIONS

The ISCA is made up of organizations representing many different countries around the world. In an effort to provide you with a broader view of the programs worldwide, we have included a brief description of the cadet programs for each country that the NSCC presently sends personnel or has in the past.

AUSTRALIAN NAVY CADETS
The Royal Australian Navy sponsors the Australian Navy Cadets for boys and girls ages 13-18 years. Units, referred to as Training Ships, are supported by local committees, and are established throughout Australia. Each unit has its own name and identity and offers training and practical experience in seamanship, boat work, and a wide range of specialist and support skills (i.e. Steward, Musician, etc.) There are approximately 3,000 Cadets and Officers spread over 75 units nationwide. Australian Navy Cadets became a member of the ISCA in 1995.

ROYAL SEA CADET CORPS OF BELGIUM
The Royal Sea Cadet Corps of Belgium has approximately 225 members spread over 10 units. The Belgian Sea Cadet Corps was founded in 1922 by volunteers who were returning from war, and is a founding member of the ISCA. The program is closely patterned after the Sea Cadet Corps of the United Kingdom.

BERMUDA SEA CADET CORPS
The Bermuda Sea Cadet Corps exists to help boys and girl’s ages 9 ½ to 18 years old acquire a mature sense of responsibility and self-discipline. The most common training programs include boat design and building, communications, ferry operations, charter and tour boat operations, the fishing industry, fisheries protection services, and sea rescue. The Bermuda Sea Cadet Corps is an extension of the Sea Cadet Corps of the United
Kingdom. The program has approximately 100 cadets spread over three units and is a founding member of the ISCA.

**ROYAL CANADIAN SEA CADET CORPS**
The RCSC has approximately 10,000 cadets spread over 230 units. Their officers are members of a unique branch of the Royal Canadian Navy, holding a commission designed solely for the training of cadets. Many units have a Precision Drill Team and more than half of the units have an active band (full brass and reed, glock and drum, or pipe bands). Most RCSC cadets have the opportunity to go to sea aboard a ship about once per year. The RCSC was a primary motivator in the establishment of the US Naval Sea Cadet Corps, and the RCSC is a founding member of the ISCA.

**DEUTSCHE MARINE JUGEND e.V. (SEA CADET CORPS OF GERMANY)**
The Sea Cadet Corps of Germany was founded in 1926 as a government entity, and later registered as an independent youth organization in January of 1956. The program’s training includes sports, leadership and development. This is supplemented by camps, competitions, excursions, exchanges and other related activities such as rowing, sailing, rope work, and basic seamanship. There are over 3,000 members spread over 49 active units and is a founding member of the ISCA.

**HONG KONG SEA CADET CORPS**
The Hong Kong Sea Cadet Corps took shape beginning in 1967 by a group of officers of the former Hong Kong Royal Naval Reserve, but the formal formation did not happen until 1968.

Since the time of inception, the serving Governor of Hong Kong has been the Patron of the Hong Kong Sea cadet Corps, while the Royal Navy in Hong Kong has provided technical support for the training program.

The Hong Kong Sea Cadet Corps is modeled after and affiliated with the Sea Cadet Corps of the United Kingdom. Cadets are 12-18 years old, and there are over 900 members spread across 13 units. The Hong Kong Sea Cadet Corps became a member of the ISCA in 1995.

**SEA CADET CORPS - INDIA**
The Sea Cadet Corps, a non-government youth organization, founded by the late Hon Commodore Gokaldas S. Ahuja in Karachi on 13th May 1938, has a current membership of nearly 6,000 boys and girls in its 15 units all over India. The Organization relies on the Corporate Society and its well-wishers for financial support which enables the Corps to provide training to thousands of young boys and girls.

The organization develops values, sense of responsibility and a spirit of adventure in young people in the age group of 10 to 18 years. Through nautical and related training, the Corps aims to build character and foster leadership amongst the youth, besides increasing the awareness of "Affair Maritime". The training imparted also enables those desiring to follow a career at sea to be better prepared.

**JAPAN SEA CADET FEDERATION**
The Japanese Sea Cadet organization, founded in 1951, was called the *Nippon Kaiyo Shonendan* or Junior Sea Friends (JSF) of Japan. Unlike the sea cadet concept developed in the British Commonwealth nations, each JSCF’s individual unit is an independent entity. The JSF’s units form the Japan Sea Cadet Federation (JSCF), which was established in 1952 as the National Coordinating Body.
There are 211 units with approximately 16,650 cadets and leaders. In JSCF, there is no distinction between uniformed or non-uniformed executives. They are all civilians and simply called the “Leaders.” Youth from grade 4 to 12 are eligible to be a member of the JSCF. A child below grade 4 can be accepted as an associated member.

Every odd year, the JSCF holds a National Assembly. Approximately 2,500 cadets and leaders from across Japan participate in this assembly. Overseas cadets have been invited and the NSCC has participated since 1995.

**SEA EXPLORERS OF KOREA**
The Sea Explorers of Korea were formed in 1962 as the Sea Scouts under the Boy Scouts of Korea. In 1980, they were renamed the Sea Explorers of Korea, separating from the Boy Scouts of South Korea. The program was sanctioned as a corporate body under the control of the Office of Maritime and Port Administration. There are 1,553 units with approximately 214,000 members under the control of 18 local branches of the SEK. The units are primarily organized in schools with teachers in charge.

**SEA CADET CORPS OF THE NETHERLANDS**
During World War II, when the Headquarters of the Royal Netherlands navy was in London, Netherlands Navy Officers became acquainted with the British Sea Cadet Corps. It gave them the idea of establishing a Corps in the Netherlands after the war. Together with the members of the Netherlands Navy League, they started the first Dutch Sea Cadet Unit on February 18, 1949.

The aim of the corps is to make young Dutch people interested in maritime affairs and to offer them opportunities to obtain practical training in maritime matters. The motto of the Corps is “Show the Youth the Way to the Sea.” The Royal Netherlands Navy, the Ministry of Traffic and Water level Management, and the Royal Association of Merchant Navy Companies support the ZKKNL.

There are 18 units staffed by 150 adults training 635 cadets. Nearly all ZKKNL units own a Training Ship, which is sufficient in size to accommodate the entire unit. ZKKNL units also train aboard sailing dinghies, motor barges, sailing yachts, canoes and rubber boats.

**NEW ZEALAND SEA CADET CORPS**
The Sea Cadet Corps began in New Zealand in 1929, with the formation of a training establishment in Christchurch. It was followed soon after by Auckland. Except for TS Waireka, the Corps went into recess during World War II.

Today there are 18 units in New Zealand. The Corps is part of the New Zealand Cadet Forces together with the Air Training Corps and the New Zealand Cadet Corps (Army). The Sea Cadet Association of New Zealand, a civilian support organization, supports sea Cadets.

The New Zealand Sea Cadet Corps provides training in both sailing a boat and pulling (rowing) and particular emphasis is placed on safety in small craft. Other subjects taught include rope work, splicing, elementary navigation, signaling, first aid, cooking, clerical work and store keeping. Sea Cadets are ages 13-18. They also have a younger program, the Dolphins, for younger people age 11 and 12.
The Cadets usually meet for two hours one evening a week. In addition, they usually hold a more informal weekend meeting for sail training and general boat work. Weekend camps, promotion courses, and expeditions are also part of a cadet’s life. From time to time, limited sea time is available on ships of the Royal New Zealand Navy.

**RUSSIA – YOUNG MARINERS LEAGUE**
Russia has been a member of ISCA since 1998. The first ISCA exchange program with the United States was in 2005. The Sea Cadet program in Russia is administered by the Novogorod Young Sailor’s Club, which began its current existence in 1993 following the political changes in Russia. Exchanges are situated aboard the Club’s training vessel, *Lord Novgorod the Great*, where all participants are berthed in cabins that accommodate between one and four persons.

The program is listed as being in St. Petersburg but this is really only for the purpose of embarkation and debarkation.

**SINGAPORE – SEA CADET CORPS**
The National Cadet Corps of Singapore dates from 1901. The Cadet Corps in Singapore during those early years was aimed at training the youths for the Local Volunteer Corps rather than making it a youth organization. In 1917, six schools had a cadet unit, which was separate from the Volunteer Corps. The aim was to improve the physique and discipline of the boys and to inspire them with the ideals of esprit-de-corps and patriotism.

During World War II, a large number of cadets utilized their military training in defense of Singapore against the Japanese, but the Cadet Corps was banned during the Japanese occupation. The Sea Cadet Corps was established in 1948, and its training was based on the UK Sea Cadet program. Each unit is based in a school.

**SOUTH AFRICAN SEA CADET CORPS**
The first recorded Sea Cadet Unit in South Africa paraded on the foreshore of Cape Town in 1870. The first substantial record of Naval Cadet unit is in 1894 when the Marist Brother College, Johannesburg, started a unit, which ran until about 1898. In 1904 a Sea Cadet Unit was started in Cape Town and is still operating today as TS Woltemade. Since that date there has been a constant growth of units, which today number 21 with about 2,100 cadets. The governor of the South African Sea Cadet Corps is the Navy League of South Africa, the second oldest such institution in the world.

**SWEDISH SEA CADET CORPS ASSOCIATION**
The Swedish Sea Cadet Corps Association, in Swedish called “Sjövarnskaren”, is a successor to the Voluntary Motorboat Association and the Auxiliary Naval Corps the latter belonging to the Navy. Their main tasks were to prepare youth, age 15-17 for a future career at sea.

Today there are 17 units with 5,200 members achieving the mission of the corps by increasing public awareness about military defense and shipping as well as creating a base from which both the Naval Forces and the merchant navy can recruit new personnel. The Corps’ instructors are both from the Naval Volunteer Corps and the Naval Forces. Most of those who participate as a Cadet are later picked to do their military service in the Naval Forces.

**SEA CADET CORPS – UNITED KINGDOM**
The oldest and most enduring youth organization in the world and Great Britain is the Sea Cadet Corps. This corps can trace its heritage back to the Crimean War, when in 1856, sailors returning home from the campaign set up “Naval Lads Brigades” to give disadvantaged youngsters a taste of discipline and leadership.
From those early beginnings in the back streets of Britain’s seaports has grown the Sea Cadets a 16,000 strong youth movement with 400 units throughout the United Kingdom. The corps first became independent in 1910 under the auspices of the Navy League.

In 1976, the Navy League became the Sea Cadet Association (SCA), that parent charity which raises funds to support the Corps and provides the educational and adventure facilities for the cadets, including traditional sail training aboard the Corps’ flagship, the square rigged brig TS Royalist. Cadets also experience hands-on sea duty board Royal Navy Ships.

Boys and girls aged 12 to 18 years are welcomed into the cadet ranks and wear traditional Royal Navy uniforms. Junior sections cater to the 10 to 12 age group, while the Royal Marine Detachments are for boys 13 to 18.

**ZIMBABWE – TS MATABELE**
During the 1950’s, the then government of Zimbabwe (Southern Rhodesia) ran a school cadet system. However during the 1960’s, due to severe financial constraints, the Government abandoned the cadet system and dissolved the cadet units. The only Sea Cadet unit in Zimbabwe, TS Matabele was founded during the era of the School Cadet system in 1953. Cadets, boys or girls, may join at 14 years of age. The cadets have to do all the fund raising themselves, as there is neither Navy League nor Parents associations. They achieve this by giving service to the public who respond with donations. This service includes duties at public functions, traffic control at the horse racing circuit, visiting old age homes, etc. There is only one unit, with a crew of about 30 cadets.

**OUR SHRINKING WORLD**
The International Sea Cadet Association also has admitted Portugal and Lithuania, although the NSCC does not send cadets to these countries at the time this manual was published. Many other countries have Sea Cadet organizations but are not members of ISCA.
PART II: CADET APPLICANTS

Part II covers the information particular to cadet applicants. Cadets should read this part in its entirety in addition to Parts IV and V. The Appendices have the other resources you may be looking for in preparation for your training.

Section 2.1: CADET APPLICATION PROCESS

Please remember that you are applying for an extremely competitive training. Many outstanding cadets will be applying and you need to show the IEP Selection Committee that you are qualified and the best candidate for the billet. You must set yourself apart from the others by demonstrating through your application your dedication not only to the NSCC but to yourself.

Confirm the deadline for your application. There are no exceptions for being late. Your entire package needs to be submitted online in Fluid Review prior to the due date. Do not wait until that last minute. After the deadline, the ability to submit will be locked. You will not be able to submit it regardless of how close you are to finishing it, so don’t wait until the last minute. Applications may not be mailed, faxed or emailed under any circumstances.

2.1.1 Cadet Application Information

All information provided in your application must be complete and accurate. Failure to provide required information will result in automatic disqualification.

2.1.2 Directions

All applications must be submitted online via the Fluid Review process. This can be accessed at https://seacadets.fluidreview.com. Paper submissions will be not be accepted!

Read everything on the application carefully. Since this training is for mature young adults and experienced officers, it is expected that you will have complete control over your application and will follow directions to the letter. This is not to make things difficult for you – only to show that you are capable of following directions and presenting yourself in a positive light. You are responsible for everything on your application. This includes information that is provided by your unit and commanding officer. Be sure and check your application thoroughly before submitting. Always confirm that you were promoted within the time in grade requirements of the NSCC regulations. If you were promoted before you were eligible, you will receive a disqualification.

When applying for an exchange, make sure you are eligible to apply. This includes ribbon, age and rank requirements. Your selection can be revoked at any time if it is found that you are not eligible for the exchange.

When ranking your choices of countries, only include those exchanges you are able to attend. It is in your best interest to have back up choices in case your first choice is not available. The more countries you put down, the better your chance of being selected. However, you must be motivated to visit any of the countries you select, considering the food, culture, traditions and training that will be experienced. Do research to confirm that you wish to travel to any of the choices you specified. You may apply for inbound US IEP in Newport, RI in addition to any of the other exchanges. It is possible to do both an inbound and outbound exchange in the same year as long as the dates don’t overlap.

Note: Parents, relatives and cadets are not eligible to participate on the same exchange.

NSCC IEP Manual Revised 10SEP18
Confirm that all the items are included in your application. You cannot hit “Submit” in Fluid Review until all the required sections are completed. You may return to the online application site as many times as you need to prior to hitting submit. Your work can be saved along throughout the process. Click submit before the submission deadline.

2.1.3 Personal References
For your personal references, ask three adults that know you well and would give the selection committee a positive recommendation. Specify their name, their job title or their affiliation, and their telephone number. These individuals should show your variety of activities and interests. Do not use NSCC officers from your home unit as references in this section. Your commanding officer has their own section of the application to complete. Absolutely do not use family members for any personal reference. e.g. If your CO is your parent, have your XO complete the requirement. Consider listing other respected people in your community such as teachers, coaches, ministers, employers or other mentors. Regional Directors and above may be included if you wish, provided you have had personal interaction with this individual. Use your many contacts to secure the most impressive references. Follow the instructions on Fluid Review to complete this requirement.

2.1.4 The Final Details
Email IEP@seacadets.org if you have questions. IEP Director or the Outbound Exchange Manager will do everything they can to assist you. Their job is to make the application process as easy as possible. They understand how much time you are spending on your application. If you have a question, ask! Email only, please.

Check your presentation quality: This is important. How your application looks may be the determining factor in your selection. Is all of your information typed correctly? Are you submitting EXACTLY what was requested? Did your scanned documents upload correctly and in the proper size and direction? Did you include anything extra to show the committee who you are? What are you doing to do to make your application better than the many that are received? Why is yours so special? Show us you want to be a part of the IEP.

The Food: You must do research into the food of the countries you have requested before you apply! If you can’t eat the food of the country, DO NOT APPLY! Imagine being in Korea for two weeks and not being able to eat the food! There are no alternatives. You will be eating the food morning, noon, and night without ever seeing a hamburger or hot dog! The food from these countries will be very different and may take some getting used to eating. If you do not like the food, you will have enormous comfort and health difficulties and you will not enjoy your trip of a lifetime. Keep in mind that the US IEP Staff has no control over what type of food is served by the host country, therefore special dietary accommodations or requests may not be possible for every exchange.

Section 2.2: CADET SELECTION PROCESS

Each IEP applicant, cadets and officers, will go through a stringent and unbiased review process. This section will go over what happens to your application as soon as it is received. Immediately upon receipt of your application, it is screened for accuracy. This initial screening will check to make sure of the following:

- You have fulfilled all eligibility requirements
- All sections of all forms are completed correctly. The online system only checks that the required forms and sections are present. It does not check for accuracy.
Some examples of what will automatically disqualify you:
- Missing documents or responses to questions
- Submitting a copy of your report card instead of your official transcript
- Not having your overall grade point average and current school grade level provided on the official transcript
- Submitting the official photograph of you in uniform that is: taken with other people in the picture, not a full length view, the wrong uniform, blurry, or obviously taken with other people who have been cropped out.
- Having a family member provide a reference letter
  - All required signatures are present on all forms.
  - All of the required forms and supplemental information is submitted appropriately per the instructions

Any applications that do not fit any of the above four initial screening criteria are automatically disqualified and taken out of consideration. It is important that you submit your application in whole and in the appropriate order.

Once submitted on Fluid Review, the application is made immediately available to the selection committee for scoring and review. This committee may be composed of the IEP Director, IEP Deputy Director, IEP Director of Operations, IEP Travel Manager, Executive Director of the NSCC, Deputy Director of the NSCC, and several other persons who are officers on the permanent IEP staff, current or former US Navy or NSCC Officers as well as outstanding members of the community (Attorneys, Business Leaders, etc.).

Upon receipt of the application, each committee member will then conduct an evaluation based on each category and a fixed scale of 100 points. The points will be automatically tallied by the software program.

At this point, the IEP Director will put the applicants on a status board under the country(ies) for which they applied. Depending on how many billets are available for each individual exchange, the cadets will be selected based on their preferences and their averaged score.

Once all of the billets are filled, selection notification process begins. Cadets are notified within 3 weeks of the deadline date. If you are not selected for an exchange, you may ask the Outbound Exchange Manager for feedback on your application.

Section 2.3: CONDUCT AND EXPECTATIONS

Selection for this program is based on outstanding performance and irreproachable conduct. Cadets who are selected are expected to maintain the same high standards of behavior, military bearing and maturity that they displayed at their home unit. Failure to do so will mean immediate termination of training.

2.3.1: Fraternization
The NSCC International Exchange Program is designed as a training evolution. It is an intense immersion into culture and the ways of a different country. This intense training leaves no room for fraternization. Additionally US Naval Sea Cadet Regulations prohibit fraternization on any level at any time.

The Naval Sea Cadets and the US Navy have both relied on a long-standing custom and tradition to define the bounds of acceptable personal relationships among its members. Proper social interaction between US cadets
and between NSCC and international cadets is encouraged as it enhances morale and the fundamental mission of the IEP.

In the Navy and the USNSCC, fraternization is defined as: accordance with Chapter 7.03 (k) USNSCC Regulations All members will maintain appropriate boundaries of military formality while participating in USNSCC activities. No volunteer will permit an undue relationship to develop with another member at any time. A personal relationship that is unduly familiar, does not respect differences in rank, and is prejudicial to good order and discipline is considered fraternization.

Officer/cadet relationships must remain at a professional level at all times whether on or off duty. Personal relationships or socializing with cadets to include social media (Facebook “Friending”, Instagram, Snapchat, etc.) derogates the position of leadership and authority, which in turn is detrimental to good order, morale and discipline. Officer/cadet relationships of a close personal nature, either same sex or opposite sex, are considered unprofessional and will not be tolerated.

Fraternization between cadets is strictly prohibited. In the context of cadet life, the potential erosion of respect for authority, respect for individual cadets, and respect for the international goodwill between our international friends and hosts serves as the valid and essential prohibition of fraternization while at any IEP function.Because of the nature and purpose of the program, exchanges may be casual and friendships are encouraged. However, NEVER forget that you are on duty at all times. Rule of thumb…What you would not do in front of your Commanding Officer or your parents, do not do on IEP!!

Good judgment and common sense must prevail. It is impractical to attempt to delineate all conduct or activity that is unethical and prohibited. However, as examples of the type activity prohibited, the following applies:

- To associate or otherwise treat in a personal manner that may be construed as, or lead to, indiscretion or favoritism.
- Dating or other such socializing which indicates a personal romantic or sexual relationship.
- In the context of IEP, fraternization also includes friendships that exclude others, whether of a romantic nature or not. Relationships between cadets, between officers, and between cadets and officers must not be of a nature that makes others uncomfortable or unwelcome.

Report inappropriate behavior to your Senior Escort Officer even if it involves two non-US cadets. Do not allow your personal behavior to tarnish the reputation of the USNSCC or damage the integrity of the International Exchange Program.

2.3.2: Being a Good Guest

THE KEY TO A SUCCESSFUL SEA CADET EXCHANGE

International Exchanges are made up of a number of objectives, which includes:

- Sea Cadet Training [sailing, tours, training on military ships or stations]
- Citizenship experience [visiting embassies, dignitaries, war graves, official ceremonies]
- Cultural experience [food, customs, dress, arts, sports, religion, sightseeing]
- Making new friends [host country and other visiting cadets]

Sea Cadets enjoy making new friends from different countries. Whether they are training, cooking together, watching television, playing sports or just hanging around, sea cadets will exchange culture and traditions. It’s important that you make the most of the exchange. Take full advantage of all activities and visits that your host has arranged for you. The more you invest in the exchange the more will enjoy it.
Your experience on your exchange will depend as much on your cooperation, good will and courtesy as it
does on the host country. While the NSCC may have paid a stipend for your room and board during your
exchange, no amount of money can adequately compensate them for receiving a “bad” cadet or officer. You
are a guest. Be humble. If you know that you will be staying in someone’s home be sure and bring them a gift
for their hospitality.

Help out with the daily activities such as washing dishes, cleaning, straightening up and other household
tasks. Do not use their phone except for emergencies. Ask permission to use the telephone and pay
adequately for those emergency calls. Remember that many host country’s telephone systems charge per
“click” for telephone usage. Do not raid or go into the refrigerator without permission. Do not use excessive
amounts of hot water. Water is a precious and expensive commodity in many countries and cultures. Take a
Navy shower!

Be receptive to activities planned by your host organization. Your host organization will make arrangements
to show you interesting sites in the area. What is interesting to some may not be interesting to you.
Remember that you are not the only one on the exchange and there are many other people from many other
countries joining you with different backgrounds, cultures, and interests. Be open-minded and willing to
participate in all activities. Take advantage of the opportunities given to you. This is not the time to hide out
in your room all day. A lot of time and money goes into sending you abroad so you can experience a different
culture. If you are not open to new experiences, or have a cynical view on society, this is not the training for
you!

You should relax and be yourself. Be flexible and respectful and try to fit in with the routine. If you are
unsure, try to take your cues from the host organization and ask polite questions. Make sure to thank your
hosts when appropriate, and let them know how much you appreciate their hospitality. By all means, feel free
to write, email or call cadets and officers after your exchange is over. They will be interested in hearing about
your studies in the cadet program and further adventures. Social media is a terrific way to keep in touch.

Experience the differences between the cultures. Go with an open mind and be prepared to change and make
the most of the experience. Represent the United States with honor. DO NOT discuss political issues of any
kind. Don’t criticize or belittle other cultures. Remember, each citizen is proud of their country. Don’t boast
about living in the US or having the best Navy in the world.

Remember, you are an ambassador of the US Naval Sea Cadet Corps, the United States Navy, and the United
States of America. How you present yourself and act will be the way people will remember America. Have
pride in all that you do and let that show through so they will remember the positive things about our program.

2.3.3: Courtesies Shown To International Officers
Many officers hold an actual commission and are paid in the Naval Service of their country. Some of them are
not. Regardless of their status, all international officers that you will come into contact during your exchange
are entitled to, and given, the same military courtesies rendered to USNSCC and U.S. Officers.

You must extend the utmost in understanding, courtesy and hospitality to these international officers. This is
especially important at social functions, on or off duty, in uniform or civilian attire. This will prevent
embarrassment while everyone is adjusting to the international exchange. No matter what the occasion, these
international courtesies bring a sense of comradeship and acceptance to the exchange. This respect and
understanding will help to foster an increased sense of unity and mutual respect between our respective
nations. Should you have any issues or difficulties with an international officer, report it to your Senior Escort Officer so he/she can take care of it before it becomes a problem.

Before departing on your exchange, you should thoroughly review and understand the customs and courtesies sections of the BMR course. If you are unsure, ask your Senior Escort Officer. You may wish to study the rank structure of the countries in attendance. You are always better off showing more respect than expected!

2.3.4: Training Assignments
Cadets will be expected to complete a research assignment on their host country prior to the Exchange. A well written 3-5 page essay will help you gain enough knowledge and information about where you are going to make your visit more enjoyable and educational. Your Senior Escort Officer will let you know whether you will have a topic assigned to you or if you will be allowed to choose your own. Topics may include geography, customs and traditions, religion, and history.

You will also be assigned to write an essay on the food in your host country. This is to help you get familiar with what you will be eating. If you find that you cannot eat the type of food you will be most likely served, then you should contact your Senior Escort Officer. You cannot assume they will have traditional “American” food available, or that you can just run over to McDonald’s for all your meals.

Considering that what got you selected for this program also makes you very busy, you will be given ample time to complete these assignments. However, you are expected to be diligent and conscientious of the timelines, and in constant communication with your Senior Escort Officer. Be sure to ask questions if you do not understand what is expected of you. Timely submission and quality work demonstrates your dependability and maturity as a cadet, required qualities for participants in this program.

You will be given a small notebook and pen to keep with you during the Exchange. You should be using it to journal your experiences at the end of each day. Do not wait until the plane ride home to start writing in it! You will have so many new and exciting experiences every day that you may forget details about them. It will be very useful at the end of the Exchange, when you have to submit your Training Report.

2.3.5 After Training Ends
On the way home, you will have plenty of time to complete the survey. These surveys will be given to you by your Senior Escort Officer and should be completed before you go your separate ways in the United States.

Be sure you give your Senior Escort Officer all of the Boarding Passes you used and ticket receipts you were given. Do not use airline apps for your boarding passes. Your SEO will give you a pre-addressed, stamped envelope for you to put your final boarding pass stub in once you have returned home. Do not delay in mailing them to your Escort Officer or you may end up losing them. These are very important documents that must be returned to NHQ. Don’t ruin the exchange by not sending your final boarding pass to your Senior Escort Officer. Remember, it is a NHQ requirement. Take a photo of your boarding pass as soon as you are on the plane. That way you have it as a backup.
PART III: ESCORT OFFICER APPLICANTS

Part III covers the information pertinent to officer applicants only. However, officers are expected to be familiar with the entire manual, including the Part II: Cadet Applicants.

Section 3.1: APPLICATION PROCESS
Please remember that you are applying for an extremely competitive training. Many outstanding officers will be applying and you need to show the IEP Selection Committee that you are qualified and the best candidate for the billet. You must set yourself apart from the others by demonstrating through your application your dedication not only to the NSCC but to yourself.

3.1.1 Officer Application Information
All information provided on Fluid Review must be complete and accurate. Failure to provide required information will result in automatic disqualification. This includes having your Sea Cadet supervisor provide a reference.

3.1.2 Directions
All applications must be submitted online via the Fluid Review process. This can be accessed at https://seacadets.fluidreview.com. Paper submissions will be not be accepted! Please read everything on the application site carefully. Any forgotten information will disqualify your application.

Read everything on the application carefully. Since this training is for mature cadets and experienced officers, it is expected that you will have complete control over your application and will follow directions to the letter. This is not to make things difficult for you – only to show that you are capable of following directions and presenting yourself in a positive light.

You are responsible for everything on your application. This includes information that is provided by your unit and commanding officer. Be sure and check your application thoroughly before submitting.

When ranking your choices of countries, only include those exchanges you are able to attend. It is in your best interest to have back up choices in case your first choice is not available. The more countries you put down, the better your chance of being selected. However, you must be motivated to visit any of the countries you select, considering the food, culture, traditions and training that will be experienced. Do research to confirm that you wish to travel to any of the choices you specified.

Be sure you are physically capable of escorting cadets on the exchange. Most, if not all, of the exchanges require a great deal of walking and some require participation in physical activity. As an escort officer, you do not have the option of sitting out of activities because you do not feel like participating. You are expected to be there for the safety of the cadets in your care, regardless of your personal preference.

You may apply for inbound US IEP in Newport, RI in addition to any of the other exchanges. It is possible to do both an inbound and outbound exchange in the same year as long as the dates don’t overlap.

Note: Parents, relatives and cadets are not eligible to participate on the same exchange.

Confirm that all the items are included in your application. You cannot hit “Submit” in Fluid Review until all the required sections are completed. You may return to the online application site as many times as you need to prior to hitting submit. Your work can be saved along throughout the process.

NSCC IEP Manual Revised 10SEP18
Confirm the deadline for your application. Click submit before the submission deadline. There are no exceptions for being late. Your entire package needs to be submitted online in Fluid Review prior to the due date. Do not wait until that last minute. After the deadline, the ability to submit will be locked. You will not be able to submit it regardless of how close you are to finishing it, so don’t wait until the last minute. Applications may not be mailed, faxed or emailed under any circumstances.

3.1.3 The Final Details

2.1.4 The Final Details
Email IEP@seacadets.org if you have questions. IEP Director or the Outbound Exchange Manager will do everything they can to assist you. Their job is to make the application process as easy as possible. They understand how much time you are spending on your application. If you have a question, ask! Email only, please.

Check your presentation quality: This is important. How your application looks may be the determining factor in your selection. Is all of your information typed correctly? Are you submitting EXACTLY what was requested? Did your scanned documents upload correctly and in the proper size and direction? Did you include anything extra to show the committee who you are? What are you doing to do to make your application better than the many that are received? Why is yours so special? Show us you want to be a part of the IEP.

The Food: You must do research into the food of the countries you have requested before you apply! If you can’t eat the food of the country, DO NOT APPLY! Imagine being in Korea for two weeks and not being able to eat the food! There are no alternatives! You will be eating the food morning, noon, and night without ever seeing a hamburger or hot dog! The food from these countries will be very different and may take some getting used to eating. If you do not like the food, you will have enormous comfort and health difficulties and you will not enjoy your trip of a lifetime. Keep in mind that the US IEP Staff has no control over what type of food is served by the host country, therefore special dietary accommodations or requests may not be possible for every exchange.

Before you hit “Submit”: The Online Application process is setup to make sure you can’t hit submit until all required selections are filled in or uploaded. However, it cannot check for accuracy. You will need to make sure that you selected the correct forms to upload and that they are legible. Verify everything prior to submitting your application. Understand that if you do not submit your application, even if you have completed all the sections, it cannot be reviewed for consideration. After the deadline has passed, you will not be able to submit your application. Do not wait until the last minute to submit your application.

Section 3.2: OFFICER SELECTION PROCESS

Each IEP officer or instructor applicant will go through a stringent and unbiased review process. This section will go over what happens to your application as soon as it is received. Immediately upon receipt of your application, it is screened for accuracy. This initial screening will check to make sure of the following:

- All sections are completed correctly
- All signatures are present on all forms
- All required forms contain the information requested
• All required documents are submitted accurately and as specified

Any applications that do not fit any of the above four initial screening criteria are automatically disqualified and removed from consideration. Take the time to make your application the best it could be. That may mean putting together a Sea Cadet resume if you don’t already have one. Do not submit a biography instead of a resume. It will automatically disqualify you.

Once submitted on Fluid Review, the application is made immediately available to the selection committee. This committee may be composed of the IEP Director, IEP Deputy Director, IEP Director of Operations, IEP Travel Manager, Executive Director of the NSCC, Deputy Director of the NSCC, and several other persons who are officers on the permanent IEP staff, current or former US Navy or NSCC Officers as well as outstanding members of the community (Attorneys, Business Leaders, etc.)

Each committee member upon receipt of the application will then conduct an evaluation based on each category and a fixed scale of 100 points. The points will be automatically tallied by the software program. After all members have reviewed all applications, the IEP Director will put the applicants on a status board under the country (ies) for which they applied. Depending on how many billets are available for each individual exchange, officers will be selected based on the exchange preferences and their average scores.

Once all of the billets are filled, the selection notification process begins. Officers are notified within 3 weeks of the deadline date. If you are not selected for an exchange, you may ask the IEP Director for feedback on your application.

Section 3.3: RESPONSIBILITIES PRIOR TO TRAINING

The IEP permanent staff will notify you via telephone upon your selection to an international exchange. That staff will confirm that the reported dates work for your work schedule and that the country for which you have been selected works with your plans. Upon your acceptance of that exchange, you may be invited to attend the International Officer Leadership Academy (IOLA) held in late April/May if you have not already attended this training.

You will receive the names and contact information for the cadets who have been selected to go on your exchange. It will be your responsibility to contact them immediately to let them know of their selection and ensure that they can also attend the dates and have the desire to go to the selected exchange.

The IEP permanent staff will give you a copy of the Fluid Review IEP application package for each cadet selected for your exchange. This will provide you with the initial contact information. Included in that packet will be a checklist form to help you keep track of the planning phase of your exchange.

Once you have been given your cadet list, you will need to do the following:

✓ Contact your Cadets – They will not have been notified of their selection. Confirm that they still desire to participate in the exchange. Generally, at first the selected cadets go through a sense of shock, and apprehension as the news of being selected settles in. It is important to make this initial contact and give the cadets your contact information, email and telephone number. Once the initial shock wears off they will begin to flood you with questions. This is a good thing. During this initial
phone call, speak with all parents or guardians. If they are not available, you need to call back. They
will not be as apprehensive as your cadets will be and will already have a long list of questions ready
to ask you. It is important to build trust, so answer their questions. If they ask you something you do
not know, tell them you’ll get back to them. Make sure you get back to them. You will be taking their
child to a foreign country so it is of the utmost importance that they have trust in you as the Senior
Escort Officer.

✓ All team members sign the IEP Code of Honor: You and your cadets must sign, copy and send the
signed original of the Code of Honor to IEP Headquarters. Take responsibility to ensure this is
completed.

✓ All team members must sign up for the exchange in Magellan: Be sure you and all your team
members sign up for the training in Magellan. Although you are the COTC of your training, IEP staff
will handle the COTC elements inside of Magellan. Everyone must upload a signed Request for
Training (NSCTNG001 for cadets or NSCTNG002 for officers) into Magellan. Take responsibility to
ensure this is completed in a timely manner.

✓ Confirm all of your cadets and their contact information. Make sure the cadets and their
parents/guardians have your contact information. As previously stated it is important that they have the
ability to reach you easily.

✓ Confirm that the cadet has a valid passport, which will not expire within six months of the end of
the training. If not, they need to get one immediately. Make sure the name on their passport is their
legal name. This name MUST match the airline ticket. They must have passport book and not only a
passport card.

✓ Confirm that they can eat the food in the host country. Assign your cadets a research assignment on
the food. Explain to your cadets that if they can’t eat the food they will be miserable. There are no
alternatives for food. You will be eating the food morning, noon and night. The food from these
countries is very different and may take some getting used to. If there is a problem at this stage with
the food, you as the Senior Escort Officer should contact the IEP permanent staff for some
suggestions.

✓ Assign your cadets a research assignment. Their application essay included their general desire to
travel. Now is their time to research the country. A well-written 3-5-page research paper should be
sufficient to make the cadets dive into enough information to have a good understanding of where they
are going. Have each cadet write about a different topic. They can include geography, history,
customs and traditions, and religion. Give them plenty of time to complete this assignment.
Remember, these cadets were selected largely based on their extensive involvement in school,
extracurricular activities and NSCC commitments. It may take time for them to do a thorough job on
their assignments. Do not rush this for the sake of getting it done. Let them enjoy learning and getting
excited about where they are going.

✓ Confirm your cadet’s NSCC Identification Card is current through the end of the exchange. If it is
not, instruct them to remedy that ASAP.

✓ Get contact information for the local paper, TV station, and school for each of your cadets. You
should write a press release to their local media congratulating them for their selection to the most
selective program in the NSCC.
✓ Also, as a general note, you need to **copy (cc) your emails with your host POC and your cadets in regards to the exchange to the IEP Director and the Outbound Exchange Manager.** This will allow them to track your progression and make sure you are where you need to be, especially if this is your first exchange. To copy both the IEP Director and the Outbound Exchange Manager simultaneously, address your email to iep@seacadets.org.

✓ **Call or Email your POC in your host country.** Introduce yourself, this person will be the contact for you to get real time information right from the source, and generally will be the person you will be meeting when you arrive at your host country. Information needed from the host POC is:

  - Request exchange information
  - Sea bag/equipment list
  - Itinerary for the exchange
  - Amount of suggested spending money to bring
  - Confirm travel information, you will need this information before you can contact our travel manager.
    - Confirm the arrival and departure city in the host country
    - Confirm the date international guests are to arrive
    - Confirm if there is a specific time you should aim for to arrive
    - Confirm any costs for the exchange (registration fees, berthing, messing costs, etc).

  You will need to immediately forward that information to the IEP Director so that the fees can be sent off before your arrival.

  - Ask for any forms that might be necessary to be completed for your exchange (registration forms for participants, photos of each participant, etc).
  - Ask about the number, and to whom any “official” gifts need to be made. Give this information to the IEP Director within 4 weeks of departure. ISCA requires no more than two official gifts.
  - All deposits for your exchange are sent directly to the IEP Director. The IEP Director will issue you a check to cover all expenses related to the exchange. **It is vital that you contact the IEP Outbound Exchange Manager as soon as you know what fees, costs, and gifts are required for your host country.**

✓ Once you have the confirmed travel dates, target times, and destination cities you will need to **Contact the IEP Travel Manager and Outbound Exchange Manager.** The Travel Manager will be expecting your call. She/He will begin arrangements and make a plan for you and your cadets to meet at a gateway city before you depart abroad. Remember that travel must be on a US airline if at all possible, and make sure that you confirm your contact information with her/him. After you hang up the phone she/he will begin working on itineraries.

Before you depart on your trip, you must make sure the following has been completed and that all loose ends have been tied. The IEP Outbound Exchange Manager is there to help you in completing these assignments, but remember this is your exchange and your responsibility to get the items completed on time.

Remember that travel is authorized only to the exchange site. No stopovers or extensions of time are allowed without the express permission of the IEP Director. These exchanges are not vacations. The IEP may extend a trip for educational reasons. Personnel are not allowed to meet family, friends or acquaintances without permission from the IEP Director.
✓ **Call your cadets.** Go over any last minute questions they may have. Talk to the parents as well, to answer any questions directly from them. It is important that you contact the host country to tailor the seabag list to your exchange. Make alterations to the seabag list in Appendix II and email them to your cadets. Discuss seabag items and make sure they have everything they need but don’t over pack. Make sure your cadets have a clear understanding where to go when they arrive at the gateway city, and what to do in case of a missed or delayed flight. Always have a plan if the worst happens. Anticipate everything.

✓ **Contact your POC.** Make sure they have all of your arrival flight information and they know exactly when you expect to arrive. If your cellphone works abroad give your POC the number.

✓ **Contact IEP Outbound Exchange Manager.** Make sure you have updated him/her on all of your final preparations and the preparedness for yourself and your cadets. Go over any last minute questions you may have, make sure you have them answered before you leave. Also make sure you go over emergency procedures to make sure everyone is on the same page for any contingency plans.

✓ **Make sure you pack the following items.** These items were on the Sea Bag list, but they are requisite for you as the Senior Escort Officer to carry with you to ensure that you have the most successful exchange possible:

  - If there is a check enclosed to cover expenses, make sure you appropriately cash it before departure;
  - Do not forget to pack the official gifts you have received to be distributed as part of your exchange;
  - Bring some blank Administrative Remark Forms. You will need to make an entry into the cadet’s service record authorizing the wear of the IEP ribbon at the end of the exchange. Make sure this is done prior to the time the cadet departs from you for their final leg home. Instruct your cadets on how to order their IEP ribbon should they need a replacement.
  - Bring the IEP manual. This will have general NSCC regulations for you to reference, but more importantly has phone numbers for national headquarters.
  - Bring the ISCA Guide to Exchanges.
  - Pack all appropriate contact information for your host country POC, cadet’s family, NSCC headquarters, the IEP Travel Manager, and all IEP Director and Permanent Staff.

✓ Remember to **keep a log of your exchange** as soon as you are selected. It will be helpful in the completion of your final report to the IEP staff. The Final Report is fairly extensive and you may otherwise forget vital information. Remind your cadets to keep a journal as well so they can get the most out of the exchange and so they can provide good input in their surveys.

When you are on your exchange:

✓ Don’t hesitate to contact the IEP Staff any time of the day if you need to!

✓ While overseas, **send a post card to NHQ** from all hands. This postcard should thank them for all of their hard work on your exchange and the spending of the thousands of dollars to get you there and back. Send one to the IEP Director, too.

✓ Remember that all hands are **to travel in civilian clothes** – NO UNIFORMS. Make sure that you and your cadets keep safety and security as your primary concern while you travel.
✓ Make sure you collect the cadets’ personnel records upon arrival. You may need them in case of emergencies and at the end of training when you add in your administrative remarks and award information. Don’t forget to return them upon completion of training.

Inform the units to comply with the reduced service record described in the 2017 edition of the Administration Manual. They should make a copy to keep for their records and send the record with the original, signed application for the sake of your cadet in an emergency.

✓ Surveys have been included in your final planning packet. Make sure that you and all of your cadets fill one out. Go over the surveys while you still have the cadets. If you do not think they have put in enough useful information, have them add more. These surveys are extremely beneficial to the IEP Permanent Staff in planning for the next year’s training. Attach all surveys with your final briefing packet to the IEP permanent staff.

✓ Remember to send the original of your final report to the IEP Director at the end of your exchange. You’ll need to send a copy to National Headquarters (more information on this covered later.)

✓ It is vitally important that you collect the boarding passes, and ticket receipts for all of the personnel on your exchange. The Senior Escort Officer should use their smartphone and photograph each boarding pass for each leg of the trip for all team members and email them to iep@seacadets.org. This includes the flights that you and your cadets fly alone getting to your gateway city and back home. The Department of Defense requires the actual original boarding pass stub in order to ensure we are using our funding correctly. Your photographs are your backup copy in an emergency, but do not take the place of the originals. This is vital so that we continue to get funding. Make sure that all boarding passes, for all personnel, for all legs of the trip coming and going are included with your final report. Give your cadets a pre-addressed, self-stamped envelope as you part ways so that they can put their final boarding pass stubs into the envelope and have it sent to you.

The Senior Officer Checklist is provided in Appendix I. It is a brief summary of what is written above. Be sure to use it to ensure you have not forgotten any of these important steps.

Section 3.4: DURING TRAINING

3.4.1 From the ISCA Guide for Exchanges:

**Ideal Qualities Of A Good Escort Officer**

- Dedicated To The Ideals Of The Sea Cadet Corps
- Has A High Personal Standard Of Dress And Conduct At All Times
- Can Engage With Senior Officers / Officials Of Different Nationalities
- Can Identify With Young People
- Good Management Skills – Leadership / Listener / Organizer
- Can Think Outside The Box
- Can Handle Change
- Outgoing Personality
- Integrity & Honesty
The safety of the cadets during the exchange is paramount. Any decisions you make should always be in their best interest. Use your common sense and best judgment. All NSCC Regulations and policies apply. All NSCC Officers and cadets are forbidden to smoke or drink alcohol when on an exchange at all times.

It is essential that all NSCC officers/instructors and cadets conduct themselves in a manner not to discredit the NSCC, Navy League, or the International Exchange Program. Your behavior, bearing, appearance and actions, as well as that of the cadets in your care, must be beyond reproach. This applies whether you are in or out of uniform, at home or overseas. You must remember at all times that you are representing the entire US Naval Sea Cadet Corps, and the United States, and the image you portray, good or bad, reflects directly upon our program and our country.

3.4.2 All Senior Escort Officers are required to read and be thoroughly familiar with the following NSCC regulations, standards, and policies:

- NSCC Training and Operations Manual
- NSCC Regulations
- NSCC Uniform Regulations
- NSCC Volunteer Code of Conduct
- NSCC Cadet Code of Conduct

3.4.3 Fraternization
Because of the nature of the International Exchange Program, at times the line between friendship and fraternization may appear hazy. Fraternization occurs when personal relationships overstep the customary bounds of acceptable behavior between seniors and subordinates, calling into question a senior's ability to remain objective.

Fraternization is defined as prohibited personal/intimate relationships between officers and cadet personnel, between officers (both US and foreign), and between cadets, when prejudicial to good order and discipline or if it discredits the program.

It is imperative that you, as an SEO, remain vigilant, and monitor your cadets’ behavior and conduct. It is expected that the cadets will become good friends with those they meet while on IEP. However, when the friendship becomes a situation that brings attention, discomfort, or hostility, and/or causes problems with other participants on the exchange, it has most likely crossed the line into fraternization.

If one of your cadets has breached the line, you must take action. Counseling the cadet is always appropriate, suspension of liberty or other privilege may be called for, or dismissal from the exchange may be necessary depending on the severity. Contact IEP Permanent Staff as soon as possible for guidance on how to proceed. Make sure you provide clear and accurate documentation, getting statements from witnesses if necessary. Utilize the Administrative Remarks (NSCADM 008) forms you were required to take with you.
Fraternization will not be tolerated amongst escort officers. You are under the same expectations as the cadets. Host countries will let the US IEP staff know if there are problems or issues stemming from improper or inappropriate relationships between the US officers/cadets and foreign participants.

3.4.4 Cadet Misconduct
As the Senior Escort Officer, you are serving as the Commanding Officer of the Training Contingent (COTC), and have the same responsibilities as a COTC. You also have the same authority.

The cadets that have been selected for an international exchange have been thoroughly vetted, and are expected to be among the best of the NSCC. Most likely you will not experience issues with their appearance, behavior, conduct, or bearing. However, issues may arise that you need to deal with swiftly. Do not let questionable behavior continue. Counsel the cadet as soon as practicable, and give appropriate consequences as necessary. Just as you would for other trainings, be sure to document significant issues as the cadet’s home unit may have to be contacted at the end of the training depending on the severity of the situation. Document early and often and be prepared to produce your notes.

Remember to follow NSCC Regulations regarding counseling. You must have at least one other adult present anytime you are counseling a cadet. If it is a female cadet, at least one of the officers must be a female.

3.4.5 Responsibilities
As an Escort Officer, your job is to ensure the safety, health and well-being of your contingent. The cadets’ parents are entrusting you to take care of them as if they were your own. In addition there may be times when you are the only escort officer with your gender at the exchange. You may be asked to share the responsibility with the other escort officers of all the international sea cadets. The discipline of cadets should come from their own country’s escort officer. If you have the need to discipline another international cadet, make sure their escort officer is fully informed before any action is taken. You will need to work together as a team. Occasionally, the host will assign a senior international escort officer because of the officer’s experience working with their exchange program. You should expect to meet with the other officers at the exchange on a routine basis to ensure your exchange is running smoothly. These meetings may be planned by your hosts. There may be the rare occasion when you will need to speak to the host if things are not going well. If such an occasion occurs, make sure this is done in a professional and polite manner. The host country will welcome your input and feedback early rather than at the end of the exchange. You may be asked to help with the organizational side of the exchange. This will greatly benefit your host and the cadets.

Escort officers from other countries may speak very little or no English. This can be challenging and could mean that you will be the main point of contact for the host. They will rely on you to make sure that all cadets are in the right place at the right time and in the correct uniform.

3.4.6 Expectations for the Escort Officer.
The following expectations are expected to be adhered to from the time you meet your cadets at the gateway airport until you go your separate ways at the end of training.

- You are to remain in the vicinity of the cadets at all times; i.e. you are not to leave them for the weekend to visit friends who live in the area. You are not there for a vacation; you are there to provide adult supervision for the cadets. If the host country allows the cadets to have liberty unescorted, use
your best judgment. Do not let them out on their own if you feel it is a questionable situation, even if other officers allow theirs to do so. The final decision as to whether or not to give them liberty is yours.

- Cadets should always travel in groups of three or more when on liberty. They should have a contact number for the host country, especially if you do not have an overseas cell phone. You should establish a meeting place in case of emergency or a separation occurs. Do not allow too long a period of time to pass without seeing your cadets.

- Cadets are not to meet with, contact, or visit with individuals who are not members of the international exchange while in or on the way to your host country. This applies whether it is just to drop off a package, while on personal liberty, off base, etc. as well as while on duty. This includes contact with family as well as friends. Again, this is not vacation, it is Sea Cadet training. Reiterate this with your cadets. Failure to comply with this rule will mean termination of the cadet’s training and he/she will be sent home.

- Keep a close eye on their physical well-being; this is especially important the first several days as their bodies acclimate to the surroundings. Set up a routine for them to follow. Make sure they are eating and drinking adequately, and getting enough sleep. They should drink plenty of bottled water, especially in warm, humid climates. Sunscreen is important as well, even for those who say they don’t burn. In many countries, the sun makes a more significant impact than in the United States. Nothing ruins a trip like severe sunburn, so make the cadets put it on, even if they say they don’t need it.

- Encourage your cadets to try the local food provided. It can be considered rude to decline the food being offered. The host country went through a lot of trouble and expense to provide meals. If your cadet(s) have difficulty with the food, be sure to discuss this with the hosts to avoid misunderstandings. You do not want to offend them if you have to purchase other food. Make sure you talk to the cadets about being respectful to their hosts, especially when it comes to food. Saying someone’s food is “gross” or “weird” is offensive, no matter where you are.

- Meet with cadets daily to ensure they are doing well. Check their journals. Make sure they are participating in the activities provided by the host country. Ask them about how they feel the exchange is going and whether or not they are encountering any problems. Monitor their behavior with other cadets to ensure they are socializing appropriately.

- Counsel the cadets on their conduct and behavior if necessary. Make sure they are being courteous, appreciative guests. Don’t be afraid to pull them aside and let them know if they are being perceived as rude or disrespectful.

- Be sure that your cadets are dressed appropriately, for the weather and for the situation, in the host country. It may be very different from the weather at home. Make sure they are well groomed and present a neat appearance whether in uniform or civilian clothes. Some cultures may have a more conservative, modest dress code – do some research or ask your host in advance if you do not know. Ask your hosts if there will be laundry facilities available and how to use them. Inspect their uniforms as you would do at your home unit.

- Routinely inspect their rooms and living spaces for appearance, hygiene, and safety.

- Monitor their funds. This is very important as many cadets do not know how to budget well. Make sure they don’t spend all of their money on souvenirs, especially early into the exchange.

- Help them with the exchange rate. Learn how to convert or get an app to help you if necessary. Find out how to get money converted. Your hosts should be able to help you with that.

- If they run out money and need funds to eat, don’t let them starve. You may need to pay for their meals and get reimbursed by the parents later. Keep all your receipts. You are responsible to make sure they are fed. You are their emergency ATM – not the other cadets or the host country.

- Many exchanges include visiting or staying on military establishments. Restrictions regarding the use of photographic equipment may be an issue. Always check with your host before taking any
photographs on a military base. The laws and regulations on a military base may be different from the
general population.

- Be ready to sacrifice some of your own time if a cadet gets sick or hurt. Do not expect the host
country to handle your cadet. They are your responsibility. Contact the IEP Staff if your cadet
requires medical attention.

Section 3.5: TRAVELING WITH CADETS

You will be meeting your cadets at a gateway airport within the United States. You will then travel as a group
overseas. Traveling overseas can be a daunting experience not only for the cadets but for you as well. Be very
familiar with Part IV: TRAVELING ABROAD. Here are some extra tips to ensure everyone’s comfort and
safety.

- No one (SEO, cadet, or parents/guardians) may make changes to the approved and ticketed travel
plans without the permission of the IEP Director.
- You must remain together. Do not allow the cadets to separate or go off by themselves, even in the
airport.
- Remind them of the safety rules regarding their personal belongings. They must keep them close by at
all times and never leave them unattended.
- Remind them to be safety conscious especially overseas. Have them place their money and passport in
a safe place and not all together in one bag in case it gets lost or stolen. They should carry some of it
on their person, (especially their passport) and place some in their personal baggage. Wallets should
not be carried in back pockets. When in a crowded area, everyone should make sure they can see
their belongings. This means not wearing a backpack on your back. Thieves may cut the bottom of the
bag to steal a wallet. Hold valuables close to your body, or carry a wallet specially designed to be
worn under your clothes.
- Carry a small travel sized first aid kit with items such as adhesive bandages, hand sanitizer, tissues,
over the counter medication, non-latex gloves, safety pins, and feminine hygiene products (if traveling
with female cadets). Be ready for anything. Your host country will have a full sized medical kit, so
you only need to bring the basic necessities for travel.
- Keep a copy of the first page of everyone’s passport and visa in case of emergency.
- Know the overseas traveling process; be familiar with what to expect when going through customs.
Help your cadets fill out forms. Remind them to keep receipts of all items purchased that they will be
bringing home.
- When in doubt, ask an airline employee for assistance. Don’t wander aimlessly trying to figure out
where to go or what to do.
- Always carry your IEP ID Card with emergency contact information.

Section 3.6: EMERGENCIES

Remember IEP permanent staff can be reached at the numbers provided to you in your briefing packet, or in
Appendix IV, 24 hours a day. Do not hesitate to use them if you think it necessary. The staff would much
rather be awakened over a small issue, than allow it to fester into a bigger problem during working hours.

Section 3.7: FINAL REPORT
It is important to send your final report for several reasons. The first, being the accountability of your exchange, but also to inform the IEP permanent staff of the great things that happened during your exchange experience, and the not so great things. The host countries meet once a year and go over each and everyone’s report. The more detail of good and bad issues through all phases of your exchange program, the better.

Your final report should encompass all phases of your trip, and should be extensive but not exhaustive in detail. The first major section of your report should be a narrative covering all of the phases of your exchange. In general, your narrative report should follow this format:

- **Planning Phase** – cover all of the major details of your planning phase. Include problems encountered and how they were solved, as well as any suggestions for improvement to the system. Be sure to include any positive experiences as well.

- **Pre-Departure Phase** – cover all of the major details of the events leading up to your departure. This should include problems encountered during the phase when cadets are doing research, official gifts and funds are being requested, and paperwork is being sorted out. Include any problems encountered and how they were solved, as well as any suggestions for improvement to the system. Be sure to include any positive experiences as well.

- **Departure Phase** – This covers the travel to your host country. Be sure to list any problems you encountered with travel, missed or delayed flights, baggage mishaps, and especially prohibited items. As usual include a description how the problem was solved, as well as any suggestions for improvement and positive experiences found.

- **Exchange Phase** – This is the meat of the report. This is what you did while you were in your host country. Good things, bad things. Things you wish you would have seen and done, things that you wish they had left out. Accommodations, food, etc. The whole substance of your report should be in this section. Make sure you include a review of some sort; good, bad or indifferent on each evolution you do as part of the exchange. Solicit the input from your cadets. Make sure you get their views on all of the evolutions in the exchange in their report, remember this is for the cadets so their input is crucial. Be sure to include problems encountered, solutions to those problems, and positive experiences and people encountered.

- **Return Phase** – This should include the same information as your departure phase, but in reverse order. Again problems, solutions, and positive experiences.

- **Conclusion/Recommendations** – Here is where you sum up the whole experience. A good opportunity to recommend changes for next year’s exchange. Lessons learned, and things that the exchange must absolutely keep in it.

Turning from the Narrative section, you will need to complete and enclose a host of NSCC forms with your final reporting:

- **NSCTNG009** – COTC Training Report
- **NSCTNG010** – TWT Audit Report (Enclose original receipts if you received a check from the IEP Director to cover expenses.)
- **NSCTNG012** – Unit Training Preparation Evaluation (For each unit represented in your exchange)
Finally attach any other information you would like to be reviewed. If you took pictures with a digital camera, a CD-ROM with all of the pictures taken is important. Also a courtesy copy of any thank you letters sent to the staff overseas should be attached to the final report.

Be sure to send NHQ six of your best photographs for possible use in the Annual Report. Information on where to send these will come with the final checklist from the IEP Director. Attaching them to the report is more useful than adding them inside the narrative. If you embed them in the report, add them as attachments in your email.

Any personal gifts that you received are yours to keep however make sure to send any “official gifts” to the IEP Director. Contact the IEP permanent staff if you are having trouble determining if it was considered a personal gift or an official gift. Send a complete list of official gifts with your report.

NOTE: Any rented items provided by the IEP must be returned as instructed and within 24 hours of your return. You will be responsible for any charges incurred that are a result of your failure to comply.

Section 3.8. CONCLUSION

Though you have a tremendous responsibility in escorting cadets to a foreign land, this training will be one you are unlikely to ever forget. By being well prepared and familiarizing yourself with the host country and your cadets ahead of time, you will have more time to enjoy the training yourself. We look forward to working with you and hearing your suggestions and comments. Don’t hesitate to contact the IEP Permanent Staff with any questions or concerns.
PART IV: TRAVELING ABROAD

SECTION 4.1: PREPARING FOR IEP

Once you’ve been notified of your selection, you should begin preparing for your trip. Read and reread this manual. The information provided has been compiled based on other cadets’ past experience so you do not run into any of the issues they had while on IEP. Do not assume you know. Do the research and be prepared.

4.1.1 Immunizations
For any foreign travel, it is wise to check with the Center for Disease Control to see if there are any required or recommended vaccinations for the country you are visiting. See Appendix III: Participating Countries for more information about your particular exchange in regard to immunization.

4.1.2 Packing

Seabag List – A suggested list of items you may need for your Exchange is listed in Appendix II. Make sure you read the seabag list for going abroad. Your Senior Escort Officer will let you know which uniforms you will need to pack, or if there are alterations to the seabag list in this manual. Because of the weight limitations for baggage when flying, you will need to be very careful about packing only what you need. You will be charged extra if your bags are over the weight limits and this fee will not be refunded by the NSCC.

Seabags - Uniforms, personal items and gifts do not necessarily fare well in the airline environment when packed in a sea bag. For that reason it is recommended that you travel with commercial style, soft-sided luggage instead of a sea bag. The type and number of bags will be dependent on the airline and the amount of space available at the host country. For an exchange that will be on board a ship a sea bag may be the best since there will be limited space available.

Your selection to the IEP program as a cadet shows your experience and dedication to the NSCC program, and is indicative of your experience at other previous trainings. The packing list in this manual (Appendix II) is intended to serve as a guide, not a requirement since each individual exchange has its own unique needs. The Senior Escort Officer will have a more detailed list of what to bring.

Travel Weight - You will be responsible for carrying or pulling your own luggage. No one is going to do it for you. Therefore do not pack more than you can carry on your own. You may be carrying or pulling your luggage for a considerable distance, or up and down ship’s ladders. Make sure that you can manage your luggage. Try to fit everything into one soft-sided wheeled bag. Once the travel arrangements have been made, your Senior Escort Officer will provide you with the current policy for weight and size requirements for your airline. Make sure you are within those guidelines. A small luggage scale will come in handy on your return trip. Avoid electrical appliances such as hairdryers or irons that are heavy. Many exchanges will have irons for uniform care.

Laundry - Many exchanges will have laundry facilities available. However, detergent may be difficult to obtain. You can purchase the single use tablets of washing detergent (travel packs, look like small bricks of soap) or an empty plastic soda bottle filled with powder detergent works great. Make sure it is labeled and not packed in your carry-on. If you use zip lock bags, make sure you double bag them.
4.1.3: Civilian Attire
You will be representing the United States Naval Sea Cadet Corps. Pack to represent our organization and country with honor. Some exchanges require uniform use often while others primarily use civilian clothing. Inappropriate civilian clothing and appearance brings discredit upon not just you but to the entire US Naval Sea Cadet Corps. Business casual attire is appropriate (polo-style or button down shirt without a tie, khaki pants, comfortable leather shoes for male and equivalent for females). Physical training attire should be the same that you use in your unit. Navy blue shorts, white or gold t-shirt and comfortable athletic shoes are appropriate. More comfortable dress down clothes may be worn during down time at your host location. This may include jeans, shorts and tasteful t-shirts without objectionable printing. All clothing should be clean and without holes, rips, or tears. Shirts with political statements are to be left at home. All attire should be of appropriate length and provide adequate coverage. Check with your Senior Escort Officer if you have questions.

4.1.4: Cameras/Camcorders
It is suggested you use a digital camera with extra memory cards. On average, NSCC cadets take around 1000 photographs during a two-week exchange. A digital camera will allow the “not-so-good” pictures to be weeded out and make it easier to share those pictures with friends’, family, your unit and anyone else. Do not take any inappropriate photographs. You may be told that you are forbidden to take photos in some places (such as in secure areas or museums). You cannot take pictures of the security gate at the airport. Adhere to all policies regarding photography. All cameras and memory cards are subject to viewing by your Senior Escort Officer. You are responsible for your equipment; loss for any reason will not be covered by the IEP.

4.1.5: Cell Phones
Cadets opting to carry cell phones while traveling to their IEP training may do so. However, all cell phones will be turned over to the senior escort officer upon arrival at the final destination or upon boarding the international flight. These items will be returned to the cadet(s) upon return to the United States international gateway airport. Electronic devices such as handheld video games should not be brought on the exchange. Electronic devices with headphones storing appropriate music may be brought with the permission of the Senior Escort Officer for use on the flights. Cell phones are used when traveling domestically to the gateway city. This ensures that you will meet up with your Senior Escort Officer before you depart for your exchange country.

4.1.6: Money
You should bring at least $400 (US) in spending money, preferably in smaller bills. $50s and $100s can be difficult to exchange or spend. If you are exchanging dollars for foreign currency, ask for the smaller denominations, equivalent to twenty dollar bills or smaller. Most meals and excursions will be paid by the host country or the NSCC. However, all personnel will need spending money for certain meals, bottles of water, souvenirs, postcards, postage, and other miscellaneous items that come up during the exchange. More detailed information about amounts of money and how to carry it may be found in the section dealing with money. There may be times when you will be going out to dinner or lunch on your own. Your spending money may be used for any expenses not covered by the host country. Budget well so you don’t run out before your training is over. If you are unsure about budgeting your personal funds, talk with your Senior Escort Officer.
4.1.7: Souvenirs / Gifts to Exchange with Participants from Other Nations
First, make sure you save room when you are planning your packing for the gifts you will receive. It is hard to determine what exactly you may need to leave room for in your suitcase. Be cognizant that you will be receiving gifts.

Do not purchase valuable gifts for the exchange. There are great financial disparities between the various countries that participate in the exchanges and an expensive gift given may be embarrassing to a host or a visitor. Gifts are meant to show appreciation and it should be the “thought” that counts. Some countries require that the gift be wrapped. Check with your Senior Escort Officer.

Appropriate gifts would be unit patches, sea cadet patches, rank insignia, pins, ball caps, Navy patches, stickers, posters and t-shirts. Most of these items your unit probably has on hand or you can go to the local Navy or Coast Guard recruiter. It is appropriate to bring items from your specific part of the country like postcards, key chains and tourism items. Do not bring food of any kind.

4.1.8: Contraband
There are items that are prohibited on exchanges. Items that are prohibited on airline travel and/or items not permitted per NSCC regulations should not be brought on the exchange. IEP selectees have all demonstrated their maturity and experience in other NSCC trainings and should use their best judgment. Here are just some basic examples of prohibited items.

- Knives of any kind
- Non-prescription medication other than for personal hygiene
- Illegal drugs and Narcotics
- Cigarettes or other tobacco products
- Alcohol
- Lighters, matches
- Weapons of any kind
- Pornographic, inappropriate or questionable material

4.1.9: Luggage
Make sure you use soft-sided luggage such as soft suitcases and garment bags. Also pack a day-pack (back pack) to carry your items during your excursions. Do not use expensive luggage as it may become damaged during your travels. Make sure your name is clearly marked on all of your baggage. Many bags look alike so you may consider tying a piece of neon colored ribbon on the handle so it looks different. Remember each person is going to be responsible for carrying his or her own luggage. Make sure you will be able to carry yours with reasonable comfort. If your airline allows a carry-on bag, make sure you pack some basic toiletries and a change of clothes. Ensure the toiletries are in small volume containers in order to adhere to travel regulations, or they will be confiscated at the security gate. Many cadets learn a hard lesson when their bags are lost by the airline. One Senior Escort Officer had to live without his luggage for a week. Confirm that your airline allows your carry-on with its contents.

4.1.10: Medication
As a deviation from NSCC policy, Senior Escort Officers may allow personnel to bring and use over-the-counter medication that may be beneficial to overseas travel:

- Imodium AD / Pepto-Bismol (stomach/digestive problems)
- Ibuprofen (non-aspirin pain reliever)
- Dramamine (motion sickness)
- Flintstones brand/style chewable multi-vitamins (supplement during diet change)

All medications must be disclosed to the Senior Escort Officer prior to departure and be in accordance with NSCC regulations and policies.

4.1.11: Mandatory Items Not To Forget
Before departing you must have in your possession, on your person or in your carry-on baggage (Do not pack these items in your checked luggage):
- Your Passport (with any necessary visa affixed inside – Make a copy and keep in a separate location)
- Your NSCC Identification card (with an expiration date past the last day of the exchange)
- Airline Ticket Package (take itinerary with you, leave a copy with your parents)
- Service Record – Confirm it is up to date.
- Emergency IEP ID contact card and next of kin information
- Health insurance card with overseas medical assistance information

You do not need to bring a driver’s license since your passport will serve as primary identification but you may bring it if you like. You should not bring a fully-loaded wallet or purse as this may be a liability for you. Separate your valuables in different pockets or carry-on bags. Everything can be lost in one terrible event. Cadets have left purses/wallets in taxis never to be seen again. Don’t be a statistic for a future edition of this IEP manual. If you are bringing a credit card, be sure to contact the credit card company and let them know of your travel. Bring contact telephone numbers for all credit cards and keep them in a separate location.

Section 4.2: TRAVEL & SECURITY

Since September 11, 2001 there has been a complete overhaul of the security requirements for air travel. Air travel changes with each threat on U. S. citizens. Many of you have already traveled since these changes have been made. In an effort to give everyone the correct information, the instructions and information provided in this section will help you reduce your wait time at the security checkpoints as well as give you a review of the procedures and policies of the Transportation Security Administration (TSA.)

Here are some key tips:

4.2.1: Pack Smart
There are restrictions on what you can pack in your carry-on and checked baggage. In some circumstances all carry-on bags have been restricted. Check with your airline to ensure you may bring a carry-on. All of your baggage will be screened and possibly hand-searched as part of the security measures. This inspection may include emptying most or all of the articles in your bag.

**Carry-on baggage** is a small piece of luggage you take onboard the airplane with you. You are allowed one carry-on in most cases in addition to one personal item such as a laptop computer bag, backpack, purse, briefcase, or camera case.
• TSA will screen any carry-on baggage that will fit through the X-ray machine. It is up to each individual air carrier to determine if a carry-on is allowed and the specifications of that bag. Make sure you check with the airline before you depart if you are unsure.

• **LABEL your laptop computer.** Tape a business card or other identifying information beneath your laptop to avoid loss or the accidental “exchange” by travelers. It is suggested that cadets and SEOs do not bring a computer.

**Checked Baggage** is luggage you check in at the ticket counter or at curbside. It will not be accessible until you arrive at your final destination. Either do not lock your checked baggage or use a TSA accepted and recognized lock. If your baggage needs to be searched and TSA cannot gain access to your checked bag, unrecognized locks may be broken or cut off at your expense.

Below are a number of tips for packing your checked baggage. This will ensure that your checked bag makes the flight with you.

• Pack shoes, boots, sneakers, and other footwear on top of the other contents in your luggage.
• Avoid over-packing your bag so that the screener will be able to easily reseal your bag if it is opened for inspection.
• Do not pack food and drink items in your checked baggage.
• Don’t stack piles of books or documents on top of each other; spread them out within your baggage.
• Do not pack money or valuables in your checked baggage.

The following general packing tips apply to both carry-on and checked baggage and will help you move through the screening process more quickly.

• Do NOT pack or bring prohibited items to the airport.
• Put all cameras in your carry-on bag.
• Place identification tags with your name, address and phone number on all of your baggage including any electronic devices. It is a good idea to place an identification tag on the inside of your baggage as well.
• Avoid over packing so that your articles do not spill out if opened for inspection.
• Think carefully about the personal items that you place in your carry-on baggage. The screeners may have to open your bag and examine its contents.
• Consider putting personal toiletry belongings in a plastic bag to reduce the chance that a TSA screener will have to touch them.
• Follow all guidelines for liquids both in your checked and carry-on bag.

### 4.2.2: Before the Airport

• Do not pack or bring prohibited items to the airport. Remember that you are a Sea Cadet and must abide by NSCC Regulations. Just because the TSA may allow you to bring an item aboard in your checked baggage, if it is against NSCC Regulations you cannot bring it with you.
• Place valuables such as jewelry, cash and laptop computers in **carry-on baggage only** if allowed. **Senior Escort Officers are encouraged to leave these at home.**
• Avoid wearing clothing, jewelry and accessories that contain metal. Metal items may set off the alarm on the metal detector.
• Avoid wearing shoes that contain metal or have thick soles or heels. Many types of footwear will require additional screening even if the metal detector does not go off.
• Put all cameras in your carry-on baggage.
• If you wish to lock your baggage use a TSA-recognized lock.
• Do not bring lighters or prohibited matches to the airport since all exchanges are non-smoking for US personnel regardless of what your hosts allow.
• Try not to pack or bring wrapped gifts to the checkpoint. Wrap your gifts upon arrival to your country if possible as the TSA may have to look at all packages for security reasons. In Asia it is important how your gift is presented. Make sure your wrapping paper is secure and won’t be damaged.
• Take a photo of all your baggage. This will help in case your items are lost.

4.2.3: Preparation
There are preparations you can make before you arrive at the airport to help you move more quickly and efficiently through the security process. We will discuss in this section what to wear to the airport and how to pack for your exchange.

Dress The Part
TSA does not require any particular style or type of clothing. Since you are representing the United States and the Naval Sea Cadet Corps, the Senior Escort Officer may and often will prescribe the formality of what to wear during your travel. Remember that NSCC Cadets are prohibited from traveling on airplanes in uniform. After your SEO has informed you of the dress code, you should be aware that certain clothing and accessories can set off an alarm on the metal detector and slow you and the rest of your shipmates down.

Be aware that any metal detected at the checkpoint must be identified. If you set off the alarm you will be required to undergo additional screening, including the hand-wand, a pat-down inspection that includes the torso or a full body scan.

You can remove all of your metal objects at the security checkpoint and place them in the plastic bags or plastic bins provided at the checkpoint. The bins / bags will be sent through the X-ray machine. You can save time by not wearing metal items or by placing them in your carry on baggage before getting into line.

You may be required to remove your shoes before you enter the walk-through metal detector. Follow the direction of your TSA screener to the letter.

Screeners will ask you to remove the following footwear that is likely to require additional screening:

• Boots
• Platform shoes
• Footwear with a thick sole or heel (including athletic shoes)
• Footwear containing metal (including many dress shoes)

Other tips:

• Avoid wearing clothing, jewelry or other accessories that contain metal when traveling through the security checkpoints:
  o Heavy Jewelry (including pins, necklaces, bracelets, rings, watches, earrings, body piercing, cuff links, lanyards, or bolo ties)
  o Clothing with metal buttons, snaps or studs
  o Metal hair barrettes or other hair decoration
  o Large Belt buckles
- Under-wire bras
- Steel toed shoes

- Hidden items such as body piercing may result in your being directed to additional screening for a pat-down inspection. If selected for additional screening you may be asked to remove your body piercing in private as an alternative to the pat-down search. Body piercing is not authorized by the NSCC.

- Take metal items such as keys, loose change, cell phones, pagers and other electronic devices out of your pockets and place them in a carry-on bag.

- Place heavy jewelry and other metal items in your carry-on baggage or in plastic bags / bins until you clear security.

- Pack all your coats and jackets in your baggage when possible. All coats and jackets must go through the X-ray machine for inspection. They include, but are not limited to, trench coats, heavy winter coats, suit jackets, sport coats and blazers. If you choose to wear an outer coat or jacket to the checkpoint you will need to either place it in your carry-on baggage or put it in the bin that is provided for you to go through the X-ray machine.

4.2.4: At the Airport

- Place the following items IN your carry-on baggage or in a plastic bag prior to entering the screening checkpoint:
  - Cell phones
  - Keys
  - Loose change
  - Money Clips
  - Electronic devices
  - Large amounts of jewelry
  - Metal hair decorations
  - Large belt buckles

- Take your laptop, DVD player, tablet and video camera OUT of their cases and place them in a bin that is provided at the checkpoint. Check with your SEO to see if your exchange allows these items.

- Take OFF all outer coats, suit coats, jackets and blazers.

4.2.5: Security Process and Procedures

By familiarizing yourself with the security procedures you will be able to play an active role in ensuring your own safety and comfort.

Security procedures are required for every person boarding a plane in the United States.

Access Requirements

A boarding pass and your passport are required to pass through the security checkpoint. On your domestic flights you must present one form of photo identification issued by a local state or federal government agency. Since you will be traveling internationally you will have your passport.

For your international departure, you will need to be ready to present your valid passport, visa if required and any other required documentation. Passengers without proper identification will be turned away. There are no exceptions. **If you forget your passport you will not be going on the trip.**

Since you will be checking your luggage you will obtain your boarding pass at the airport ticket counter. When you check your bag the ticket agent will print you a boarding pass along with a baggage claim ticket.
Checked Baggage Screening Area
The TSA screens 100% of checked baggage at all 400+ commercial airports across the United States. You will encounter the processes described below at the airport. You need to be aware that you will not be able to access your bags after they are screened no matter the process you encounter. Therefore it is important that you remove everything that you will want to take on the flight with you before you hand your bag off for screening. At the airports you will have one of the three processes:

1. **No Change** - - You will check in at the ticket counter. The screening equipment will be out of your view after it is accepted at the ticket counter.

2. **Ticket Counter First** - - You will still check-in at the ticket counter but after you receive your checked baggage tag and boarding pass you will proceed to a new baggage screening area nearby. At most airports with this system you will then take your checked bag to the checked bag screening area where it will be screened there and afterwards delivered directly to your airline for loading. At some airports someone will take your checked baggage from you at the ticket counter and deliver it to the screening area.

3. **Baggage Screening First** - - You will first go to the baggage screening area in the airport lobby. After baggage screening, the screener will direct you to the ticket counter and an authorized person will bring your bag from the screening area to the ticket counter for you to complete the check-in process.

Since each airport is different it is important that you watch for signs and other instructions that will direct you to the correct line. **Unless there is a sign directing you otherwise, go to the ticket counter to check-in with your airline first.** Under most circumstances your bags will be checked all the way to your final destination. Be sure to ask at check in if this is so.

**Passenger Security Checkpoints**
You must pass through this checkpoint to access your departure gate. Security screeners will screen you and your carry-on baggage. You should find this screening process familiar, though enhanced security measures are in place.

If you refuse to be screened at any point during the screening process, the screener must deny you entry beyond the screening area. You will not be able to fly. Remember to be professional. It is a federal crime to joke about terrorist activities while at the airport.

The passenger checkpoint includes 3 primary steps.

**Step 1. The X-ray machine**
At the passenger security checkpoint you will place all carry-on baggage and any items you are carrying with you on the belt of the X-ray machine. You will need to lay all items flat.

Laptop computers, DVD players and video cameras must be removed from their carrying cases and placed in one of the bins provided. You will also need to remove your coat, jacket, suit jacket, or blazer and place it in one of the bins. These items must go through the X-ray machine.
“In-Out-Off”
- Place all metal items **IN** your carry-on baggage before you reach the front of the line.
- Take your electronic device **OUT** of its carrying case and place it in one of the bins provided.
- Take **OFF** your coat or jacket so it can go through the X-ray machine.

TIP: Since a thorough screening includes X-Ray inspection of footwear, wearing footwear that is easily removable helps to speed you through the screening process.

**Step 2. Walk-through Metal Detector and/or the AIT (Advanced imaging technology) detector**
You will next walk through a metal detector and/or an AIT. The TSA screener will direct you to where you should go. Objects on your clothing or person containing metal may set off the alarm on the metal detector.

You will undergo additional screening if you set off the alarm on the metal detector or if you are chosen for additional screening (see below).

TIP: Pack all metal items, including the contents of your pockets, in your carry-on baggage. Cell phones, electronic devices, keys, and loose change are examples of items containing metal.

**Step 3. Additional Screening**
Additional screening occurs when an individual sets off the alarm on the metal detector or if he or she is selected for the additional screening. This screening includes a hand-wand inspection in conjunction with a pat-down search that includes the torso. It may also include going through a full-body scanner or “puffer” machine.

If you must go through additional screening the screener will direct you from the metal detector to a screening station where he or she will brief you on the next steps.

- At this time you should let the screener know of any personal needs you may have due to a religious or cultural consideration, disability, or other medical concern.
- Except in extraordinary circumstances a screener of your gender will do a physical search. You may request that your search be conducted in private.

While you will be separated from your carry-on baggage during this process you should make every effort to maintain visual contact with your personal property.

**Hand-Wand Inspection**
The hand-wand inspection helps the screener identify what may have set off the alarm on the metal detector.

During the wand procedure you will be asked to stand with your feet apart and the screener will pass the wand over your entire body without actually touching you. Every effort will be taken to do this as discretely as possible. Please take note of the following:

- Areas of the body that have body piercing, thick hair, hats, and other items may require a pat down inspection.
- You may ask to remove your body piercing in private as an alternative to the pat-down search that includes the torso.
- The screener may ask you to open your belt buckle as part of the process.
Carry-On Baggage
If you bag is selected for additional screening, it may be opened and examined on a table in your presence. Do not attempt to assist the screener during the search and do not attempt to retrieve the item before the screener has advised you that the search is complete.

You baggage may also be inspected with an Explosive Trace Detection (ETD) machine, which is separate from the X-ray machine.

Pat-Down Inspection
A pat-down inspection complements the hand-wand inspection. In order to ensure security, this inspection may include sensitive areas of the body. Screeners are rigorously trained to maintain the highest levels of professionalism. You may request that your pat-down inspection be conducted in private.

Gate Screening
Some passengers may be selected for another screening at the departure gate. This may include an interview or additional screening as outlined in step 3.

Prohibited Items
Prohibited items are weapons, explosives, incendiaries and include items that are seemingly harmless but may be used as weapons. You may not bring these items to security checkpoints without authorization.

If you bring a prohibited item to the checkpoint you may be criminally and/or civilly prosecuted. The item will be removed from your bags or person. In addition, you may lose the opportunity to go on the exchange, be sent home at your own expense, and face further disciplinary actions including termination from the US Naval Sea Cadet Corps. A screener and/or law enforcement officer will make a determination on the disposition of the item. This is because bringing a prohibited item to a security checkpoint – even accidentally – is illegal.

Do NOT take photos or videos of, at or near the Security Checkpoint.

Food and Beverage (At The Security Checkpoint)
Spilled food and beverages can damage security equipment and other passengers’ belongings. Consequently, there are restrictions on what you can bring with you to the checkpoint.

Food
Do NOT bring food to the security checkpoint.

Beverages
Do NOT bring beverages of any kind to the security checkpoint. Bottled water (opened or unopened) will be confiscated at the check point. You will be able to purchase bottled water or other drinks once you pass through the security screening.

4.2.6: SECURITY AWARENESS

Look and Listen – Be Smart – Be Vigilant…
Security awareness is everyone’s responsibility. To ensure that your travel is safe, secure and efficient, take time to make security awareness an integral part of your travel experience.

**General Guidelines**

- Be aware of suspicious activity in and around your immediate surroundings. Inform the proper authorities if you are concerned about an unattended item or suspicious activity in and around any facility. Be extra careful if you are reading or working on your laptop. Working takes your attention away from your surroundings:
  - Describe suspicious device(s). Do a visual check only, DO NOT touch object.
  - Do NOT use your cell phone within 50 feet of a suspicious item.

- Remember to control all carry-on bags and keep your items and tickets with you at all times. Medication, cash, jewelry, business papers, and valuables should be packed in carry-on bags.

- Never leave anything unattended as it could be subjected to tampering and / or theft.

- Never carry anything for another person, especially for someone you don’t know.

**4.2.7: Airport Connections/Transfers**

Chances are good you will have to transfer from one airplane to another to get to your destination. The IEP travel management agency does an excellent job of booking connecting flights and making travel as easy as possible. However, airport connections require a little work on your part. Sometimes travel arrangements are made with the budget in mind. They may not be convenient but necessary for financial reasons.

The first step in dealing with airport connections is with your checked baggage. You will want to check your baggage to your final destination. By checking your bag all the way through to your final destination, you will not have to worry about gathering your bags at each airport along the way and then re-checking them.

While you are checking your bags, in almost every instance, the ticket agent who is checking your bags will print a boarding pass for your first leg, and each additional domestic leg of your flight so you do not have to continue to check in while you are traveling.

After you arrive at your connecting airport, most airlines will provide you with the gate information for connections to major airports. Pay attention for your gate information, as you will get a head start in the direction you will need to go.

As soon as you de-plane, walk over to the first set of monitors with departure flight information that you can find (if you do not see any immediately, ask any airline or airport employee where one is). This is important: even if you were given the gate information while taxiing, gates change often and without notice. Proceed directly to the gate that is listed on the monitor.

When you arrive at the gate, look at the podium to make sure that the flight is listed. If you are there more than 1 hour before your scheduled flight time out, it may not be listed. If you are there within an hour of the scheduled departure time, and it still doesn’t show your destination city at the podium, go and ask an airline employee if you are at the right gate, and where to go if not.

When you checked in your baggage, you should have received a boarding pass for your connecting flight. So when you arrive at the gate, and you have confirmed you are at the right gate, all you have to do is sit and wait
for boarding. Meanwhile your bags will automatically be transferred from your previous flight to your current airplane.

In some cases you may be checking in more than 12 hours before the final leg to your final destination. The airline can’t check in your baggage more than 12 hours in advance. What this means is you will not be able to check your baggage all the way to your final destination.

In these cases, you will want to check your baggage as far through as you can. When you get to the connecting airport that you checked your baggage to, you will have to go down to the baggage claim area to pick up your bags, and then go back to the ticket counter and re-check your bags through for the rest of your trip (as long as there is less than 12 hours before your scheduled departure).

4.2.8: Transfer from Domestic To International
If you are flying on the same airline for your travel through the United States and then on to your exchange country, you will not have to re-check your bags when you switch from the domestic flights to the international flights. However, your exchange travel plans may require the change of airlines for the international portion of your travel. In these instances, you will have to check your baggage on your domestic airline to the airport at which you will transfer airlines (this is your international gateway). Once you arrive at your international gateway, you will need to go to baggage claim and get your checked baggage. You will then go with your baggage to the international terminal, and check in for your flight and check your baggage for your exchange country.

4.2.9: What If I Miss My Connection?
If you miss your connection, even if it is not your fault, you need to proceed to either the ticket counter if you have not checked in or the airline gate if you have already checked in.

Whatever the reason, if you have missed your connection or flight you need to follow this procedure:

1. Go to the airline ticket counter (if you have not checked in) or the airline gate (if you have already checked in). At the counter you will need the airline to re-route you to get to your destination. If it is the airline’s fault that you missed your connection, you may be re-routed on a different airline to get you to your destination as soon as possible. However, if it is your fault that you missed the connection… you will most likely have to wait for the next flight to your destination, which could be hours away. Once you have your new travel arrangements, go on to step 2.

2. Contact the IEP staff member working on your exchange. The current telephone numbers, including cellular phone numbers will have been provided to you before you began your travel. You will need to inform IEP staff of the reason you missed your connection, and what the new travel arrangements are.

3. If your Senior Escort Officer (or in the case of the Senior Escort Officer missing a connection – your cadets) has a cellular phone, you must call them and inform them of your new travel arrangements.

4. Cadets missing a connection, after contacting an IEP staff member working on your exchange and hopefully their Senior Escort Officer, should contact their parents and let them know of the new flight arrangements. This is especially important if you have not gotten in touch with your Senior Escort Officer. Your Escort Officer will begin to call the IEP staff member responsible for your trip and your parents. We don’t want to worry parents.
5. If the person who has missed the connection will cause the remainder of the people in the exchange to miss the next leg of their flight, the Senior Escort Officer will need to go to the airline counter/gate and begin planning new flights to get to the destination. **Under no circumstances is the exchange to begin the international portion of the travel unless all persons of the exchange are present and onboard.**

6. Escort Officers may contact the IEP Travel Director for assistance with the re-routing of any portions of the flights. However, you will still need to go to the airline to execute the re-routing.

7. With missed connections, checked bags often go out early or behind the passenger. If a checked bag makes a connecting flight and the passenger doesn’t, when you get to the destination that you bags were checked through to, you can go to the airline baggage office in the baggage claim area and retrieve your baggage there. If the person makes it before the bags do, once at your destination where the bags were checked through to, go directly to the airline baggage office in the baggage claim area and make plans to have the bags delivered or picked up, as applicable, to your current situation (and by direction of your exchange hosts if already in your exchange country at that point.)

8. Make sure you pack enough personal items (toothbrush, shampoo, etc.) along with a change of clothes in your carry-on bags, in case you have to spend a day or more without your checked baggage.

**4.2.10: Aboard the Plane**

If you have not traveled via airplane before, speak with your escort officer about any concerns you may have. The flight crew will go over safety regulations and emergency procedures before takeoff. Listen carefully. They will also let you know about the rules for using electronic devices. Follow all instructions of the crew. Be considerate of the passengers around you by not playing electronic devices at a volume where other people can hear it.

The seats aboard most aircraft may be uncomfortable to you especially when traveling for extended periods. You may wish to purchase an inflatable travel pillow for your comfort. Overseas flights often have pillows and blankets aboard for your convenience.

Think through about what you will take with you in your carryon baggage. You may want to have a few items on hand that you stow under the seat in front of you so you don’t have to get into the overhead compartment during the flight. These items would be snacks, gum, books or magazines. Drink plenty of fluids while in the air as the cabin environment is dry and dehydrating.

If the flight crew indicates it is safe to walk around the cabin, take the opportunity every couple of hours to stretch and walk around.

**Motion Sickness**

If you are prone to motion sickness, go easy on the pre-flight snacks although a little something like crackers or bread in your stomach is a good thing. Anything greasy or hard to digest can make things worse. For some, motion sickness medicine might help; if you are prone to motion sickness consult with your doctor about medicines available. Don’t be embarrassed. Motion sickness happens even to the seasoned mariner or traveler.
Once you are aboard, looking at a stationary object can sometimes help; looking out the window at the rolling sea does not seem to help. Reading or looking at books always seems to make it worse, though often a diversion of a story may help.

If you must get sick have a target in mind if the time comes. The default position - - the person sitting next to you - - is usually not what you want. All airlines will have convenience bags in the seat back in front of you. If you need more than one, grab your neighbors, they won’t mind.

4.2.11: Jet Lag
The only real cure for jet lag is time passing as your body acclimates and resets itself to the new day-night cycle. Some people are hit harder by jet lag than others. Jet lag is not fixed – it is overcome.

Sunlight is good. Exposure to sunlight is the means by which your body adjusts. Be outside if at all possible. A little time outside is better than none. Sleep with the shades open if you can so your body sees the morning light.

Upon arrival, if you find yourself or others in your group getting really sleepy at the wrong time, the best thing to do is engage yourself. Go for a walk, anything active will help, while anything passive like watching TV or reading usually does not work. Don’t take a nap.

Mind Tricks
You should set your watch to the final destination time as soon as you sit down on the airplane. It is a small thing but over time you will find it acts as a trigger for your body to get ready. As soon as you do this, do not think “at home it would be 3:00 in the afternoon”. The constant math will just aggravate your mind and body.

Specific diets to reduce the effects of jet lag generally do not work. However, you may discuss such diets with your doctor. Don’t each large meals, or spicy or heavy foods that may upset your stomach, before your departure. Keep them light and healthy and eat often. Drink plenty of water starting a few days before you leave, and while traveling. Staying hydrated will make you feel better.

Taking off your shoes and socks and walking bare foot on a carpeted floor as soon as you arrive will not assist in your jet-lag recovery. It may provide a relaxing and massaging feeling that may put some people to sleep.

Schedule Around Your Jet Lag
It may be possible to arrive a day or two early. Your host country may limit activities on your first day. Traveling from the U.S. to Asia will more or less reverse the day-night cycle. You will likely get up very early (3 a.m.) and not be able to get back to sleep for the first few days. You will also start to nod off by late afternoon. Remember, you will be more awake earlier in the day. If going from the U.S. to Europe, your body will go the other way, and you will be more awake later in the day.

No matter what you do, your body will need time to adjust. Help it out and you’ll have a better experience.

Sleeping Pills
Sleeping pills can be dangerous, and are prohibited at all NSCC activities including international exchanges. There is no cure for jet lag and we have provided you with some options to help your body adjust to the new time. There should be no reason to bring or use sleeping pills.
Section 4.3: MONEY
You will need to exchange the American dollars for the currency in the country you will be visiting. Even though lodging and meals will be covered through the exchange, this does not include your transit time. You should always have some cash on hand to cover any meals, drinks, postcards, or that souvenir that you just “got to have” and may not find again.

As important as it is to bring enough money, it is just as important to make sure you budget your funds. Although it is not standard practice, you may be asked to pay for some of your meals while on IEP. Be conservative and don’t spend all your money at the first souvenir shop you visit or you may find yourself with no way to pay for a meal.

4.3.1: Exchanging Currency
In general, you need to exchange at least some of your money at your international gateway in the United States. Even if the exchange rate is bad, you will need to have some funds available to you to work around flight delays, unusual banking hours, closed exchange booths, unknown rules and holidays in the host country that wouldn’t be observed in the U.S. Most international airports have exchange booths open as long as there are incoming flights but having some useable cash in your pocket is still a happy feeling. Many banks in your local city will have a foreign teller. You can order your foreign currency in advance. Ask for smaller denominations when possible, equivalent to $10s - $20s or less. Some merchants overseas do not have enough money to cash large bills. Travelers checks are good but remember you need an open bank to cash them in and your passport.

Almost every exchange booth in the world refuses to accept coins for exchanging back into dollars. If you are not careful, at the end of the trip you may end up with way too much money in the form of coins. While a few spare bits of change are nice mementos of the trip, a whole pocket full is a waste. Use those coins up during your trip (last chance is at the outbound airport) or find a vendor (a hotel or local bank) that will trade the coins for paper money. If all else fails, most airports have a charity donation box where your excess coins are welcome. Many airlines “pass the hat” for loose change for a charity as well.

4.3.2: Credit Cards
Escort Officers/Cadets, if you have a credit card, it is likely that if you call your card issuer, you can get your credit limit raised. This can be helpful if you have a sudden, unexpected expense. Such as you miss your connecting flight and have to pay for a hotel and / or dinner while you wait for the next flight out. It is advisable to call your credit card company before leaving the US. Many times they will place a hold on your card while you are overseas just in case your card had been stolen. Avoid an embarrassing situation by calling them before you leave. Tell them where you are going. Make sure you ask for the credit card issuer’s appropriate phone number to call in case your card is stolen.

If you buy something in Japan with a credit card, the merchant will get his money in Japanese Yen from your credit card company. The credit Card company (MasterCard, Visa, etc.) will charge your account using their own exchange rate. Apart from what you might think, major credit cards offer more favorable exchange rates.

You can call ahead to the credit card company and find out the exchange rate. Then, in that quaint souvenir shop, compare the cost in Japanese Yen at the local exchange rate with what the exchange rate you will get with your card. A small pocket calculator helps. Also, an activity on the flight over can be memorizing the exchange rate.
While there are honest and not so honest people in every place in the world, some countries and regions seem to have more credit card theft and fraud than others.

4.3.3: ATMs

Never travel with the expectation that you won’t need cash, believing you will just drop that ATM card or MasterCard into a convenient ATM machine. We have found that there is just no reliable way of finding out in advance if your card will or will not work overseas in bank machines. Sometimes you need a special PIN number, sometimes it just works and other times you will end up angry wandering around trying different machines without luck.

In previous experience, local U.S. banks have always proved a poor source of information about using an ATM abroad. We have also acquired directories from our credit card companies that purported to list all the useable ATM’s in the host country. Sadly, many of the addresses were wrong, or the hours were wrong, or the card did not work in the ATM.

Generally, you will want to treat a working ATM as an unexpected pleasure. Expect differences and be surprised by similarities. Remember, if your card does work you may be charged as much as $10 for the transaction. It can be a very expensive way to get cash. Bring it with you from home or use a credit card.

4.3.4: Lost Cards

It is close to impossible to call a U.S. toll-free number from abroad. Be sure to have “regular” non-toll free numbers for your credit card companies so that you will be able to call from a pay phone anywhere in the world. Obtain and write down the business hours. Remember to compute the difference in time zones before you call. 24 hour service is the best.

If you lose your card or suspect that it may have been misused, contact the card issuer as soon as possible to limit your liability. You can find out more information on these procedures and the implications by contacting your card issuer. Keep your credit card telephone numbers in a separate location so if your card is lost or stolen you still have a way to contact your company.

4.3.5: How to Best Carry Your Money

The best way to carry your money is through the combination of U.S. dollars cash, host country cash, credit cards and traveler’s checks.

The worst way is to put all of your eggs into one wallet, and carry all cash, or all travelers’ checks, or all credit cards.

Generally speaking, all of the countries in which you may visit through the NSCC IEP will keep you away from high fraud, high crime areas. Most exchange officers like to get off the plane with enough local currency already in their pocket to get them from the airport and buy at least one meal. Have enough money to tackle any problem that may arise. What if you get to your destination and no one is there?

We suggest that you bring most of your money as cash, not traveler’s checks. You often will get a poorer exchange rate for traveler’s checks, and more and more places require all sorts of ID before they will cash the checks. That means you have to carry around a lot of extra identification at the risk of losing and share a lot of personal data with every merchant you meet.

You can never, ever expect to cash a personal check abroad. If someone is actually willing to take a personal check from you, one of you is likely to be cheated.
4.3.6: Don’t Get Cheated
In many parts of the world things are bargained for, from bananas to ski jackets. Talk with your host country to try and get a sense of what is a reasonable price for an item.

If you can, try and get a sense of how the bargaining is done. In some places your first move should be a silly, of-course-not kind of price, while in other locations that tactic will get your labeled a trouble maker and laughed out of the store. Listen to what others do before settling on a first offer. Ask for help from the host country and don’t start bargaining if you have no idea what something is worth. In many countries bargaining is not done. Know before you pay.

When in doubt, smile. Have fun with it, but don’t spend more than you wanted, and don’t sweat the small stuff. It’s an adventure!

If it seems like too good a deal to be true, it probably is. If it seems too inexpensive, figure the exchange rate again to make sure you did not drop a zero. Bring a small pocket calculator with you. This is also handy for negotiating a price in a place where you don’t speak the language.

The group of kids surrounding you in a public market might be pickpockets. They might also just want to meet an American and practice their English. Place your wallet into a front pocket instead of a back pocket. If you are going to check your wallet or adjust it for comfort, do so discreetly. A good pickpocket will be watching.

Section 4.4: TRAVELING ABROAD

4.4.1: Culture Shock
You will experience culture shock as a participant in the IEP. While international cadet programs have the same general mission, the way they meet this mission will involve very different ways and languages. Your time during this exchange will be less troublesome if you heed the following general advice:

- Things are not the same as at home. This is neither good nor bad, just different.
- It is better to be surprised at similarities than to expect them.
- You should make every effort to understand the new environment around you and to modify your own behavior. Look and listen. You are a guest.
- Everyone will experience culture shock and homesickness, though some people will be affected to a greater or lesser degree. Pretending you are immune will just make it harder on yourself.

Culture shock and homesickness are two things that go hand in hand. They are the rapid and massive changes that will happen to your world as soon as your plane touches ground in your host country. They can cause you to want to go back to the way things are at home. These changes and their effects can be subtle, and will often manifest themselves in less obvious ways.

Many psychologists define “culture shock” as “the result of being overwhelmed by major life changes to established patterns without usual support systems”. This is what happens when you are overseas: most
everything changes. There are generally five stages during this process. Most people don’t experience the severe culture shock outlined below.

**Stage 1**
When you first arrive, everything will be exciting, even exotic and interesting. You will be anticipating all of the activities ahead of you, and will find it hard to wait to tell family and friends back home all the fun you are having. This is good; the rest of the people on your exchange will pick up on your enthusiasm and will also begin anticipating some of the new things. It is important to anticipate day-to-day functions in this anticipation stage. Exchange participants must remember not to let excitement interfere with the very real fact that being abroad means doing day-to-day stuff (uniform preparation, writing in a journal, housekeeping chores if necessary at their host site, etc.)

**Stage 2**
You will be caught between the positive feelings we discussed in Stage 1 and newer negative feelings stemming from having to face the reality of being away from home, in a different country (often with unique language and foods). You are still excited, but those feelings are more forced. For many, the initial reaction is to deny the negative feelings, or starting to feel that you must be doing something wrong because of course you should be excited.

**Stage 3**
Attempts to deny your negative feelings have failed. Now the negative feelings come out. You begin to dwell on the negative aspects of life in the host country. You feel unsure, and anxious about the return home. You feel like it was a mistake to apply for this exchange; that your experience abroad should be a daily diet of Discovery Channel adventure.

This stage is often triggered by a bad day. You blame it on the host country. For example, trains can run late everywhere in the world, but if you find yourself saying, “Those darn [INSERT DEROGATORY TERM FOR HOST COUNTRY] can’t even get a train to run on time” you are thick into this stage.

This is important to realize, especially if you are the escort officer that the view of the world of those around you will be greatly influenced by your own reactions.

**Stage 4**
Thoughts of bailing out replace anger. You start looking for ways to cut the exchange short. You start to withdraw from the culture around you and to isolate yourself.

Everyone on the exchange needs to look out for one another; you might see an uncharacteristic retreat into books, or someone wanting to be alone more than normal. Wanting to stay behind on the bus or in the domicile to watch TV will replace the desire to discovering new things and places to see and you begin to place more value and importance on “American” things.

This is the stage where things could fall apart. Try as hard as you can. Work very hard at not transferring your negative feelings.

**Stage 5**
The last stage you come to when you realize you can’t escape the situation, that you are caught between a rock and a hard place. During this stage, one usually experiences the more severe physical and emotional effects of culture shock. You feel drained. You may become irritable over little things; occasionally you may...
cry without much of a reason. You start actively refusing to learn the language and customs of the host country. Your attitude is different.

Sometimes people will start to demand things from home that they know are not available locally. Very few people ever get to this point. If you find yourself heading in this direction, you should talk it over with your Escort Officer and your shipmates. They might have the same feelings and may be able to give you some ideas you haven’t thought of to cope with your feelings.

The exchange program is not a marathon you are trying to survive. It should be interesting, enlightening, and fun.

Escort Officers need to try and set up routines for their cadets, helping them eat well and rest enough. For many people a routine represents security. Watch your cadets carefully and work on concerns as early as you recognize them.

The object of an exchange is for the host country to learn as much about the NSCC and America as you learn about the host country. Not only are you students of the host country’s ways, but you are teachers of our American culture. Be humble and remember you are being studied.

Studying the host country language is an excellent way to begin to get more comfortable with your surroundings. While some will come to speak the host language well, be confident that even if you do not become an accomplished speaker, each new word makes things that much easier and richer for you. Be proud of small steps.

Language exchange is another door to open with your host country. In your down time in the evenings or whenever you have it, informally sit down with someone from the host country and spend 15 minutes speaking English with your partner, followed by 15 minutes speaking the host country language with your partner. You will be making friends while learning the new language. Creating a framework onto which you build a friendship, this helps the adjustment.

When coming home you may experience reverse culture shock. This is the slight feeling of culture shock when you return home. This can happen to anyone but seems to be more common in folks who have been abroad for a longer period of time.

Because of the short period of time abroad in our exchanges, you will generally be outside away from television, radio, and newspapers. You will find yourself feeling left out, that the U.S., your family, friends, and even your unit didn’t stop and wait for you while you were away. You will spend a lot of time trying to catch up on your favorite TV shows, news and events after you return home. You will find that you have experienced something that most people in the world have not. This may set you apart from your peers.

This will all settle down and your life will return to normal very quickly.

Conclusion
The phenomenon of culture shock has been experienced to various degrees by almost every traveler who spends time outside his/her own country. Immunity to culture shock does not come from being open-minded and full of good will. These characteristics do help and may aid in adjusting, but they do not provide immunity. Individuals differ greatly in the degree to which culture shock affects them. The vast majority of officers and cadets do just fine and enjoy their adventure. Don’t worry about it!
**Section 4.4.2 Time Zones**

Time measurement is based on mostly regular natural phenomena, such as alternating light and dark periods caused by the rotation of the Earth. The total time taken by two successive periods is constant, but the lengths of the light and dark period vary. One simple constant is noon.

Noon is the time of the day when the Sun is at its highest position. Since the Earth is round, noon happens at different times in different places. This leads to the concept of *local time*. Humans measure time in many units, most of which are tied to natural phenomena like noon. As long as you stay in the same place, it doesn't matter that local times differ.

As soon as you need to communicate with distant places, you'll notice the need for a common time. In modern times, most of the places in the world communicate with most other places in the world, so a global standard for measuring time has been defined. This time is called *universal time* (UT or UTC, formerly known as Greenwich Mean Time or GMT, since it used to be local time in Greenwich, England). When people with different local times need to communicate, they can express times in universal time, so that there is no confusion about when things should happen.

Each local time is called a time zone. While geography would allow all places that have noon at the same time have the same time zone, politics makes it difficult. For various reasons, many countries use *daylight savings time*, that is, they move their clocks to have more natural light while they work, and then move the clocks back during winter. Other countries do not do this. This makes time zone conversions definitely non-trivial.

Time zones are best named by the location or by telling the difference between local and universal time. In the US and some other countries, the local time zones have a name and a three-letter abbreviation. The abbreviations are not unique, however, and should not be used unless the country is also named. It is better to talk about the local time in, say, Helsinki, than about East European time, since not all countries in Eastern Europe follow the same rules.

You can find the current local date and times around the world at:

http://www.timeanddate.com/worldclock/

You can convert local time to the time at any time zone in the world at:

http://www.timezoneconverter.com/cgi-bin/tzc.tzc

You can make a time zone reference card for any or all different time zones in the world at:

http://www.timezoneconverter.com/cgi-bin/tzref.tzc

**4.4.3: Eating While Abroad**

It can be tempting to abandon our good sense, especially when there are so many new experiences to take in. When it comes to eating healthy, we tend to make poor choices and relax our restraint. In this section we are going to examine some ways to keep watch over what we eat. We need to eat healthy and also eat safe to avoid sickness.
Eating safely
In many parts of the world, food and water sources may cause health problems for travelers. Traveler’s diarrhea, stomach upsets and other illness can follow unwise food and drink selections.

Water and beverages
- If in doubt, don’t drink the water. Even purportedly safe public drinking supplies can be the cause of stomach upsets for the travelers whose systems are unaccustomed to local bacteria.
- Use bottled water and ensure the seal has not been broken when you purchase it or it has been provided. It is not uncommon for used water bottles to be refilled with tap water and resold. Ensure there is a snap when opening the bottle. If possible, select known brand names.
- Avoid ice, unless it has been made from boiled, bottled or purified water. (Just for reference to officers: Alcoholic beverages do not clean contaminated ice.)
- Brush teeth and rinse toothbrush with bottled or boiled water. Do not swallow while showering.
- Avoid beverages such as lemonade and fruit juices that may be made using tap water.
- Most countries have safe drinking water. The above is given as a reference if you feel you are traveling to a destination where the drinking water may be in question.

Foods
- If your host country is feeding you, the food will be safe. The below is mentioned only if you venture off for free time.
- Avoid undercooked or raw meat and seafood. If you are in Asia the raw seafood will be safe. Ask your Senior Escort Officer if this is in question.
- Seafood, even when cooked may be hazardous. Avoid eating shellfish from contaminated waters. Fish obtained from reefs may be toxic and barracuda should never be consumed.
- Avoid food from street vendors and be wary of places where food may have been sitting out for long periods of time.
- For raw fruits and vegetables, follow the mantra “if you can’t peel it, don’t eat it.” Avoid leafy green vegetables, including lettuce. There is no way to ensure that these foods have been properly cleaned.
- Avoid un-pasteurized dairy products, including milk, cream, sauces, yogurt and ice cream.
- Eat thoroughly cooked vegetables, meats and other food, served hot.
- Processed foods that are canned or pasteurized are usually safe choices.
- Other safe foods include rice, breads, tortillas and baked goods.
Eating healthfully
For breakfast stick to fruits, cereals, oatmeal and proteins such as eggs. Low-fat muffins are a good alternative to sticky Danishes and fat-laden doughnuts.

Only eat when you are hungry. Don’t fill up simply because it’s free or because it’s there. If you do overindulge at one meal, simply scale back a bit on the next. Forgive yourself for any diet blunders and take a walk. When available try to eat foods that are broiled instead of fried, or use low-fat cheese and non-fat milk. Your host country will supply your food. Be adventurous and try new things. Never make a face if you don’t like the food. Be courteous and thankful for the new experience.

Fit in three square meals a day. If this cannot be done, try to fit in small meals or snacks throughout the day as your body requires fuel every four to five hours. Whatever you do, do not skip a meal.

When possible, avoid large meals at night. Avoid soda or pop since these drinks can dehydrate you. Drink what the locals drink. There may be a reason. When your body slows down and readies itself for sleep, it also burns calories less efficiently. Pass up the breadbasket at dinner, and certainly avoid the butter, margarine and oil that come along with it. Choose fish or poultry for your entrée when given a choice, and make an effort to include lots of vegetables rather than French Fries or Cole Slaw when given the choice. Finally, moderate your desserts, choosing sorbet and not ice cream, fresh fruit and not cake. Eat well but use your head.

The following is a list of menu terms divided into two categories: those you should avoid and those you should embrace. Let these be your guide when all else fails.

Avoid these terms:

- Buttery or buttered
- Basted
- Fried, French Fried, Crispy
- Creamed, in Gravy
- Hollandaise
- Au gratin or in Cheese Sauce
- Scalloped
- Rich

Look for these terms:

- Stir fried
- Steamed
- Au jus (in its own juices)
- Poached
- Raw
- Garden Fresh

In short, trust your own good judgment and stick to your normal eating habits as closely as you can. Take care of yourself so you can have many happy, healthy trips for the years to come. Try new things. Take care of your body and you will have a wonderful time abroad.

NSCC IEP Manual Revised 10SEP18
4.4.4: Toilet
When exchanging money be sure to get some coins and carry them with you. In many places, especially throughout Europe, many public restrooms charge a small fee. In some toilets for men the standing up places are free, while you have to pay to sit down.

In many countries the restroom attendants may not be friendly and may not be interested in making change. If you are caught without coins you may have to decide whether to overpay for a seat or holding out.

Sometimes fast food places like McDonalds have the only clean and free restrooms in the area.

In many Asian countries, especially Japan, Korea and China, many toilets are “squatters”. This is a porcelain basin set level with the floor. One squats over the basin and does their business. If you are not experienced with such a thing, and/or lack strong thigh muscles, you may indeed slip and end up with a foot in the business end of the basin. Be prepared and careful. They are just different and require a little getting used to. Usually the host country will give you instructions on using this type of toilet. When you think about it, it’s actually cleaner!

If you keep your wallet in your back pocket, or coins or other items in loose pockets, be careful not to lose them into the basin. Watch for clothing such as a coat sleeve or shirt tails. You just may give them a dip in the toilet.

In department stores, hotels and larger stores you can usually find “western” style toilets. In the bigger cities, handicap awareness is growing and a handicapped sign posted restroom usually will have at least one sit down toilet. Generally in Asian countries, areas of high public traffic will have the “squatters” so try and plan to be away from train and bus stations, schools, outdoor shopping areas, older government buildings, police stations, and public parks. You may want to bring your own toilet paper. Asian toilets may not have a supply of paper.

In summary, if you or your shipmates find the squatters uncomfortable or unusable, you might need to devote a little more planning to when and where one goes to the toilet than you usually do. As stated, you will probably have western-style toilets the entire time.

Section 4.5: COMMUNICATIONS
All personnel will have the opportunity to communicate back home. Some of the participating countries will have more access opportunities for telephone and Internet than others. It is important to not get into the habit of repeatedly needing to call home as it lessens the international exchange experience.

Telephone calls may be made back home by using either a US-based calling card or a locally purchased calling card. It is recommended that a US-based calling card be purchased from a larger carrier, such as AT&T or SPRINT, one that has international calling as a part of their business. However, do not place all of your money into one calling card. Purchase a 100 minute calling card from the US-based calling card and then put some money aside to buy a local calling card. The US-based calling card, while it will probably provide you with better rates, may not always work in your host country. It is therefore important that you be able to purchase a local calling card with international calling capabilities. You can find these at the duty-free shops in the international terminal as you depart your plane on your way to customs or your hosts can help you find them outside of the airport.

NSCC IEP Manual Revised 10SEP18
When you acquire your US-based global calling card, make sure you call the calling card provider and discuss with them the instructions for using your card overseas. You will need to get their local access number for the country and area you will be visiting. The key to success with your US-based calling card is pre-planning and the understanding of how the system works. Telephone systems are different in each country. Making them work takes knowledge.

4.5.1: Email
Your host country may not have internet access during your exchange. However, generally speaking, each host country has internet cafés that will be available during down time for use at an hourly charge. These internet cafés will provide you with an opportunity to send and receive e-mail if you have web mail access, such as www.hotmail.com or www.yahoo.com. Other internet service providers, such as America Online, may have web mail access. Please contact your ISP provider for instructions on how to use e-mail from a public internet connection.

Personnel may have the opportunity to be in contact with their family immediately upon arrival. Most families will not mind being awoken in the middle of their night due to the time difference to know that you have made it safely to your destination. A call midway through the exchange to let your family know you are still doing well is a good idea. Finally, personnel should also call home once they have returned to the United States to let them know you are back safely in the country. Senior Escort Officers should call their IEP Staff member after all personnel are safely home. Parents should know that no news is good news. If cadets do not call or email, it just means they don’t have access.

4.5.2: Contacting You While You Are Abroad
Your Senior Escort Officer will provide all personnel selected for the exchange a set of phone numbers. These phone numbers and email addresses will be the best way to contact the personnel on the exchange while abroad. Senior Escort Officers when they deliver these contact phone numbers should remind families that these numbers should only be used in cases of extreme emergency only (i.e. death or serious illness in the family, natural disaster, etc.)

The contact phone numbers, names, and applicable emails should include:

- IEP Director
- IEP Deputy Director/Director of Operations/Outbound Exchange Manager
- IEP Travel Manager
- Contact Person for your Host Country Organization
- US Consulate General for your host country

Section 4.6 EMERGENCIES

4.6.1: Emergency Contact While You Are Abroad
In the case of a natural disaster or terrorist attack while abroad, you should work with your host country to get in contact with the United States Consulate office for the country you are in. They will be able to provide you instructions and assistance to help you get through the disaster. Further, they will be looking for you as well since you have notified them that you would be in the country. Contacting the consulate office will allow them to alleviate resources in trying to find you. You should contact the IEP Director as soon as possible. If he is not available leave a detailed message with contact information. Be ready to give all information regarding the emergency to the IEP Director. If you cannot get a hold of the IEP Director immediately you
may contact National Headquarters, the IEP Deputy Director, IEP Director of Operations, Outbound Exchange Manager, the IEP Travel Manager, or any other IEP Permanent staff for assistance in what to do.

If you are able, have your cadets contact their parents to let them know that they are well. The IEP Director after learning of the emergency will begin to work with the parents, the Senior Escort Officer, and the host country to make sure that the emergency is remedied and that everyone remains continually updated and informed of the situation.

4.6.2: Injury / Illness
The US Naval Sea Cadets has determined that all of the exchanges are safe. However, with everything that we do in life nothing is without risk. Few of our exchanges occur in rural areas where there is no immediate access to emergency medical personnel and treatment centers. However, it is important to understand that medical systems in other countries are not the same as they are here in the United States. Minor injury and illness will be handled by the Senior Escort Officer. In the case of a more serious health ailment, the Senior Escort Officer will seek medical treatment from the local healthcare system.

It is therefore imperative that each member participating in the exchange bring a copy of his or her medical insurance card that they can carry with them at all times. Bring your proof of insurance from the Travel Insurance you were required to purchase when you were selected for the IEP. Personnel on the exchange should also contact their insurance company to discuss the coverage and procedures for issues while in their host country. If a situation arises where personnel must receive medical treatment, the IEP Director should be notified immediately regardless of the time of day back in the United States.

In many instances, health care systems require pre-payment before treatment. If the Senior Escort Officer finds him or herself in this situation and does not have enough funds to cover the pre-payment, he or she should call the IEP Director immediately to discuss the options available.

It is important to make sure you have all of the documents you need. Such as: passport, health insurance card and international treatment from the insurance provider, etc. The Senior Escort Officer should carry these documents at all times for all exchange members. You never know when an emergency will arise. It will probably happen when you least expect it.

If you run into a problem relating to health care and you are unable to contact the IEP Director or other IEP Permanent Staff, you may call the US Consulate Office for the country you are in for assistance. However, you should keep your host organization involved as much as possible. They are there to help you through the medical needs and will be a valuable ally in breaking the language barrier as well as understanding how the system works. Always start with them first. They have procedures already in place in case of a medical need.

Be sure to keep receipts, proofs of purchase, price tags, or labels for any treatment or drugs needed for the medical treatment for a claim to insurance. If you have a camera please take a photo of the injury. The best way to prevent a need to test a foreign medical treatment system is to avoid risky behavior. Exchange personnel should be constantly briefed on the safety aspects of an evolution. Avoid actions that could lead to injury. All personnel should wear footwear and proper clothing when on an exchange.

4.6.3 US State Department Assistance
The Department's Smart Traveler app for U.S. travelers going abroad provides easy access to the frequently updated official country information, travel alerts, travel warnings, maps, U.S. embassy locations, and more that appear on the travel.state.gov site. Travelers can also set up e-itineraries to keep track of arrival and departure dates and make notes about upcoming trips. The app is compatible with iPhone, iPod touch, and iPad (requires iOS 4.0 or later).

The Department of State encourages all U.S. citizens traveling or residing abroad to enroll in the State Department's Smart Traveler Enrollment Program (STEP). A link to the registration page is also available through the Department's Smart Traveler app. U.S. citizens without internet access can enroll directly at the nearest U.S. embassy or consulate. By enrolling, you make your presence and whereabouts known in case it is necessary to contact you in an emergency and so you can receive up-to-date information on security conditions.

Emergency information concerning Americans traveling abroad may be obtained by calling 1-888-407-4747 toll free in the U.S. and Canada or the regular toll line 1-202-501-4444 for callers outside the U.S. and Canada.
PART V: CUSTOMS AND IMMIGRATION

SECTION 5.1: IMMIGRATION PROCESS

Since you are required to have a passport to participate in the IEP, the immigration process should be very simple for you. Later in this manual, we will go over each of the specific immigration requirements by each country. Be sure to review the requirements and specific procedure for the country in which you are selected. These requirements change so be sure to check online for the latest procedures. You will have been asked to fill out a form or two while on the plane. Be sure and have your passport handy with a pen when you board your flight. You want to have completed forms with your passport when you land. Check them over to ensure accuracy and clarity. Ask your Senior Escort Officer on how to fill out the form if you need assistance. They may ask you where you are staying, length of stay and contact information while in country. Try and get this in advance of the flight.

5.1.1 Passport/Immigration
After you de-plane you will proceed to passport/immigration control. You may pass through a thermal scanner to ensure you are not sick with fever. This is especially common in Asian countries. In most countries you will see there is a line for citizens of that country and a line for visitors. You are a visitor. Keep in a group with your Senior Escort Officer as much as you can. However, you will not be allowed to go through passport control together since you are not related. Chances are good they will split you up when you get to the counter. Pay attention and make sure you get in the right line. Once you make your way through the line, you will be called up to the window. Respect any rules they have to not cross lines on the deck. At the window the agent will take your passport (and visa if needed) and the form that you filled out on the plane. The agent will run your passport through a small scanner. New American passports have built-in chips embedded in them. This machine will read the information on your passport and run the information through a database. This database will check to see if the passport is valid and make sure you are not a wanted person trying to gain entrance into the country. Make eye contact with the agent. He/she may wish to see if your photo matches your passport. You may also be required to have a finger scanned. Since you need a valid passport and be free of criminal convictions to be a part of the NSCC, you have nothing to worry about during this process.

The agent will often ask you questions about the reason for your stay. This is to make sure that you filled out the form correctly. Most agents have not heard of the sea cadet program before and may be interested in hearing about the program. These questions are no reason to be worried. Most agents are official and strictly business. Answer their questions correctly and take them seriously. Don’t make jokes or small talk.

Soon after the agent will stamp the date that you arrived in your passport and then wave you through the line. Wait just on the other side of the immigration window for the rest of your exchange contingency so that you can all proceed to customs together. Do not leave the room unless directed by an agent. Some countries do not allow you to wait for other members on your exchange.

5.1.2 International Baggage & Customs
You next proceed to international baggage claim where you will pick up your luggage. Check the condition of your luggage and confirm you are taking the correct bag. If you tied ribbon to your suitcase it will be easier to spot. You may wish to use a cart if they are available. After you have your bags in your possession you will
need to have the forms required by that country that you filled out on the plane. You will be tired but stay alert and with your group.

You are now ready to pass through customs. The agent may ask to search your bags or ask about what you have brought into their country. Be courteous and professional with your answers. After you have cleared customs you are now officially a visitor of the country. If you are in an airport where your international host is going to meet you, you can leave the customs area and go out into the lobby to meet your host. If you still have domestic travel flights within the host country, each airline will usually have an area where you can easily check your bags and transfer them to a domestic flight. This is so you can continue with your travel without your luggage.

When you arrive in the lobby of the airport there will be many people holding up signs to find their guests. Chances are good that a uniformed person will be waiting for you. Stay in your group with your Senior Escort Officer.

5.1.3 Return Trip
On your return trip you will need to pass through passport, immigration and customs control. Each individual arriving into the United States must complete the CBP Declaration Form 6059B. A sample is provided in Section 5.2.5. You may be able to find the required forms in the international departure lounge, or they will be provided onboard your aircraft by the flight attendants. These forms will probably ask the same information when you came in. There may be health questions or questions on what you purchased. Always keep a log of what you purchased along with your receipts. It is important that you carry a pen with you. Have these forms completed before you get to the agents.

Generally your departure will be similar to the way you entered the country. Your passport will be scanned and the agent may ask you questions such as “how was your trip?” and “what did you do while you were here?” This is to make sure you filled out your form correctly and to see what you did while in the country. There is nothing to worry about. The agent will stamp your passport and you are off on your way home.

The following instructions will help you with your trip and passage through passport, customs and immigration control.

1. Make sure you have a signed valid passport and visa, if required. Also, before you leave, fill in the emergency information page of your passport. Make sure your passport name matches EXACTLY the name on your passport. Make sure you have signed your passport.

2. Senior Escort Officers must read the Consular Information Sheets (and Public Announcements) for the country you will be visiting. Cadets are encouraged to read this information.

   http://travel.state.gov

3. All personnel must familiarize themselves with local laws and customs of the country. Remember the U.S. Constitution does not follow you into a foreign country. While you are there you are subject to their laws.

4. Make 3 copies of your passport identification page. This will help you if your passport is lost or stolen.

   a. One copy is for your escort officer
   b. Leave one copy with your parents / family
   c. Put one copy in your checked baggage – along with your phone number
5. Your Senior Escort Officer will provide you with an itinerary. Included with this itinerary will be emergency contact information of the host country. Cadets are to leave this information with their parents. You will have received an IEP Emergency ID Card with the telephone number and email address of the IEP Director. Keep this with you at all times.

6. Senior Escort Officers will have registered your trip with the nearest US Embassy or consulate through the US State Department’s Travel Registration Website. This registration will include each cadet in the “additional travelers” section. Registration will make your presence and whereabouts known in case it is necessary to contact you in an emergency.

7. In order to avoid violating local laws deal only with authorized agents when you exchange money or purchase souvenirs.

8. If you get into trouble, contact the IEP Director.

SECTION 5.2: US EMBASSIES

There are US embassies in more than 160 capital cities in the world. Each embassy has a consular section. Consular officers in consular sections of embassies do two things:

1. They issue visas to foreigners; and
2. They help U.S. Citizens abroad.

5.2.1: Consulate General

Once Senior Escort Officers have all of the details of exact dates, locations you will be overseas, and names and contact information for all of the people participating in the exchange, you will need to contact the US Consulate General for your host country to notify them of your arrival and departure plans. Most if not all of the consulate offices have an automated form on the Internet for this. This is important for two reasons: (1) It makes the consulate’s office aware you are overseas so if something such as a natural or terrorist disaster were to occur, they know where to look for you, and (2) it provides an emergency contact avenue if something were to happen at home.

U.S. Consuls are usually assisted by local employees who are citizens of the host country. Because of the growing number of Americans traveling abroad and the relatively small number of consuls, the expertise of local employees is invaluable.

This section will highlight the ways in which consular officers can assist you while you are on your exchange. Senior Escort Officers will have registered the travel, exchange, and cadets with the US embassy to make it easier to assist you if needed.

Consular offices provide a range of services, some emergency and some non-emergency. Generally your exchange host country will be able to help you with any and all of these situations. If you reach a point where you or they “just don’t know,” the consular office remains your final resource. Try to work out your problems with your host nation, or the Director of the IEP before contacting the consulate unless in an emergency.
5.2.2 Emergency Services

_Replace a Passport_ – If you lose your passport a consul can issue you a replacement within 24 hours. If you believe your passport has been stolen, first report the theft to the local police and get a police declaration. Ask for a copy of the report to take with you to the consul.

_Help Find Medical Assistance_ – If you get sick, let your Senior Escort Officer know immediately. She/He will inform your host. Your Senior Escort Officer may contact a consular officer for a list of local doctors, dentists, and medical specialists. Chances are your host will arrange for all medical care. If you are injured or become seriously ill, a consul will help you find medical assistance and, at your request, inform your family. Be sure the proper NSCC accident/illness report is completed.

_Help Get Funds_ – Should you lose all your money and other financial resources, consular officers can help you contact your family, bank or other person to arrange for them to send you funds. In some cases these funds can be wired to you through the Department of State.

_Help in an Emergency_ – Your family may need to reach you because of an emergency at home or because they are worried about your welfare during an emergency. The State Department can relay messages to the consular officers in the country in which you are in. They will attempt to locate you and pass on urgent messages. Parents are asked to use the emergency contact numbers first before calling the State Department. Calls should be made ONLY in the event of a severe personal, national or world-wide emergency.

_Help in a Disaster/Evacuation/Terrorist Attack_ – If you are caught up in a natural disaster, civil disturbance, or a terrorist attack in the US or abroad, you should let your relatives know as soon as possible that you are safe through your Senior Escort Officer. You may contact a U.S. Consul who will pass that message to your family and others through the State Department. U.S. Officials will do everything they can to contact you and advise you. However, they must give priority to helping Americans who have been hurt or are in immediate danger. In a disaster consuls face the same constraints you do – lack of electricity and fuel, interrupted phone lines, and closed airports. Always contact the Director of the IEP with any concerns.

**What Consular Officers Can’t Do**

Consular officers cannot act as travel agents, banks, lawyers, investigators or law enforcement officers. Please do not expect them to act as interpreters, search for missing luggage, or settle disputes with vendors. They can, however, tell you how to get help on these and other matters.

5.2.3 Register Your Belongings Before You Leave The United States

It is important that you register your items before you leave, doing so will save you a lot of hassle when you return with that item. For example, if you brought a laptop that was made in Japan, you might have to pay a duty on it each time you bring it back to the United States unless you can prove that you owned it before you left on your trip. Documents that fully describe the item – such as sales receipts, insurance policies, or jewelers appraisals – are acceptable forms of proof.

To make things easier on you, you can register certain items with the CBP (U.S. Customs and Border Protection) before you depart – some items you may want to consider doing this for is watches, cameras, laptop computers, and CD Players – as long as they have a serial number or other unique, permanent markings. Take the items to the nearest CBP office, or register the items with CBP at the international airport you are departing from and request a Certificate of Registration (CBP form 4457.) This form will show that you had the items with you when you left and all the items listed on the form will be allowed duty free entry.
when you come home. Remember that CBP officers must see the item that you are registering in order to certify the certificate of registration. You can keep this certificate for future trips.

5.2.4: Customs on the Return Trip Home

When you come back to the United States you will need to declare everything you purchased or received as gifts. Basically list anything you are bringing back with you that you did not take with you when you left. Since you will be traveling by air, you will be asked to fill out a Customs Border Protection Declaration Form. The airline will provide you with the form but if they don’t you can pick one up outside of the lines at the entry point in the airport. It is going to be easier, not to mention faster, for you if you have this form completed before you get into line. In order to help you through this process do the following:

- Keep all of your receipts and sales slips in one place.
- Pack the things that you need to declare separately. Pack everything you have to declare into one bag, so you do not have to dig through multiple bags to find the items.
- Read the signs in the arrival area as they will give you valuable information about how to clear through customs.
- Pack a pen in your carry on. You can fill out the form while in flight.

Customs and Border Patrol (CBP) officers inspect all persons arriving at a United States Port of Entry. Travelers rarely violate the law and by following the guidelines in this manual you will be even more prepared than the average traveler. CBP may still examine your baggage, which, by law, they are allowed to do. You may also be asked questions about the nature of your citizenship. All USNSCC sea cadets are Americans. You may be asked about items you are bringing back to the United States. Do not worry or get concerned, it is very random and as long as you follow the guidelines in this manual you will make it through customs without any problems.

If the CBP decides that they want to examine your baggage, you will need to place the bag onto the examination table and open it. After it is open the CBP officer will conduct the examination. After the examination is completed you will need to repack and close the baggage. If you feel your examination was not conducted in a professional manner, make sure that the Senior Escort Officer and the CBP supervisor are notified.

5.2.5 Documents Needed For Entry Into The United States

United States Citizens and US Naval Sea Cadet Corps International Exchange Program participants must provide a valid un-expired passport.

What You Must Declare:

- Items you purchased and are carrying with you upon return to the United States.
- Items you received as gifts.
- Items you bought in duty-free shops, or on the plane.
- Repairs or alterations to any items you took abroad and then brought back, even if the repairs/alterations were performed free of charge.
- Items you brought home for someone else. Souvenirs.
- Items you acquired.
You must state on the CBP declaration form, in U.S. dollars, what you actually paid for each item. The price must include all taxes. If you did not buy the item yourself – for example, if it is a gift – get an estimate of its fair retail value in the country where you received it. If you bought something on your trip and wore it or used it on the trip, it is still\textit{ dutiable} (means an item on which duty or the amount of money you pay on items coming from another country may have to be paid). You must declare the item at the price you paid or, if it was a gift, its fair market value. You will probably have to convert the amount to American dollars.

\textbf{Figure 5.2.5 CBP Customs Declaration Form}

\begin{table}[h]
\centering
\begin{tabular}{|c|c|}
\hline
\textbf{Duty-Free Exemption} &  \\
\hline
The duty-free exemption, also called the \textit{personal exemption}, is the total value of merchandise you may bring back to the United States without having to pay duty on it. You may bring back more than your exemption, but you will have to pay duty on it. In most cases the personal exemption is $800 but there are some exceptions to this rule that will be explained below. & \\
\hline
\end{tabular}
\end{table}
5.2.6 Exemptions
Depending on the countries you have visited, your personal exemption will be $200, $800, or $1,600. For Senior Escort Officers there are limits on the amount of alcoholic beverages, cigarettes, cigars, and other tobacco products you may include in your duty-free personal exemption. **Personnel are reminded that cadets are prohibited from the import of alcoholic beverages and tobacco products and Senior Escort Officers should use discretion in their import of these items.**

The duty free exemptions ($200, $800, $1,600) apply if:

- The items are for your personal or household use or intended to be given as gifts.
- They are in your possession, that is, they accompany you when you return to the United States. Items to be sent later may not be included in your $800 duty-free exemption.
- They are declared to the CBP. If you do not declare something that should have been declared you risk forfeiting it. **IF IN DOUBT DECLARE IT!**
- You are returning from an overseas stay of at least 48 hours. (All exchanges last longer than 48 hours).
- You have not used all of your exemption allowance, or used any part of it, in the past 30 days – for example, if you go to England and bring back $150 worth of items – you must wait another 30 days before you are allowed another $800 exemption.
- The items are not prohibited or restricted as discussed later in this chapter regarding prohibited and restricted Items.

5.2.7 Tobacco Products
US Naval Sea Cadet Corps regulations prevent the use and purchase of Tobacco Products by cadets during any NSCC activity. It further restricts the purchase and use by adult leaders in front of the cadets. There is a tobacco exemption for each adult since the NSCC regulations are clear on this matter, we will skip the details of this exemption.

5.2.8 Alcoholic Beverages
Again the US Naval Sea Cadet regulations are clear on the use and purchase of alcoholic beverages during sea cadet activities regardless of host laws. There is an exemption for alcoholic beverages available to each person over 21 years of age, however since the NSCC regulations are clear on this matter we will skip the details of this exemption.

SECTION 5.3: PERSONAL ITEMS AND GIFTS

5.3.1 Exemptions
If you cross the U.S. border into a foreign county and re-enter the United States more than once in a short time, you may not want to use your personal exemption until you have returned to the United States for the last time. Here is why:

If your personal exemption is $800 and you leave the United States, come back, leave again, and then come back again, all on the same trip, you can lose you exemption, since you have technically violated the “once every 30 days” rule. Therefore, if you know that your trip will involve these swing-backs, you can choose to save your personal exemption until the end of your trip. **Note: This generally applies to the Canada East & Canada West Exchanges.**

$200 Exemption
If you can’t claim other exemptions because you have been out of the country more than once in a 30-day period, or because you have not been out of the country for at least 48 hours, you may still bring back $200 worth of items free of duty and tax. As with the exemptions we have already discussed, these items must be for your personal or household use.

Each traveler is allowed this $200 exemption, but, unlike the other exemptions, family members may not group their exemptions. Thus if two people in a family are traveling together they may each bring back $200 worth of goods, but they would not be allowed a collective exemption of $400.

Also, if you bring back more than $200 worth of dutiable items, or if any item is subject to duty or tax, the entire amount will be dutiable. For instance, you were out of the country for 36 hours and came back with a $300 piece of pottery. You could not deduct $200 from its value and pay duty on $100. The pottery would be dutiable for the full value of $300.

5.3.2 Gifts
Gifts you bring back from a trip abroad are considered to be for your personal use. They must be declared but you may include them in your personal exemption. This includes gifts people gave you while you were out of the country and gifts you have brought back for others. Gifts intended for business, promotional, or other commercial purposes may not be included in your duty-free exemption.

Gifts worth up to $100 may be sent, free of duty and tax, to friends and relatives in the United States, as long as the same person does not receive more than $100 worth of gifts in a single day. You do not have to declare gifts you sent while you were on your trip, since they won’t be accompanying you.

Gifts for more than one person may be shipped in the same package, called a consolidated gift package, if they are individually wrapped and labeled with each recipient’s name. Here is how to wrap and label a consolidate gift package:

Be sure to mark the outermost wrapper with the following words:

- Words “UNSOLICITED GIFT” and the words “CONSOLIDATED GIFT PACKAGE”
- Total value of the consolidated package
- Recipients’ names and
- Nature and value of the gifts inside. For example:

  To John Jones – one belt $20; one box of candy $5; one tie $20
  To Mary Smith – one skirt $45; one belt $15; one pair of slacks $30

Remember, if any item in the consolidated gift parcel is subject to duty and tax and is worth more than the $100 gift allowance, the entire package will be dutiable.

You, as a traveler, cannot send a “gift” package to yourself, and people traveling together cannot send “gifts” to each other. But there would be no reason to do that anyway, because the personal exemption for packages mailed abroad is $200, which is twice as much as the gift exemption. If a package is subject to duty, the United States Postal Service will collect it from the addressee along with any postage and handling charges. The sender cannot prepay duty; the recipient must pay duty when a package is received in the United States.
5.3.3 Personal Belongings
Your personal belongings can be sent back to the United States duty-free if they are of U.S. origin and if they have not been altered or repaired while abroad. Personal belongings like worn clothing can be mailed home and will receive duty-free entry if you write the words “AMERICAN GOODS RETURNED” on the outside of the package.

5.3.4 Increased Duty Rates
The United States may impose a much higher than normal duty rate on products from certain countries. The United States Trade Representative is authorized to impose a different duty rate under what is known as its “301” authority. Currently, the United States has imposed a 100 percent rate of duty on certain products from several countries.

The list of countries which are, or countries which may become subject to higher than normal duty rate, may be found at the United States Department of Commerce website at www.commerce.gov.

5.3.5 Determining Duty
*If you are bringing it back with you, you did not have it with you when you left, and its total value is more than your exemption, it is subject to duty.*

The CBP officer will place the items that have the highest rate of duty under your exemption. Then, after subtracting your exemptions and the value of any duty free items, a flat rate of duty will be charged in the next $1,000 worth of merchandise. Any dollar amount beyond this $1,000 will be dutiable and whatever duty rates apply. The flat rate of duty may only be used for items for your own use or for gifts. As with your exemption, you may use the flat-rate provision only once every 30 days. Special flat rates of duty apply to items made and acquired in Canada or Mexico. The flat rate of duty applies to only those purchases that accompany you on your return to the United States.

Paying Duty
If you owe duty, you must pay it when you arrive in the United States. You can pay it any of the following ways:

- U.S. Currency (Foreign Currency is not accepted)
- Personal check in the exact amount, drawn on a U.S. Bank, made payable to “U.S. Customs and Border Protection”. You must present identification, such as a passport or driver’s license. CBP does not accept checks bearing second-party endorsements.
- Government check, money order, or traveler’s check if the amount does not exceed the duty owed by more than $50.
- In some locations, you will be able to pay duty with credit cards, either MasterCard® or VISA®.

5.3.6 Sending Goods to the United States
Items mailed to the United States are subject to duty when they arrive. They cannot be included in your exemption, and duty on them cannot be prepaid.

In addition to duty, and, at times, taxes, CBP collects a user fee on dutiable packages. Those three fees are the only fees CBP collects; any additional charges on shipments are for handling by freight forwarders, customs brokers, and couriers or for other delivery services. Some carriers may add other clearance charges that have nothing to do with customs duties.
Note: Customs Brokers are not CBP employees. Brokers’ fees are based on the amount of work that they do, not on the value of the item that you ship. Travelers sometimes find the fee to be high in relations to the value of the shipment. The most cost-effective option is to take your purchases with you if at all possible.

5.3.7 Unaccompanied Baggage
Unaccompanied baggage is anything you do not bring back with you. These items may be items that were with you when you left the United States or items that you acquired (received by any means) while outside of the United States. In general, unaccompanied baggage falls into the following three categories:

U.S. Mail Shipments
Shipping through the U.S. Mail, including parcel post is a cost-efficient way to send items to the United States. The Postal Service sends all foreign mail shipments to CBP for examination. CBP officers then return packages that do not require duty to the Postal Service, which sends them to a local post office for delivery. The local post office delivers them without charging any additional postage, handling costs, or other fees.

Express Shipments
Packages may be sent to the United States by private-sector courier or delivery service from anywhere in the world. The express company usually takes care of clearing your merchandise through customs and charges a fee for its service. Some travelers have found this fee to be higher than they expected.

Freight Shipments
Cargo, whether duty is owed on it or not, must clear customs at the first port of arrival in the United States. If you choose, you can have your freight sent while it is still in CBP custody, to another port for clearance. This is called freight forwarding in bond. You, or someone you appoint to act for you, are responsible for arranging to clear your merchandise through CBP or for having it forwarded to another port.

5.3.8 Duty-Free Shops
The term “duty-free” shops confuse many travelers. Travelers often think what they buy in duty-free shops will not be dutiable when they return home and clear customs. This is not true. Articles sold in a duty-free shop are free of duty and taxes only for the country in which that shop is located. So if your purchases exceed your personal exemption, items you bought in a duty-free shop, whether in the United States or abroad, will almost certainly be subject to duty.

Articles sold in foreign duty-free shops are subject to U.S. duty and other restrictions. Articles sold in duty free shops are meant to be exported. They are not meant to be used, worn, eaten, etc., in the country in which you purchased them. Articles purchased in American duty-free shops are also subject to U.S. duty if you bring them into the United States. Therefore, if you buy something in a duty-free shop in New York before entering Canada and then bring it back to the United States, it may be subject to duty and Internal Revenue Service Tax.

5.3.9 Prohibited and Restricted Items
CBP has been entrusted with enforcing some 400 laws for 40 other government agencies, such as the U.S. Fish and Wildlife Service and the U.S. Department of Agriculture. These other agencies have a need to know what people bring into the United States, but they are not always at ports of entry, guarding our borders.

The products we need to prevent from entering the United States are those that would injure community health, public safety, American workers, children, or domestic plant and animal life, or those that would
defeat our national political interests. Sometimes the products can cause injury, or have the potential to do so, and may seem fairly innocent.

Before you leave for your trip, you might want to talk to CBP about the items you plan to bring back to be sure they are not prohibited or restricted. *Prohibited* means the item is forbidden by law to enter the United States. Examples of prohibited items are dangerous toys or illegal substances like absinthe and Rohypnol. *Restricted* means that special licenses or permits are required from a federal agency before the item is allowed to enter the United States. Examples of restricted items include firearms, certain fruits, vegetables, and some animals.
PART VI: INTERNATIONAL USA EXCHANGE INBOUND (XU-RI)

Every summer the United States hosts cadets and officers from several countries for its international exchange opportunity in Newport, RI. The participating countries change from year to year, but for the most part we have up to 50 US and foreign participants.

Section 6.1: XU-RI STAFF
As hosts and representatives of the United States, the IEP Staff must be comprised of the highest quality officers and cadets the USNSCC has to offer. Cadets selected for XU-RI are not merely participants; they are staff members and are held to a higher standard. Cadet staff is normally comprised of one Chief Petty Officer, two First Class Petty Officers, and two Second Class Petty Officers. Outstanding Third Class Petty Officers may be considered.

Important note: Transportation to training is NOT provided by the NSCC for XU-RI.

Section 6.2: APPLICATION AND SELECTION
Officers and staff cadets may apply through a notice posted on the IEP website in the Exchange Section and on the 1MC. We are always looking for outstanding ambassadors to represent the USA in Newport. Beginning in 2017, online application through FluidReview is required. Those who indicate they are interested in participating in the US IEP will be vetted by US IEP Staff. The top candidates will be selected by the Operations Officer, and telephone interviews by the Executive Officer and Commanding Officer will be conducted for final selection. Due to the nature of this training, cadets’ maturity level and ability to maintain military bearing in a casual environment are important traits expected of any applicant. As staff members, cadets must be trustworthy and capable of performing with little guidance. Experience in a leadership position at the home unit is a plus. References may be requested for officers applying for US IEP. Officers will be selected based on recommendations, skills and NSCC experience.

Selection for outbound IEP does not preclude cadets or officers from serving on the inbound US IEP staff, and vice versa, as long as schedules permit.

6.2.1 XU-RI
Participation in XU-RI is very different from participation in an International Exchange abroad. The primary focus is not necessarily on you, but it is on the safety, well-being and comfort of our guests. We are looking for outgoing, positive and motivated cadets who are eager to share our American culture with cadets and officers from around the world.

You will be expected to work hard, participate in all activities, and contribute suggestions. Failure to do so can directly impact the success of the exchange. You must be able to work well with other senior cadets, putting your ego aside. In return for your effort, you will be rewarded with new friends from around the world and an experience you will never forget.

Your selection will be based on the quality of your application both in appearance and content. Your experience in and knowledge of the Sea Cadet program is important as you must be able to explain our program to our guests and answer any questions they may have.

As part of your application process, you will be interviewed by one or more members of the IEP Staff. Figure 2.2 below outlines the general organization of XU-RI. As with all Sea Cadet trainings, you will be expected follow the chain of command at all times and maintain the lines of communications.
Cadets serving on the XU-RI staff will be treated as equals, regardless of rank. i.e. You won’t be “in charge” just because you are the senior cadet. You will be given a billet at the conclusion of IEP Staff Orientation Day, and will be given authority based on that billet, not your rank. International cadets are usually very senior in their own programs. Although you are considered “Staff Cadets”, you are not in charge of them. You are hosts, and they are guests. You will not be ordering them around as you would if you were staffing other Sea Cadet trainings.

6.2.2. INTERNATIONAL EXCHANGE PROGRAM – US EXCHANGE CHAIN OF COMMAND
Section 6.3: PREPARATION

After your selection, you will be contacted by the Operations Officer to give you further instructions and to have any of your questions answered.

6.3.1 Packing/Dress code
This training is unlike any you have participated in before. You will not be wearing your Sea Cadet uniform for most of this training. A seabag list is provided in Appendix II. Make sure you use the one for XU-RI and not for cadets going abroad.

Summers in New England can be very different for you if you are from other parts of the country. Be sure to pack appropriately and be prepared for any type of weather. You could need a sweatshirt in the morning and be wearing shorts by the end of the day. As you will be doing a lot of walking, you must bring at least one pair of good athletic shoes. You will definitely need a ball cap as we spend a great deal of time outside. You will be issued an IEP polo shirt and two IEP T-shirts that you will be required to wear during the work day, as well as when on liberty in Boston and New York City. There are laundry facilities available; you will have the opportunity to wash your own clothes a few times while at the exchange, so you don’t have to bring so many clothing articles.

We host a farewell dinner/dance at the end of the exchange, so you will need to bring a dressier outfit such as khaki or dark slacks and collared shirt for males, dress or slacks/skirt and blouse for females. Jeans, shorts and t-shirts are not appropriate for this event. You must remember that you are representing the United States and your appearance will play a large role in that. Civilian clothing must be clean, neat, and free from tears, rips and holes with a proper hem and a suitable length. T-shirts should not make a political statement or have inappropriate phrases or comments. You will be ordered to change if your attire is not deemed appropriate.

6.3.2 Research before you leave home
You will have the opportunity to make great friends while hosting XU-RI. In order to get the most out of the experience, and to provide the most beneficial assistance, you will be tasked to research into the various countries that will be coming to visit, as well as the cities in the US we will be visiting. You will be informed of the participating countries prior to the commencement of training.

You will be given liberty in Newport, Boston and New York City. If you have not been to these cities before, a little research will go a long way to helping you be a great host. Get on the internet and find out the top sightseeing places in each location. Learn a little history behind the monuments, buildings and the area. Find out where good shopping deals can be found. You are expected to assist the international visitors with getting around these cities, which may include riding the NYC Subway, so be prepared!

6.3.3 Souvenirs
One of the favorite parts of the exchange is trading souvenirs with the other cadets. You will probably want to bring some items with you either from your home unit, local recruiters, or from your hometown souvenir store. Appropriate items include unit ball caps, t-shirts, water bottles, pins, insignia, flashes, key chains, or magnets. Don’t bring anything expensive. They should be relatively small so the guests are able to pack them to take home.

6.3.4 Spending Money
Just as with outbound exchanges, you should plan to bring money and/or a credit or debit card. You will have on-base liberty most days and have the opportunity to go to the Navy Exchange, internet café, bowling alley,
or Enlisted Club. Also, we will be visiting other military bases and cities where you will want to purchase souvenirs for yourself. There are some meals you are responsible for purchasing while you are on liberty in Newport, Boston and New York City, so you need to make sure you have enough funds to cover those. There is an ATM on the base where we are staying and you will be able to find them while on liberty. Make sure you sit down with your parents and go over your budget before you leave for XU-RI.

6.3.5 Transportation
Just as with any summer training, you are responsible for your own transportation to the Providence, Rhode Island Airport or to Naval Station Newport. Make sure you inform the IEP Staff of your itinerary as soon as you have it confirmed. It is helpful to have a cell phone with you while you travel in case of delay or emergency. You will be met at the airport by members of the XU-RI staff. You must travel in civilian clothes.

Once you have checked in, all transportation will be provided. Cadets, if you are authorized to drive yourself to the training site, you will not be allowed to drive until you are departing at the end of training.

6.3.6 Physical Fitness
You may be afforded the opportunity to work out while on base liberty. You must adhere to Base Regulations at all times, which includes wearing a reflective belt when out running. There is an athletic field and running track adjacent to the barracks that you may utilize if not otherwise in use.

Section 6.4: CADET EXPECTATIONS

Your job first and foremost is the safety and comfort of our guests. You will be expected to do housecleaning tasks, run errands, direct working parties, march the cadets, and teach about our USNSCC program.

6.4.1 Arrival: The XU-RI staff is expected to arrive a day or two early in order to attend orientation and to prepare the barracks for the guests. This includes a full field day of all spaces including cleaning all the heads and common areas, swabbing the passageways, setting up the wardroom and supply areas, and making racks. With everyone’s cooperation and willingness to work as a team we will be able to do this quickly and efficiently. Whether you are a cadet or an officer, you will be expected to work. If you are averse to “getting your hands dirty,” you should not apply for this training.

6.4.2 Daily routine: There will be a US CDO, International CDO and Duty Country assigned every day. The International CDO and his/her cadets will be in charge of leading formation and conducting sweepers for the common areas that day. As a staff cadet, you are responsible for ensuring they have what they need to accomplish their mission. This may mean ensuring cleaning supplies are stored in an accessible manner, assisting in formation and making sure all cadets are showing respect and listening to whomever is in charge. During the day you should be conscious of how the other cadets are interacting, making sure the international cadets are getting involved in activities and feel welcome to fully participate. There will be several activities planned and designed to break the ice and get everyone to know each other. You should be careful not to take over the teambuilding tasks – that is not your job. Encourage your guests to try their hand at leading or providing suggestions. You should be watching out for the cadets who are sitting on the sidelines and not interacting. Make sure they feel comfortable and welcome as part of your group. Some of the cadets do not speak English as well as others and may be apprehensive about speaking up. Help them by giving them time to speak. The cadets may be from cultures where they don’t normally interact with individuals outside of their group. It will take a little more time for them to acclimate but with enough help they will open up and join in.
Be sure to mingle with all the cadets as much as possible. Try not stick in a group or form a clique with the other US cadets. While it is natural to gravitate towards one group of cadets or another, as a host, you should make sure you get to know all of the cadets at some point. Sit with different cadets during meals, be part of a team of cadets you haven’t worked with before, or go on base liberty with someone new.

Every day you should write a journal entry in the notebook provided to you. Write about your experiences, thoughts and suggestions. Discuss how you enjoyed or didn’t enjoy the various activities, tours and meals. You will not want to forget a moment of your time during the exchange. It will be extremely helpful when it comes time to complete your XU-RI survey at the end of training.

As a member of the cadet staff you will be assigned specific zones, duties and tasks that will be your responsibility. The division officer will make the assignments, and ensure the tasks are carried out each day. At the end of each day we hold a US Staff meeting for all US cadets and officers. During this meeting everyone will have the opportunity to let us know how things are going, if there are any problems or issues of which we need to be aware. We also will discuss the next day’s Plan of the Day so you will know what to expect.

6.4.4 Liberty
As much as feasible, most days when we are onboard Naval Station Newport you will be granted some base liberty. You are authorized to walk around the base, go to the Navy Exchange, utilize the internet café or Enlisted Club, go bowling, play games on the football field, workout, etc. At all times outside of the barracks, all cadets must travel in groups of three or more. This is for safety reasons. Failure to abide by this requirement may result in suspension of base liberty for the remainder of the training.

All hands are required to sign in and out when departing the barracks. A status board is provided on the quarterdeck for this purpose. You must specify exactly where you are going and when you plan to return. Remind our guests that they must also sign in and out. Cadets are not authorized to leave the barracks without proper authority when not given liberty.

You must follow base regulations while on liberty. This means walking on the side of the road opposite traffic if sidewalks are not available, not taking photos of buildings, and keeping off the grass. It also means being courteous to those sailors and officers stationed on the base and not using all the available resources such as computers at the internet café. We are given base privileges at the will of the base commanding officer, and we do not want to do anything that may jeopardize this.

As a member of the staff your liberty may be curtailed, and you may be required to return early in order to attend the daily Staff Meeting. Plan your time wisely and do not be late from securing from liberty.

There will be some scheduled off-base liberty as well. Transportation into Newport and back to base will be provided by XU-RI Staff. Again, cadets must remain in groups of three or more.

When on liberty in Boston and New York City, limitations may be placed on where you go or whether you must remain with a chaperone. Because of the vastness of NYC, you may be given liberty as a group assigned to an escort officer or two. Safety is paramount and there are dangerous situations cadets may find themselves in if they are without adult supervision. The Commanding Officer and Executive Officer will make the determination on the extent of liberty granted. If you are authorized to go on liberty with a group of international cadets and officers, keep in mind that they are guests who paid a great deal of money to travel to the United States and for whom this may be the only chance they will ever have to travel to NYC. They are likely to have places in mind that they would like to visit while there. As a good host, you should give them the privilege of planning the group’s activity for the day. With previous research conducted, you can assist the international escort officers a great deal in the planning by giving suggestions and background on NYC landmarks.

6.4.3 Departure
On the last full day of the exchange, you will be given a survey to complete. Use your journal to help you complete the survey. Your input is very important in helping maintain the high quality of the program.
Once the majority of the foreign guests have departed, US Staff will begin field day of the barracks, and pack up. No cadet will be authorized to depart until the entire evolution is successfully concluded. Just as in setting up prior to the start of training, you will be expected to sweep, clean, mop and dispose of trash.

Section 6.5: CADET FRATERNIZATION AND CONDUCT

6.5.1 Fraternization
Fraternization is a serious concern for any training, and IEP is no different. In fact, the impact of fraternization is more serious as it involves other countries and may have repercussions beyond NHQ.

Excerpt from the NSCC Standards of Conduct:

Fraternization. Officer/cadet relationships must remain at a professional level at all times whether on or off duty. Personal relationships or socializing with cadets derogates the position of leadership and authority that in turn is detrimental to good order, morale, and discipline. Officer/cadet relationships of a close personal nature, either same sex or opposite sex, are considered unprofessional and will not be tolerated. Good judgment and common sense must prevail. It is impractical to attempt to delineate all conduct or activity that is unethical and prohibited. However, as an example of the type activity prohibited, the following applies:

- To associate or otherwise treat in a personal manner that may be construed as, or lead to, indiscretion or favoritism.
- Dating or other such socializing which indicates a personal relationship. Foregoing is applicable not only to cadets currently in training or assigned to a unit but to those recently graduated or departing the program as well.

We do want you to be able to build friendships with our guests, ones that will last a lifetime. Friendships cross the line into fraternization when it compromises the chain of command, is between cadet and officer, results in the appearance of partiality, or otherwise undermines good order, discipline, authority, or morale, regardless of whether it is between cadets and/or officers. Because all of the cadets who participate in the International Exchange Program are considered to be the best in their countries, there is some latitude when it comes to interaction between cadets. Males and females are housed in the same passageways but in different ends and in separate rooms. Doors are to remain open at all times with lights on when members of the opposite sex are present. All unassigned/unoccupied rooms are completely off limits. These are strict rules that must be adhered to by all hands.

One of your duties is to help monitor the conduct and discipline of the cadet guests. Help your new friends by providing guidance before there is a problem. You are to report any concerns or violations to the Operations Officer. Remind cadets of the rules if you see them violated.

Of course, YOU are not to involve yourself in any unduly personal, intimate or inappropriate relationship with another cadet or an officer. You set the standard for behavior for all cadets attending this exchange. Failure to adhere to regulations and policies will result in swift disciplinary action. For US Staff Cadets this means immediate dismissal from the IEP program with no credit for training given. You will be sent home immediately at your own expense. Further disciplinary action will be at the discretion of your unit commanding officer.
6.5.2 Conduct

By being selected for this exchange, you have proven that you can be trustworthy, mature, and professional. We expect that you will live up to your reputation, and continue to make your home unit and the NSCC proud. Your conduct must at all times be above reproach. This cannot be stressed enough. There is no room for disrespect, misconduct, pranks, hazing or other unacceptable behavior. It will not be tolerated. If a staff cadet is caught violating any NSCC Regulations or brings discredit upon the NSCC through his/her actions, disciplinary action will be taken immediately. As with fraternization, this may result in that cadet being sent home and the orders canceled with no credit for training given. Further disciplinary action may be taken at the home unit.

Section 6.6 SUMMARY

Being selected to host XU-RI is a tremendous honor and you should be proud to represent the United States and the NSCC. The officer staff will do everything it can to ensure you have as an enjoyable experience as your international counterparts. Though there will be high expectations for you, it is nothing you can’t handle. The international guests that are coming are looking forward to getting to know the United States through you. Even though you will not be leaving the country, this exchange will still be an adventure, one that you will never forget.
APPENDIX I

SENIOR ESCORT OFFICER PLANNING CHECKLIST

AFTER SELECTION AS SENIOR ESCORT OFFICER:

☐ Contact National Headquarters – email the Deputy Director of the NSCC

☐ Contact your cadets – Speak with cadet and speak with all parents or guardians.

☐ Confirm all of your cadets and trade contact information.

☐ Confirm that the cadet has a valid passport

☐ Confirm that they can eat the food in the host country. Assign your cadets a research assignment on the food.

☐ Assign your cadets a research assignment (culture, history, famous places, etc.) to complete prior to the exchange.

☐ Confirm your cadet’s NSCC Identification card is current through the end of the exchange.

☐ Get contact information for the local paper, TV station, and school for each of your cadets for press releases.

☐ Get a copy of your cadets’ ID Cards when they send in their research assignments

☐ Copy all your emails with your host POC and your cadets in regards to the exchange to the IEP Director

☐ Call or Email your POC in your host country.
  ☐ Request Exchange information on Seabag/equipment list, itinerary, suggested spending money
  ☐ Confirm travel information
    ☐ the arrival and departure city in the host country
    ☐ the date international guests are to arrive
    ☐ a specific time you should aim for to arrive
  ☐ Confirm any costs for the exchange (registration fees, berthing, messing costs, etc.)
  ☐ Ask for any forms that might be necessary to be completed for your exchange (registration forms for participants etc.)
  ☐ Ask about the number, and to whom any “official” gifts need to be made.

☐ Contact the IEP Travel Manager once you have the confirmed travel dates, target times, and destination cities

BEFORE DEPARTURE:

☐ Call your cadets and parents to go over last minute details and questions. Make sure the cadets have turned in all assignments.

☐ Contact your POC, confirm arrival time and give contact information abroad

☐ Contact IEP Director to update on final preparation status.

☐ Check that the following items are packed:
☐ Funds from cashed IEP provided check to cover expenses (if provided)
☐ Official gifts
☐ Blank Administrative Remark Forms and IEP Ribbons. The IEP Director will send the IEP ribbons to you.
☐ A copy of the ISCA Guide to Exchanges and this IEP Manual. This will have general NSCC regulations for you to reference, but more importantly has phone numbers for national headquarters.
☐ All appropriate contact information for your host country POC, cadet’s family, NSCC headquarters, the IEP Travel Manager, and all IEP Director and Permanent Staff.

DURING THE EXCHANGE:

☐ Remember to keep a log of your exchange. Hand out the journals provided by the IEP staff. Remind the cadets to use them every day and periodically check them when you hold your daily meetings.

☐ Travel in civilian clothes – NO UNIFORMS.

☐ Contact the IEP permanent staff at the numbers provided to you if necessary.

☐ While overseas, send a post card to NHQ from all hands.

AFTER THE EXCHANGE:

☐ Have cadets complete surveys and complete one yourself. Attach all surveys with your final briefing packet to the IEP permanent staff.

☐ Remember to send the original of your final report to the IEP Director and a copy to National Headquarters at the end of your exchange.

☐ Collect the boarding passes, and ticket receipts for all of the personnel on your exchange. Give your cadets a pre-addressed, self-stamped envelope before you part ways so that they can send their final boarding passes to you.

☐ Submit the following reports:
  a. Final IEP Report
  b. NSCTNG009 – COTC Training Report
  c. NSCTNG010 – TWT Audit Report (Enclose original receipts if you received a check from the IEP Director to cover expenses.)
  d. NSCTNG012 – Unit Training Preparation Evaluation (For each unit represented in your exchange)
  e. Any other information you would like to be reviewed. Photo CD, copy of thank you letters sent to staff, etc.
  f. Travel documents used by cadets and officers (boarding passes, receipts, etc)
  g. Send a complete list of official gifts both handed out and received with your Final Report.

☐ Send NHQ six of your best photographs for possible use in the Annual Report.

☐ Send any “official gifts” to the IEP Director.

☐ Return any rented items provided by the IEP within 24 hours of your return. Failure to comply will result in charges that will be your responsibility.
APPENDIX II

SUGGESTED PACKING LIST – CADETS & OFFICERS TRAVELING ABROAD

Remember your Senior Escort Officer will add or subtract from this guidance. All personnel in the exchange contingent must wear the same type of uniform (e.g. do not mix khakis and NWUs). Khakis are considered a working uniform, not a dress uniform. This is just a general guideline and will differ between countries. If the kit list from the host country is unclear, ask the host, the Outbound Exchange Manager or the SEO from the prior year which uniforms are most appropriate to bring. Because of the baggage restrictions posed by the airlines you will be restricted to how much you can bring as checked luggage and carry-ons. Pack wisely and make sure you weigh your bags before you leave home. Read the section on packing tips and security in Part IV of the Manual.

<table>
<thead>
<tr>
<th>GENDER</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GENERAL ITEMS</td>
<td></td>
</tr>
<tr>
<td>M/F</td>
<td>Appropriate adapter for electrical devices for host country</td>
<td>As Req.</td>
</tr>
<tr>
<td>M/F</td>
<td>Backpack for carry on/classes/touring</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Sun glasses - must be military type/black to wear in uniform</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Plastic Coat Hangers</td>
<td>6</td>
</tr>
<tr>
<td>M/F</td>
<td>Ball Point Pens – pack in zip lock bag to avoid pressure leaking</td>
<td>3</td>
</tr>
<tr>
<td>M/F</td>
<td>Journal book (for taking notes)</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Camera with film/card and batteries</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Combination lock (standard size. record of combo, same combo easiest)</td>
<td>2</td>
</tr>
<tr>
<td>M/F</td>
<td>Laundry bag</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Laundry powder (soap in soda bottle, or travel packs)</td>
<td>As Req.</td>
</tr>
<tr>
<td>M/F</td>
<td>Sewing kit</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Shoe shine kit</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Small flashlight with extra batteries</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Souvenirs to give away</td>
<td>See Notes</td>
</tr>
<tr>
<td>M/F</td>
<td>Spending money – cash – See Escort Officer</td>
<td>$400</td>
</tr>
<tr>
<td></td>
<td>PERSONAL HYGIENE</td>
<td></td>
</tr>
<tr>
<td>M/F</td>
<td>Bath Towel</td>
<td>2</td>
</tr>
<tr>
<td>M/F</td>
<td>Wash Cloth</td>
<td>1-2</td>
</tr>
<tr>
<td>M/F</td>
<td>Soap and soap dish</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Shampoo/Conditioner</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Toothpaste and toothbrush</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Lotion</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Deodorant</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Feminine Hygiene Supplies</td>
<td>As Req.</td>
</tr>
<tr>
<td>M/F</td>
<td>Foot powder (anti-fungal)</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Hairbrush and/or comb</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Hair Accessories (bands, pins, barrettes)</td>
<td>As Needed</td>
</tr>
<tr>
<td>M/F</td>
<td>Handkerchiefs</td>
<td>2</td>
</tr>
<tr>
<td>M/F</td>
<td>Insect repellent (lotion or liquid, no aerosol)</td>
<td>1</td>
</tr>
<tr>
<td>M</td>
<td>Non electric shaving kit</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Shoes – Shower</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Sunscreen (minimum SPF15) and Lip Balm</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Contact lenses (with extras), lens container, solution; prescription glasses</td>
<td>As Needed</td>
</tr>
</tbody>
</table>

**REQUIRED ARTICLES/UNDERGARMENTS**

| M/F | T-Shirts, white cotton crew neck | 2-4 |
| M   | Under shorts/skivvies - white cotton | 4-6 |
| F   | Underwear - white cotton | 4-6 |
| F   | Bras (sports and regular) | 4 |
| M/F | White socks (dress and athletic) | 6 |
| M/F | Black boot socks (cushion sole type preferred) | 4 |

**SERVICE DRESS WHITE UNIFORM (When required - contact Senior Escort Officer)**

| M/F | SDW: Dress White/Blue Jumper (E-6 and below) | 1 |
| M/F | SDW: Dress White Trousers (E-6 and below) | 1 |
| M/F | Neckerchief (E-6 and below) | 1 |
| M   | Belt, SDW: White with silver buckle (gold buckle for E-7 and above) | 1 |
| M/F | Dixie Cup *cadets have habit of giving away (E-6 and below) | 2 |
| M/F | Shoes - Black Leather Dress Oxford (white for E-7 and above) | 1 |
| M/F | Summer White Trousers (E-7 and above) | 1 |
| M/F | Summer White Shirt (E-7 and above) | 1 |
| M/F | Combination Cover (E-7 and above) | 1 |
| M/F | Flashes, rank insignia and ribbons | As earned |

**SERVICE DRESS BLUE UNIFORM (When required - contact Senior Escort Officer)**

| M/F | Dress Blue Jumper (E-6 and below) | 1 |
| M/F | Dress Trousers (E-6 and below) | 1 |
| M/F | White Dress Shirt (E-7 and below) | 1 |
| M/F | Dress Blue Jacket (E-7 and above) | 1 |
| M/F | Dress Blue Trousers (E-7 and above) | 1 |
| M/F | Neckerchief (E-6 and below)/Tie or Tab (E-7 and above) | 1 |
| M   | Belt, SDW: White/SDB: Black with silver buckle (gold buckle for E-7 and above) | 1 |
| M/F | Combination Cover (E-7 and above) | 1 |
| M/F | Dixie Cup *cadets have habit of giving away (E-6 and below) | 1 or 2 |
| M/F | Shoes - Black Leather Dress Oxford (white for E-7 and above) | 1 |
| M/F | Flashes, rank insignia and ribbons | As earned |

**NWUs**

| M/F | NWU Pants | 2 |
| M/F | NWU Blouse | 2 |
| M/F | Navy Blue Crew Neck T Shirt | 2 |
| M/F | NWU Raincoat | 1 |
| M/F | NWU Belt | 1 |
| M/F | NWU Cover | 1-2 |
| M/F | Black Combat Boots | 1 pr |
### KHAKIS (E-7 and above when required - contact Senior Escort Officer)

<table>
<thead>
<tr>
<th>M/F</th>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/F</td>
<td>Blousing straps</td>
<td>2 pr</td>
</tr>
<tr>
<td>M/F</td>
<td>Khaki Trousers</td>
<td>2</td>
</tr>
<tr>
<td>M/F</td>
<td>Khaki Shirt</td>
<td>2</td>
</tr>
<tr>
<td>M/F</td>
<td>Black Jacket - with NSCC Flashes (as needed)</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Khaki for E-7 and above</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Garrison cover</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Black Oxford Dress Shoes (No corfams for cadets)</td>
<td>1</td>
</tr>
</tbody>
</table>

### CIVILIAN CLOTHES

<table>
<thead>
<tr>
<th>M/F</th>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/F</td>
<td>Civilian Trousers (at least one set to be nice for tourism)</td>
<td>2</td>
</tr>
<tr>
<td>M/F</td>
<td>Civilian Shirt: Collared shirt/Polo or equivalent or blouse</td>
<td>2</td>
</tr>
<tr>
<td>M/F</td>
<td>Civilian Shirt: Appropriate, tasteful casual T-shirt for down time</td>
<td>2-4</td>
</tr>
<tr>
<td>M/F</td>
<td>Civilian Shorts (Nice, hemmed leg, conservative length)</td>
<td>2-4</td>
</tr>
<tr>
<td>M/F</td>
<td>Civilian windbreaker / light jacket</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>NSCC PT Shirt and PT Shorts</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>US Navy Sweat suit (Shirt and pants)</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Shoes – Athletic</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Shoes – Casual</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Sleepwear – appropriate. Shorts/T-shirts.</td>
<td>2</td>
</tr>
<tr>
<td>F</td>
<td>Swim suit - ONE PIECE ONLY  Dark blue or black</td>
<td>1</td>
</tr>
<tr>
<td>M</td>
<td>Swim trunks (Dark blue or black)</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Boots – hiking (if required)</td>
<td>1</td>
</tr>
</tbody>
</table>
PACKING LIST – CADETS HOSTING THE US EXCHANGE (XU-RI)
Because of the baggage restrictions posed by the airlines you will be restricted to how much you can bring as checked luggage and carry-ons. Pack wisely and make sure you weigh your bags before you leave home. You should have the opportunity to do laundry every three days. You do not have to use a seabag. Remember that you will probably have gifts to take and to take home that will need to be included in your baggage weight. Read the section on packing tips and security in Part IV of the IEP Manual, as well as the section on XU-RI.

<table>
<thead>
<tr>
<th>GENDER</th>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>GENERAL ITEMS</strong></td>
<td></td>
</tr>
<tr>
<td>M/F</td>
<td>Backpack or small duffel bag for overnights and for touring</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Sun glasses - must be military/conservative type to wear in uniform</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Ball cap – Appropriate. Preferably NSCC/Unit/Navy.</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Ball Point Pens – pack in zip lock bag to avoid pressure leaking</td>
<td>3</td>
</tr>
<tr>
<td>M/F</td>
<td>Journal book (for taking notes)</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Camera with film/card and batteries/recharger</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Combination lock (standard size. record of combo, same combo easiest)</td>
<td>2</td>
</tr>
<tr>
<td>M/F</td>
<td>Alarm Clock</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Laundry bag</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Laundry powder (soap in soda bottle, or travel packs)</td>
<td>As Req.</td>
</tr>
<tr>
<td>M/F</td>
<td>Sewing kit</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Shoe shine kit</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Small flashlight with extra batteries</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Waterproof bag (for kayaking/beach day)</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Souvenirs to give away (See IEP Manual for details)</td>
<td>For 50+</td>
</tr>
<tr>
<td>M/F</td>
<td>Spending money – cash for meals and activities during liberty, souvenirs</td>
<td>$400</td>
</tr>
<tr>
<td></td>
<td><strong>PERSONAL HYGIENE</strong></td>
<td></td>
</tr>
<tr>
<td>M/F</td>
<td>Bath Towel</td>
<td>2-3</td>
</tr>
<tr>
<td>M/F</td>
<td>Wash Cloth</td>
<td>2-3</td>
</tr>
<tr>
<td>M/F</td>
<td>Soap and soap dish</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Shampoo/Conditioner</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Toothpaste and toothbrush</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Lotion</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Deodorant</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Feminine Hygiene Supplies</td>
<td>As Req.</td>
</tr>
<tr>
<td>M/F</td>
<td>Foot powder (anti-fungal)</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Hairbrush and/or comb</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Hair Accessories (bands, pins, barrettes)</td>
<td>As Req.</td>
</tr>
<tr>
<td>M/F</td>
<td>Handkerchiefs</td>
<td>2</td>
</tr>
<tr>
<td>M/F</td>
<td>Insect repellent (lotion or liquid, no aerosol)</td>
<td>1</td>
</tr>
<tr>
<td>M</td>
<td>Shaving kit</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Shower shoes (REQUIRED)</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Sunscreen (minimum SPF15) &amp; Lip Balm</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Contact lenses (with extras), lens container, solution; prescription glasses</td>
<td>As Req.</td>
</tr>
</tbody>
</table>
### REQUIRED ARTICLES/UNDERGARMENTS

<table>
<thead>
<tr>
<th>Gender</th>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/F</td>
<td>T-Shirts, white cotton crew neck</td>
<td>2</td>
</tr>
<tr>
<td>M</td>
<td>Under shorts/skivvies - white cotton</td>
<td>5-6</td>
</tr>
<tr>
<td>F</td>
<td>Underwear - white cotton</td>
<td>5-6</td>
</tr>
<tr>
<td>F</td>
<td>Bras (sports and regular white or flesh tone)</td>
<td>4</td>
</tr>
<tr>
<td>M/F</td>
<td>White socks</td>
<td>4</td>
</tr>
<tr>
<td>M/F</td>
<td>Black socks (incl. boot socks/cushion sole type preferred)</td>
<td>4</td>
</tr>
</tbody>
</table>

### NWUs

<table>
<thead>
<tr>
<th>Gender</th>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/F</td>
<td>NWU Pants</td>
<td>2</td>
</tr>
<tr>
<td>M/F</td>
<td>NWU Blouse</td>
<td>2</td>
</tr>
<tr>
<td>M/F</td>
<td>Navy Blue Crew Neck T Shirt</td>
<td>2</td>
</tr>
<tr>
<td>M/F</td>
<td>NWU Raincoat</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>NWU Belt</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>NWU Cover</td>
<td>1-2</td>
</tr>
<tr>
<td>M/F</td>
<td>Combat Boots</td>
<td>1 pr</td>
</tr>
<tr>
<td>M/F</td>
<td>Blousing straps</td>
<td>2 pr</td>
</tr>
</tbody>
</table>

### CIVILIAN CLOTHES

<table>
<thead>
<tr>
<th>Gender</th>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Civilian slacks/jeans (must be free of tears, holes, stains and fit above the hips)</td>
<td>1-2</td>
</tr>
<tr>
<td>M/F</td>
<td>Civilian Shirt: Collared shirt or equivalent or blouse</td>
<td>1-2</td>
</tr>
<tr>
<td>M/F</td>
<td>Civilian Shirt: Appropriate, tasteful casual T-shirts OK for base liberty</td>
<td>2</td>
</tr>
<tr>
<td>M/F</td>
<td>Civilian Shorts (Nice, hemmed leg, conservative length.)</td>
<td>2-3</td>
</tr>
<tr>
<td>M/F</td>
<td>Civilian windbreaker / light jacket</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Civilian sweatshirt/hoodie (optional)</td>
<td>1</td>
</tr>
<tr>
<td>M</td>
<td>Appropriate attire for Farewell Dinner: dress slacks, collared/dress shirt; belt, dress shoes (coat and tie optional)</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Appropriate attire for Farewell Dinner: Dress or slacks/skirt &amp; blouse, dress shoes</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>NSCC PT Shirt and PT Shorts</td>
<td>1-2 sets</td>
</tr>
<tr>
<td>M/F</td>
<td>Navy blue/US Navy/NSCC Sweat suit (Shirt and pants)</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Shoes – Athletic (One pair may get wet)</td>
<td>2</td>
</tr>
<tr>
<td>M/F</td>
<td>Shoes – Casual, comfortable</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>Sleepwear – appropriate. Shorts/T-shirts.</td>
<td>2-3</td>
</tr>
<tr>
<td>F</td>
<td>Swim suit – Conservative, one piece or tankini only. No bare midriffs or bikinis.</td>
<td>1</td>
</tr>
<tr>
<td>M</td>
<td>Swim trunks – Conservative length and style.</td>
<td>1</td>
</tr>
<tr>
<td>M/F</td>
<td>PT Gear (Optional – if you plan to workout)</td>
<td>2-3 sets</td>
</tr>
</tbody>
</table>
TRANSPORTING FILM AND PHOTOGRAPHIC EQUIPMENT

Photographic Equipment

You may carry one (1) bag of photographic equipment in addition to one (1) carry-on bag and one (1) personal item through the screening checkpoint. The additional bag must conform to your air carrier’s carry-on restrictions for size and weight. Although allowed through screening, most airlines will not allow the additional baggage.

Film

The equipment used to screen checked baggage will damage undeveloped film. Pack your undeveloped film in your carry-on bag. High speed and specialty film should be hand inspected at the security checkpoint. To facilitate hand-inspection, remove your undeveloped film from the canister and pack in a clear plastic bag. The screening equipment will not affect digital cameras and electronic image storage cards.

Transporting Film

- Never place undeveloped film in your checked baggage.
- Place film in your carry-on baggage or request a hand inspection.
  - Carry-on screening equipment may damage some films if the film passes through screening equipment 5 or more times.

None of the screening equipment – neither the machines used for checked baggage nor those used for carry-on baggage – will affect digital camera images or film that has already been processed, slides, videos, photo compact discs, or picture discs.

General Use Film

You should remove all film from your checked baggage and place it in your carry-on baggage. The X-ray machine that screens your carry-on baggage at the passenger security checkpoint will not affect undeveloped film under ASA/ISO 800.

If the same roll of film is exposed to X-ray inspections more than 5 times before it is developed, damage may occur. Protect your film by requesting a hand-inspection for your film if it has already passed, or will pass, through the carry-on baggage screening equipment more than 5 times.

Specialty Film

Specialty film is defined as film with an ASA/ISO 800 or higher rating and typically is used by professionals. At the passenger checkpoint you should remove all specialty film and ask for a hand inspection.

Other Tips and Precautions

- If you plan to request hand inspection of your film, carry your film in clear canisters or in clear plastic bags.
- Consider having exposed film processed locally before passing through airport security on your return trip.
- Do not place film in a lead-lined bag, as lead-lined bag will need to be hand inspected.
APPENDIX III

PARTICIPATING COUNTRIES

UNITED STATES

Information on the US exchange (XU-RI) is contained in Part VI of this manual.

AUSTRALIA

2017 SPRING AUSTRALIA INTERNATIONAL EXCHANGE

XE-AU

ACTION REQUIRED NOT LATER THAN 03 FEBRUARY 2017

1. **Dates:** Expected dates are arrival 12 April (Departure from the USA will be on April 10th or 11th) through departure 26 April. Cadets interested in this exchange should submit their application based upon this announcement via http://seacadets.fluidreview.com.

Additional details will follow.

2. **General:** The USNSCC is authorized to send up to two (2) cadets (male or female) and one escort (male or female Officer or Instructor). Other countries who have been invited to participate include Canada, New Zealand, South Africa, and the United Kingdom. This exchange is scheduled to take place in Sydney, and southern New South Wales.

3. **Training/Activities:**

ADVENTURE TRAINING ACTIVITIES

Participate with Australian Navy Cadets in a two-day adventure training camp in southern New South Wales. The adventure training camp will be with cadets from New South Wales and will include sailing and canoeing, and weapons simulator training.

CULTURAL ACTIVITIES

ANZAC Day: Attend the ANZAC Day Parade through Canberra City.

Australian War Memorial: Visit in Canberra.
Darling Harbour Zoo: Visit a wildlife park and enjoy seeing a number of Australian native animals. There will be opportunities to pet and feed the kangaroos and koalas.

Maritime Museum: Visit the Sydney Maritime Museum and its many exhibits and presentations on the maritime history of New South Wales.

RECREATIONAL ACTIVITIES

Sydney’s Harbour and Rocks: A popular tourist spot, cadets will have the opportunity to sample the food and buy souvenirs along Darling Harbour and Sydney’s Rocks area.

Beach: Spend time at Sydney’s best beaches.

4. Qualifications: Sea Cadets applying for this exchange must meet the following requirements:

- Must be 16 or older on or before the start of training
- Must be PO2 or above
- Must not have participated in this exchange before
- Recipient of the Cadet Citation Ribbon, or NSCC Commendation, or Meritorious or higher
- Recommended by unit Commanding Officer
- Able to be released from school/studies as this is during the school year for most cadets
- Complete and submit application, following directions on application forms and include all listed materials
- Do NOT apply for training through MAGELLAN. Once the Senior Escort Officer (SEO) and cadets are identified, registration information will be provided

5. Logistics/Costs: NSCC cadet and escort travel costs to and from Australia WILL BE PAID FOR BY THE NSCC. NSCC will also subsidize Australian registration fees.

- Participating cadets fee will only be $400. Adult escort fee will be fully paid for by the NSCC.
- All participants must buy Travel Insurance. Last year the cost for cadets was less than $100. The Escort Officer plan was less than $200.
- Participants must bring spending money for when they are on liberty and for souvenirs or personal items. All personal spending, as well as any extra tours at the end of the camp are at the expense of the participants.
- Cost of any additional add-on days in Australia will be at the expense of participants, and only as coordinated by the SEO, and as made available by the Australian Navy Cadets.
- Officers should be prepared to pay approximately an extra $35 for wardroom fees.

Participants must have in their possession a passport and able to obtain an Australian visa in order to complete travel to and enter Australia. All coordination will be with your SEO once he or she is identified.

6. Application Procedures: NOTE: There is a selection process and all applicants, both adults and cadets will compete for selection.
Cadets and Officers: Complete online application package via FluidReview as per application process directions at http://iep.seacadets.org. The application process is still being developed for 2017, so may not be published at time of announcement. E-mail iep@seacadets.org to advise that you are applying.

While waiting for the FluidReview procedures to be published, collect the following information for your application to prepare for the application process.

Cadets:

- Magellan Record book.
- A list of volunteer activities.
- A list of Extracurricular activities
- Your most recent school transcript with GPA.
- Ask your Commanding Officer to be prepared to write a Letter of Recommendation
- Start writing an essay about what you expect to learn from the Exchange and what you hope to achieve.

Escort Officers:

- Magellan Record Book
- Prepare three resumes:
  - Professional Resume
  - Travel Resume
  - Sea Cadet Resume

A Selection Board will convene as soon after 03 FEB as possible. The NSCC has to provide attendee names and flight arrangements to Australia by 15 FEB. SEO will be given Australian point of contact name, phone, and e-mail for final coordination; SEO to keep cadets advised.

7. **Other**. ISCA Forms 1 and 2, program application and parental release/indemnity forms, must be completed right after selection and be provided to SEO for further forwarding to the Australian Navy Cadets prior to reporting. Further details regarding the exchange, as provided by the Australian Navy Cadets, will be provided to the SEO who in turn will keep cadets apprised.

**COUNTRY DESCRIPTION:** Australia is a highly developed stable democracy with a federal-state system. Tourist facilities are widely available. The Australian Tourist Commission’s Internet website, http://www.australia.com/, provides a wide range of information of interest to travelers. Read the Department of State Background Notes on Australia at www.travel.state.gov for additional information.

**ENTRY/EXIT REQUIREMENTS:** American citizens are required to have a valid U.S. passport to enter Australia. Americans must enter with an Australian visa or, if eligible, through Electronic Travel Authority (ETA). The ETA replaces a visa and allows a stay of up to three months. It may be obtained for a small service fee at http://www.eta.immi.gov.au. Airlines and many travel agents in the United States are also able to issue ETA’s. Please note that American citizens, who overstay their ETA or visa, even for short periods, may be subject to exclusion, detention and removal.

More information about the ETA and entry requirements may be obtained from the Embassy of Australia at 1601 Massachusetts Avenue, N.W., Washington, D.C. 20036, telephone (202) 797-3000, via the Australian
Embassy home page on the Internet at [http://www.austemb.org](http://www.austemb.org). Visa inquiries may be directed to the Australian Visa Information Service at 888-990-8888. See the Foreign Entry Requirements brochure for more information on Australia and other countries. Visit the Embassy of Australia web site at [http://www.austemb.org](http://www.austemb.org) for the most current visa information.


SAFETY AND SECURITY: Australia has instituted an alert system for possible terrorist attacks. The threat levels range from “low” to “high.” The Australian Attorney General's Office maintains a website with up-to-date information regarding the current assessment of the terrorism threat at [http://www.nationalsecurity.gov.au](http://www.nationalsecurity.gov.au). American citizens are reminded to maintain a high level of vigilance and to take appropriate steps to increase their security awareness. Travelers may also contact the Australian National Security Hotline at 61-1-800-123-400.

For the latest security information, Americans traveling abroad should regularly monitor the Department’s Internet web site at [http://travel.state.gov](http://travel.state.gov) where the current Worldwide Caution Public Announcement, Travel Warnings and Public Announcements can be found.

Up-to-date information on safety and security can also be obtained by calling 1-888-407-4747 toll free in the U.S., or for callers outside the U.S. and Canada, a regular toll-line at 1- 202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

The Department of State urges American citizens to take responsibility for their own personal security while traveling overseas. For general information about appropriate measures travelers can take to protect them in an overseas environment, see the Department of State’s pamphlet “A Safe Trip Abroad” at [http://travel.state.gov/travel/tips/safety/safety_1747.html](http://travel.state.gov/travel/tips/safety/safety_1747.html).

CRIME: Visitors should be aware that street crime, burglaries, and car thefts are a daily occurrence in the larger cities. Weapons are increasingly used in such crimes, which also may be associated with drug trafficking and usage. Foreign visitors are sometimes targets for pickpockets, purse-snatchers and petty thieves. Appropriate, common sense precautions should be taken, especially at night, to avoid becoming a target of opportunity. To call for fire/police/ambulance services throughout Australia, dial “000” for urgent assistance.

INFORMATION FOR VICTIMS OF CRIME: The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate. If you are the victim of a crime while overseas, in addition to reporting to local police, please contact the nearest U.S. Embassy or Consulate for assistance. The Embassy/Consulate staff can, for example, assist you to find appropriate medical care, contact family members or friends and explain how funds could be transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed.

Every state in Australia has a crime victim assistance program that includes crimes against international visitors. Information on these local programs may be found at [www.vaonline.org](http://www.vaonline.org) and through a link to the site on the Department of State website noted below. See the information on Victims of Crime at [http://travel.state.gov/travel/tips/emergencies/emergencies_1748.html](http://travel.state.gov/travel/tips/emergencies/emergencies_1748.html).

NSCC IEP Manual Revised 10SEP18
MEDICAL FACILITIES AND HEALTH INFORMATION: Excellent medical care is available. Serious medical problems requiring hospitalization and/or medical evacuation to the United States can cost thousands of dollars. Most doctors and hospitals expect immediate cash/credit card payment for health services.

Visitors are cautioned that Australian fauna can be as dangerous as they are inspiring. From jellyfish off the Great Barrier Reef to crocodiles and sharks, poisonous insects and snakes, the continent and its waters host wildlife that merit awe and respect in equal doses. Further information on Australian wildlife may be obtained from the Australian Institute of Marine Science at http://www.aims.gov.au/welcome and the Wet Tropics Management Authority Information on Marine Life at http://www.wettropics.gov.au/vi/vi_marine.html and the Wet Tropics Management Authority information on animals at http://www.wettropics.gov.au/vi/vi_animals.html. Swimmers should use safety precautions, swim between the flags only where a lifeguard is present, and never swim alone. Scuba diving can be a treacherous sport. Over the past few years there have been numerous deaths related to diving incidents. Divers are urged to follow recommended precautions and never dive alone.

Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Center for Disease Control and Prevention’s hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the CDC’s Internet site at http://www.cdc.gov/travel. For information about outbreaks of infectious diseases abroad consult the World Health Organization’s (WHO) website at http://www.who.int/en. Further health information for travelers is available at http://www.who.int/ith.

MEDICAL INSURANCE: The Department of State strongly urges Americans to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and whether it will cover emergency expenses such as a medical evacuation. Please see our information on medical insurance overseas at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1470.html.

TRAFFIC SAFETY AND ROAD CONDITIONS: While in a foreign country, U.S. citizens may encounter road conditions that differ significantly from those in the United States. The information below concerning Australia is provided for general reference only, and may not be totally accurate in a particular location or circumstance.

Visitors are reminded that all traffic operates on the left side of the road, and that all vehicles use right-hand drive. Visitors should use caution when crossing streets and when driving. When crossing roads, pedestrians are reminded to look carefully in all directions. Seat belts are mandatory. Speed limits and laws regarding driving while intoxicated are rigorously enforced. Roads and streets are frequently narrower and less graded than U.S. highways. Outside the major metropolitan areas, most highways are two-lane roads with significant distances between destinations.

Drivers are urged to exercise caution while passing or merging with adjacent traffic. When driving in rural areas, particularly in the Northern Territory where there are no speed limits, drivers should be cautious of free-roaming animals and "road-trains" (several semi-truck trailers connected together). It is dangerous to pass road-trains, and it is advisable to pull over and allow on-coming road-trains to pass to avoid being sideswiped. A number of fatalities have occurred in the Northern Territory when vehicles, driven at high rates of speed, have skidded and overturned after hitting the loose gravel shoulder of the road. U.S. drivers, especially those inexperienced with 4-wheel drive vehicles, should exercise common-sense judgment when driving in outback Australia.
For specific information concerning Australian driving permits, vehicle inspection, road tax, mandatory insurance and the rental and operation of motor vehicles in Australia, contact the Australian Tourist Commission via the Internet at http://www.australia.com.


AVIATION SAFETY OVERSIGHT: The U.S. Federal Aviation Administration (FAA) has assessed the Government of Australia as being in compliance with ICAO international aviation safety standards for oversight of Australia’s air carrier operations. For more information, travelers may visit the FAA’s Internet web site at www.faa.gov.

SPECIAL CIRCUMSTANCES: Australian customs authorities enforce very strict regulations concerning the importation from all countries of items such as agricultural and wood products, as well as very strict quarantine standards for other products, animals, and pets. These regulations also apply to items tourists bring with them. It is advisable to contact the Embassy of Australia in Washington or one of Australia's consulates in the United States for specific information regarding customs requirements, or see the Australian Government's Department of Agriculture, Fisheries and Forestry at http://www.daff.gov.au/aqis.

Please see the information on customs regulations at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1468.html.

CRIMINAL PENALTIES: While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offences. Persons violating Australian laws, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in Australia are severe, and convicted offenders can expect long jail sentences and heavy fines. Engaging in illicit sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States. For more information visit http://travel.state.gov/travel/cis_pa_tw/cis/cis_1467.html.

REGISTRATION / EMBASSY LOCATION: Americans living or traveling in Australia are encouraged to register with the nearest U.S. Embassy or Consulate through the State Department’s travel registration website, https://travelregistration.state.gov, and to obtain updated information on travel and security within Australia. Americans without Internet access may register directly with the nearest U.S. Embassy or Consulate. By registering, American citizens make it easier for the Embassy or Consulate to contact them in case of emergency.
BERMUDA

2017 BERMUDA INTERNATIONAL EXCHANGE,
XE-BM

1. **Dates:** Dates for this exchange are arrival Thursday 06 July and departure Sunday, 16 July.

2. **General:** The USNSCC is authorized to send two (2) cadets (male or female) and one escort. ISCA member countries invited to participate includes Canada, Hong Kong SAR, US, and the UK. As with prior exchanges, it is expected that except for official functions and visits, most of the time will be spent in civilian clothes. It is anticipated that official visits will require Dress Whites (two sets). Two sets of NWU may be required. Bermuda dresses somewhat more formally at night, so plan to bring the proper accessories.

3. **Training/Activities:** The host facility will be TS Admiral Somers in St. Georges located in the eastern end of the island about 5 minutes from the airport, and right on the water’s edge. Activities during the exchange will include historic tours, seasonal boating activities, BBQ, other cadet activities with local Sea Cadet units, and courtesy calls on a number of local dignitaries.

4. **Qualifications:** Sea Cadets applying for this exchange must meet the following requirements:
   - Must be 16 or older on or before the start of training
   - Must be PO3 or above
   - Must not have participated in this exchange before
   - Recommended by unit Commanding Officer
   - Recipient of the Citation Ribbon or above

5. **Logistics/Costs:** Deposit of $375 plus personal spending. NSCC NHQ will pay for airline transportation. Berthing will be provided. Most meals will be provided. Many meals will be self-catered at the facility.

   Additional Travel Insurance will be quoted by the IEP Travel Manager. Participants must purchase the policy which should be less than $80 for cadets. Cost is based on age, destination and length of stay. Participants must agree to reimburse the NSCC for the cost of airfare for covered cancellations, but retain all the benefits of additional medical, dental, and emergency travel costs. The NSCC insurance purchased at enrollment/re-enrollment will be secondary to this policy.

   **Participant must have a valid passport in their possession before leaving the United States.**

   Bermuda is expensive, and it is recommended that each cadet take a minimum of $300.00 to pay for some meals, gifts and other personal purchases. Those participating will be given additional information on other uniform/clothing items, an updated program of events, and other items of interest as provided by Bermuda. As soon as all activities are locked in a specific kit list will be provided to all participants. Cadets will be required to live out of their Sea Bags. Point of contact will be SEO/COTC.

6. **Application Procedures:** **NOTE:** There is a selection process and all applicants, both adults and cadets will compete for selection.
Cadets and Officers: Complete online application package via FluidReview as per application process directions at http://iep.seacadets.org. Apply online at https://seacadets.fluidreview.com

**Officers selected must attend the International Officer Leadership Academy (IOLA) at NSCC expense**

Notification of selection will be made by the International Exchange Program selection committee immediately after selection. NHQ orders will follow, and those selected will be given additional information on other uniform/clothing items, an updated program of events, and other items of interest as provided by Bermuda. No action is required in Magellan at time of application.

7. **Senior Escort Officer:** An SEO is needed. Interested Officers should apply IAW application process guidelines on http://iep.seacadets.org and e-mail IEP Staff at iep@seacadets.org to advise that you’re applying. **NOTE: SEO needs to be in good physical condition and able to tolerate heat.**

8. **Other: SEO/COTC** will be provided a list of cadets selected for this exchange and will be expected to assist in coordinating final flight arrangements between selected cadets and the travel agent assigned to make arrangements.

Quotas: 2M/F cadets, 1M/F escort.

**COUNTRY DESCRIPTION:** Bermuda is a highly developed British overseas territory with a stable democracy and modern economy. Tourist facilities are widely available. Read the Department of State Background Notes on Bermuda for additional information.

**ENTRY/EXIT REQUIREMENTS:** U.S. citizens entering Bermuda must present a U.S. passport or a certified U.S. birth certificate, and photo identification. The Consulate strongly recommends that visitors travel with a valid passport at all times. A U.S. driver's license or a voter registration card is not sufficient for entry into Bermuda. For additional information on entry requirements, travelers may contact the British Consulate in New York, telephone (212) 745-0273/3206/0281, or the British consulate in Atlanta, Boston, Chicago, Dallas, Los Angeles, New York or San Francisco; Internet: http://www.britain-info.org or the Bermuda Department of Immigration; http://www.immigration.gov.bm.

See the Foreign Entry Requirements brochure for more information on Bermuda and other countries. Visit the Embassy of Bermuda's web site for the most current visa information.

**SAFETY AND SECURITY:** For the latest security information, Americans traveling abroad should regularly monitor the Department's Internet web site at http://travel.state.gov where the current Worldwide Caution Public Announcement, Travel Warnings and Public Announcements can be found.

Up-to-date information of safety and security can also be obtained by calling 1-888-407-4747 toll free in the U.S., or for callers outside the U.S. and Canada, a regular toll-line at 1-202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

The Department of State urges American citizens to take responsibility for their own personal security while traveling overseas. For general information about appropriate measures travelers can take to protect them in an overseas environment, see the Department of State's pamphlet A Safe Trip Abroad.

**CRIME:** Bermuda has a moderate but growing crime rate. Examples of common crimes include theft of unattended baggage and items from rental motorbikes, purse snatchings (often perpetrated against pedestrians
by thieves riding motorbikes), muggings, and thefts from hotel rooms. Valuables left in hotel rooms (occupied and unoccupied) or left unattended in public areas are vulnerable to theft. The Consulate regularly receives reports of thefts of money, valuables, and passports and advises that travelers keep their hotel windows and doors locked at all times. Criminals often target transportation systems and popular tourist attractions.

Travelers should exercise caution when walking after dark or visiting out-of-the-way places on the island, as they can be vulnerable to theft and sexual assault, and because narrow and dark roadways can contribute to accidents. Travelers should also note an increase in gang presence in Bermuda and should take regular precautions to avoid confrontation. The back streets of Hamilton are often the setting for nighttime assaults, particularly after the bars close.

**INFORMATION FOR VICTIMS OF CRIME:** The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate. If you are the victim of a crime while overseas, in addition to reporting to local police, please contact the nearest U.S. Embassy or Consulate for assistance. The Embassy/Consulate staff can, for example, assist you to find appropriate medical care, to contact family members or friends and explain how funds could be transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed. Posts in countries that have victims of crime assistance programs should include that information.


**MEDICAL FACILITIES AND HEALTH INFORMATION:** Good medical care is available, though extremely expensive. The hospital performs general surgery and has intensive care units. Serious or complex medical problems will likely require medical evacuation to the United States.

Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention’s hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the CDC’s Internet site at http://www.cdc.gov/travel. For information about outbreaks of infectious diseases abroad consult the World Health Organization’s (WHO) website at http://www.who.int/en. Further health information for travelers is available at http://www.who.int/ith.

**MEDICAL INSURANCE:** The Department of State strongly urges Americans to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and whether it will cover emergency expenses such as a medical evacuation. Please see the information on medical insurance overseas.

**TRAFFIC SAFETY AND ROAD CONDITIONS:** While in a foreign country, U.S. citizens may encounter road conditions that differ significantly from those in the United States. The information below concerning Bermuda is provided for general reference only, and may not be totally accurate in a particular location or circumstance.

Driving in Bermuda is on the left side of the road and the roads are very narrow, often with no defined shoulder. The maximum speed limit in Hamilton is 25 kph (15 mph) and 35 kph (21 mph) on the rest of the island. Under Bermudian law, non-residents are not allowed to own, rent, or drive four-wheeled vehicles. Non-residents must rely on taxis, the excellent local bus system, or motor scooters. Traffic is moderate, but
road accidents - particularly involving motorbikes - are common and often result in serious injuries or even death.

Rental motor scooters are readily available, and the required helmet is provided. However, visitors should carefully consider whether or not it is worth the risk to ride a scooter. Motor scooters provide the greatest road peril in Bermuda; local operators tend to abuse the speed limit more than other drivers, and they will often pass on the left or right with no warning. Those unfamiliar with driving on the left are likely to find the roundabouts and regulations for yielding at junctions confusing and dangerous. In addition, vehicles often stop on the side of the road, blocking one lane of traffic. Main roads, while generally in good condition, are extremely narrow and tend to be bordered by heavy vegetation or low stonewall. Travelers who rent scooters should be aware that scooter accidents involving visitors are relatively common, and they can sometimes be fatal or involve serious injuries.

Taxis are readily available. The local bus system, which is excellent and relatively inexpensive, services the length of the island and stops close to most beaches, hotels, the downtown shopping area, and other points of interest. In addition, water ferry service to a variety of stops around the island is available seven days a week, and is a very safe and enjoyable mode of transportation.

For specific information concerning Bermuda driver's permits, vehicle inspection, road tax and mandatory insurance, please contact the Bermuda Department of Tourism offices at 310 Madison Avenue, Suite 201, New York, N.Y., telephone (212) 818-9800, or via the Internet at http://www.bermudatourism.com.

SPECIAL CIRCUMSTANCES: ATM machines are widely available in Bermuda. Local banks may not accept checks drawn on U.S. accounts, but some Front Street stores catering to the tourist trade will accept U.S. checks as payment. The local American Express office will cash U.S. checks up to $500.00 for a three-percent fee. Credit cards are widely accepted at all establishments.

U.S. citizens who are taking prescription medication must inform Bermuda customs officials at the point of entry. Medicines must be in labeled containers. Travelers should carry a copy of the written prescription and a letter from the physician or pharmacist confirming the reason the medicine is prescribed.

Bermuda customs authorities may enforce strict regulations concerning temporary importation into or export from Bermuda of items such as animals, arms, ammunition and explosives, building sand, crushed rock, gravel, peat and synthetic potting media, foodstuffs (animal origin), fumigating substances, gaming machines, historic articles (relating to Bermuda), lottery advertisements and material, motorcycles, motor vehicles, obscene publications, organotin anti-fouling paint, plants, plant material, fruits and vegetables (living or dead, including seeds), pesticides, prescription drugs, prohibited publications, seditious publications, soil, VHF radios, radar and citizens band (CB) radios. For additional information on temporary admission, export and customs regulations and tariffs, please contact Bermuda Customs at telephone 1-441-295-4816, or email customs@bdagov.bm, or visit the Bermuda Customs web site at http://www.customs.gov.bm.

CRIMINAL PENALTIES: While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offences. Persons violating Bermuda's laws, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in Bermuda are severe, and convicted offenders can expect long jail sentences and heavy fines. Engaging in illicit sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States.
REGISTRATION / EMBASSY LOCATION: Americans living or traveling in Bermuda are encouraged to register with the nearest U.S. Embassy or Consulate through the State Department's travel registration website, https://travelregistration.state.gov, and to obtain updated information on travel and security within Bermuda. Americans without Internet access may register directly with the nearest U.S. Embassy or Consulate. By registering, American citizens make it easier for the Embassy or Consulate to contact them in case of emergency.
CANADA

2017 CANADA INTERNATIONAL EXCHANGE

XE-CA

(Comox, British Columbia)

1. Dates. Arrive Friday, 21 July 2017 at Vancouver International Airport through Monday, 7 August 2017 when cadets are returned to Vancouver International Airport.

2. General. The training will take place at Sea Cadet Training Center, HMCS Quadra, Comox, British Columbia. This year’s contingent will be 4 (total) male and female cadets plus one Senior Escort Officer. After arrival, cadets will be transported to HMS Quadra by the Canadian Sea Cadet Corps. The Canadian Sea Cadet Corps will also return all cadets to the Vancouver for their return trip from Vancouver to their individual homes.

3. Training/Activities. The training at HMCS Quadra will be with Canadian Naval Sea Cadets, as well as cadets from Australia, Hong Kong, Japan, Sweden and the United Kingdom. Training includes seamanship, dinghy and whaler sailing, canoeing, drill and ceremonial, air rifle marksmanship, and a deployment on a Royal Canadian Navy 33m Patrol Craft or Sail Training Vessel. Cadets will participate in special activities such as Ceremonial Divisions, Captain’s Rounds, Open House, Air Force Museum visit, HMC Dockyard / HMC Ship tours and participation in, or attendance at the Ceremony of the Flags. Cadets applying for the program should be versed in basic seamanship terminology and skills. Training at HMCS Quadra is a premier Sea Cadet training and truly is an adventure of a lifetime and should not be missed.

Schedule: The International Exchange schedule will be as follows:

Cadets and escorts arrive and meet at Vancouver International Airport

Group cultural activities in Vancouver, British Columbia utilizing transit and

light-rail (subway)

The group travels to HMCS QUADRA in the morning

Training at the Sea Cadet Summer Training Centre HMCS QUADRA,

located in Comox, British Columbia and area

Exchange cadets travel and tour southern Vancouver Island and Victoria,

British Columbia

Exchange cadets tour and participate in / or observe the Ceremony of the
Flags on the grounds on the Provincial Legislature buildings in Victoria, British Columbia and remain overnight

The group travels to Vancouver:

1) Group will arrive in Vancouver by 1400
2) The group will remain overnight in Vancouver
3) No formal activities will be scheduled and groups are free to tour on own and utilize transit and light-rail (subway) stops next to hotel

Cadets and Escorts depart from Vancouver International Airport

4. **Qualifications:**

- Must be 16 years of age or older and must not be 19 before the end of the training.
  - PO3 or above, with preference to PO1s and CPOs.
  - Recommended by the Unit Commanding Officer
  - Must have been awarded the NSCC Citation Ribbon or above.
  - Not have previously participated in the Canada Exchange

5. **Logistics/Costs.** NSCC personnel will only be responsible for a deposit of $325 and their personal spending money. Deposit monies will cover all costs for the Camp. Cadets selected for this exchange will have to pay the $325 upon selection (directions will be provided). It is also recommended that cadets take at least $250.00 personal spending money to pay for personal gifts, souvenirs, and other personal items. Travel to and from Vancouver, British Columbia by commercial air will be paid for by the NSCC. Berthing and messing will be provided.

Additional Travel Insurance will be quoted by the IEP Travel Manager. Participants must purchase the policy which should be less than $80 for cadets. Cost is based on age, destination and length of stay. Participants must agree to reimburse the NSCC for the cost of airfare for covered cancellations, but retain all the benefits of additional medical, dental, and emergency travel costs. The NSCC insurance purchased at enrollment/re-enrollment will be secondary to this policy.

**Participants must have a valid passport in their possession before leaving the United States.**
6. **Application Procedures**: *NOTE: There is a selection process and all applicants, both adults and cadets will compete for selection.*

Cadets and Officers: Complete online application package via FluidReview as per application process directions at http://iep.seacadets.org. Apply online at [https://seacadets.fluidreview.com](https://seacadets.fluidreview.com)

**Officers selected must attend the International Officer Leadership Academy (IOLA) at NSCC expense**

Notification of selection will be made by the International Exchange Program selection committee immediately after selection. NHQ orders will follow, and those selected will be given additional information on other uniform/clothing items, an updated program of events, and other items of interest as provided by Canada. No action is required in Magellan at time of application.

7. **Senior Escort Officer**: An SEO is needed. Interested Officers should apply IAW application process guidelines at this website and e-mail IEP Staff at iep@seacadets.org to advise that you’re applying.

8. **Other**: SEO/COTC will be provided a list of cadets selected for this exchange and will be expected to assist in coordinating final flight arrangements between selected cadets and the travel agent assigned to make arrangements.  
   Quotas: 4 M/F cadets, 1M/F escort.

**COUNTRY DESCRIPTION**: Canada is a highly developed stable democracy. Tourist facilities are widely available except in northern and wilderness areas, where they are less developed and can be vast distances apart. Read the Department of State Background Notes on Canada for additional information.

**ENTRY/EXIT REQUIREMENTS**: When entering from the United States, U.S. citizens are required to show a U.S. passport. U.S. citizens entering Canada from a third country must have a valid passport. A visa is not required for U.S. citizens for a stay in Canada of up to 180 days. Anyone with a criminal record (including a DWI charge) may be excluded or removed from Canada, and should contact the Canadian Embassy or nearest Canadian consulate before travel. A waiver of exclusion may be available but several weeks’ processing is required and a fee must be paid. For further information on entry requirements, travelers may contact the Embassy of Canada at 501 Pennsylvania Avenue, N.W, Washington, D.C. 20001, tel. (202) 682-1740, or the Canadian consulates in Atlanta, Boston, Buffalo, Chicago, Dallas, Detroit, Los Angeles, Miami, Minneapolis, New York, San Juan or Seattle. The Embassy of Canada maintains a website at: [http://www.canadianembassy.org/](http://www.canadianembassy.org/).

See the Foreign Entry Requirements brochure for more information on Canada and other countries.

Read the information on dual nationality and the prevention of international child abduction.

**SAFETY AND SECURITY**: For the latest security information, Americans traveling abroad should regularly monitor the Department’s Internet web site at [http://travel.state.gov](http://travel.state.gov) where the current Worldwide Caution Public Announcement, Travel Warnings and Public Announcements can be found.

Up-to-date information on safety and security can also be obtained by calling 1-888-407-4747 toll free in the U.S., or for callers outside the U.S. and Canada, a regular toll-line at 1-202-501-4444. Information is available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).
The Department of State urges American citizens to take responsibility for their own personal security while traveling overseas. For general information about appropriate measures travelers can take to protect them in an overseas environment, see the Department of State’s pamphlet A Safe Trip Abroad.

CRIME: Although criminal activity in Canada is more common in urban areas, violent crimes such as murder, armed robbery, and rape can occur throughout the country. Visitors to large cities should be aware that parked cars are regularly targeted for opportunistic smash-and-grab thefts, and they are cautioned to avoid leaving any possessions unattended in a vehicle, even in the trunk. Due to the high incidence of such crimes, motorists in Montreal and some other jurisdictions can be fined for leaving their car doors unlocked or for leaving valuables in view. Auto theft in Montreal, including theft of motor homes and recreational vehicles, may occur in patrolled and overtly secure parking lots and decks.

INFORMATION FOR VICTIMS OF CRIME: The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate. If you are the victim of a crime while overseas, in addition to reporting to local police, please contact the nearest U.S. Embassy or Consulate for assistance. The Embassy/Consulate staff can, for example, assist you to find appropriate medical care, to contact family members or friends and explain how funds could be transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed. Each of Canada’s provinces has a Crime Victim Compensation Board.


MEDICAL FACILITIES AND HEALTH INFORMATION: Good medical care is widely available. The Canadian health care system is run on a provincial basis (e.g. the province of Ontario has its own hospital insurance plan as does each of the other provinces and territories) and is funded by Canadian taxpayer money. Tourists and temporary visitors do not qualify for this health care plan and should have their own insurance to cover any medical expenses. Some health care professionals in the province of Quebec might only speak French.

Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention’s hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the CDC’s Internet site at http://www.cdc.gov/travel. For information about outbreaks of infectious diseases abroad consult the World Health Organization’s (WHO) website at http://www.who.int/en. Further health information for travelers is available at http://www.who.int/ith.

MEDICAL INSURANCE: The Department of State strongly urges Americans to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and whether it will cover emergency expenses such as a medical evacuation. Please see our information on medical insurance overseas.

TRAFFIC SAFETY AND ROAD CONDITIONS: While in a foreign country, U.S. citizens may encounter road conditions that differ significantly from those in the United States. The information below concerning Canada is provided for general reference only, and may not be totally accurate in a particular location or circumstance.
Transport Canada is the Canadian federal government agency responsible for road safety, although each province or territory has the authority to establish its own traffic and safety laws. For detailed information on road conditions throughout Canada, as well as links to provincial government web sites, please see the Transport Canada website at http://www.tc.gc.ca or the Canadian Automobile Association web site at http://www.caa.ca. There are typically 3,000 vehicle-related fatalities in Canada each year. All forms of public transportation in Canada are generally excellent.

Driving in Canada is similar to driving in parts of the United States. Distances and speeds, however, are posted in kilometers per hour, and some signs, particularly in Quebec, may only be in French. U.S. driver's licenses are valid in Canada. Proof of auto insurance is required. U.S. auto insurance is accepted as long as an individual is a tourist in Canada. Unless otherwise posted, the maximum speed limit in Canada is 50km/hr in cities and 80km/hr on highways. On rural highways, the posted speed limit may be 100km/hr (approximately 60 miles/hr). Seat belt use is mandatory for all passengers, and child car seats must be used for children under 40 pounds. Some provinces require drivers to keep their headlights on during the day. Motorcycles cannot share a lane, and safety helmets for drivers and passengers are mandatory. Many highways do not have merge lanes for entering traffic. Illegal, rapid lane-changes without signaling and tailgating are common. Emergency vehicles frequently enter the oncoming traffic lane to avoid congestion. At intersections, directional signs will indicate only which turn is allowed; any other turn is prohibited. On the Island of Montreal and in Quebec City, it is prohibited to turn right on red. As in the United States, all emergency assistance in Canada can be reached by dialing 911.

Driving while intoxicated (DWI) is a serious offense. Penalties are heavy, and any prior conviction (no matter how long ago or how minor the infraction) is grounds for exclusion from Canada. A waiver of exclusion may be obtained from Canadian consulates in the United States, but it requires several weeks to process. It is illegal to take automobile radar detectors into Quebec, Ontario, Manitoba, the Yukon or the Northwest Territories, regardless of whether they are used or not. Police may confiscate radar detectors, operational or not, and may impose substantial fines.

Winter travel can be dangerous due to heavy snowfalls and ice that make road conditions hazardous. Some roads and bridges are subject to periodic closings during winter. The Canadian Automobile Association (http://www.caa.ca) has tips for winter driving in Canada. Drivers should be aware that the frequency with which motorists run red lights is a serious concern throughout Canada, and motorists are advised to pause before proceeding when a light turns green. Travelers should also be cautious of deer, elk, and moose while driving at night in rural areas. Holiday periods can be dangerous because of increased traffic.

Travel along Highway 401 between London and Windsor, Ontario has been the scene of several traffic accidents due to sudden and unpredictable fog, and heavy truck traffic. This was the site of a 70-car collision in 1999 that claimed the lives of several individuals, including three American citizens. In addition, approaches to border crossings into the United States may experience unexpected traffic backups. Drivers should be alert, as lane restrictions at border approaches exist for drivers in NEXUS and FAST expedited inspection programs. For specific information concerning Canadian driving permits, mandatory insurance and entry regulations, please contact the Canadian National Tourist Organization at http://www.travelcanada.ca. For information about the NEXUS program, which provides expedited processing for trusted travelers, see the Department of Homeland Security website information page.

Please refer to our Road Safety page for more information. Visit the website of the country’s national tourist office and national authority responsible for road safety at http://www.tc.gc.ca.

**AVIATION SAFETY OVERSIGHT:** The U.S. Federal Aviation Administration (FAA) has assessed the
Government of Canada as being in compliance with ICAO international aviation safety standards for oversight of Canada’s air carrier operations. For more information, travelers may visit the FAA’s Internet web site at http://www.faa.gov/safety/programs_initiatives/oversight/iasa.

**CRIMINAL PENALTIES:** While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offences. Persons violating Canadian laws, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in Canada are severe, and convicted offenders can expect long jail sentences and heavy fines. Engaging in illicit sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States.

**REGISTRATION / EMBASSY LOCATION:** Americans living or traveling in Canada are encouraged to register with the nearest U.S. Embassy or Consulate through the State Department’s travel registration website, https://travelregistration.state.gov, and to obtain updated information on travel and security within Canada. Americans without Internet access may register directly with the nearest U.S. Embassy or Consulate. By registering, American citizens make it easier for the Embassy or Consulate to contact them in case of emergency.
HONG KONG, CHINA

2017 HONG KONG INTERNATIONAL EXCHANGE,

XE-HK

1. **Dates**: Arrival Hong Kong 06 August and Departure is 14 August. Actual travel departure and arrival dates may be different due to crossing the International Date Line.

2. **General**: This exchange is hosted by the Hong Kong Sea Cadet Corps and is approximately 9 days in length. Quotas are for 2 M/F cadets and 1 M/F Escort Officer.

3. **Training/Activities**: This exchange occurs in and around Hong Kong. Program normally starts with a welcoming party followed by a city tour, visits to the Coastal Defense Museum and the Marine Police facility. Also included will usually be visits to the Tai O Fishing village, Giant Buddha, Computer City and the Hong Kong History Museum. Water sports, shopping and sight-seeing as well as a farewell party are all normally included on the itinerary.

4. **Qualifications**:

   - Must be 16 or older
   - Must be PO3 or above
   - Must not have participated in this exchange before
   - Recommended by unit Commanding Officer
   - Recipient of the Citation Ribbon or above
   - Be in good physical condition

5. **Logistics/Costs**: Travel for cadets and escort officer will be paid by NSCC. The amount of the training deposit is $375. Personal spending money is the only other cost to participants; $300 should be the minimum brought along. A few meals and mass transit costs will need to be covered by the participants during free time to visit the city with guides. Shopping is a very popular activity. Participants may want consider extra personal spending money.

   Additional Travel Insurance will be quoted by the IEP Travel Manager. Participants must purchase the policy which should be less than $80 for cadets. Cost is based on age, destination and length of stay. Participants must agree to reimburse the NSCC for the cost of airfare for covered cancellations, but retain all the benefits of additional medical, dental, and emergency travel costs. The NSCC insurance purchased at enrollment/re-enrollment will be secondary to this policy.

   **Cadets/Officers must have in their possession a valid U.S. Passport before leaving the United States.**

6. **Application Procedures**: **NOTE**: There is a selection process and all applicants, both adults and cadets will compete for selection.

   Cadets and Officers: Complete online application package via Fluid Review as per application process directions at http://iep.seacadets.org. Apply online at https://seacadets.fluidreview.com

NSCC IEP Manual Revised 10SEP18
Officers selected must attend the International Officer Leadership Academy (IOLA) at NSCC expense

Notification of selection will be made by the International Exchange Program selection committee immediately after selection. NHQ orders will follow, and those selected will be given additional information on other uniform/clothing items, an updated program of events, and other items of interest as provided by Hong Kong. No action is required in Magellan at time of application.

7. Senior Escort Officer: An SEO is needed. Interested Officers should apply IAW application process guidelines on http://iep.seacadets.org and e-mail IEP Staff at iep@seacadets.org to advise that you are applying.

NOTE: SEO needs to be in good physical condition and able to tolerate heat and participate in training activities.

8. Other: SEO/COTC will be provided a list of cadets selected for this exchange and will be expected to assist in coordinating final flight arrangements between selected cadets and the travel agent assigned to make arrangements.

Quotas: 2M/F cadets, 1M/F escort.

COUNTRY DESCRIPTION: Hong Kong, a Special Administrative Region (SAR) of the People’s Republic of China (PRC) since July 1, 1997, has a high degree of autonomy, except in the areas of defense and foreign policy, and retains its own currency, laws, and border controls. It is composed of three geographic areas: the New Territories, Kowloon Peninsula, and Hong Kong Island. Hong Kong SAR is cosmopolitan and highly developed. Tourist facilities and services are widely available. The Hong Kong SAR Government has a web site in English at http://www.info.gov.hk/hkfacts/facts_e.htm, which provides useful information (“Hong Kong Fact Sheets”) on a comprehensive range of subjects. Read the Department of State Background Notes on Hong Kong at http://www.state.gov/r/pa/ei/bgn/2747.htm for additional information.

ENTRY/EXIT REQUIREMENTS: A visa is not required for tourist visits of up to 90 days by U.S. citizens. An extension of stay may be granted upon application to the Hong Kong SAR Immigration Department. Visas are required to work or study in Hong Kong. U.S. citizens should obtain all required visas prior to departing the United States. Specifically, U.S. citizens wishing to travel to the PRC from Hong Kong require a PRC visa and should apply at the PRC Embassy or consulates in the United States. Parents whose children hold U.S. passports should be aware that the PRC Visa Office might require original birth certificates or other U.S. documents for these children. Persons applying in Hong Kong for PRC visas for U.S.-born children have been unable to obtain PRC visas without the original U.S. birth certificate. Parents should consider bringing their children’s birth certificates if applying for a PRC visa in Hong Kong. Further information on travel to and around the PRC is available in the China Consular Information Sheet.

A passport with a minimum of six months validity remaining and evidence of onward/return transportation by sea/air are required. U.S. citizens who arrive in Hong Kong with an expired or damaged passport may be refused entry and returned to the United States at their own expense. A departure tax and an airport security tax must be paid at the airport, unless these have been included in the traveler’s airfare. Public transportation from Hong Kong's International Airport at Chek Lap Kok to Central Hong Kong (about 25 miles) is readily available, as are taxis. Travelers should exchange sufficient money for transportation at the airport exchange facility located immediately outside the baggage claim area. For the most current information concerning entry and exit requirements, including required documentation, prohibited items etc., travelers can consult the
Hong Kong SAR Immigration Department, Immigration Tower, 7 Gloucester Road, Wanchai, Hong Kong; tel. (852) 2824-6111; fax (852) 2877-7711; e-mail: enquiry@immd.gov.hk; Internet Home Page: http://www.immd.gov.hk; or the Embassy of the People’s Republic of China, 2300 Connecticut Avenue, N.W., Washington D.C. 20008; tel. (202) 328-2500; Internet home page: http://www.china-embassy.org; or the PRC consulates general in Chicago, Houston, Los Angeles, New York City, or San Francisco. Overseas, inquiries may be made at the nearest PRC embassy or consulate.

See the Foreign Entry Requirements brochure for more information on Hong Kong and other countries. Visit the Embassy of the People’s Republic of China web site at http://www.china-embassy.org for the most current visa information.


SAFETY AND SECURITY: Although there have been no terrorist incidents in Hong Kong, the Department of State reminds Americans everywhere that U.S. citizens and interests are at a heightened risk of attack by terrorists. These individuals and groups have proved that they do not distinguish between official and civilian targets. Because security awareness has been elevated within the United States, terrorists may target U.S. interests overseas. Private Americans should be aware of the potential risks when making travel plans and should remain vigilant with regard to their personal security and exercise caution. The State Department will continue to develop information about potential threats.

There have recently been cases where both local and foreign hikers have been robbed/beaten in country parks and Victoria Peak. Although no U.S. citizens have been reported among these victims, U.S. citizens should be extremely vigilant when walking in these areas and should travel in groups.

For the latest security information, Americans traveling abroad should regularly monitor the Department’s Internet web site at http://travel.state.gov where the current Worldwide Caution Public Announcement, Travel Warnings and Public Announcements can be found.

Up-to-date information on safety and security can also be obtained by calling 1-888-407-4747 toll free in the U.S., or for callers outside the U.S. and Canada, a regular toll-line at 1-202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

The Department of State urges American citizens to take responsibility for their own personal security while traveling overseas. For general information about appropriate measures travelers can take to protect them in an overseas environment, see the Department of State’s pamphlet A Safe Trip Abroad at http://travel.state.gov/travel/tips/safety/safety_1747.html.

CRIME: Hong Kong SAR has a low crime rate. Travelers should exercise caution when in congested areas and pay particular attention to personal belongings while in crowded markets and while traveling around Hong Kong on public transportation. Violent crime, though rare, does occur in Hong Kong and Macau.

INFORMATION FOR VICTIMS OF CRIME: The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate. If you are the victim of a crime while overseas, in addition to reporting to local police, please contact the nearest U.S. Embassy or Consulate for assistance. The Embassy/Consulate staff can, for example, assist you to find appropriate medical care, contact family members or friends and explain how funds could be transferred. Although the
investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed.

Hong Kong has a crime victim compensation program available to U.S. citizens who are legal residents or tourists in Hong Kong. For more detailed information on the program and its requirements, please contact directly the following Hong Kong authorities. Criminal and Law Enforcement Injuries Compensation Section of the Social Welfare Department, Room 703, 7/F, Wu Chung House, 213 Queen's Road East, Wanchai, Hong Kong; tel.: (852) 2838-6079, 2892-5223, 2892-5220 or 2892-5222; fax: (852) 2575-7938; email: grcleic@swd.gov.hk; Application forms, correspondence, and telephone assistance can all be done in either English or Chinese.


MEDICAL FACILITIES AND HEALTH INFORMATION: Good medical facilities are available, and there are many Western-trained physicians in Hong Kong. Doctors and hospitals generally do not accept credit cards and require immediate cash payment for health services. Many U.S. health insurance providers do not cover their subscribers overseas. U.S. citizens should check with their health insurance provider prior to travel. The Medicare/Medicaid program does not provide payment for medical services outside the United States.

Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention’s hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the CDC’s Internet site at http://www.cdc.gov/travel. For information about outbreaks of infectious diseases abroad consult the World Health Organization’s (WHO) website at http://www.who.int/en. Further health information for travelers is available at http://www.who.int/ith.

MEDICAL INSURANCE: The Department of State strongly urges Americans to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and whether it will cover emergency expenses such as a medical evacuation. Please see the information on medical insurance overseas at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1470.html.

TRAFFIC SAFETY AND ROAD CONDITIONS: While in a foreign country, U.S. citizens may encounter road conditions that differ significantly from those in the United States. The information below concerning Hong Kong is provided for general reference only, and may not be totally accurate in a particular location or circumstance.

In Hong Kong, traffic moves on the left. During the daytime, traffic congests Hong Kong's urban areas. Each year, some 21,000 drivers, passengers, and pedestrians are injured or killed in traffic accidents in Hong Kong. Speed limits are 50 kilometers per hour in urban areas and 80 kilometers per hour on highways unless otherwise marked. The use of seat belts in vehicles, if so equipped, is mandatory both in the front and back seats. The maximum penalty for dangerous driving causing death can be a fine of $50,000 HK ($6,500 US), imprisonment for five years and disqualification from driving for not less than two years on first conviction. At the scene of a traffic accident, drivers are required to undergo alcohol level testing. Any driver found exceeding the prescribed limit of blood alcohol level may face prosecution under Hong Kong law. The use of hand-held cellular phones while driving in Hong Kong is strictly prohibited. A breach of this law can lead to a maximum fine of $2,000 HK ($260 US). However, motorists can use “hand-free devices,” such as headphones and speakerphones. Hong Kong law requires that all registered vehicles carry valid third-party
liability insurance. The emergency number for local emergency assistance (equivalent to 911 in the United States) is 999.

About 90 percent of the population in Hong Kong depends on public transport. Taxis, buses, and the mass transit railway (MTR) are readily available, inexpensive, and generally safe. The MTR is an underground railway network and is the most popular mode of public transport, carrying an average of 2.3 million passengers a day.

A Hong Kong driver’s license may be issued without a test to individuals who hold a valid U.S. driver’s license, provided they have resided in the United States for not less than six months. U.S. citizen visitors who do not plan to stay in Hong Kong for more than twelve months can drive in Hong Kong on their valid U.S. driver’s license. They need not obtain an international driving permit (IDP). An IDP is a legal identification document that translates driving license information into eleven languages, including English, and should only be used as a supplement to a valid driving license.

For specific information concerning Hong Kong driving permits, vehicle inspection, road tax, and mandatory insurance, please visit the Hong Kong Transport Department web site at http://www.td.gov.hk/en/home/index.html, contact the Transport Department at telephone number (852) 2804-2600 or (852) 1823, fax (852) 2824-0433, e-mail: tdenq@td.gov.hk; email the Hong Kong Tourism Board Office in New York at nycwwo@hktb.com; or consult the Hong Kong Tourism Board website at http://www.discoverhongkong.com.

AVIATION SAFETY OVERSIGHT: The U.S. Federal Aviation Administration (FAA) has assessed the Government of Hong Kong as being in compliance with ICAO international aviation safety standards for oversight of Hong Kong’s air carrier operations. For more information, travelers may visit the FAA’s Internet web site at www.faa.gov.

CUSTOMS REGULATIONS: Hong Kong SAR customs authorities enforce strict regulations concerning temporary importation into or export from Hong Kong of controlled items such as firearms and ammunition, ivory, narcotics, medications, animals and plants, meat and poultry, textiles, and sensitive high technology or military products. Travelers bringing such goods into Hong Kong without a license may be prosecuted and the goods may be seized. The penalty for trafficking in dangerous drugs can be life imprisonment and a heavy fine. Other items that travelers must declare to customs officials are liquors, tobacco, cigarettes and cigars, methyl alcohol, and merchandise imported for commercial purposes. There are no currency restrictions for travelers. Please visit the web site of the Hong Kong Department of Customs and Excise: http://www.info.gov.hk/customs for specific information regarding Hong Kong customs requirements.

In many countries around the world, counterfeit and pirated goods are widely available. Transactions involving such products are illegal and bringing them back to the United States may result in forfeitures and/or fines.

Visitors to Hong Kong should be aware that U.S. law prohibits the importation into the United States of counterfeit, brand name items, such as watches, compact discs, computer software, and clothing. U.S. Customs officials encourage the use of an ATA (Admission Temporaire/Temporary Admission) Carnet for the temporary admission of professional equipment, commercial samples, and/or goods for exhibitions and fair purposes. ATA Carnet Headquarters located at the U.S. Council for International Business, 1212 Avenue of the Americas, New York, NY 10036, and issues and guarantees the ATA Carnet in the United States. For additional information, please call (212) 354-4480, send an e-mail to atacarnet@uscib.org, or visit http://www.uscib.org for details.
Dogs and cats may be brought into Hong Kong only with a special permit issued in advance by the Hong Kong Agriculture, Fisheries, and Conservation Department. Dogs and cats imported from the United States may be exempted from quarantine when there are valid health and vaccination certificates and the pets have been in the United States for at least six months. Additional information on importing pets may be obtained from the Livestock Import Control Office of the Hong Kong Agriculture, Fisheries, and Conservation Department at tel. (852) 2150-7057, fax (852) 2375-3563, e-mail: icsenquiry@afcd.gov.hk, or via the Internet: http://www.afcd.gov.hk.

Please see the information on customs regulations at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1468.html.

**CRIMINAL PENALTIES:** While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. Persons violating Hong Kong laws, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in Hong Kong are severe, and convicted offenders can expect long jail sentences and heavy fines. Engaging in illicit sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States. For more information visit http://travel.state.gov/travel/cis_pa_tw/cis/cis_1467.html.

**REGISTRATION/EMBASSY LOCATION:** Americans living or traveling in Hong Kong are encouraged to register with the nearest U.S. Embassy or Consulate through the State Department's travel registration website, https://travelregistration.state.gov, and to obtain updated information on travel and security within Hong Kong. Americans without Internet access may register directly with the nearest U.S. Embassy or Consulate. By registering, American citizens make it easier for the Embassy or Consulate to contact them in case of emergency. The U.S. Consulate General is located at 26 Garden Road, Central, Hong Kong, 24-hours telephone number (852) 2523-9011, direct lines to American Citizen Services are (852) 2841-2211, 2841-2323, 2841-2225, fax (852) 2845-4845, email acshnk@yahoo.com. The U.S. mailing address is PSC 461, Box 5, FPO AP 96521-0006.
JAPAN

The Japan Exchange occurs in odd numbered years usually in late July through early August. Cadets who participate in this exchange can expect participation in cultural activities, spending time with Japanese host families and participating in an International Youth Forum. While the exchange usually starts in Nagoya, the exchange coincides with the Junior Sea Friends’ National Assembly held in a Japanese city. Dinner parties, sports, harbor cruises, aquarium visits, parades, courtesy visits to dignitaries, participation in youth forums, and other city visits are all included.

Cadets applying for this exchange must meet the following minimum qualifications:

- Must be 15 years of age or older on or before the start of the training
- Must be PO3 or higher, preference given to senior cadets
- Must not have participated in this exchange before
- Be in good Physical Condition.
- Received the Citation, Commendation, Meritorious, or DS Ribbon
- Recommended by unit Commanding Officer

Costs:

- Cadets must pay a $375 deposit
- $400 or more spending money is recommended
- Travel costs, registration fees (including berthing and messing during program) are subsidized by the NSCC. Any additional costs (i.e. shopping, additional time, etc) are to be born by the program participants.

COUNTRY DESCRIPTION: Japan is a stable, highly developed parliamentary democracy with a modern economy. Tourist facilities are widely available. Information on consular services for all of Japan, including registration, passport renewal, legal matters and safety and security, is available at [http://www.tokyoacs.com/](http://www.tokyoacs.com/). An alphabetical listing of our services is at [http://japan.usembassy.gov/](http://japan.usembassy.gov/) read the Department of State Background Notes on Japan for additional information.

ENTRY REQUIREMENTS: A valid passport and an onward/return ticket are required. Passports must be valid for the intended period of stay in Japan. A visa is not required for tourist/business stays up to 90 days. Americans cannot work on a 90-day "visa free" entry. As a general rule, "visa free" entry status may not be changed to other visa status without departing and then re-entering Japan with the appropriate visa such as a spouse, work or study visa.

Japanese Visas: For information about the Japanese visa waiver for tourists, Japan's strict rules on work visas, special visas to take depositions, and other visa issues, travelers should consult the Consular Section of the Embassy of Japan at 2520 Massachusetts Ave. N.W., Washington, D.C. 20008, tel. (202) 238-6800, or the nearest Japanese consulate. Our posts in Japan cannot assist in obtaining visas for Japan.

Passport Validity: U.S. citizens entering or transiting Japan should ensure that their passports and visas are up to date before leaving the United States. Many Asian countries deny entry to travelers whose passports are valid for less than six months. It is not usually possible to obtain a new U.S. passport and foreign visa during a brief stopover while transiting Japan, as tourist passport processing in Japan can take approximately two weeks. Airlines in Japan will deny boarding to Americans who seek to transit Japan without the required travel documents for their final destinations in Asia.
SAFETY AND SECURITY: The events of September 11, 2001, serve as a reminder of the continuing threat from terrorists and extremist groups to Americans and American interests worldwide. There have been no major terrorist incidents in Japan since 1995; however, since terrorists can strike at any time and at any place, U.S. citizens should be aware of the potential risks and take these into consideration when making travel plans. Following the recent London bombings in July 2005, the security situation in Japan remains unchanged, with no new credible threat information.

The U.S. Department of State offices in Japan disseminate threat information through a nationwide email warden system and posts current threat information on the American Citizens Services (ACS) website at http://japan.usembassy.gov/e/tacs-main.html. Anyone may sign up for our emailed warden system messages through the web site. The Department of State will continue to develop information about potential threats to U.S. citizens overseas and to share threat information through its consular information program documents available on the Internet at the Bureau of Consular Affairs home page at http://travel.state.gov. The government of Japan is vigilant in tracking terrorist threat indicators and remains at a high state of alert. Local police substations (Koban) and police emergency dispatchers (tel. 110) should be contacted to report suspicious activity.

For the latest security information, Americans traveling abroad should regularly monitor the Department’s Internet web site at http://travel.state.gov/, where the current Worldwide Caution Public Announcement, Travel Warnings and Public Announcements can be found.

Up-to-date information on security can also be obtained by calling 1-888-407-4747 toll free in the U.S., or, for callers outside the U.S. and Canada, a regular toll line at 1-202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

The Department of State urges U.S. citizens to take responsibility for their own personal security while traveling overseas. For general information about appropriate measures travelers can take to protect them in an overseas environment, see the Department of State's pamphlet A Safe Trip Abroad at http://travel.state.gov/travel/tips/safety/safety_1747.html.

CRIME: Crimes against U.S. citizens in Japan usually only involve personal disputes, theft or vandalism. The general crime rate in Japan is at levels well below the U.S. national average. Violent crime is rare, but does exist. Incidents of pick pocketing of foreigners in crowded shopping areas, on trains and at airports have been a sporadic concern. Narita Airport lists airport theft statistics on its website at http://www.narita-airport.jp/en/news/tounan.html. In summer 2005, a number of Americans reported their passports lost or stolen at Narita Airport, especially passports being carried in pockets. Some Americans report that Japanese police procedures appear to be less sensitive and responsive to a victim's concerns than would be the case in the United States, particularly in cases involving domestic violence, sexual assault, and when both the victim and the perpetrator are foreigners. Few victim's assistance resources or battered women's shelters exist in major urban areas, and are generally unavailable in rural areas. Investigations of sexual assault crimes are often conducted without women police officers present and typically involve inquiries into the victim's sexual history and previous relationships. Quality of translations can vary significantly, and has proven unsettling to some American victims.

Police can be summoned throughout Japan by dialing 110. Fire and ambulance services can be summoned by dialing 119. These numbers may not work from cell phones, however, and English-speaking dispatchers may not be available. Advice on how to call for an ambulance in Japan is available at http://japan.usembassy.gov/e/acs/tacs-call.html. Persons seeking assistance should be able to describe their address/location in Japanese or enlist a friend who can do so, as few police officers speak English.
INFORMATION FOR VICTIMS OF CRIME: The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate. If you are the victim of a crime while overseas, in addition to reporting to local police, please contact the nearest U.S. Embassy or Consulate for assistance. The Embassy/Consulate staff can, for example, assist you to find appropriate medical care, to contact family members or friends and explain how funds could be transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney, if needed.

Except for emergencies, a replacement passport takes two to three weeks to process. Travelers will then need to contact Japanese Immigration to have their Japanese visas re-issued. "Lost" passports will not disguise an over-stay of one's 90-day entry, as Japanese Immigration records are computerized. Information on replacing a lost passport, included the necessary forms, is available at http://japan.usembassy.gov/e/acs/tacs-passports-lost.html.


MEDICAL FACILITIES AND HEALTH INFORMATION: While medical care in Japan is good, English-speaking physicians and medical facilities that cater to Americans' expectations are expensive and not very widespread. Japan has a national health insurance system, which is available only to foreigners with long-term visas for Japan. National health insurance does not pay for medical evacuation or medical care outside of Japan. Medical caregivers in Japan require payment in full at the time of treatment or concrete proof of ability to pay before treating a foreigner who is not a member of the national health insurance plan.

U.S.-style and standard psychiatric care can be difficult to locate in major urban centers in Japan, and generally is not available outside of Japan's major cities. Extended psychiatric care for foreigners in Japan is difficult to obtain at any price; see http://japan.usembassy.gov/e/acs/tacs-psychadmissions.html for more information.

U.S. prescriptions are not honored in Japan, so travelers with ongoing prescription medicine needs should arrive with a sufficient supply to see them through their stay in Japan, or enough until they are able to see a local care provider. Certain medications, including some commonly prescribed for depression and Attention Deficient Disorder (ADD), are not widely available. Please see the section below entitled, "Confiscation of Prescription Drugs and Other Medication," regarding the importation of medicine into Japan. More information on importing medicines into Japan is also available at http://japan.usembassy.gov/e/acs/tacs-medimport.html. A list of English-speaking medical facilities throughout Japan is available on the web site.

Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention’s hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the CDC’s Internet site at http://www.cdc.gov/travel. For information about outbreaks of infectious diseases abroad consult the World Health Organization’s (WHO) website at http://www.who.int/en. Further health information for travelers is available at http://www.who.int/ith.

MEDICAL INSURANCE: U.S. medical insurance is not always valid outside the United States. U.S. Medicare and Medicaid programs do not provide payment for medical services outside the United States. It can be both difficult and expensive for foreigners not insured in Japan to receive medical care. Serious medical problems requiring hospitalization and/or medical evacuation can cost anywhere from $30,000 to $120,000. Private U.S. citizens are ineligible for treatment at U.S. military hospitals in Japan or U.S. military
medical evacuation to the U.S. Access to military facilities is controlled solely by the military; veterans with service-connected disabilities should contact the appropriate U.S. military hospital before traveling to Japan. In the event of death, the cost of preparation and shipment of remains to the U.S. is over $15,000. Almost no care providers accept U.S.-based health insurance "up front"; patients pay in cash and then seek reimbursement from their insurance company once they return home. Most small clinics and some large hospitals do not accept credit/debit cards. No facility accepts checks drawn on U.S. bank accounts.

The Department of State strongly urges Americans to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and if it will cover emergency expenses such as a medical evacuation. Please see the information on medical insurance overseas at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1470.html.

TRAFFIC SAFETY AND ROAD CONDITIONS: While in a foreign country, U.S. citizens may encounter road conditions that differ significantly from those in the United States. The information below concerning Japan is provided for general reference only, and it may not be totally accurate in a particular location or circumstance.

Driving in Japan is quite complicated and expensive. Those who cannot read the language will have trouble understanding road signs. Highway tolls are assessed at about $1 (U.S.) per mile. City traffic is often very congested. A 20-mile trip in the Tokyo area may take two hours. There is virtually no legal roadside parking. In mountainous areas, roads are often closed during the winter, and cars should be equipped with tire chains. Roads in Japan are much narrower than those in the United States. Japanese compulsory insurance (JCI) is mandatory for all automobile owners and drivers in Japan. Most short-term visitors choose not to drive in Japan. Vehicular traffic moves on the left. Turns at red lights are forbidden, unless specifically authorized.

Japanese law provides that all persons who drive in Japan are held liable in the event of an accident, and assesses fault in an accident on all parties. Drivers stopped for driving under the influence of intoxicants will have their licenses confiscated. Persons found guilty of "drunken, speeding or blatantly careless driving that results in death" are subject to up to 15 years in prison. The National Police Agency (NPA) oversees the administration and enforcement of traffic laws. Further information in English is available on the NPA's web site at http://www.npa.go.jp/.

Emergency Assistance: Within Japan, please dial 110 for police, and 119 for ambulance. For roadside assistance, please contact JAF (Japan Automobile Federation) at 03-5395-0111 in Tokyo, 06-6577-0111 in Osaka, 011-857-8139 in Sapporo, 092-841-5000 in Fukuoka, or 098-877-9163 in Okinawa.

Please refer to the Road Safety page for more information at http://travel.state.gov/travel/tips/safety/safety_1179.html.

For specific information concerning Japanese driving permits, vehicle inspection, road tax and mandatory insurance, please contact the Japan National Tourist Organization offices in Chicago, Los Angeles, New York or San Francisco via the Internet at http://www.jnto.go.jp/. In addition, information about roadside assistance, rules of the road and obtaining a Japanese driver's license is available in English from the Japan Automobile Federation (JAF) web site at http://www.jaf.or.jp/e/index_e.htm.

INTERNATIONAL DRIVING PERMITS (IDP): An international driving permit issued in the United States by the American Automobile Association (AAA) or the American Automobile Touring Alliance (AATA) is required of short-term visitors who drive in Japan. International driving permits are not issued by
the U.S. Embassy or by its Consulates, and must be obtained prior to arriving in Japan. IDP's issued via the Internet and/or by other organizations is not considered valid in Japan. IDP's issued to Americans in third countries where they are not resident are often considered invalid, or are subject to close scrutiny.

"Residents" are expected to convert to or obtain a Japanese drivers license. Persons using an international drivers license who are resident in Japan can be subject to fines or arrest. The exact boundary between "resident" and "non-resident" is unclear. In practice it seems to involve more than simply visa status or length of stay in Japan and is determined by the police. In short, an international license is not a permanent or expedient substitute for a valid Japanese license. You can learn more at http://japan.usembassy.gov/e/acs/tacs-drive.html.

AVIATION SAFETY OVERSIGHT: The U.S. Federal Aviation Administration (FAA) has assessed the government of Japan’s Civil Aviation Authority as being in compliance with ICAO international aviation safety standards for oversight of Japan’s air carrier operations. For further information, travelers may contact the Department of Transportation within the U.S. At 1-800-322-7873, or visit the FAA website at http://www.faa.gov.

SPECIAL CIRCUMSTANCES: Japan has very strict laws regarding the importation and possession of firearms and other weapons. Persons bringing a firearm or sword into Japan (including target and trophy pistols, air guns, some pocket knives and Japanese-origin swords) may have these items confiscated by Japanese customs authorities, and may be arrested, prosecuted and deported or jailed. Some prescription medications, as well as some over-the-counter medications, cannot be imported into Japan. (Please see the "Confiscation of Prescription Drugs and other Medication" section.) Please contact the Japanese Embassy or nearest Japanese Consulate in the United States, or visit the Narita Airport (Tokyo) Customs web site in English http://www.customs.go.jp/english/index.htm, for specific information regarding import restrictions and customs requirements.

Japanese customs authorities encourage the use of an ATA (Admission Temporaire/Temporary Admission) for the temporary importation into Japan of professional equipment, commercial samples and/or goods for exhibitions and trade fairs. ATA Carnet Headquarters located at the U.S. Council for International Business, 1212 Avenue of the Americas, New York, NY 10036, and issues and guarantees the ATA Carnet in the United States. For additional information, please call (212) 354-4480, or send an email to atacarnet@uscib.org, or visit http://www.uscib.org/ for details.

Please see the information on customs regulations at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1468.html.

CONFISCATION OF PRESCRIPTION DRUGS AND OTHER MEDICATION: Decisions on what medications may be imported legally into Japan are made by the Japanese Government, and unfortunately the limited information available at the American Embassy and our Consulates does not include comprehensive lists of specific medications or ingredients.

It is illegal to bring into Japan some over-the-counter medicines commonly used in the United States, including inhalers and some allergy and sinus medications. Specifically, products that contain stimulants (medicines that contain Pseudoephedrine, such as Actifed, Sudafed, and Vicks inhalers), or Codeine are prohibited. Up to a two-months' supply of allowable over-the-counter medication and up to a four-months' supply of allowable vitamins can be brought into Japan duty-free. Some U.S. prescription medications cannot be imported into Japan, even when accompanied by a customs declaration and a copy of the prescription. Generally, up to one month's supply of allowable prescription medicine can be brought into
Japan. Travelers must bring a copy of their doctor's prescription as well as a letter stating the purpose of the drug.

Japanese physicians can often prescribe similar, but not identical, substitutes to medicines available in the U.S. A Japanese doctor, consulted by phone in advance, is also a good source of information on medications available and/or permitted in Japan. A list of English-speaking medical facilities throughout Japan is available at [http://japan.usembassy.gov/e/acs/tacs-7119.html](http://japan.usembassy.gov/e/acs/tacs-7119.html). Some popular medications legal in the U.S., such as Prozac and Viagra, are sold illegally in Japan on the black market. You are subject to arrest and imprisonment if you purchase such drugs illegally while in Japan.

Persons traveling to Japan carrying prescription and non-prescription medications should consult the Japanese Embassy, or a Japanese Consulate, in the United States before leaving the U.S. to confirm whether they will be allowed to bring the particular medication into Japan. A full listing of phone numbers and email addresses is available at [http://www.us.emb-japan.go.jp/jicc/consulat.htm](http://www.us.emb-japan.go.jp/jicc/consulat.htm).

**CONSULAR ACCESS:** U.S. citizens must carry their U.S. passports or Japanese alien registration cards with them at all times so that, if questioned by local officials, the U.S. citizen can establish proof of identity and citizenship. Under Japanese law, the police may stop any person on the street at any time and demand ID. If a foreigner does not have with him/her either a passport or valid Japanese Alien Registration Card, s/he is subject to arrest. Due to recent crackdowns by the police, such random stops for ID are becoming increasingly more common, especially in areas frequented by foreigners. In accordance with the U.S.-Japan Consular Convention, U.S. consular officers are generally notified within 24 hours of the arrest of a U.S. citizen, if the U.S. citizen requests consular notification.

**CONDITIONS AT PRISONS AND DETENTION FACILITIES:** Japanese prisons and detention facilities maintain internal order through a regimen of very strict discipline. American-citizen prisoners often complain of stark, austere living conditions and psychological isolation. A prisoner can become eligible for parole only after serving about 60-70% of his/her sentence. Early parole is not allowed for any reason—humanitarian, medical or otherwise. Access to competent interpreters is not required at all times under Japanese criminal law. More information is available at [http://japan.usembassy.gov/e/acs/tacs-7110a.html](http://japan.usembassy.gov/e/acs/tacs-7110a.html).

**CRIMINAL PENALTIES:** While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking Japanese law can be more severe than in the United States for similar offenses. Persons violating Japanese law, even unknowingly, may be expelled, arrested or imprisoned. Persons arrested in Japan, even for a minor offense, may be held in detention without bail for two to three months during the investigation and legal proceedings. Information about Japanese criminal law is available in English at the National Police Agency (NPA) web site at [http://www.npa.go.jp/](http://www.npa.go.jp/). A list of English-speaking lawyers throughout Japan is available at [http://japan.usembassy.gov/e/acs/tacs-7113.html](http://japan.usembassy.gov/e/acs/tacs-7113.html).

**ILLEGAL DRUGS:** Penalties for possession, use, or trafficking in illegal drugs in Japan are strict, and convicted offenders can expect long jail sentences and fines. In most drug cases, suspects are usually detained incommunicado, which bars them from receiving visitors or corresponding with anyone other than a lawyer or U.S. consular officer until after indictment, which may take as long as several months. Solitary confinement is common.

People can be convicted of drug use based on positive blood or urine tests alone, and multiple Americans are now serving time in Japanese prisons as the result of sting operations and the use of informers. The Japanese
police routinely share information on drug arrests with Interpol, assuring that notice of the arrest will reach U.S. law enforcement agencies. About half of all Americans now in prison in Japan are incarcerated for drug-related crimes.

Japanese authorities aggressively pursue drug smugglers with sophisticated detection equipment, "sniffing" dogs and other methods. Travelers and their luggage entering Japan are screened at ports of entry; incoming and outgoing mail, as well as international packages sent via DHL or FEDEX, is also checked carefully. The Japanese police make arrests for even the smallest amounts of illegal drugs. Several Americans are now in custody after having mailed illegal drugs to themselves from other countries. Other Americans are serving time for having tried to bring drugs into Japan as paid couriers working out of Southeast Asia or Europe.

For more information visit http://travel.state.gov/travel/cis_pa_tw/cis/cis_1467.html.

ENGLISH HELP AND INFORMATION LINES: Tourists and foreign residents in Japan have access to valuable information, including professional counseling, via help and information telephone hotlines. The Tokyo English Lifeline (http://www.telljp.com/) provides English-speaking counseling and referrals at 03-5774-0992. The Japan Help Line provides similar assistance nationwide at 0570-000-911 (domestic), 813-3435-8017 (international) (http://www.jhelp.com/)

DISASTER PREPAREDNESS: Japan is faced with the ever-present danger of deadly earthquakes and typhoons. Japan is one of the most seismically active locations in the world; minor tremors are felt regularly throughout the islands. While responsibility for caring for disaster victims, including foreigners, rests with the Japanese authorities, one of the first things a traveler should do upon arriving in Japan is to learn about earthquake and disaster preparedness from hotel or local government officials. Additional details on self-preparedness are available via the Internet at http://www.tokyoacs.com/ on the U.S. Federal Emergency Management Agency (FEMA) home page at http://www.fema.gov/

REGISTRATION / EMBASSY LOCATION: Americans living in or visiting Japan are encouraged to register through the State Department’s travel registration website, https://travelregistration.state.gov/, or through the Embassy’s website at http://japan.usembassy.gov/ where they may also obtain updated information on travel and security within Japan. Americans without Internet access may register directly with the nearest U.S. Embassy or Consulate. By registering, U.S. citizens make it easier for the Embassy or Consulate to contact them in case of emergency. U.S. citizens resident in or visiting Japan are encouraged to sign up for an e-mail newsletter at http://japan.usembassy.gov/. Alien registration formalities required under Japanese immigration law are separate from U.S. citizen registration. The Privacy Act protects registration information.

All Consular information for all of Japan is now available on a single web site at http://japan.usembassy.gov/.

A full list of our holiday closings is available at http://japan.usembassy.gov/e/acs/tacs-holidays.html.
RUSSIA

Accommodations are onboard TS “Gospodin Veliky Novgorod”, a Russian Sea Cadet Training Ship. Participants include Russian cadets from Saint Petersburg, Russia as well as cadets from the other ISCA countries participating. Russia hosted its first ISCA Exchange Program with the US in 2005 and was a fascinating and unforgettable trip to many historical places of Russia. All Sea Cadets and Young Sailors are included in the ship’s schedule. They will keep watches at the helm, in the engine room, in the galley and do the cleaning. They will also take part in rowing, sport, and knot tying competitions. All cadets should be prepared to explain to shipmates about themselves and their countries. The route of the exchange program is from Saint Petersburg – Veliky Novgorod – Ladoga Lake and end back in Saint Petersburg. Sightseeing and city tours of Velikiy Novgorod and Saint Petersburg are included.

Cadets applying for this exchange must meet the following minimum qualifications:

- Must be 16 years of age or older on or before the start of the training
- Must be PO3 or higher, preference given to senior cadets Must not have participated in this exchange before
- Be in very good Physical Condition, be a good swimmer
- Received the Citation, Commendation, Meritorious, or DS Ribbon
- Recommended by unit Commanding Officer

Costs:

- Cadets must pay a $400 deposit
- $300 or more spending money is recommended
- Travel costs, registration fees (including berthing and messing during program) are subsidized by the NSCC. Any additional costs (i.e. shopping, additional time, etc) are to be borne by the program participants.

COUNTRY DESCRIPTION: Russia is a vast and diverse nation that continues to evolve politically and economically. Travel and living conditions in Russia contrast sharply with those in the United States. Major urban centers show tremendous differences in economic development compared to rural areas. While good tourist facilities exist in Moscow, St. Petersburg and some other large cities, they are not developed in most of Russia and some of the goods and services taken for granted in other countries are not yet available. Travel to the Caucasus region of Russia is dangerous. The Department of State recommends Americans not travel to Chechnya and adjoining areas, and recommends that Americans who are in these regions depart immediately.

Read the Department of State Background Notes on Russia at [http://www.state.gov/r/pa/ei/bgn/3183.htm](http://www.state.gov/r/pa/ei/bgn/3183.htm) for additional information.

ENTRY/EXIT REQUIREMENTS: The Russian government maintains a restrictive and complicated visa regime for foreign travelers who visit, transit, or reside in the Russian Federation. The Russian system includes requirements of sponsorship, visas for entry and exit, migration cards, and registration. American citizens who also carry Russian passports face additional complicated regulations. Dual citizen minors who travel on their Russian passports also face special problems.
Russian immigration and visa laws change regularly. The implementation of immigration laws has not always been transparent or predictable. In addition, Russian Immigration officials at times implement laws and regulations governing entry and exit inconsistently, especially in remote areas.

The Russian government does not recognize the standing of U.S. consular officers to intervene in visa cases. The U.S. diplomatic mission in Russia is not able to act as sponsor, submit visa applications, register private travelers, or request that visas or migration cards be corrected, replaced, or extended.

Entry Visas: Before traveling to Russia, U.S. citizens should verify the latest requirements with the nearest Russian Embassy or Consulate (for contact information for the Russian Embassy and Consulates in the United States, please refer to the last paragraph of this section).

U.S. citizens must always possess a valid U.S. passport and appropriate visas for travel to or transit through Russia, whether by train, car, ship or airplane. It is impossible to obtain a Russian entry visa upon arrival. Travelers must obtain visas in advance of travel from a Russian Embassy or Consulate in the U.S. or in a third country. Travelers who arrive without an entry visa are not permitted to enter Russia and face immediate expulsion by route of entry, at the traveler’s expense.

U.S. citizens transiting Russia in route to any other country are advised to have transit visas. It is theoretically possible to transit Russia without a visa but in several instances, travelers experienced great delays and hardships because they did not have a transit visa. Similarly, Russia-bound U.S. citizens attempting to transit Belarus or Ukraine or the Central Asian republics without visas, have encountered great difficulties. U.S. citizens are strongly advised to check the visa requirements for all countries on their itinerary.

A Russia entry/exit visa has two dates written in the European style (day, month, year). The first date indicates the earliest day a traveler may enter Russia; the second date indicates the date by which a traveler must leave Russia. A Russian visa is only valid for those exact dates.

Russian tourist visas are often granted only for the specific dates mentioned in the invitation letter provided by the sponsor. United States citizens often receive visas only valid for periods as short as four days. Even if the visa is misdated through error of a Russian Embassy or Consulate, the traveler will still not be allowed into Russia before the visa start date or be allowed to leave after the visa expiration date. Any mistakes in visa dates must be corrected before the traveler enters Russia. It is helpful to have someone who reads Russian check the visa before departing the United States.

Visas are valid for specific purposes and dates. Travelers should ensure that they apply for and receive the correct visa that reflects their intended action in Russia (i.e., student visa, religious worker visa, commercial visa). Foreigners can be expelled for engaging in activities inconsistent with their visas.

All travelers must continue to list on the visa application all areas to be visited and subsequently register with authorities at each destination. There are several closed cities throughout Russia. Travelers who attempt to enter these cities without prior authorization are subject to fines, court hearings and/or deportation. Travelers should check with their sponsor, hotel, or the nearest Russian visa and passport office before traveling to unfamiliar cities and towns.

Sponsorship: Under Russian law, every foreign traveler must have a Russian-based sponsor (a hotel, tour company, relative, employer, etc.). The official sponsor is listed on the visa. Generally speaking, visas sponsored by Russian individuals are “guest” visas, and visas sponsored by tour agencies or hotels are “tourist” visas. Note that travelers who enter Russia on “tourist” visas, but who then reside with Russian...
individuals, may have difficulty registering their visas and migration cards and may be required by Russian authorities to depart Russia sooner than they had planned.

Even if a visa was obtained through a travel agency in the U.S., there is always a Russian legal entity whose name is indicated on the visa and who is considered to be the legal sponsor. It is important for travelers to know who the legal sponsor is and how to contact it. Russian law requires that the sponsor must apply on the traveler’s behalf for replacement, extension, or changes to a Russian visa. U.S. citizens are strongly advised to obtain from their Tour Company or hotel, in advance, the contact information of the visa sponsor.

To resolve any visa difficulties (lost visa, expired visa), the traveler’s sponsor must contact the nearest Russian visa and passport office (OVIR/UVIR) for assistance. Resolving the visa problem usually requires the payment of a fee and a wait of up to twenty calendar days.

Exit Visa: A valid visa is necessary to depart Russia. Generally, the visa issued by a Russian Embassy or Consulate is valid for entry and exit. It is helpful to make a photocopy of your visa in the event of loss, but note that a copy of your visa will not be sufficient for leaving the country, as Russian border officials always ask for the original.

Visitors who lose or have their U.S. passport and Russian visa stolen must replace their passport at the U.S. Embassy or one of the Consulates General, and then obtain a new visa to depart with the assistance of their sponsor (see above). Without a valid visa in their new United States passports, U.S. citizens cannot leave Russia.

Travelers, who overstay their visa’s validity, even for one day, will be prevented from leaving until their sponsor intervenes and requests a visa extension on their behalf (see above). United States citizens without valid visas face significant delays in leaving Russia and may have trouble finding adequate accommodation. By Russian law, travelers with an expired visa may not check in at any hotel, guesthouse, hostel, or other lodging establishment in Russia. There are no adequate public shelters or safe havens in Russia and the Embassy or the Consulates General have no means to accommodate such stranded travelers.

Visas for student and English teachers sometimes allow only one entry. In these cases, the sponsoring school is responsible for registering the visa and migration card and obtaining an exit visa. Obtaining an exit visa can take up to twenty days so students and teachers need to plan accordingly.

Migration Card: All foreigners entering Russia must fill out a migration card, depositing one part with immigration authorities at the port of entry and holding on to the other part for the duration of their stay. Upon exit, the migration card, which serves as a statistical tool and a record of entry, exit, and registration, must be submitted to immigration authorities. The card is also necessary to register at hotels.

Migration cards, in theory, are available at all ports of entry from Russian immigration officials (Border Guards). The cards are generally left in literature racks at arrival points. Officials at borders and airports usually do not point out these cards to travelers and it is up to the travelers to find them and fill them out. From time to time, various ports of entry – even the major international airport in Moscow – run out of these cards. There is no mechanism to obtain such cards once a traveler has entered into Russia. The Russian government has not indicated what a traveler should do in such a case.

Lost/stolen migration cards cannot be replaced. While authorities will not prevent foreigners who have lost their migration cards and have not replaced them with a duplicate from leaving the country, foreigners could experience problems when trying to reenter Russia at a future date.

NSCC IEP Manual Revised 10SEP18
**Registration:** Travelers who spend more than three days in the country must register their visa and migration card through their sponsor. However, travelers spending less than three days are advised to register their visas as well, since they may encounter problems finding lodging without proper registration. Travelers staying in a hotel must register their visa and migration card with their hotel within one day. A failure to register is unlikely to result in problems leaving Russia but travelers could experience problems when trying to reenter Russia at a future date.

Police have the authority to stop people and request their documents at any time without cause. Due to the possibility of random document checks by police, U.S. citizens should carry their original passports, registered migration cards, and visas with them at all times. Failure to provide proper documentation can result in detention and/or heavy fines. It is not necessary for travelers to have either entry or itinerary points in the Russian Federation printed on their visas.

See the Foreign Entry Requirements brochure for more information on Russia and other countries. Visit the Embassy of the Russian Federation web site at [http://www.russianembassy.org](http://www.russianembassy.org) for the most current visa information.

**SAFETY AND SECURITY:** Due to continued civil and political unrest throughout much of the Caucasus region, the Department of State continues to warn U.S. citizens against travel to Chechnya and all areas that border it: North Ossetia, Ingushetia, Dagestan, Stavropol, Karachayevo-Cherkessiya and Kabardino-Balkariya. The U.S. government’s ability to assist Americans who travel to the northern Caucasus is extremely limited. Throughout the region, local criminal gangs have kidnapped foreigners, including Americans, for ransom. U.S. citizens have disappeared in Chechnya and remain missing. Close contacts with the local population do not guarantee safety. There have been several kidnappings of foreigners and Russians working for non-governmental organizations in the region. Travel to this area by United States government personnel is allowed only in rare circumstances and requires advance coordination of a full time armed escort. American citizens residing in these areas should depart immediately as the safety of Americans and other foreigners cannot be effectively guaranteed.

Acts of terrorism including bombings and hostage taking have occurred in Russia over the last several years. Bombings have occurred at Russian government buildings, hotels, tourist sites, markets, entertainment venues, schools, residential complexes, and on public transportation including the subway and scheduled commercial air flights. Hostage taking incidents have included a raid on a school that resulted in horrific losses of life of children, teachers, and parents.

There is no current indication that American institutions or citizens are targets but there is a general risk of American citizens being victims of indiscriminate terrorist attacks. American citizens in Russia should be aware of their personal surroundings and follow good security practices. Americans are urged to remain vigilant and exercise good judgment and discretion when using any form of public transportation. When traveling, Americans may wish to provide a friend, family member, or coworker a copy of their itinerary. Americans should avoid large crowds and public gatherings that lack enhanced security measures. Travelers should also exercise a high degree of caution and remain alert when patronizing restaurants, casinos, nightclubs, bars, theaters, etc., especially during peak hours of business.

American citizens living in Russia or traveling there for even a few days are strongly urged to register with the embassy or nearest consulate general. Registration will allow the embassy to provide direct information on the security situation as necessary. Registration is done on-line and can be done in advance of travel. Information on registering can be found at the embassy web [www.usembassy.ru](http://www.usembassy.ru) or at the Department of State's Consular Affairs website: [https://travelregistration.state.gov](https://travelregistration.state.gov).

NSCC IEP Manual Revised 10SEP18
Demonstrations occasionally occur in large cities, and sometimes in front of the U.S. Embassy and Consulates. While these demonstrations are for the most part peaceful and controlled, it is best to avoid such gatherings. For the latest security information, Americans traveling abroad should regularly monitor the Department’s Internet web site at http://travel.state.gov where the current Worldwide Caution Public Announcement, Travel Warnings and Public Announcements can be found.

Up-to-date information on safety and security can also be obtained by calling 1-888-407-4747 toll free in the U.S., or for callers outside the U.S. and Canada, a regular toll-line at 1-202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

The Department of State urges American citizens to take responsibility for their own personal security while traveling overseas. For general information about appropriate measures travelers can take to protect them in an overseas environment, see the Department of State’s pamphlet A Safe Trip Abroad at http://travel.state.gov/travel/tips/safety/safety_1747.html.

CRIME: Visitors to Russia need to be alert to their surroundings. In large cities, they need to take the same precautions against assault, robbery, or pickpockets that they would take in any large U.S. city:

- Keep billfolds in inner front pockets
- Carry purses tucked securely under arms,
- Wear the shoulder strap of cameras or bags across their chests,
- Walk away from the curb and carry purses away from the street.

The most vulnerable areas include underground walkways and the subway, overnight trains, train stations, airports, markets, tourist attractions, and restaurants.

Groups of children and adolescents have been increasingly aggressive in some cities, swarming victims, or assaulting and knocking them down. They frequently target persons who are perceived as vulnerable, especially elderly tourists or persons traveling alone. Some victims report that the attackers use knives. Persons carrying valuables in backpacks, in back pockets of pants, and in coat pockets are especially vulnerable to pickpockets.

Foreigners who have been drinking alcohol are especially vulnerable to assault and robbery in or around nightclubs or bars, or on their way home. Some travelers have been drugged at bars, while others have taken strangers back to their lodgings, where they were drugged, robbed and/or assaulted.

In many cases involving stolen credit cards, thieves use them immediately. Victims of credit card or ATM card theft should report the theft to the Credit Card Company or bank without delay.

Travelers are advised to be vigilant in bus and train stations and on public transport. Always watch for pickpockets in these areas. Travelers have generally found it safer to travel in groups organized by reputable tour agencies. Robberies may occur in taxis shared with strangers.

To avoid highway crime, travelers should try not to drive at night, especially when alone, or sleep in vehicles along the road. Travelers should not, under any circumstances, pick up hitchhikers: they not only pose a threat to physical safety, but also put the driver in danger of being arrested for unwittingly transporting narcotics.
Violent, racially motivated attacks are widespread. Travelers are urged to exercise caution in areas frequented by "skinhead" groups and wherever large groups have gathered. Americans most at risk are those of African, South Asian, or East Asian descent, or those, who because of their complexion, are perceived to be from the Caucasus region or the Middle East. These Americans are also at risk for harassment by police authorities.

A common scam in Russia is the “turkey drop”, perpetrated mainly against foreigners at crowded tourist destinations, such as Red Square. Generally, two or more individuals working together attempt to lure a pedestrian into a confrontation after catching his/her attention by dropping a conspicuous wad of currency on the ground. Typically one individual “accidentally” drops the money on the ground in front of the pedestrian, while the second either waits for the money to be picked up by the pedestrian, or picks up the money himself and offers to split it with the pedestrian. The individual who dropped the currency generally returns around that time, aggressively accusing both his cohort and the pedestrian of stealing the money. This provokes a confrontation that may cause the pedestrian to remove their wallet to prove their innocence, generally resulting in the pedestrian’s money being stolen. Westerners in Moscow are frequent targets of this scam. Avoidance is the best defense. Do not get trapped into picking up the money, and walk quickly away from the scene.

It is not uncommon for foreigners in general to become victims of harassment, mistreatment and extortion by law enforcement and other officials. Police do not need to show probable cause in order to stop, question or detain individuals. If stopped, travelers should try to obtain, if safe to do so, the officer’s name, badge number, and patrol car number, and note where it happened, as this information assists local officials in identifying the perpetrators. Authorities are concerned about these incidents and have cooperated in investigating such cases. Travelers should report crimes to the U.S. Embassy or the nearest U.S. Consulate.

Extortion and corruption are common in the business environment. Threats of violence and acts of violence are commonly resorted to in business disputes. Organized criminal groups and sometimes local police target foreign businesses in many cities and have been known to demand protection money. Many western firms hire security services that have improved their overall security, although this is no guarantee. Small businesses are particularly vulnerable. U.S. citizens are encouraged to report all extortion attempts to the Russian authorities and to inform consular officials at the U.S. Embassy or nearest Consulate.

Travelers should be aware that certain activities that would be normal business activities in the United States and other countries are either illegal under the Russian legal code or are considered suspect by the FSB (Federal Security Service). Americans should be particularly aware of potential risks involved in any commercial activity with the Russian military-industrial complex, including research institutes, design bureaus, and production facilities or other high technology, government-related institutions. Any misunderstanding or dispute in such transactions can attract the involvement of the security services and lead to investigation or prosecution for espionage. Rules governing the treatment of information remain poorly defined. During the last several years, there have been incidents involving the arrest and/or detention of U.S. citizens. Arrested Americans have faced lengthy periods of detention -- sometimes in deplorable conditions -- while awaiting trial.

The U.S. Embassy receives reports almost every day of fraud committed against U.S. citizens by Internet correspondents professing love and romantic interest. Typically, the Russian correspondent asks the U.S. citizen to send money or credit card information for living expenses, travel expenses, or “visa costs. The anonymity of the Internet means that the U.S. citizen cannot be sure of the real name, age, marital status, nationality, or even gender of the correspondent. Several citizens’ report losing thousands of dollars through such scams. American citizens are advised never to send money to persons they have never met in person.
INFORMATION FOR VICTIMS OF CRIME: The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate. If you are the victim of a crime while overseas, in addition to reporting to local police, please contact the nearest U.S. Embassy or Consulate for assistance. The Embassy/Consulate staff can, for example, assist you to find appropriate medical care, contact family members or friends and explain how funds could be transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed.


MEDICAL FACILITIES AND HEALTH INFORMATION: Medical care in most localities is below Western standards; shortages of medical supplies, differing practice standards, variable specialty training opportunities and the lack of comprehensive primary care all combine to make the medical system difficult to negotiate as well as suspect. The few “quality” facilities in Moscow and St. Petersburg that approach acceptable standards do not necessarily accept all cases (i.e., they may not be licensed to treat trauma, infectious disease or maternity cases). Access to these facilities usually requires cash or credit card payment at western rates upon admission.

Elderly travelers and those with existing health problems may be at particular risk. Elective surgery requiring blood transfusions and non-essential blood transfusions are not recommended, due to uncertainties surrounding the local blood supply. Most hospitals and clinics in major urban areas have adopted the use of disposable syringes as standard practice; however, travelers to remote regions should bring a supply of sterile, disposable syringes and corresponding IV supplies for eventualities. Travelers should refrain from visiting tattoo parlors or piercing services due to the risk of infection.

Outbreaks of diphtheria have been reported throughout the country, even in large cities such as Moscow and St. Petersburg. The U.S. Centers for Disease Control and Prevention recommend up-to-date diphtheria immunizations before traveling to Russia and neighboring countries. Typhoid can be a concern for those who plan to travel extensively in the region. Cases of cholera have also been reported throughout the area. Drinking bottled water can reduce the risk of exposure to cholera and other infectious and noxious agents. Tap water in Russia, outside of Moscow, is generally considered unsafe to drink. Travelers are strongly urged to use bottled water for drinking and food preparation.

Rates of HIV infection have risen markedly in recent years. While most prevalent among intravenous drug users, prostitutes, and their clients, the HIV/AIDS rate in the general population is increasing. Reported cases of syphilis are much higher than in the U.S., and some sources suggest that gonorrhea and chlamydia are also more prevalent than in Western Europe or the U.S. Travelers should be aware of the related health and legal risks and take all appropriate measures.

Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention’s hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the CDC’s Internet site at http://www.cdc.gov/travel. For information about outbreaks of infectious diseases abroad consult the World Health Organization’s (WHO) website at http://www.who.int/en. Further health information for travelers is available at http://www.who.int/ith.

MEDICAL INSURANCE: The Department of State strongly urges Americans to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and whether it
will cover emergency expenses such as a medical evacuation. Please see our information on medical insurance overseas at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1470.html.

**TRAFFIC SAFETY AND ROAD CONDITIONS:** While in a foreign country, U.S. citizens may encounter road conditions that differ significantly from those in the United States. The information below concerning Russia is provided for general reference only, and may not be totally accurate in a particular location or circumstance.

In some areas of Russia roads are practically non-existent. Persons planning to drive in Russia should adhere to all local driving regulations. These are strictly enforced and violators are subject to severe legal penalties. Drivers should be aware that Russia practices a zero tolerance policy with regard to alcohol consumption prior to driving.

Avoid excessive speed and, if at all possible, do not drive at night. In rural areas, it is not uncommon to find livestock crossing roadways at any given time. Construction sites or stranded vehicles are often unmarked by flares or other warning signals. Sometimes cars have only one headlight with many cars lacking brake lights. Bicycles seldom have lights or reflectors. Due to these road conditions, be prepared for sudden stops at any time. Learn about your route from an auto club, guidebook or a government tourist office. Some routes have heavy truck and bus traffic; others have poor or nonexistent shoulders. Also, some of the newer roads have very few restaurants, motels, gas stations or auto repair shops along their routes. For your safety, have your vehicle serviced and in optimum condition before you travel. It is wise to bring an extra fan belt, fuses and other spare parts.

A valid U.S. driver’s license with a notarized Russian translation of it or a valid Russian license is necessary to drive a vehicle in Russia. Tourists may use international driver’s licenses issued by the American Automobile Association to drive in Russia. Foreigners who are in Russia on a business visa or with a permanent residence status in Russia are required by law to have a Russian driver’s license. In order to obtain this license one has to take the appropriate exam. An American driver’s license cannot be exchanged for a Russian license. Travelers without a valid license are often subject to prolonged stops by police and fines.

Drivers must carry third party liability insurance under a policy valid in Russia. U.S. automobile liability insurance is not valid in Russia nor are most collision and comprehensive coverage policies issued by U.S. companies. A good rule of thumb is to buy coverage equivalent to that which you carry in the United States.

Roadside checkpoints are commonplace. These checkpoints are ostensibly in place to detect narcotics, alien smuggling, and firearms violations. However, they are generally viewed as means for traffic police to extract cash “fines.” See paragraph under Crime on mistreatment by police.

For specific information concerning Russian driving permits, vehicle inspection, road tax and mandatory insurance, please refer to the Russia national tourist organization at http://www.russia-travel.com.

**AVIATION SAFETY OVERSIGHT:** The U.S. Federal Aviation Administration (FAA) has assessed the Government of Russia as being in compliance with ICAO international aviation safety standards for oversight of Russian air carrier operations. For more information, travelers may visit the FAA’s Internet web site at http://www.faa.gov/.

Travelers should be aware that air travel within Russia, particularly in remote regions, is unreliable in terms of operations and safety. Some local airlines do not have advance reservation systems but sell tickets for cash at the airport. Flights often are canceled if more than 30% of the seats remain unsold. Few Russian airlines are
members of the International Air Transport Association (IATA), which maintains internationally recognized standards for safety

Due to operations issues and safety concerns, U.S. Government personnel in Russia have been advised to avoid travel on Ural Airlines.

**SPECIAL CIRCUMSTANCES:** Unexpected and irrational features of the restrictive and complicated Russian visa regime will surprise even seasoned travelers. Most striking, Russian visa law requires travelers to have a valid visa to depart Russia. United States citizens without valid visas face significant delays lasting several days or more in leaving Russia. At the same time, travelers without valid visas cannot check in to any hotel, guesthouse, hostel, or other lodging establishment in Russia.

The ruble is the only legal tender. It is illegal to pay for goods and services in U.S. dollars except at authorized retail establishments.

Worn U.S. bills or bills marked in any way are often not accepted at banks and exchange offices.

Travelers need no longer bring large amounts of hard currency unless they expect to travel in rural areas. ATM machines are plentiful in major cities. Travelers should follow all normal precautions about using ATMs. In particular, they should avoid “stand-alone” machines and opt for machines at banks or higher-class hotels and stores. Credit card acceptance, while not universal, is rapidly spreading in Moscow and to a lesser extent in other large cities. Travelers should check in advance whether a specific store, restaurant, or hotel accepts credit cards. Outside of major cities, commercial enterprises still operate largely on a cash basis and travelers should plan accordingly.

Travelers should obtain receipts for all high-value items (including caviar) purchased in Russia. Any article that could appear old or as having cultural value to the customs service, including artwork, icons, samovars, rugs, military medals and antiques, must have a certificate indicating that it has no historical or cultural value. Certificates will not be granted for the export of articles that are more than 100 years old, no matter the value. These certificates may be obtained from the Russian Ministry of Culture. For further information, Russian speakers may call the Airport Sheremetyevo-2 Customs Information Service in Moscow at (7) (095) 578-2125/578-2120, or, in St. Petersburg, the Ministry of Culture may be reached at 311-3496.

Russia also has very strict rules on the importation of large quantities of medication: certain prescription and over the counter drugs that are common in the United States are prohibited in Russia and large quantities of any medicine will receive scrutiny. It is advisable to contact the Russian embassy or one of Russia’s consulates for specific information regarding this or other customs regulations.


The importation and use of Global Positioning Systems and other radio electronic devices are subject to special rules and regulations in Russia. In general, mapping and natural resource data collection activities associated with normal commercial and scientific collaboration may result in seizure of the associated equipment and/or arrest. The penalty for using a GPS device in a manner, which is determined to compromise Russian National Security, can be a prison term of ten to twenty years. In December 1997, an American citizen was imprisoned in Rostov-na-Donu for ten days on charges of espionage for using a GPS device to check the efficacy of newly installed telecommunications equipment. He and his company believed the GPS had been legally imported and were not aware that nearby government installations were considered secret.
No traveler should seek to import GPS equipment in any manner unless it has been properly and fully documented by the traveler in accordance to the instructions of the Glavgossvyaznadzor and is declared in full on a customs declaration at the point of entry to the Russian Federation.

Visitors may bring in freely regular cellular telephones. Satellite telephones require advance approval from the Russian authorities.

The State Customs Committee has stated that there are no restrictions on bringing laptop computers into the country for personal use. The software, however, can be inspected upon departure; and some equipment and software have been confiscated because of the data contained or due to software encryption, which is standard in many programs.

**CRIMINAL PENALTIES:** While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. Persons violating Russian laws, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in Russia are severe, and convicted offenders can expect long jail sentences and heavy fines. Engaging in illicit sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States. For more information visit [http://travel.state.gov/travel/cis_pa_tw/cis/cis_1467.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1467.html).

**REGISTRATION / EMBASSY LOCATION:** Americans living or traveling in Russia are encouraged to register with the nearest U.S. Embassy or Consulate through the State Department’s travel registration website, [https://travelregistration.state.gov](https://travelregistration.state.gov), and to obtain updated information on travel and security in Russia. Americans without Internet access may register directly with the nearest U.S. Embassy or Consulate. By registering, American citizens make it easier for the Embassy or Consulate to contact them in case of emergency.

**SINGAPORE**

This exchange is hosted by the National Sea Cadet Corps of Singapore, and is approximately 10 days in length. It is usually held the last week of May/first week of June. **Please note these dates may well fall within your school year and require a school absence. Please arrange and plan accordingly. Home schooled cadets not having a school conflict highly encouraged to apply.** This exchange occurs in and around Singapore. Their program is well established having hosted other ISCA cadets for many years, and the US has hosted cadets from Singapore for the last 7 or 8 years. Training includes marksmanship training, team building, outdoor adventure training, a ropes challenge course, a learning journey, visits to the embassy, a cultural exchange program, a visit to the Air Force Museum, sightseeing and other adventure training.

**Qualifications:**

- 16 years of age or older
- PO3 or above
- Awarded the NSCC Cadet Citation Ribbon or above

NSCC IEP Manual Revised 10SEP18
• Not have previously participated
• Be in good physical condition
• Recommended by Unit CO

Costs:
• Cadets must pay a $375 deposit
• $400 or more spending money is recommended
• Travel costs, registration fees (including berthing and messing during program) are subsidized by the NSCC. Any additional costs (i.e. shopping, additional time, etc) are to be borne by the program participants.

COUNTRY DESCRIPTION: The Republic of Singapore is a small, stable, parliamentary republic with a highly developed, market based economy. A former British trading post, Singapore is home to 5 million people and is one of the most densely populated countries in the world. Singapore has a varied linguistic, cultural, and religious heritage. Malay is the national language, but Chinese, English, and Tamil also are official languages. English is the common language of the nation and is the language of business and government, and schooling is provided in English. About 80% of the country is literate in English, though most speak Chinese or Malay as their native tongue. Tourist facilities and resources are widely available. Singapore consists of 63 islands, the largest and main island is known as Singapore Island, or Pulau Ujong. It has a tropical rainforest climate with no distinctive seasons, consistent temperature and pressure, high humidity, and ample rainfall. Temperatures usually range from 73 to 90 °F. Visit http://www.yoursingapore.com for more information regarding tourism in the country.

Read the Department of State Background Notes on Singapore for additional information.

ENTRY/EXIT REQUIREMENTS: A passport is required. U.S. passport holders may enter the Republic of Singapore without a visa for a stay up to 90 days for tourism or transit to another country. If you plan on regional travel beyond Singapore, make sure that your passport is valid for at least six months beyond the date you plan to enter such areas. When staying for more than 90 days or for any purpose other than tourism or transit, a visa must be obtained prior to entering Singapore. Exit permits are not required to leave Singapore.

For information on entry requirements for the Republic of Singapore and other countries, see the Foreign Entry Requirements brochure or contact the Consular Section of the Embassy of the Republic of Singapore at 3501 International Place, NW, Washington DC 20008 20008, telephone (202) 537-3100 or visit the Singapore Embassy Internet home page at http://www.mfa.gov.sg/content/mfa/overseasmission/washington.html. Republic of Singapore Consulates are also located in San Francisco, New York, Chicago and Miami.

SAFETY AND SECURITY: For the latest security information, Americans traveling abroad should regularly monitor the Department of State’s Internet web site at http://travel.state.gov where the current Worldwide Caution Public Announcement, Travel Warnings and Public Announcements can be found.

Up-to-date information of safety and security can also be obtained by calling 1-888-407-4747 toll free in the U.S., or for callers outside the U.S. and Canada, a regular toll-line at 202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).
The Department of State urges American citizens to take responsibility for their own personal security while traveling overseas. For general information about appropriate measures travelers can take to protect them in an overseas environment, see the Department of State’s pamphlet A Safe Trip Abroad at http://travel.state.gov/travel/tips/safety/safety_1747.html.

CRIME: Criminal penalties are strict and law enforcement rigorous. Although the crime rate in the Republic of Singapore is low, there are reports of petty crime such as pickpocketing and street theft which occurs at airports, tourist destinations, hotels and on public transport. Incidents of violent crime are extremely rare. Visitors should be aware that credit card fraud is on the rise and should practice standard precautions to avoid falling victim of credit card fraud: do not carry multiple credit cards on your person; do not allow credit cards to be removed from your sight; avoid giving credit card information over the phone and use only secure internet connections for financial transactions. Mobile phones have in the past been the main target for robbers and snatch thieves. Don’t buy counterfeit and pirated goods, as not only are the bootlegs illegal in the United States. If you purchase them, you may also be breaking local law. Travelers may reduce the likelihood of encountering incidents of crime by exercising the same type of security precautions they would take when visiting any large city in the United States.

INFORMATION FOR VICTIMS OF CRIME: The emergency number to reach the police anywhere (similar to our 9-1-1) in the Republic of Singapore is 999. Police hotline is 1800 - 255 0000. Fire and emergency response is 995.

The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the U.S. Embassy. If you are the victim of a crime while overseas, in addition to reporting to local police, please contact the U.S. Embassy for assistance. The Embassy staff can, for example, assist you to find appropriate medical care, to contact family members or friends and to learn how funds could be transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to provide a list of attorneys, if needed.


MEDICAL FACILITIES AND HEALTH INFORMATION: Good medical care is widely available in Singapore. Doctors and hospitals expect immediate payment for health services by credit card or cash and generally do not accept U.S. health insurance. Recipients of health care should be aware that Ministry of Health auditors in certain circumstances may be granted access to patient medical records without the consent of the patient, and in certain circumstances physicians may be required to provide information relating to the diagnosis or treatment without the patient's consent.

Despite vigorous mosquito eradication efforts, Singapore has had occasional outbreaks of mosquito-transmitted illnesses, such as dengue fever and the viral disease Chikungunya. For the most current health information regarding disease outbreaks in Singapore, visit the CDC’s website.

If you visit Singapore during a pandemic such as the 2009 H1N1 pandemic, you should expect that the Singapore government may order you to quarantine if you exhibit symptoms or have had contact with someone who has exhibited symptoms. Also, you should expect that you may be subject to quarantine if you were seated within several rows of a potentially infected person on a plane or public area or have recently traveled to countries more affected by the pandemic. You should also expect to encounter screening in public
facilities such as the airport, hospitals, and museums. Please visit Singapore's Ministry of Health website for the most up-to-date information on infectious diseases in Singapore.

You can find good information on vaccinations and other health precautions, on the CDC website. For information about outbreaks of infectious diseases abroad, consult the World Health Organization (WHO) website. The WHO website also contains additional health information for travelers, including detailed country-specific health information.

**MEDICAL INSURANCE:** You can’t assume your insurance will go with you when you travel. It’s very important to find out BEFORE you leave whether your medical insurance will cover you overseas. You need to ask your insurance company two questions:

- Does my policy apply when I’m out of the United States?
- Will it cover emergencies like a trip to a foreign hospital or a medical evacuation?

In many places, doctors and hospitals still expect payment in cash at the time of service. Your regular U.S. health insurance may not cover doctors’ and hospital visits in other countries. If your policy doesn’t go with you when you travel, it’s a very good idea to take out another one for your trip. For more information, please see the US State Department’s medical insurance overseas page.

**TRAFFIC SAFETY AND ROAD CONDITIONS:** Singapore has a highly developed and well-maintained road and highway network. Driving is done on the left-hand side of the road. Motorists should be particularly aware of motorcyclists, who often ignore lane markings. Public transportation and taxis are abundant, inexpensive, and reliable. All bus stops and trains have panels indicating all routes and stops. The Automobile Association (AA) of Singapore provides roadside assistance, and the Land Transport Authority has rescue vehicles on the road at all hours. In addition, closed circuit cameras monitor all major roads. As with all laws in Singapore, those involving traffic rules, vehicle registration, and liability in case of accident are strictly enforced, and failure to follow them may result in criminal penalties.

**AVIATION SAFETY OVERSIGHT** The U.S. Federal Aviation Administration (FAA) has assessed the Government of Singapore’s Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of Singapore’s air carrier operations. Further information may be found on the FAA safety assessment page at http://www.faa.gov/about/initiatives/iasa/.

**CUSTOMS REGULATIONS:** Persons traveling to/from Singapore or transiting Singapore to/from other countries should be aware that the Republic of Singapore’s customs authorities may enforce strict regulations concerning temporary importation into or export from Singapore of items such as firearms, ammunition, explosives, narcotics and prescription drugs, non-prescription health supplements, radio equipment, gold, as well as books, other printed material, videos or audio recordings that might be considered subversive to national security, obscene, or in any way harmful to the public interest and cultural property.

**CRIMINAL PENALTIES:** Foreign laws and legal systems can be vastly different from our own. While you are traveling in Singapore, you are subject to its laws even if you are a U.S. citizen. If you break local laws in Singapore, your U.S. passport won’t help you avoid arrest or prosecution. It’s very important to know what’s legal and what’s not in Singapore. In Singapore, you may be taken in for questioning if you don’t have your passport with you. Driving under the influence could land you immediately in jail. In Singapore, you can be arrested for jaywalking, littering, or spitting. Commercial disputes that may be handled as civil suits in the
United States can escalate to criminal cases in Singapore and may result in heavy fines and prison sentences. There are also some things that might be legal in Singapore but still illegal in the United States. You can be prosecuted under U.S. law if you buy pirated goods. Engaging in sexual conduct with children or using or disseminating child pornography in a foreign country is a crime prosecutable in the United States. Singapore police have the authority to compel both residents and non-residents to submit to random drug analysis. They do not distinguish between drugs consumed before or after entering Singapore in applying local laws. In Singapore, detained U.S. citizens have been surprised that they had been arrested for violations that would not have resulted in arrest in the United States.

Singapore has a mandatory caning sentence for vandalism offenses. Authorities in Singapore may also impose caning for immigration violations and other offenses. Singaporean authorities do impose these sentences on foreign nationals, including U.S. citizens. There are no jury trials in Singapore. Judges hear cases and decide sentencing. The Government of Singapore does not provide legal assistance except in capital cases; legal assistance may be available in some other cases through the Law Society.

For more information visit http://travel.state.gov/travel/cis_pa_tw/cis/cis_1467.html.

REGISTRATION / EMBASSY LOCATION: Americans living in or visiting the Republic of Singapore are encouraged to register on the Internet through the State Department’s travel registration website, https://travelregistration.state.gov, or http://www.asktheconsul.org/ and obtain updated information on travel and security within the Republic of Singapore. American citizens may also sign up for warden messages and monthly newsletters by providing their e-mail address at www.asktheconsul.org.
2017 KOREA INTERNATIONAL EXCHANGE
XE-KO


2. General. The training will take place in and around Seoul, Gyeong-gi-do, Gyeongsang-do and Busan. This year’s contingent 2 (total) Male/Female cadets and 1 M/F Senior Escort Officer. This exchange is sponsored by the Sea Explorers of Korea, supported by the Ministry of Oceans and Fisheries, and the SK Shipping Co., Ltd.

3. Training/Activities. This exchange will start in Seoul, with welcoming ceremony, youth forum, and folk village visit. Typically this exchange also includes rowing and motor boat activities, water bicycle and rafting, cultural study and learning about Korea. The program usually also includes sightseeing and city tours and a final farewell party in uniform. The program focus will be on sea activities and not naval training.

4. Qualifications:
- Must be at least 16 years of age
  - PO3 or above, with preference to PO1s and CPOs.
  - Recommended by the Unit Commanding Officer
  - Must have been awarded the NSCC Citation Ribbon or above.
  - Not have previously participated in the Korea Exchange

5. Logistics/Costs. NSCC personnel will only be responsible for a deposit of $375 and their personal spending money. Deposit monies will cover all costs for the exchange. Cadets selected for this exchange will have to pay the $375 upon selection (directions will be provided). It is also recommended that cadets take at least $300.00 personal spending money to pay for personal gifts, souvenirs, and other personal items. Travel to and from Seoul, Korea by commercial air will be paid for by the NSCC. Berthing and messing will be provided.

Additional Travel Insurance will be quoted by the IEP Travel Manager. Participants must purchase the policy which should be less than $80 for cadets. Cost is based on age, destination and length of stay. Participants must agree to reimburse the NSCC for the cost of airfare for covered cancellations, but retain all the benefits of additional medical, dental, and emergency travel costs. The NSCC insurance purchased at enrollment/re-enrollment will be secondary to this policy

Participants must have a valid passport in their possession before leaving the United States.
6. **Application Procedures**: *NOTE: There is a selection process and all applicants, both adults and cadets will compete for selection.*

Cadets and Officers: Complete online application package via FluidReview as per application process directions at http://iep.seacadets.org. Apply online at https://seacadets.fluidreview.com

**Officers selected must attend the International Officer Leadership Academy (IOLA) at NSCC expense**

Notification of selection will be made by the International Exchange Program selection committee immediately after selection. NHQ orders will follow, and those selected will be given additional information on other uniform/clothing items, an updated program of events, and other items of interest as provided by Korea. *No action is required in Magellan at time of application.*

7. **Senior Escort Officer**: An SEO is needed. Interested Officers should apply IAW application process guidelines on http://iep.seacadets.org and e-mail IEP Staff at iep@seacadets.org to advise that you’re applying.

8. **Other SEO/COTC** will be provided a list of cadets selected for this exchange and will be expected to assist in coordinating final flight arrangements between selected cadets and the travel agent assigned to make arrangements.

Quotas: 2M/F cadets, 1M/F escort.

**NOTE:** The Sea Explorers of Korea is the largest Sea Cadet organization in the world and is a school based club. The average Korean Sea Explorer’s age is more in line with the Navy League cadet or younger NSCC cadets. Program activities will have a range of ages, but trend towards middle school aged cadets. Whereas cadets from Western/European countries will be the ages of US Sea Cadets, those from Korea and Asian countries will have some younger participants. This is not a military training, but rather a cultural exchange with sea-based activities. Prospective cadets and officers should enjoy and actively work with League Cadets in their home units or trainings.

**COUNTRY DESCRIPTION:** The Republic of Korea (South Korea or ROK) is a highly developed, stable, democratic republic with powers shared between the president and the legislature. It has a modern economy, and tourist facilities are widely available. English is often not spoken outside the main tourist and business centers. The Korea National Tourism Organization (KNTO) can be reached in the United States by calling 1-800-868-7567, and has a useful web site in English at http://www.tour2korea.com. The KNTO also operates a telephone information service in the Republic of Korea, which can be reached by calling 1330 (02-1330 from mobile phones) anywhere in the country. The telephone service has English speakers and is available 24 hours every day throughout the year. The Seoul Help Center (SHC) assists foreigners with an English speaking help line (02) 731-6802. The SHC is located in the Seoul City Hall and open from 9:30 – 12:30, 14:30 – 17:30.

Read the Department of State Background Notes on South Korea for additional information.

**ENTRY/EXIT REQUIREMENTS:** A passport is required. U.S. passport holders may enter the Republic of Korea without a visa for a stay up to 30 days for tourism or transit to another country. When staying for more than 30 days or for any purpose other than tourism or transit, a visa must be obtained prior to entering Korea. Generally, individuals staying in Korea for longer than 90 days must apply for an Alien Registration Card. Individuals who plan to stay longer than the period authorized must apply to Korean immigration for an
extension in advance. Individuals who stay in Korea longer than the period authorized by Korean immigration are subject to fines and may be required to pay the fines before departing the country. Changes of status from one type of visa to another (from tourism to teaching, for example) are normally not granted in the Republic of Korea but may be obtained at a Korean Embassy or Consulate after departing Korea.

Exit permits are not required to leave Korea. However, if a parent requests through the Korean Immigration Office that a travel restriction be placed on a child, the child is likely to be prevented from departing Korea.

For information on entry requirements for the Republic of Korea and other countries, see the Foreign Entry Requirements brochure or contact the Consular Section of the Embassy of the Republic of Korea at 2320 Massachusetts Avenue N.W., Washington, D.C. 20008, telephone (202) 939-5660 or visit the Korean Embassy Internet home page at http://www.koreaembassyusa.org/. Republic of Korean Consulates are also located in Atlanta, Boston, Chicago, Guam, Honolulu, Houston, Los Angeles, New York City, San Francisco, and Seattle.

SAFETY AND SECURITY: In recent years, the U.S. Embassy and U.S. military installations throughout the Republic of Korea have taken steps to increase security at all facilities. The participation of Korean troops as part of the coalition in Iraq raises the potential for terrorist and violent actions against Korean and U.S. Government facilities and personnel in Korea. Moreover, the Department of State remains concerned by indications that al-Qaida continues to prepare to strike U.S. interests both domestically and overseas. Terrorist actions may include suicide operations, hijackings, bombings or kidnappings. These may involve aviation and other transportation and maritime interests, and may include conventional weapons, such as explosive devices. Terrorists do not distinguish between official and civilian targets. These may include facilities where U.S. citizens and other foreigners congregate or visit, including residential areas, clubs, restaurants, places of worship, schools, hotels, and public areas. U.S. citizens in the Republic of Korea should review their own personal security practices, be alert to any unusual activity around their homes or businesses, and report any significant incidents to local police (tel: 112; from a cell phone: 02-112).

Several demonstrations occurred in 2004 and 2005 with participants protesting either for or against labor accords, the impeachment of the Korean President, the presence of U.S. military forces in Korea, the war in Iraq and the Republic of Korea’s decision to maintain troops in Iraq. While political, labor, and student demonstrations and marches have on occasion become confrontational and/or violent, the majority of these demonstrations were not violent in nature. Nevertheless, American citizens in the Republic of Korea can minimize personal risks to themselves and their property by exercising caution and avoiding areas in which demonstrations are being held, as well as by avoiding confrontation with protestors.

For the latest security information, Americans traveling abroad should regularly monitor the Department of State’s Internet web site at http://travel.state.gov where the current Worldwide Caution Public Announcement, Travel Warnings and Public Announcements can be found.

Up-to-date information of safety and security can also be obtained by calling 1-888-407-4747 toll free in the U.S., or for callers outside the U.S. and Canada, a regular toll-line at 202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

The Department of State urges American citizens to take responsibility for their own personal security while traveling overseas. For general information about appropriate measures travelers can take to protect them in an overseas environment, see the Department of State’s pamphlet A Safe Trip Abroad at http://travel.state.gov/travel/tips/safety/safety_1747.html.
**CRIME:** Although the crime rate in the Republic of Korea is low, there is a higher incidence of pickpocketing, purse snatching, assaults, hotel room burglaries, burglaries of residences, and residential crime in major metropolitan areas, such as Seoul and Busan, than elsewhere in Korea. U.S. citizens are more likely to be targeted in known tourist areas, such as Itaewon and other large market areas. In March 2005, two Americans were among a group of four persons assaulted by up to 15 persons, requiring hospitalization for their injuries. In May 2005, a Korean-American was murdered in a parking lot in the afternoon. Korean police are investigating both events. Incidents of rape have been reported in popular nightlife districts in Seoul. Travelers should exercise caution when traveling alone at night and should use only legitimate taxis, such as black-colored cabs, or public transportation. Travelers may reduce the likelihood of encountering incidents of crime by exercising the same type of security precautions they would take when visiting any large city in the United States.

**INFORMATION FOR VICTIMS OF CRIME:** The emergency number to reach the police anywhere in The Republic of Korea is 112 (02-112 from a cell phone). Foreigners who do not speak Korean can be connected to an English-speaking interpreter on a twenty-four-hour, seven-day-a-week basis.

The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the U.S. Embassy. If you are the victim of a crime while overseas, in addition to reporting to local police, please contact the U.S. Embassy for assistance. The Embassy staff can, for example, assist you to find appropriate medical care, to contact family members or friends and to learn how funds could be transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to provide a list of attorneys, if needed.


**MEDICAL FACILITIES AND HEALTH INFORMATION:** Hospitals in Korea are generally well equipped with state-of-the-art diagnostic and therapeutic equipment. High quality general and specialty dental care is available in Seoul. Western-style medical facilities are available in major urban areas of Seoul, Busan, Daegu, and a few other large cities. However, not all doctors and staff in these major urban areas are proficient in English. Most clinics in rural areas do not have an English-speaking doctor. A list of hospitals and medical specialists who speak English is available at the U.S. Embassy in Seoul or via the Internet at the Consular Affairs home page at [http://travel.state.gov/](http://travel.state.gov/) or [www.asktheconsul.org](http://www.asktheconsul.org).

Pharmacies are first-rate and most prescribed medications, except psychotropic medications, can be obtained with a prescription. Prescriptions are required to buy most medications.

Travelers taking any psychotropic or controlled medications should bring a sufficient supply as well as a copy of the prescription for Korean customs clearance at the airport.

Korean ambulances do not carry sophisticated medical equipment and the ambulance personnel do not have the same level of emergency medical training as in the United States. However, ambulances operated by the fire department (dial 119) will respond very quickly and take patients to the nearest hospital. For medical evacuation, SOS International in Korea is located in Seoul (tel: 02- 790-7562, website: [www.internationalsos.co.kr](http://www.internationalsos.co.kr)).

Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention’s hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the CDC’s Internet site at [http://www.cdc.gov](http://www.cdc.gov).

NSCC IEP Manual Revised 10SEP18

MEDICAL INSURANCE: The Department of State strongly urges Americans to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and if it will cover emergency expenses such as a medical evacuation.

TRAFFIC SAFETY AND ROAD CONDITIONS: Although the Republic of Korea’s roads are well paved, traffic lights function and most drivers comply with basic traffic laws; the Republic of Korea has a significantly higher traffic fatality rate than does the United States. Causes of accidents include excessive speed, frequent lane-changes, running of red lights, aggressive bus drivers, and weaving motorcyclists. Pedestrians should be aware that motorcycles are sometimes driven on the sidewalks and drivers of all types of vehicles do not always yield to pedestrians in marked pedestrian crosswalks. It is safer to use pedestrian underpasses and overpasses, where available.

Traffic laws in the Republic of Korea differ from traffic laws in the United States in some respects. Left-hand turns are generally prohibited except where a green arrow indicates otherwise. Drivers may turn right on a red light after coming to a complete stop. Seat belts are mandatory. Children riding in the front seat of vehicles must wear a seat belt or must use an appropriate child car seat. Passengers on motorcycles must wear protective helmets. An international driving permit issued in the U.S. by the American Automobile Association (AAA) or the American Automobile Touring Alliance (AATA) is required of short-term visitors who drive in Korea. Otherwise, drivers must have a Korean driver's license.

In all accidents involving an automobile and a pedestrian or motorcycle, the driver of the automobile, regardless of citizenship, is presumed to be at fault. Police investigations of traffic accidents usually involve long waits at police stations. Police may request to hold the passport of a foreigner involved in a traffic accident if there is any personal injury or a dispute about the cause of the accident. Criminal charges and heavy penalties are common in accidents involving injury, even if negligence is not proven. Persons arrested in accidents involving serious injury or death may be detained until the conclusion of the police investigation and legal process. Driving under the influence of alcohol is a serious offense. People driving in the Republic of Korea may wish to carry a disposable camera to document any traffic accidents, even minor ones.

For specific information concerning Korean driver's permits, vehicle inspection, road tax, and mandatory insurance, please contact the Korea National Tourism Organization office in Fort Lee, N.J., Telephone 1-800-868-7567 or check via the Internet at http://www.tour2korea.com.

AVIATION SAFETY OVERSIGHT: The U.S. Federal Aviation Administration (FAA) has assessed the Government of the Republic of Korea as being in compliance with ICAO international aviation safety standards for oversight of Korea’s air carrier operations. For more information, travelers may visit the FAA’s Internet web site at http://www.faa.gov.

CUSTOMS REGULATIONS: Persons traveling to/from Korea or transiting Korea to/from other countries should be aware that the Republic of Korea’s customs authorities may enforce strict regulations concerning temporary importation into or export from Korea of items such as firearms, ammunition, explosives, narcotics and prescription drugs, non-prescription health supplements, radio equipment, gold, as well as books, other printed material, videos or audio recordings that might be considered subversive to national security, obscene, or in any way harmful to the public interest and cultural property.
Further, the Republic of Korea has customs laws and regulations to prevent the spread of livestock diseases, such as the foot-and-mouth disease, avian influenza, etc. The following products must be declared to Korean customs officials upon arrival: live animals, such as dog, cat, pet birds, etc.; animal products, such as antlers, bone, blood meal, etc.; beef, pork, mutton, chicken meat and processed meat products, such as sausages, ham, meat jerky, boiled meat, canned products, boiled eggs, etc.; processed dairy products, such as milk, cheese, butter, etc.; processed egg products, such as egg, egg white, egg powder, etc. For further inquiries, please send an email to nvrqs@nvrqs.go.kr.

PASSPORT SEIZURES/EXIT BANS AND COMMERCIAL DISPUTES: The Government of the Republic of Korea sometimes seizes the passports and blocks departure from Korea of foreigners involved in commercial disputes. In such circumstances, the U.S. Government reissues a passport to a U.S. citizen who applies for one. The ROK exit ban, however, remains in effect, thereby preventing departure.

DISASTER PREPAREDNESS: Legally, the Democratic People’s Republic of Korea (North Korea) and the Republic of Korea remain in a state of war. Peace has been maintained on the Korean peninsula under an Armistice for more than 50 years. Recently, political, economic, and social contacts between the Democratic People’s Republic of Korea and the Republic of Korea have increased significantly. However, the possibility of military hostilities that could necessitate the evacuation of U.S. citizens from the Republic of Korea cannot be excluded. The U.S. Government has developed a Non-combatant Evacuation Operation (NEO) plan for the evacuation of U.S. citizens from Korea in an emergency. A guide for U.S. citizens about the NEO plan is available on line at http://www.asktheconsul.org/, or at the U.S. Embassy in Seoul.

During the monsoon season (June-August), there may be typhoons in Korea. General information about natural disaster preparedness is available via the Internet from the U.S. Federal Emergency Management Agency (FEMA) at http://www.fema.gov.

CRIMINAL PENALTIES: While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. Engaging in illicit sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States. For more information visit http://travel.state.gov/travel/cis_pa_tw/cis/cis_1467.html.

Persons violating Korean laws, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in the Republic of Korea are severe, and convicted offenders can expect long jail sentences and heavy fines. American citizens in Korea have been arrested for past use of illegal drugs based on urine tests. Korean authorities have also arrested Americans on drug charges by scanning suspicious packages sent through the mail system and by using information provided by other persons charged with drug possession or use.

REGISTRATION / EMBASSY LOCATION: Americans living in or visiting the Republic of Korea are encouraged to register on the Internet through the State Department’s travel registration website, https://travelregistration.state.gov, or http://www.asktheconsul.org/ and obtain updated information on travel and security within the Republic of Korea. American citizens may also sign up for warden messages and monthly newsletters by providing their e-mail address at www.asktheconsul.org.
SWEDEN

SWEDEN INTERNATIONAL EXCHANGE.

XE-SW

1. **Dates**: Arrive Monday, 03 July through Thursday 13 July. Arrival will be via Copenhagen Denmark (Kastrup airport), departure will be via Stockholm Sweden (Arlanda Airport). Participants will fly to Stockholm (Arlanda) and from there, take a bus or train to Stockholm Centralstation where they will be met by members of the Swedish Sea Cadet Corps Association.

2. **General**: Sweden has extended an invitation for two male/female cadets and one Escort (M/F) to participate in their exchange. International Sea Cadet Association countries Canada, Hong Kong SAR, and the United Kingdom have also been invited to participate.

3. **Training/Activities**: The Swedish Sea Cadet Corps Association (SSCCA) will host International Cadet at a summer training facility in the archipelago where they will participate in both practical and theoretical education together with the Swedish Sea Cadets during a period of 13 days. The program will further include both cultural visits and visits to military installations.

4. **Qualifications**: Sea Cadets applying for this exchange must meet the following requirements:

   - At least 16, preference to 17 - 19 year olds

   - Must be PO3 or above, preference to PO1 and Chiefs.

   - Not have previously participated

   - Recommended by Unit CO

   - Recipient of Citation Ribbon, or above

   - Be in excellent physical condition

   - Be a good swimmer

5. **Logistics/Costs**: NSCC personnel will only be responsible for deposit of $375. Travel to and from Sweden by commercial air and train will be paid for by the NSCC. NSCC will arrange commercial air transportation to and from Stockholm. All transportation within Sweden after meeting in the Centralstation will be provided. Berthing and messing will be provided. Cadets should bring at least $250 for spending money for souvenirs and personal items.

   Additional Travel Insurance will be quoted by the IEP Travel Manager. Participants must purchase the policy which should be less than $80 for cadets. Cost is based on age, destination and length of stay. Participants must agree to reimburse the NSCC for the cost of airfare for covered cancellations, but retain all the benefits of additional medical, dental, and emergency travel costs. The NSCC insurance purchased at enrollment/re-enrollment will be secondary to this policy.
Although the weather is generally very good in July, it can also be quite rainy. All personnel are encouraged to bring rain gear. Those participating will be given additional information on other uniform/clothing items, an updated program of events, and other items of interest as provided by Sweden. Point of contact will be SEO/COTC.

**Participant must have a valid passport in their possession before leaving the United States.**

6. **Application Procedures:** *NOTE: There is a selection process and all applicants, both adults and cadets will compete for selection.*

Cadets and Officers: Complete online application package via FluidReview as per application process directions at http://iep.seacadets.org. Apply online at https://seacadets.fluidreview.com

**Officers selected must attend the International Officer Leadership Academy (IOLA) at NSCC expense**

Notification of selection will be made by the International Exchange Program selection committee immediately after selection. NHQ orders will follow, and those selected will be given additional information on other uniform/clothing items, an updated program of events, and other items of interest as provided by Sweden. No action is required in Magellan at time of application.

7. **Senior Escort Officer:** An SEO is needed. Interested Officers should apply IAW application process guidelines on http://iep.seacadets.org and e-mail IEP Staff at iep@seacadets.org to advise that you are applying.

**NOTE: SEO needs to be in good physical condition.**

8. **Other: SEO/COTC** will be provided a list of cadets selected for this exchange and will be expected to assist in coordinating final flight arrangements between selected cadets and the travel agent assigned to make arrangements.

Quotas: 2M/F cadets, 1M/F escort.

**COUNTRY DESCRIPTION:** Sweden is a highly developed stable democracy with a modern economy. Read the Department of State Background Notes on Sweden at http://www.state.gov/r/pa/ei/bgn/2880.htm for additional information.

**ENTRY REQUIREMENTS:** A valid passport is required. Since March 2001, Sweden entry visas are governed by the rules in the Schengen Agreement. U.S. citizens can stay without a visa for tourist/business for up to 90 days. That period begins when you enter any of the Schengen countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, and Sweden. See the Foreign Entry Requirements brochure for more information on Sweden and other countries. Contact the Royal Swedish Embassy at 1501 "M" Street, NW, Washington, D.C. 20005, tel: (202) 467-2600, or the Swedish Consulate General in New York at (212) 583-2550, website: http://www.swedenabroad.com for the most current visa information. Sweden’s immigration authorities (Migrationsverket) also maintain a homepage at http://www.migrationsverket.se.

**SAFETY AND SECURITY:** Sweden remains largely free of terrorist incidents. However, like other countries in the Schengen area, Sweden’s open borders with its Western European neighbors allow the
possibility of terrorist groups entering/exiting the country with anonymity. Americans are reminded to remain vigilant with regard to their personal security and to exercise caution.

For the latest security information, Americans traveling abroad should regularly monitor the State Department’s Internet web site at http://travel.state.gov where the current Worldwide Caution Public Announcement, Travel Warnings, and Public Announcements can be found.

Up to date information on security can also be obtained by calling 1-888-407-4747 toll free in the United States, or, for callers outside the United States and Canada, a regular toll line at 1-202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

The Department of State urges American citizens to take responsibility for their own personal security while traveling overseas. For general information about appropriate measures travelers can take to protect themselves in an overseas environment, see the Department of State’s pamphlet A Safe Trip Abroad at http://travel.state.gov/travel/tips/safety/safety_1747.html.

CRIME: Sweden has a relatively low crime rate with rare, but increasing, instances of violent crime. Most crimes involve the theft of personal property from cars or residences or in public areas. Pickpockets and purse-snatchers often work in pairs or groups with one distracting the victim while another grabs valuables. Often they operate in or near major tourist attractions like Stockholm’s Old Town, restaurants, amusement parks, museums, bars, buses, and subway trains. Hotel breakfast rooms and lobbies attract professional, well-dressed thieves who blend in with guests and target purses and briefcases left unguarded by unsuspecting tourists and business travelers. Valuables should not be left unguarded in parked vehicles.

INFORMATION FOR VICTIMS OF CRIME: The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate. If you are the victim of a crime while overseas, in addition to reporting to local police, contact the nearest U.S. Embassy or Consulate for assistance. The Embassy/Consulate staff can, for example, assist you to find appropriate medical care, to contact family members or friends, and explain how funds could be transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed.

Sweden has a limited criminal injuries compensation program for victims of violent, personal, and property crime. Foreign citizens who are victims of crime on Swedish territory are eligible to apply for compensation but if the victim and offender’s affiliation to Sweden is transitory in nature, compensation may not be awarded even though the crime occurred on Swedish soil. Application forms in English are available at local police stations and other government agencies as well as on the Internet at www.brottsoffermyndigheten.se. Claimants are generally notified of the program’s decision within four months.

MEDICAL FACILITIES AND HEALTH INFORMATION: Medical care comparable to that found in the United States is widely available. The Swedish medical system is a state-run system so instead of visiting a local private general practitioner, travelers can visit a local medical center or clinic, called an “Akutmottagning” or “Vardcentral.” Patients should be prepared to present their passports. In case of a medical emergency, use the emergency telephone number “112” (equivalent to “911” in the U.S.) to contact the appropriate emergency service.
Travelers with special medical needs should consult with their personal physician and take appropriate precautions, including bringing adequate supplies of necessary medication. Medicines may be brought into the country as long as they are intended for the traveler’s personal use. Medications categorized as narcotics may only be brought into the country to cover the traveler's personal use for a maximum of five days and must be accompanied by a medical certificate stating why the traveler needs them. In addition, stringent Swedish customs regulations prohibit travelers from receiving drugs from abroad after having arrived in the country. Travelers may also find local physicians reluctant to prescribe equivalent quantities or dosages. Prescriptions are dispensed at state-run pharmacies called “Apotek” in Swedish. Most pharmacies are open during normal shopping hours but major cities have a 24-hour pharmacy.

Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention’s hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the CDC’s Internet site at http://www.cdc.gov/travel. For information about outbreaks of infectious diseases abroad consult the World Health Organization’s (WHO) website at http://www.who.int/en. Further health information for travelers is available at http://www.who.int/ith.

MEDICAL INSURANCE: The Department of State strongly urges Americans to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and whether it will cover emergency expenses such as a medical evacuation. Please see the information on medical insurance overseas at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1470.html.

TRAFFIC SAFETY AND ROAD CONDITIONS: While in a foreign country, U.S. citizens may encounter road conditions that differ significantly from those in the United States. The information below concerning Sweden is provided for general reference only, and may not be totally accurate in a particular location or circumstance.

A valid U.S. driver’s license may be used while visiting Sweden, but drivers must be at least 18 years of age. Driving in Sweden is on the right. Road signs use standard international symbols and Swedish text. Many urban streets have traffic lanes reserved for public transportation only.

Swedish roads are comparable to those in the U.S. though secondary roads may be less heavily traveled due to Sweden’s sparse population outside the major urban areas. These secondary routes often narrow to two lanes with a wider shoulder. Slower vehicles are expected to move onto the shoulder to allow faster moving vehicles to pass. All vehicles must have headlights lit when on the road, no matter what time of day. The use of snow tires is mandatory between December 1 and March 31 and, due to the country’s northerly climate, experience in driving on ice and snow is recommended before negotiating Sweden’s winter roads.

Public transport in Sweden is of good quality and is the recommended method of travel. Passenger trains, intercity buses, and air flights provide regular service over longer distances. Public transportation in urban centers includes buses, subways, trams, suburban trains, and taxis. Taxis are more expensive than in major U.S. cities. Most local residents use public transport in Stockholm as parking can be hard to find and expensive. The bus, train, and subway systems are relatively safe.

Use of seat belts is mandatory for drivers and all passengers, and children under the age of seven must be seated in approved child or booster seats. The maximum speed limit is 110 kilometers per hour. Driving under the influence of alcohol or drugs, including prescription drugs, is considered a very serious offense. The rules are stringently enforced and fines can be severe. Violations can result in severe fines and possible jail sentences.
Emergency services for traffic accidents can be reached by calling 112 (the equivalent to 911 in the U.S.).


AVIATION SAFETY OVERSIGHT: The U.S. Federal Aviation Administration (FAA) has assessed the Government of Sweden as being in compliance with ICAO international aviation safety standards for oversight of Sweden’s air carrier operations. For more information, travelers may visit the FAA’s Internet website at http://www.faa.gov/.

SPECIAL CIRCUMSTANCES: Please see the information on customs regulations at http://travel.state.gov/travel/tips/safety/safety_1179.html.

CRIMINAL PENALTIES: While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. Persons violating Sweden’s laws, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in Sweden are severe, and convicted offenders can expect long jail sentences and heavy fines. There is no bail system in Sweden and non-resident Americans who are arrested may be held in custody until the trial is complete. Engaging in illicit sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States. For more information visit http://travel.state.gov/travel/cis_pa_tw/cis/cis_1467.html.

REGISTRATION AND EMBASSY LOCATION: Americans living or traveling in Sweden are encouraged to register with the nearest U.S. Embassy or Consulate through the State Department’s travel registration website, https://travelregistration.state.gov, and to obtain updated information on travel and security within Sweden. Americans without Internet access may register directly with the nearest U.S. Embassy or Consulate. By registering, American citizens make it easier for the Embassy or Consulate to contact them in case of emergency.
THE NETHERLANDS

Not offered in 2017

The Netherlands Exchange generally takes place in mid-July. The exchange is designed to be a fun affair with boat work, seamanship, dinghy sailing, regatta sailing, rowing, survival, swimming, fire fighting, social parties, BBQ, and visits to participating training ships. Exchange participants are usually berthed aboard training ships. The cultural part of the exchange includes visits to Amsterdam, the famous Deltawerken, The Hague with its Vredespaleis (Peace Palace UN-Court), Madurodam (world’s tiniest city), and the beach (Scheveningen, Arnhem (Wild Park, picnic, and visit to the Van Gogh Museum)

Cadets applying for this exchange must meet the following minimum qualifications:

- Must be 15 years of age or older on or before the start of the training
- Must be PO3 or higher, preference given to senior cadets Must not have participated in this exchange before
- Be in very good Physical Condition, be a good swimmer
- Received the Citation, Commendation, Meritorious, or DS Ribbon
- Recommended by unit Commanding Officer

Costs:

- Cadets must pay a $375 deposit
- $300 or more spending money is recommended
- Travel costs, registration fees (including berthing and messing during program) are subsidized by the NSCC. Any additional costs (i.e. shopping, additional time, etc) are to be born by the program participants.

COUNTRY DESCRIPTION: The Netherlands is a highly developed, stable democracy. Tourist facilities are available throughout the Kingdom. Read the Department of State Background notes on The Netherlands at [http://www.state.gov/r/pa/ei/bgn/3204.htm](http://www.state.gov/r/pa/ei/bgn/3204.htm) for additional information.

ENTRY/EXIT REQUIREMENTS: A passport is required. Visas are not required for U.S. citizens for tourist visits of up to 90 days. That period begins when you enter any of the Schengen group of countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, and Sweden. To be admitted into the Netherlands, travelers must have a passport with a validity that exceeds the intended stay, a return airline ticket, and enough money to finance the planned stay. For further information on entry requirements, contact the Embassy of The Netherlands at 4200 Linnean Ave. N.W., Washington, D.C. 20008, telephone (202) 244-5300, or one of the Dutch consulates in Chicago, Houston, Los Angeles, New York or Miami. Additional information is available on the Netherlands’ National Bureau for Tourism’s Internet web site at [http://www.goholland.com](http://www.goholland.com). See our Foreign Entry Requirements brochure for more information on The Netherlands and other countries. Visit the Embassy of the Netherlands web site at [http://www.netherlands-embassy.org/homepage.asp](http://www.netherlands-embassy.org/homepage.asp) for the most current visa information.

SAFETY AND SECURITY

In 2004, the Dutch government implemented heightened security measures in response to concerns of international Islamic extremist terrorist activity on Dutch soil. The November 2004 murder of Dutch filmmaker Theo van Gogh by an Islamic extremist in Amsterdam has further increased concerns over Islamic extremist activity in The Netherlands. A number of people have been arrested in connection with van Gogh’s murder and related Islamic extremist activities, and the Dutch government remains on heightened alert.
U.S. citizens in the Netherlands are encouraged to monitor media reports, and are reminded to maintain a high level of vigilance and to take appropriate steps to increase their security awareness. As with other countries in the Schengen area, The Netherlands’ open borders with its European neighbors allow the possibility of terrorist groups entering/exiting the country with anonymity. Demonstrations are commonplace in the Netherlands and may range in number from a few people to several thousand. Prior police approval is required for public demonstrations, and police oversight is routinely provided. Nonetheless, situations may develop which could pose a threat to public safety. U.S. citizens are advised to avoid areas in which public demonstrations are taking place.

For the latest security information, Americans traveling abroad should regularly monitor the Department’s Internet web site at http://travel.state.gov where the current Worldwide Caution Public Announcement, Travel Warnings and Public Announcements can be found.

Up-to-date information on safety and security can also be obtained by calling 1-888-407-4747 toll free in the U.S., or, for callers outside the U.S. and Canada, a regular toll line at 1-202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

The Department of State urges American citizens to take responsibility for their own personal security while traveling overseas. For general information about appropriate measures travelers can take to protect them in an overseas environment, see the Department of State’s pamphlet “A Safe Trip Abroad” at http://travel.state.gov/travel/tips/safety/safety_1747.html.

CRIME: While the rate of violent crime in the Netherlands is low, tourists are often targeted for robbery. Visitors frequently fall prey to pickpockets, bag snatchers and other petty thieves. Never leave baggage or other valuables unattended.

While thieves may operate anywhere, the U.S. Consulate General in Amsterdam receives frequent reports of thefts from specific areas. Within Amsterdam, thieves are very active in and around train and tram stations, the city center and public transport. More specifically, trains to and from Schiphol Airport are considered to be high risk. Thieves often work in pairs; one distracts the victim, often by asking for directions, while the accomplice moves in on the victim's momentarily unguarded handbag, backpack, laptop or briefcase. The timing of these thefts usually coincides with train stops, enabling the thieves to escape.

Confidence artists have victimized a number of Americans. Typically, a U.S. citizen is notified via email of a winning lottery ticket, an inheritance, or other offer, often originating in Africa, which requires his/her assistance and cooperation to conclude. The American is asked to forward advance payments for alleged “official expenses” and, often, to come to Amsterdam to conclude the operation. Several Americans have lost tens of thousands of dollars in such scams. Funds transferred in response to such offers cannot be recovered. Information on such scams can be found at http://amsterdam.usconsulate.gov/advance_fee_fraude.html. Travelers may also contact the Fraud Unit, Amsterdam Police, Police Headquarters, PB 2287, 1000 CG Amsterdam, Netherlands, tel. (31) (20) 559-2380, fax (31) (20) 559-5755.

INFORMATION FOR VICTIMS OF CRIME: The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate. In the Netherlands, all passport and American citizen services are provided by the U.S. Consulate General in Amsterdam. A lost or stolen passport can be replaced within a few hours for those with immediate travel plans. If you are the victim of a crime while in the Netherlands, in addition to reporting to local police, please contact the U.S. Consulate General for assistance. Consulate staff can, for example, help you find appropriate medical care, contact

NSCC IEP Manual Revised 10SEP18
family members or friends and explain how funds could be transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed.

The Criminal Injuries Compensation Fund (CICF) of the Netherlands provides financial compensation, under specific circumstances, for victims of crime and for those who have suffered injuries and consequent loss caused by such incidents. The fund also provides for dependents or immediate family members of homicide victims. For more information, contact the Dutch Ministry of Justice at (31) (70) 414-2000.


MEDICAL FACILITIES AND HEALTH INFORMATION. Good medical facilities are widely available. Emergency medical response can be accessed by calling 1-1-2. Reputable pharmacies are widely available and can assist with emergency prescription needs. Some common medications are not available in The Netherlands without a prescription, and some prescription drugs cannot be mailed into the country. Travelers are urged to carry an adequate supply of prescription drugs in their original container while traveling.

Vaccinations are not required for travel to The Netherlands. Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention’s hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the CDC’s Internet site at http://www.cdc.gov/travel. For information about outbreaks of infectious diseases abroad consult the World Health Organization’s (WHO) website at http://www.who.int/en. Further health information for travelers is available at http://www.who.int/ith.

MEDICAL INSURANCE: The Department of State strongly urges Americans to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and whether it will cover emergency expenses such as a medical evacuation. Please see our information on medical insurance overseas at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1470.html.

TRAFFIC SAFETY AND ROAD CONDITIONS: While in a foreign country, U.S. citizens may encounter road conditions that differ significantly from those in the United States. The information below concerning the Netherlands is provided for general reference only, and it may not be totally accurate in a particular location or circumstance:

Travel in, around and between cities is possible via a highly advanced national train, light rail and tram network, by use of an extensive system of bike paths, and by automobile and motorcycle using the highway system. Rail is often a convenient alternative to driving, particularly in the areas around Amsterdam, The Hague and Rotterdam, where road congestion is frequent. Rail network information is available at http://www.ns.nl.

Intercity travel by road is relatively safe in comparison with some other European countries. Nonetheless, more than 1,000 people die and another 10,000 are injured in traffic accidents in the Netherlands each year. More than two thirds of the fatal accidents occur outside urban areas.

A valid drivers license issued by a Department of Motor Vehicles in the U.S. is valid for use in the Netherlands for up to 180 days. Seat belt and child seat use is compulsory. Driving is on the right side of the road. The maximum speed limit on highways is 120 km/h, with a highway speed limit of 100 km/h posted in
most urban areas. Secondary roads have a speed limit of 80 km/h. The speed limit in towns and cities is 50 km/h, with 30 km/h posted in residential areas. Drivers must yield the right-of-way to drivers from the right at intersections or traffic circles, unless otherwise posted. The maximum allowable blood alcohol level in the Netherlands is 0.5 per mille. The use of cellular telephones while driving is illegal without the use of a “hands-free” device.

Lanes at the center of many urban two-way streets are reserved for buses, trams and taxis. In cities, pedestrians should be mindful of trams, which often cross or share bicycle and pedestrian paths. Motorists must be especially mindful of the priority rights of bicyclists. Pedestrians should not walk along bicycle paths, which are often on the sidewalk and usually designated by red pavement.

Taxi service in the Netherlands is safe but expensive. Trams and buses are both convenient and economical, but often frequented by pickpockets.


AVIATION SAFETY OVERSIGHT: The U.S. Federal Aviation Administration (FAA) has assessed the Government of the Netherlands as being in compliance with ICAO international aviation safety standards for oversight of the Netherlands’ air carrier operations. For more information, travelers may visit the FAA's Internet web site at http://www.faa.gov/avr/iasa/index.cfm.

SPECIAL CIRCUMSTANCES: Dutch customs authorities stringently enforce regulations concerning importation into the Netherlands of items such as firearms and other controlled materials. Contact the Embassy of The Netherlands in Washington, D.C., or one of the Dutch consulates in Chicago, Houston, Los Angeles or New York for specific information regarding customs requirements. Please see the information on customs regulations at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1468.html.

Everyone age 14 and above is required to carry identification at all times while in The Netherlands. Accepted forms of identification for U.S. citizens are either a Dutch residence card, issued by the Ministry of Foreign Affairs, or a U.S. passport.

U.S. citizens who obtain Dutch nationality may be required by the Dutch authorities to relinquish their U.S. citizenship. For further information visit http://thehague.usembassy.gov/.

CRIMINAL PENALTIES: While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. Persons violating Dutch laws, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use or trafficking in illegal drugs in the Netherlands are strict and convicted offenders can expect jail sentences and heavy fines. Engaging in illicit sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States. For more information visit http://travel.state.gov/travel/cis_pa_tw/cis/cis_1467.html.

REGISTRATION / EMBASSY LOCATION: Americans living or traveling in the Netherlands are encouraged to register with the U.S. Consulate General through the State Department’s travel registration website, https://travelregistration.state.gov, and to obtain updated information on travel and security within the Netherlands. Americans without Internet access may register directly with the U.S. Consulate General in
Amsterdam. By registering, American citizens make it easier for the Embassy or Consulate to contact them in case of emergency and to provide periodic information on issues of interest to American citizens.
UNITED KINGDOM

2017 UNITED KINGDOM INTERNATIONAL EXCHANGE

XE-UK

1. Dates: Arrive London on 05 August and depart London 19 August.

2. General: The USNSCC is authorized to send 3 cadets (male or female) and one escort. All other International Sea Cadet Association countries have been invited to participate.

3. Training/Activities: This year’s camp will include a visit to UK Training Centre at SCTC Weymouth, Portsmouth for a look at the historic and modern Royal Navy and London for sightseeing and cultural elements.

   Escort Officer must remain with Cadets throughout the entire exchange.

   All visiting Cadets and Escort Officers will be fully integrated with UK cadets throughout the exchange.

4. Qualifications: Sea Cadets applying for this exchange must meet the following requirements:

   - Must be 16 or older on or before the start of training, and may not be 18 during training.
   - Must be PO3 or above, preference to PO1 and Chiefs.
   - Must not have participated in this exchange before
   - Recommended by unit Commanding Officer
   - Been awarded the Citation ribbon, or above
   - Be in good physical condition

5. Logistics/Costs: NSCC personnel will only be responsible for a deposit of $375 and their personal spending money. Deposit monies will cover all costs for the Camp. Cadets selected for this exchange will have to pay the $375 upon selection (directions will be provided). It is also recommended that cadets take at least $300.00 personal spending money to pay for personal gifts, souvenirs, and other personal items. Travel to and from London England by commercial air will be paid for by the NSCC. Berthing and messing will be provided.

   Additional Travel Insurance will be quoted by the IEP Travel Manager. Participants must purchase the policy which should be less than $80 for cadets. Cost is based on age, destination and length of stay. Participants must agree to reimburse the NSCC for the cost of airfare for covered cancellations, but retain all the benefits of additional medical, dental, and emergency travel costs. The NSCC insurance purchased at enrollment/re-enrollment will be secondary to this policy.

   Participants must have a valid passport in their possession before leaving the United States. Officers usually pay an extra 2 Pounds (approximately) per day for messing. Those participating will be given additional information on other uniform/clothing items, an updated program of events, and other items of interest as provided by the U.K. Point of contact is SEO/COTC.
6. Application Procedures: **NOTE: There is a selection process and all applicants, both adults and cadets will compete for selection.**

Cadets and Officers: Complete online application package via FluidReview as per application process directions at http://iep.seacadets.org. Apply online at https://seacadets.fluidreview.com

**Officers selected must attend the International Officer Leadership Academy (IOLA) at NSCC expense**

Notification of selection will be made by the International Exchange Program selection committee immediately after selection. NHQ orders will follow, and those selected will be given additional information on other uniform/clothing items, an updated program of events, and other items of interest as provided by the United Kingdom. **No action is required in Magellan at time of application.**

7. Senior Escort Officer: An SEO is needed. Interested Officers should apply IAW application process guidelines on http://iep.seacadets.org and e-mail IEP Staff at iep@seacadets.org to advise that you’re applying.

8. **Other: SEO/COTC** will be provided a list of cadets selected for this exchange and will be expected to assist in coordinating final flight arrangements between selected cadets and the travel agent assigned to make arrangements.

Quotas: 3M/F cadets, 1M/F escort.

**COUNTRY DESCRIPTION:** The United Kingdom of Great Britain and Northern Ireland is a highly developed constitutional monarchy comprised of Great Britain (England, Scotland and Wales) and Northern Ireland. Gibraltar is a United Kingdom Overseas Territory bordering Spain and located at the southernmost tip of Europe at the entrance to the Mediterranean Sea. It is one of thirteen former British colonies that have elected to continue their political links with London. Tourist facilities are widely available.

Read the Department of State Background Notes on the United Kingdom at http://www.state.gov/r/pa/ei/bgn/3846.htm for additional information.

**ENTRY REQUIREMENTS:** A passport is required. A visa is not required for tourist stays of up to six months in the United Kingdom (UK) or to enter Gibraltar. Those planning to stay in the United Kingdom for any purpose longer than six months must obtain a visa prior to entering. As of February 1, 2005, foreign visitors who wish to marry in the UK must obtain a visa as a fiancé/e or marriage visitor prior to entering, or obtain a UK Home Office certificate of approval or; be a person with settled status in the UK (e.g. indefinite leave to remain). Visitors wishing to remain longer than one month in Gibraltar should regularize their stay with Gibraltar immigration authorities. See the Foreign Entry Requirements brochure for more information on the United Kingdom and other countries. For further information on entry requirements for the United Kingdom and Gibraltar, travelers should visit the website of the British Embassy in the United States at http://ukinusa.fco.gov.uk/en/, or contact the British Embassy at 3100 Massachusetts Avenue NW, Washington, D.C. 20008; tel: (202) 588-7800. Inquiries may also be directed to the British consular offices in Atlanta, Boston, Chicago, Dallas, Denver, Houston, Los Angeles, Miami, New York, Orlando, Puerto Rico, San Francisco and Seattle.

**SAFETY AND SECURITY:** The United Kingdom is politically stable, with a modern infrastructure, but shares with the rest of the world an increased threat of terrorist incidents of international origin, as well as the potential for occasional and isolated violence related to the political situation in Northern Ireland (a part of the

NSCC IEP Manual Revised 10SEP18
On July 7, 2005, a major terrorist attack occurred in London, as Islamic extremists detonated explosives on three Underground trains and a bus in Central London, resulting in over 50 deaths and hundreds of injuries. Following the attacks, access to Central London was temporarily restricted to accommodate emergency operations, however all services returned to normal with only minor disruptions the following day.

In the past year, several arrests have been made in the UK in connection with various possible international Islamic extremist terrorist plots. The British Home Secretary has urged UK citizens to be alert and vigilant by, for example, keeping an eye out for suspect packages or people acting suspiciously at subway and train stations and airports and reporting anything suspicious to the appropriate authorities by contacting the free confidential anti-terrorist telephone hotline at 0800-789-321. Americans are reminded to remain vigilant with regard to their personal security and to exercise caution.

From time to time during periods of heightened threat of terrorism, the UK government deems it necessary to raise levels of security activity. Heightened activity may include the use of military personnel in support of the police and law enforcement officers. The use of troops, who remain at all times under the control of the police, is part of long-standing contingency plans. Military personnel and equipment may be deployed at airports and other transportation links, or other public locations. For more information about UK public safety initiatives, consult the UK Civil Contingencies Secretariat website at http://www.ukresilience.gov.uk.

Political demonstrations are well policed and generally orderly. Although the political situation in Northern Ireland has dramatically improved since the signing of the Good Friday Agreement in 1998, incidents of terrorist violence have, nevertheless, occurred in the past few years. Early in 2001, two explosive devices were detonated in London suburbs, injuring eight people and damaging buildings. Within Northern Ireland, flash points for sectarian confrontations still exist; but they are generally removed from areas where tourists congregate. Though recent events have come off without violence, the potential remains for sporadic incidents of street violence in Northern Ireland during the summer marching season (April to August), with tensions heightened during the month of July, especially around the July 12th public holiday. As a result, American citizens traveling in Northern Ireland could experience delays and disruption.

For the latest security information, Americans traveling abroad should regularly monitor the Department’s Internet web site at http://travel.state.gov where the current Worldwide Caution Public Announcement, Travel Warnings and Public Announcements can be found.

Up-to-date information on safety and security can also be obtained by calling 1-888-407-4747 toll free in the U.S., or for callers outside the U.S. and Canada, a regular toll-line at 1-202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

The Department of State urges American citizens to take responsibility for their own personal security while traveling overseas. For general information about appropriate measures travelers can take to protect them in an overseas environment, see the Department of State’s pamphlet “A Safe Trip Abroad” at http://travel.state.gov/travel/tips/safety/safety_1747.html.

CRIME: The United Kingdom and Gibraltar benefit from generally low crime rates; however crime, including violent crime, has increased over the last few years, especially in London. Incidents include pickpocketing; mugging; “snatch and grab” theft of mobile phones, watches and jewelry; and theft of unattended bags, especially at airports and from cars parked at restaurants, hotels and resorts.
Pickpockets target tourists, especially at historic sites, restaurants, on buses, trains and the London Underground (subway). Thieves often target unattended cars parked at tourist sites and roadside restaurants, looking for laptop computers and hand-held electronic equipment. Walking in isolated areas, including public parks, especially after dark, should also be avoided, as these provide advantageous venues for muggers and thieves. In London, travelers should use only licensed “black taxi cabs” or car services recommended by their hotel or tour operator. Unlicensed taxis or private cars posing as taxis may offer low fares, but are often uninsured and may have unlicensed drivers. In some instances, travelers have been robbed and raped while using these cars. Travelers should take care not to leave drinks unattended in bars and nightclubs. There have been some instances of drinks being spiked with illegal substances, leading to incidents of robbery and rape.

Due to the circumstances described above, visitors should take steps to ensure the safety of their U.S. passports. Visitors in England, Scotland, Wales and Gibraltar are not expected to produce identity documents for police authorities and thus may secure their passports in hotel safes or residences. In Northern Ireland, however, passports or other photographic I.D. should be carried at all times. The need to carry a passport to cash traveler’s checks is also minimized by an abundance of ATMs able to access systems widely used in the U.S. and offering more favorable rates of exchange. While banks in the UK do not charge for the use of an ATM to withdraw funds, travelers should be aware that U.S. banks might charge a higher processing fee for withdrawals made at an overseas ATM. Common sense personal security measures utilized in the U.S. when using ATMs should also be followed in the UK. ATM fraud in the UK is becoming more sophisticated, incorporating technologies to surreptitiously record customer ATM card and PIN information. Travelers should avoid using ATMs located in isolated areas. In addition, the traveler should not use the ATM if there is anything stuck to the machine or if it looks unusual in any way. If the machine does not return the card, it should be reported to the issuing bank immediately.

INFORMATION FOR VICTIMS OF CRIME: The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the nearest U.S. Embassy or Consulate. If you are the victim of a crime while overseas, in addition to reporting to local police, please contact the nearest U.S. Embassy or Consulate for assistance. The Embassy/Consulate staff can, for example, assist you to find appropriate medical care, contact family members or friends and explain how funds could be transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and to find an attorney if needed.


For further information on the many resources available to victims of crime in the UK, visit the website of “Victim Support,” an independent UK charity that helps people cope with the affects of crime, at http://www.victimsupport.org.uk.

MEDICAL FACILITIES AND HEALTH INFORMATION: While medical services are widely available, free care under the National Health System is allowed only to UK residents and certain EU nationals. Tourists and short-term visitors can expect charges that may be significantly higher than those assessed in the United States.

Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention’s hotline for international travelers at 1-877-FYI-TRIP (1-877-394-8747) or via the CDC’s Internet site at http://www.cdc.gov/travel. For information about outbreaks of infectious diseases abroad consult the World
Health Organization’s (WHO) website at [http://www.who.int/en](http://www.who.int/en). Further health information for travelers is available at [http://www.who.int/ith](http://www.who.int/ith).

Hiking in higher elevations can be treacherous. Several people die each year while hiking, particularly in Scotland, often due to sudden changes in weather. Visitors, including experienced hikers, are encouraged to discuss intended routes with local residents familiar with the area, and to adhere closely to recommendations.

**MEDICAL INSURANCE:** The Department of State strongly urges Americans to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and whether it will cover emergency expenses such as a medical evacuation. Please see our information on medical insurance overseas at [http://travel.state.gov/travel/cis_pa_tw/cis/cis_1470.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1470.html).

**TRAFFIC SAFETY AND ROAD CONDITIONS:** UK penalties for drunk driving are stiff and often result in prison sentences. In contrast to the United States and continental Europe, where traffic moves on the right hand side of the road, traffic moves on the left in the UK. Visitors uncomfortable with, or intimidated by, the prospect of driving on the left-hand side of the road may wish to avail themselves of extensive bus, rail and air transport networks that are comparatively inexpensive. Roads in the UK are generally excellent, but are narrow and often congested in urban areas. If you plan to drive while in the UK, you may wish to obtain a copy of the Highway Code, available in the UK. The Automobile Association (AA) of the UK provides information and updates on travel and traffic-related issues on its website at [http://www.theaa.com/index.html](http://www.theaa.com/index.html). If you intend to rent a car in the UK, check that you are adequately insured. U.S. auto insurance is not always valid outside the U.S. and you may wish to purchase supplemental insurance, which is generally available from most major rental agents. The city of London imposes a congestion charge on all cars entering the downtown area Monday through Friday from 7:00 a.m. to 6:30 p.m. Information on the congestion charge can be found at [http://www.cclondon.com](http://www.cclondon.com).

Public transport in the United Kingdom is excellent and extensive. However, poor track conditions may have contributed to train derailments resulting in some fatalities. Repairs are underway and the overall safety record is excellent. Information on disruptions to London transportation services can be found at [http://www.tfl.gov.uk](http://www.tfl.gov.uk) and information about the status of National Rail Services can be found at [http://www.nationalrail.co.uk](http://www.nationalrail.co.uk).

Many U.S. citizens are injured every year in pedestrian accidents in the United Kingdom, forgetting that traffic moves in the opposite direction than in the United States. Care should be taken when crossing streets.

Driving in Gibraltar is on the right-hand side of the road, as in the U.S. and Continental Europe. Persons traveling overland between Gibraltar and Spain may experience long delays in clearing Spanish border controls.


**AVIATION SAFETY OVERSIGHT:** The U.S. Federal Aviation Administration (FAA) has assessed the Government of the United Kingdom as being in compliance with ICAO international aviation safety standards.
for oversight of the UK’s air carrier operations. For further information, travelers may visit the FAA’s Internet website at http://www.faa.gov.

SPECIAL CIRCUMSTANCES: Please see our information on customs regulations at http://travel.state.gov/travel/cis_pa_tw/cis/cis_1468.html.

CRIMINAL PENALTIES: While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offenses. Persons violating British law, even unknowingly, may be expelled, arrested or imprisoned. Penalties for possession, use or trafficking in illegal drugs in the United Kingdom are severe, and convicted offenders can expect long jail sentences and heavy fines. Engaging in illicit sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States. For more information visit http://travel.state.gov/travel/cis_pa_tw/cis/cis_1467.html.

Many pocketknives and other blades, and mace or pepper spray canisters, although legal in the U.S., are illegal in the UK and may be confiscated. Air travelers to and from the United Kingdom should be aware that penalties against alcohol-related and other in-flight crimes (“air rage”) are stiff and are being enforced with prison sentences.

REGISTRATION / EMBASSY AND CONSULATE LOCATIONS: Americans living or traveling in the United Kingdom are encouraged to register with the nearest U.S. Embassy or Consulate through the State Department’s travel registration website, https://travelregistration.state.gov, and to obtain updated information on travel and security within the United Kingdom. Americans without Internet access may register directly with the nearest U.S. Embassy or Consulate. By registering, Americans make it easier for the Embassy or Consulate to contact them in case of emergency.
WEB RESOURCES

Bermuda Sea Cadet Corps  http://www.seacadets.bm
Currency Exchange Cheat Sheet (make your own)/Calculator  http://www.oanda.com/site/cc_index.shtml
Hong Kong Sea Cadet Corps  http://www.seacadet.org.hk/eng/eng.php
International Sea Cadet Association  http://www.isca-seacadets.org
Junior Sea Friends' Federation of Japan  www.jsf-japan.or.jp
Royal Canadian Sea Cadet Corps  http://www.cadets.ca
Sea Cadet Corps of Germany  http://www.dmj.de/bundesweit/index.shtml
Sea Cadet Corps of the Netherlands  http://www.zkk.nl
Sea Cadet Corps of the United Kingdom  http://www.sea-cadets.org
Sea Cadet Ship's Store  http://seacadetshipsstore.com
Sea Explorers of Korea  http://sekh.or.kr/new/eng/main.html
Singapore Sea Cadet Corps  http://ncc.org.sg/ncc/
South African Sea Cadet Corps  http://www.seacadets.za.org/
State Department - Passport Portal  http://travel.state.gov/passport/passport_1738.html
State Department Online Travel Registration  https://travelregistration.state.gov
Swedish Sea Cadet Corps Association  http://www.svkrf.se
US Department of Commerce  http://www.commerce.gov
US Naval Sea Cadet - IEP Web page  http://iep.seacadets.org
US State Department  http://travel.state.gov
APPENDIX V

EMERGENCY CONTACT NUMBERS
US NAVAL SEA CADET CORPS
INTERNATIONAL EXCHANGE PROGRAM

LCDR Michael L. Campbell, NSCC
Director, International Exchange Program
9 Pond Road
Canton, CT 06019-2624
860-930-5882 – Cell
mcampbell@seacadets.org

NSCC National Headquarters
703-243-6910
703-243-3985 Fax

CDR Duncan M. Rowles, Jr., USNR Ret
Deputy Director, International Exchange Program
19 Farmview Lane
Granby, CT 06035
(860) 653-4484
d.rowles@cox.net

LCDR Jennifer Weggen, NSCC
Director of Operations, International Exchange Program
9475 Stone Spring Drive
Mechanicsville, VA 23116
(804)357-7276 - Cell
jweggen@comcast.net

LCDR Todd Dunn, NSCC
Outbound Exchange Manager, International Exchange Program
812 Zephyr St.
Inverness, FL 34450
(352)212-5473 – Cell – Preferred at all times
(352)527-5232 – Work – 0730 to 1630 M-F

LCDR Dolly Stevens, NSCC
Director of Administration & Finance, International Exchange Program
1925 S. Coronado Road #1008
Gilbert AZ 85295
(804) 591-5432
dolly.stevens@ymail.com

Christine Tanguay – Sanditz Travel (Available only during business hours – Eastern Time Zone)
IEP Travel Manager
8 North Main Street
West Hartford, CT 06107
1-800-242-5623 or 860-523-5224
tanguay@sanditz.com

EPILOGUE
This manual is the result of the experience of many officers over the past several years. Their tips, tricks, and experience traveling abroad and participating in these individual exchanges provides us with the resources and understanding to help prepare for our individual exchanges each coming year. There are many people to thank who spent a lot of time putting this manual together.

First and foremost is LCDR Jennifer Weggen, NSCC, Director of Operations for the IEP, who spent countless hours compiling and updating this manual in its present form. Her leadership experience in the IEP has made her contributions essential to the success of this publication.

LCDR Todd Dunn, NSCC, Outbound Exchange Manager, updates our application system in Fluid Review and incorporated those changes into this manual. His excellence is seen throughout this manual and his dedication is well-known by all who travel overseas.

LCDR Dolly Stevens, NSCC, Director of Administration and Finance, continues to review our written words and works to improve our process management systems. She brings a wealth of experience to the IEP.

Ms. Christine Tanguay, Travel Manager of the IEP has given countless hours helping our officers travel to international destinations.

CDR Duncan Rowles, USNR (Ret), IEP Deputy Director spent countless hours proofing and adding his thoughts to this manual. CDR Rowles is Vice Chair of the IEP Selection Committee and continues to dedicate his efforts to safe and meaningful exchanges for all officers and cadets.

LCDR Michael Campbell, NSCC, Director of the IEP – The IEP is the vision of LCDR Campbell realized, and his continual dedication to this facet of our organization has allowed hundreds of US Naval Sea Cadets to travel internationally.

Do you have something to add? Please contact the IEP with your suggestions.