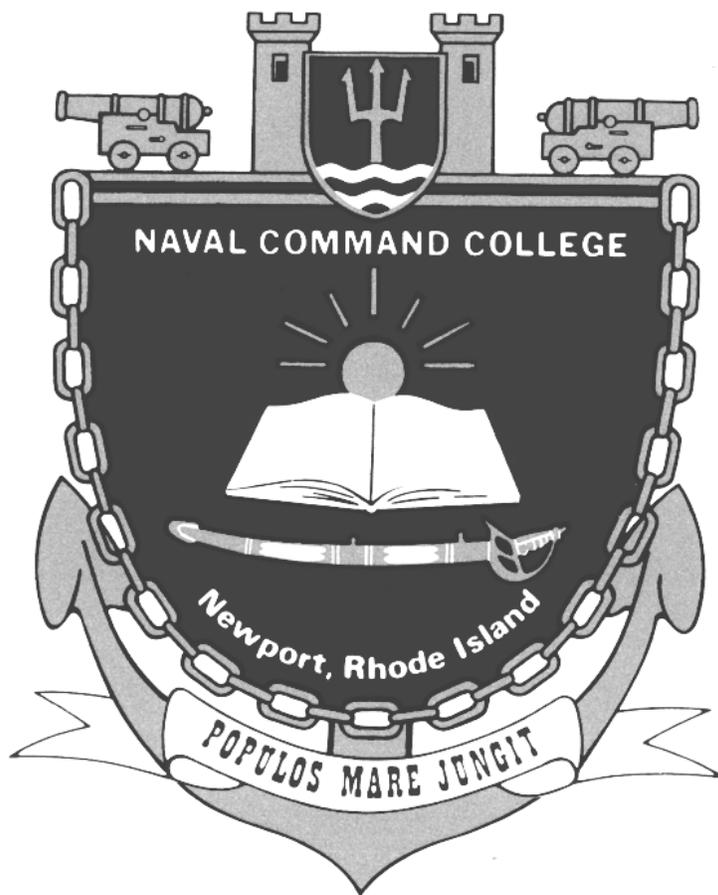


# NAVAL COMMAND COLLEGE



## STUDENT INFORMATION GUIDE 2004 - 2005

## FOREWORD

This publication is for use by the senior international officers who are scheduled to attend the Naval Command College. Its purpose is to answer some of the specific questions that you and your family may have prior to your arrival in Newport.

Please read through it and make note of important steps to take prior to your arrival. This should assist you in your travel plans and transition to Newport. If you have any questions contact us at:

International Program Officer  
Naval Command College  
U.S. Naval War College  
686 Cushing Road  
Newport Rhode Island 02841-1207  
U.S.A.

I can be reached by e-mail at [ncc@nwc.navy.mil](mailto:ncc@nwc.navy.mil). Please visit our website at <http://www.nwc.navy.mil/ncc/>

The entire staff joins me in welcoming you to Newport. We hope you and your family will have an exciting year you will always remember. We look forward to meeting you and your family.

**Welcome Aboard!**

BRADLEY B. SMITH  
Captain, U.S. Navy  
Director, Naval Command College

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# **I. The Naval Command College Experience**

**About the Naval War College**

**The Curriculum**

**Daily Routine**

**Informational Programs Visits and Field Trips**

**Social Activities**

**Wives' Programs**

**English Classes**

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# About the Naval War College

The Naval War College, located in Newport, Rhode Island, conducts four resident programs for officers. All branches of the U.S. Armed Forces are in attendance and are divided into different programs based on rank. Senior Officers (Commanders and Captains) attend the College of Naval Warfare (CNW), while junior officers (Lieutenant Commanders) attend the College of Naval Command and Staff (CNC&S). International officers make up the remaining two programs, the Naval Staff College for junior officers and the Naval Command College for senior officers, which you will be attending. You must be in the rank of Commander or Captain to attend. There are no exceptions. The President of the War College is RADM Ronald Route and is supported by Dr. James Giblin, Provost of the War College.



# The Curriculum

There are three trimesters during the academic year, not including the 9 day orientation period in August. During your time at NCC, you will be integrated with your United States colleagues who are enrolled in the U.S. senior course, College of Naval Warfare (CNW). The primary teaching method is by seminar supported by reading, research, case studies and lectures. Resident faculty and visiting lecturers are used, but formal lectures are held to a minimum. Seminars are small to take advantage of instructor-student relationships and to enable each officer to participate to the fullest.

It is this integration that makes the U.S. and International Programs so valuable and rewarding, in terms of knowledge, insights and friendships. Because of your participation, U.S. students come away from this course with a broader understanding and respect for national security issues. Below is a brief overview of the curriculum, in sequence, that you can expect during your tour.

## **Orientation: (9 Academic Days)**

Orientation is for both the officers and their wives. It will cover the mission, functions, objectives, and procedures of the Naval Command College and the Naval War College. Included is an introduction to the Newport naval complex and its supporting services. There is also an introduction to the surrounding civilian community. Special emphasis is placed on everyday family services such as schools, banking, insurance, transportation and shopping.

## **National Security Decision Making: (12 Academic Weeks)**

The National Security Decision Making (NSDM) Department educates senior military officers and U.S. government civilians in the effective selection and leadership of military forces within national resource constraints. The Department provides instruction in the current strategic planning and future military force structure, systematic approaches to programmatic resource choices and the nature of economic, political and organizational factors effecting selection and command of military forces. NSDM is an executive development course uniquely designed for the College of Naval Warfare and NCC. Emphasis is placed on the preparation of officers and civilians for higher command and high level staff assignments.

## **Strategy and Policy: (14 Academic Weeks)**

The Strategy Department presents a curriculum designed to teach officers to think strategically. It studies a relationship between a nation's political interests and goals on the one hand, and the way military force has been and may be used to serve them, on the other. It examines a seamless line that begins with objectives, continues through armed conflict until the last salvo has been fired, and ends with the final, postwar settlement. It uses materials and perspectives of several academic disciplines: history, political science, and international relations. The Strategy Department will study

strategic theory, especially the works of Sun Tzu, Clausewitz, Mahan, Corbett and Mao. **If you have Clausewitz' book "On War" or Sun Tzu's book "The Art of War" in your native language, we strongly recommend bringing them to ease translation difficulties.**

### **Joint Military Operations: (12 Academic Weeks)**

The Joint Military Operations course focuses on enhancing the capability of officers to think and to make decisions at the operational level of war. As do the other two academic departments, JMO provides the student with one third of the mutually complementary war college education. S&P offers the student a foundation in strategic thinking; NSDM familiarizes the student with strategic planning and the procurement of military forces and JMO prepares students to plan for and apply resources to meet the military goals and objectives derived from the nation's security strategy. This course enhances student familiarity with service capabilities and exposes the student to a range of methods and disciplines employed in using those capabilities. Examples of these are: threat assessment; the military planning process; analysis of service and joint doctrines; and war gaming. While the focus is on joint operations at the theater level, maritime operations and sea service contributions are stressed.

### **Electives:**

Each trimester you will have the opportunity to take an elective course of your choosing. Classroom size for each elective is limited, so the sooner you let us know your choices, the better chance you will have of getting the elective course you would like.

Please go to the following web site to review available elective courses for the upcoming Fall Trimester (August-November 2004):

<http://www.nwc.navy.mil/electives/falltrimester2002.htm>

Once in this site, you can click on the elective title to see a brief synopsis of what each course is about.

- In the order of preference, please select six (6) courses you would like to take. We will try to get you into your first choice, but if the course is cancelled or there is some other problem, we can save time by knowing what your top 6 choices would be.
- Please do not select any courses that have an **\*asterisk\*** before the elective number (example: \*FE 500) as these are classified electives.
- Once you have selected your 6 choices, please email them to Mrs. Irene Nieves at [nievesi@nwc.navy.mil](mailto:nievesi@nwc.navy.mil). Ensure you supply her with your name

and represented country.

- If you have any problems with email or finding the online web site, please contact your in country United States ODC/SAO office.

## **Daily Routine**

Classes are held Monday through Friday, usually beginning at 0830 and completing by mid-day. Some of the Fridays are reserved for individual student preparation time on writing papers or completing required reading assignments. You will also have an opportunity to participate in a wide variety of “elective” courses, normally scheduled on Wednesdays or Thursdays.

After each class day, many students head to the base gymnasium for exercise or jog outside along the waterfront. Participation in some form of physical exercise is recommended to augment the academic schedule.

Interaction with U.S. Navy, Air Force, Marine Corps, Coast Guard and Civilian students occur naturally as part of your daily discussions in class. That contact extends beyond the classroom, sometimes to the soccer field and basketball court and social dinners. There have been many strong bonds formed over the years between the international students and U.S. students outside the NCC environment.

## **Informational Program Visits**

Informational Program Visits (IPVs) are scheduled throughout the year to further the officers' knowledge concerning U.S. organizations and government institutions. They provide an opportunity to meet civilian and military leaders and relate management theory and principles to management practices in large military complexes and industrial corporations. These presentations and discussions with civilian and military managers help to increase the officers' knowledge of the geography, economy, culture and history of the United States. Families are invited and encouraged to join the officer on most of the IPVs, at the officer's own expense. You can expect to make six major trips during the year, lasting from five days to two weeks. There will be several one day trips. Appendix A is the Activities Calendar of Events and is provided to help you plan your time at NCC.

## **Social Activities**

You can expect to have a very busy social life while at NCC. You will attend a number of luncheons, dinners, and receptions, especially during trips around the country. These are an important and integral part of the NCC experience. NCC cultural/social activities are listed in Appendix A. Many of these events include family members if they are available to attend.

### **Dinner in Homes Program:**

Over the years at NCC, it has become a tradition to attend dinners at each others' homes. Most students offer up one night per month at their house and invite anywhere from 2 to 6 or more couples for a traditional country dinner. In the span of one week (Monday-Friday), it is not unusual to visit 2 or 3 of your classmates' homes and learn about their customs, culture and food. This provides an informal, relaxed atmosphere to get to know your colleagues better. It is customary to bring a small gift from your country to present to your host and hostess at these dinners. Some examples others have brought in the past include lapel pins, small pieces of tapestry, flowers, bottle of wine or ship insignia, but nothing very expensive.

Combine this with the activities you see on the calendar in Appendix A, and you can see your time over this 11-month period will be very busy. It is the social activities that help form a special bond with the class, including all family members, that extends beyond the year in Newport and for the rest of your life.

## **Wives' Programs**

Your 11 month stay in Newport is meant to be a rich and rewarding experience for your family as well. For that reason, spouses are encouraged to attend and are an integral part of many planned activities. You can see those activities listed in Appendix A, such as "International Show of Dress," which is an opportunity to show your country's customary dress. Another event is called "International Cookbook Night," completely organized by the wives. For this event, each family puts together one or two of their favorite country dishes as the entire wardroom, staff and sponsors partake in sampling the food. All the recipes are then put together in a NCC 2005 Cookbook and given to each student.

There are opportunities to participate in many other routine activities not listed in the appendix, such as a program called "Country Presentation Day." This is a weekly informal gathering of wives in the NCC Wardroom to listen to a presentation on another country's customs and traditions, given by one of the officer's wives participating in the NCC English Second Language Program. It is all up to the spouse giving the presentation on how and what she would like to do.

To coordinate the activities takes lots of planning on the part of the wives, and for that reason, there are monthly meetings, or get-togethers, at one of the wives' homes to prepare for upcoming events.

## English Classes

Of course, most officers go through some degree of language training prior to attending NCC. Those who have a desire to learn more about the English language are invited to attend a course in English, provided by a certified English instructor. Spouses are also encouraged to attend and a special course is designed just for them.

## Sponsors

So how are you expected to find a place to live, establish a financial account with a bank, buy a car, place your children in schools, take care of unexpected medical problems and get situated in a new country, all at the same time? The answer lies primarily with your sponsor.

Prior to your arrival, you will be assigned a sponsor. Usually, this is a husband and wife team from the Newport community who volunteers to host an international family from NCC for the entire year. Their assistance in getting around Newport, even long after you have arrived, is invaluable. You should establish contact with your sponsor as soon as possible - before you leave your country.

## Representing Your Country

International students at the Naval War College are sometimes invited to speak to local civilian groups about their countries. Also, in some classes, they may be called upon, or volunteer, to present some aspect of life in their country or their naval service. Large and small flags from each country are on hand and available for students to use in these events. Many students bring their own flags to display at their homes throughout the year.

## Authorized Leave and Absence

Ordinarily there is no requirement for leave during the academic year. Leave is not authorized for students while classes are in session, except for emergencies. Weekend and holiday travel in the United States does not require the student to be on leave. The only requirements are that you provide NCC with your itinerary so you may be contacted in case of an emergency and that you return from travel in time to be in class when it reconvenes. If you want to travel outside the United States during the two-week long Christmas recess, then authorization from your headquarters or attaché is required. Leave, either before or after the academic year, will be addressed in your Invitational Travel Orders.

## **Mail: Official Address and Email**

Mail received before you arrive will be held for you by the NCC Staff. You will be assigned a mailbox where all incoming personal and official mail directed to you will be placed. Your mailing address will be:

Your Rank and Name  
Naval War College (Code 1H)  
686 Cushing Road  
Newport RI 02841-1207  
USA

You also will have access to the internet at NCC, either in your study room or the library at NCC.

## **II. Preparations for the Move**

**Important Records**

**Passports**

**Visas**

**Official Records**

**Dependent School Records**

**Invitational Travel Orders**

**Clothing**

**Typical Weather in Newport (and other IPV cities)**

**Global Fun Day (4<sup>th</sup> grade students at Salve)**

**International Dress Show (wives)**

**Financial Plans**

**Shipment of Baggage and Personal Property**

# Important Records

## Passports and Visas:

You will need to obtain a U.S. entry visa from the U.S. Embassy in your country. Because you will be representing your government, your visa and the visas for your wife and children should be "A-2" category ("NATO-2" for students from NATO countries). The "A" category also applies to your attendants (e.g., nanny or au-pair); however their visa will be an "A-3" category. To avoid difficult renewal problems, ensure your passports will be valid for the entire time you will be in the U.S. and make sure your visa is a "Multiple Entry" visa, valid for the same period.

When you enter the U. S., the immigration official who examines your passport and visa will staple a white card into your passport, known as the Immigration Form I-94. Form I-94 states when you must leave the country. It must show the visa status as it appears in the passport ("**A-2**") and the "valid until" line must be marked "**D/S**" meaning "Duration of Status" of the A-2 visa. It is not unusual for the official to make a mistake, so make sure you pay close attention and do not hesitate to correct him immediately if you suspect an error.

Other relatives not listed on your Invitational Travel Order (mother, father, brother, sister) and non-family members with you will be given "B-1" or "B-2" visas, which are tourist visas. B-1 and B-2 visas will receive an I-94 form requiring departure from the U.S. six months after the date of entry. This departure date may be extended just before it expires for an additional six months, if the passport will still be valid for six months beyond the new departure date. The fee for this extension is approximately \$140.00. It is most important that your I-94 form be properly filled out. Check it carefully before you leave the immigration official. Be particularly careful if you arrive in the U.S. on a military aircraft. The immigration officials who process military aircraft sometimes forget to issue I-94s.

## Official Records:

Make all attempts to bring the necessary records with you, including all medical and dental records for each family member. Children medical records and school records are required for registering in public and private schools. Details of medical coverage and school medical requirements are explained in Section VI. In general, if you think you might need the record for the year in your own country, bring it.

## Invitational Travel Orders (ITO):

The designated U.S. military representative in your country will issue Invitational Travel Orders to you. You need the original and 3 copies of your ITO when you report to NCC. Ensure all blocks on your ITO are filled out before leaving the U.S. representative in your country.

### **What to Look For:**

- All family members and other individuals, such as nannies and housekeepers, are listed in the “Remarks” section of your ITO by name. This is required for them to receive an Identification Card once you arrive in Newport.
- The inclusive dates are correct; Report no later than 26 July 2004 and depart no earlier than 24 June 2005.
- The Visa codes are appropriately marked as described above.
- Medical Coverage is completely understood by you and your spouse. Remember that YOU are the IMS (International Military Student), so if it says medical costs are the responsibility of the IMS; make sure you have a plan. This is covered in more detail in Section V.

## **Clothing**

### **Climate:**

Newport has three distinct climates: Summer, Autumn/Spring, and Winter. Summer days are typically 30 – 35° C, and the nights are about 20° C. Autumn and Spring are slightly cooler with daytime temperatures 10 to 20° C, and night temperatures 0 – 10° C. Winter temperatures are around -10° C, occasionally dropping to -20° C, with colder temperatures at night. There are normally 5 or more snowstorms each winter, depositing 2 to 8 inches of snow each. Rainfall in other seasons is moderate.

### **Uniforms:**

**Attire Policy:** This is the official NCC dress code per NWC Attire Policy:

**Formal:** – **Uniform attire:** Dinner/mess dress jacket. **Civilian attire:** Black tie/tuxedo. There will be several optional formal functions you will be invited to during the year.

**Informal:** – **Uniform attire:** Service Dress Blues or Service Dress Whites (chokers), depending on season. **Civilian attire:** Business suit (lounge suit).

**Professional:** – **Uniform attire:** Service Dress Blues or Summer Whites. This is the dress for lectures by four star U.S. officers and for IPV events when military uniform is proper. **Civilian attire:** Coat and tie, dress slacks, and dress shoes. This is the normal dress for IPV events.

**Business Casual:** - **Uniform attire:** Khakis for U.S. Open collared equivalent uniform for other countries. **Civilian attire:** Dress shirt or turtleneck, dress slacks, and dress shoes. No tie or jacket required. This is the primary dress while attending academic classes and most evening functions.

**Casual:** - Collared shirt, casual slacks, and casual shoes. **No blue jeans, shorts or athletic shoes.** This is the attire for conducting after-hours or weekend business/studies within the NWC complex; may be prescribed during designated holiday periods.

**NCC Casual:** - Collared shirt, casual slacks, blue jeans or shorts. This dress is normally prescribed for IPV travel days.

**Athletic:** – T-shirts, shorts, jeans, sports slacks; primarily for sports, picnics/cookouts.

### **Uniform Replacement:**

The Navy Uniform Shop does not carry any uniform supplies for non-U.S. Navy uniforms, so bring a complete set of uniforms with you. You are allowed to purchase any U.S. Navy uniform item which is not distinctive (for example, uniform trousers and coats without U.S. Navy insignia).

### **Civilian Clothing:**

Suits or sport coats with ties and slacks are appropriate for all activities when the uniform is not required. Casual clothes, such as open collar shirts, shorts in summer, sweaters in winter, etc., are appropriate during leisure time. Lightweight fabrics during summer and wool during the cool and cold months will be the most comfortable. A raincoat, a lightweight coat for cool weather, and a heavyweight coat for cold weather are necessary, as well as gloves and boots.

### **Women's Clothing:**

Suits and dresses are appropriate for social events at which civilian informal or the service dress uniform is required for the officers. A long dress or evening dress is appropriate for the occasions when the officer wears the Evening Mess Dress uniform. There is also a class photo of all the wives, usually taken in traditional country dress.

### **Children's Clothing:**

Children normally dress very casually for school and for their social activities. Many U.S. students wear some sort of blue jeans. There are a few occasions when they will want to be more "dressed-up" than normal, such as parties and school dances. Fourth Grade students (ages 9 -10) are invited to participate in "Global Fun Day" at the local college. This involves dressing in their country costume, displaying and answering questions for other students. It is not an NCC-sponsored event, but one that you may like to know about before deciding what to pack.

### **Buying Clothing in the Newport Area:**

There are numerous stores in Newport and Middletown representing most price ranges for men, women, and children. Even greater selections are available in shopping malls in Providence and Fall River, and there are many clothing factories in Fall River and adjacent areas that sell at significantly discounted prices. Prices vary according to stores and sales, but it is not hard to find pants, for example, for teenagers for \$25 or less. It all depends on where you shop. The Navy Exchange on base often has good prices on clothing items for the entire family.

# US Navy Uniform Equivalents

Service Dress White



Commencement,  
Graduation and  
Special Occasions

Summer White



May - September

Service Dress Blue



October - April

\* Individual Photos will  
be taken during  
Orientation

## US Navy Civilian Attire Equivalents

Professional  
Civilian



IPV events  
and  
Official Functions

Business Casual



Academic Classes  
and most evening  
functions

Casual



Traveling and most  
casual events  
(no jeans)

NCC Casual



Picnics or other  
casual events

Athletic



Picnics, Sporting Events,  
and Physical Exercise

## Financial Plans (Before Moving)

### Typical Expenses for a Family of Four:

The table on this page describes estimates of typical costs and is provided to give you an idea of expenses for your month in Newport. Your actual costs will vary with your family size and your personal financial decisions. These items are covered in detail in later sections. Please read the sections on Housing and Automobiles for details on those expenses.

### Expenses for the Month of August

(See page IV-1 for typical monthly off-base expenses during the remainder of the year)

	<b>Average</b>	<b>High</b>
Used automobile*	\$2,500	\$9,000
Automobile insurance for first six months	\$300	\$400
September rent in advance	\$1,600	\$2,400
House Damage Deposit**	\$1,600	\$2,000
Renter's Insurance (Optional)*** for one year	\$130	\$200
Temporary housing for entire month of August	\$2,130 (Navy Lodge Room)	\$3,700 (local hotel, if available)
August meals	\$800 via groceries/ Kitchen in Apartment	\$ 2,600 Restaurants or Officers Mess
Contingency (medical exam for children, dental, school clothing, deposits for telephone and utilities)	\$600	\$1,200

**TOTAL**

**\$9,660**

**\$21,500**

\* **Some students found that two cars were necessary.**

\*\* **The damage deposit is held in escrow and refunded at the end of the lease, unless abnormal damage has been caused to the house, furniture, or yard.**

\*\*\* **This insurance covers extensive damage to your rental home that is considered to be the fault of the occupant (i.e., a kitchen fire). Personal liability for an accident is also covered, for instance, if the postman slips on your son's roller skate and hurts his back.**

### Credit Cards:

Visa, Master Card, American Express, and several other cards are widely accepted in the United States. If you do not have a credit card, it is highly recommended that you get one before coming to the U.S. You may not be able to open a credit card account with a U.S. bank.

## **Traveler's Checks:**

Traveler's checks are available from all banks as well as several other sources in the local area. They are recommended any time you travel to reduce the amount of cash you carry and to assure that you are able to pay for your needs. There are still a few places which accept neither credit cards nor checks. Almost every vendor accepts traveler's checks.

## **Shipment of Baggage and Personal Property**

Your Invitational Travel Orders reflect agreements between our governments that determine your entitlement to ship baggage or other personal property. The U.S. military representative can interpret the orders as to the specific entitlement, and no attempt to generalize about those entitlements is made in this pamphlet. Below are suggestions that could help ensure your shipment to Newport will arrive on time.

- Allow at least eight weeks for your shipment to reach Newport. Things that you must have when you arrive in Newport should accompany you rather than be trusted to an unaccompanied baggage shipment that could get delayed.
- Arrange to ship your baggage on a "through bill of lading." Have a freight forwarder in your country assume responsibility for delivering your baggage from the point where he receives it from you, to the Naval War College, Newport, Rhode Island. In this way, one person or company will be responsible for the delivery of your baggage, and in the event problems arise, you are able to make claims against a single person or company.
- Choose a freight forwarder who has offices in Boston or New York City and is licensed to perform the services of a custom house broker to clear your baggage through U.S. Customs at the port of entry and forward your baggage to you at the Naval War College.
- Make a detailed inventory of everything you ship and, if possible, indicate when you acquired each item and what it originally cost. Leave one copy with your personal records in your own country and bring one copy with you in your personal possessions when you travel. This enables you to establish the value of any item that becomes damaged or lost, if you must make a claim.
- If possible, insure all of your baggage and personal property with an insurance company in your own country, but try to choose one that also has offices in New York or Boston.

- Remember to request and then safely keep all receipts, bills of lading, and other documentation which pertains to the baggage you shipped, to prove your claims, if any arise.
- Be aware that if you have any claim for damaged or lost baggage, there is a time limit for you to take action. Consult your sponsor as soon as you believe you have a claim, so your sponsor can consult with Navy lawyers about the remedies available to you.
- There is no requirement at the Naval War College for ceremonial weapons, such as swords or dirks. Firearms are also not allowed on base, and very often difficult to get through customs. It is recommended you leave these items at home, since they may be more of a liability in clearing baggage through customs.

# **III. Arrival Information**

**Itinerary**

**Transportation to Newport**

**Temporary Lodging**

**Checking In to Naval Command College**

## Itinerary

Newport is a tourist city and is particularly busy in the summer months of June through the first week in September. Most of the hotels and motels are filled to capacity months in advance. Because of the high demand, motel rates are generally high, upwards of \$85/night for a basic room. For this reason, it is important to plan well in advance. Your sponsors will be better able to help you with reservations the more time you give them to prepare.

For all officers, plan to report not later than 26 July 2004. If you make arrangements to arrive prior to your earliest reporting date, you will have more time to find a home, but you can expect to absorb additional temporary living expenses due to the inflated costs during the tourist season in Newport.

The designated U.S. military representative in your country normally informs NCC about your mode of travel and scheduled time of arrival in the Newport area. Supply this information to that official in advance of your departure so that the information can be transmitted to NCC in time for arrangements to be made to meet you when you arrive. In addition, confirm this information by writing or telephoning directly to your sponsor and the NCC well in advance of your departure date.

If there are last minute changes in your travel plans, the information should be sent by fax to the Director, Naval Command College or e-mailed to "ncc@nwc.navy.mil". The staff at NCC uses this information to ensure you are met at the airport and have accommodations for the night of your arrival. If you are in transit in the United States at the time that your travel plans change, you should call the College long distance, collect. If you make your call between 0800 and 1630 on normal working days (weekdays), ask the telephone long distance operator to place a collect, station-to-station call to NCC (See page 2 of Appendix B).

## Transportation to Newport

The U.S. military representative in your country will be pleased to assist you and your government representatives in deciding what travel arrangements are appropriate for you and your family, in order that you and your baggage proceed to Newport with minimum delay.

### **Personal Travel Arrangements:**

The nearest major airport to Newport is T.F. Green Airport in Providence, Rhode Island. From Providence, transportation to Newport is by automobile, a trip of just less than one hour. Your sponsor will meet you at T.F. Green Airport. Travelers coming from east of Newport may fly into either New York or Boston as their international port of entry. If you arrive at Boston, you will be met at the airport and driven to Newport

(about 2 hours). If you arrive in New York City, you should make arrangements to fly from New York to Providence, where you will be met at the airport. There is train and bus service from New York to Providence, but neither is recommended for your arrival because of the difficulty of traveling with lots of luggage.

Some students come to Newport by automobile from other cities in the United States where they have been assigned for permanent duty, temporary duty, or on vacation. If you travel to Newport in this manner, you should contact NCC and your sponsor as soon as you know your travel plans. For those arriving from Defense Language School, ask the school to call NCC and advise of your date and time of arrival.

## **Temporary Lodging**

Temporary housing is required for many families during the month of August and the first part of September because most of the "permanent" rental homes in the area are not available until after Labor Day, 6 September 2004. After that holiday, many summer residents leave Newport and their homes become available for "off season" rental. Because Newport is a very popular tourist town, even temporary summer housing in hotels and efficiency apartments is expensive and difficult to arrange.

The preferred temporary housing for military families in Newport is the Navy Lodge. Rooms cost \$71.00 per night and consist of a private bathroom, small cooking stove and sink, and two double beds.

NCC reserves a block of rooms but they are limited, so not all families will be able to stay there. If you want one of these rooms, contact your sponsor or an NCC staff officer immediately. If you prefer, you can call directly to the Navy Lodge for reservations (Appendix B). If you are traveling with more than four people or NCC's reservations are already used, you'll need to make reservations through your sponsor in a civilian hotel or motel. Other types of temporary housing can be arranged by rental agents or by your sponsor. If traveling with no more than two dependents, it is possible to stay in one of several rooms reserved at the Bachelor Officers' Quarters.

## **Checking In to the Naval Command College**

It is NOT necessary to report in uniform. You should report to NCC, located in Luce Hall Room 210, at the time scheduled for your check-in appointment. Your sponsor should arrange this time in advance once your travel itinerary is known. Normally it is on the first working day after your arrival in Newport and will fall between the hours of 0800 and 1430. Your family members are welcome to accompany you during the check-in appointment, but their presence is not required. Please bring the original Invitational Travel Orders and 3 copies, plus passports and visas for yourself and any family members who accompanied you. After check-in, you are free until Orientation begins on 28 July. The whole process takes less than two hours.

# **IV. Finances**

**Personal Finances**

**Typical Monthly Expenses**

**Living Allowances**

**Currency Exchange**

**Checking Accounts**

**Permanent Housing**

**Domestic Services**

**Automobiles**

## Personal Finances

Personal financial requirements will vary from person to person. There are, however, several aspects which will be of interest to everyone, such as transfer of funds to a Newport or Middletown bank. Before you leave your home country you should make arrangements with your navy and with your local bank to transfer your money to a bank in Newport or Middletown. Each country handles this transfer in a different manner, so it is not possible to state the best method. In some cases the home government deposits the pay in a local bank which makes a Telex transfer to a bank in the Newport area. In other cases the pay comes from your embassy in Washington, D.C. where it is converted to dollars and a check is mailed to the student in Newport. If your bank has a branch in New York, you may want to have your pay deposited in your home country and write checks against the New York branch.

### Typical Monthly Off-Base Living Expenses For September-June

Rent	\$1500-\$2400
Electricity*	\$75-250
Heat (Oil)*	\$70-240
Water	\$20-50
Telephone (\$18 monthly charge plus long distance and overseas calls) one time installation charge of \$29.00	\$35-125
Food	\$400-850
Gasoline	\$50-80 (approximately \$1.65/gallon, Feb 2004)
Miscellaneous (cable TV, wardroom dues, postage, photo development, haircuts)	\$75-100
Totals **	\$2,225 to \$4095

\* Bills for electricity and heating oil will vary. From November to March the higher figures are higher.

\*\* Cost of personal shopping and in-home entertainment that you may host are not included. These costs will vary greatly with your financial circumstance.

*These figures do not include auto insurance payments or car payments*

## Special Living Allowances

The cost of living in the Newport area may require special living allowances from your government. For all FMS case students these allowances are paid by the home government. For some IMET students a living allowance is paid by the U.S. Government. This allowance is a supplement to the student's regular pay and allowances. The IMET living allowance is not a substitute for regular pay and allowances. Either way, make sure you know the facts from your own government as you make your plans.

## Currency Exchange

Only two banks in the Newport area exchange international currency: Fleet Bank of Rhode Island and Rhode Island Hospital Trust. Depending on whether or not you have an account at the bank, there may be amount limitations and transaction fees. For some currencies, they will only do it by mail to New York or Boston.

## Checking Accounts

Checking accounts can be opened at any of several local banks. Your home country bank may have contact with one of the local banks, or you may choose to wait until you arrive in Newport to select your bank.

## Permanent Housing

### Local Rentals:

Permanent housing is generally available after 6 September for about \$1,400.00 to more than \$2,500.00 per month, plus utilities. Almost all NCC families have been able to find a furnished home in the rental range of \$1,400.00 to \$2,400.00. The meaning of "furnished" may vary from owner to owner. In many cases it includes everything needed, but sometimes only includes basic furniture. In those cases the tenant is responsible for providing linens and kitchen utensils, which are available in local stores.

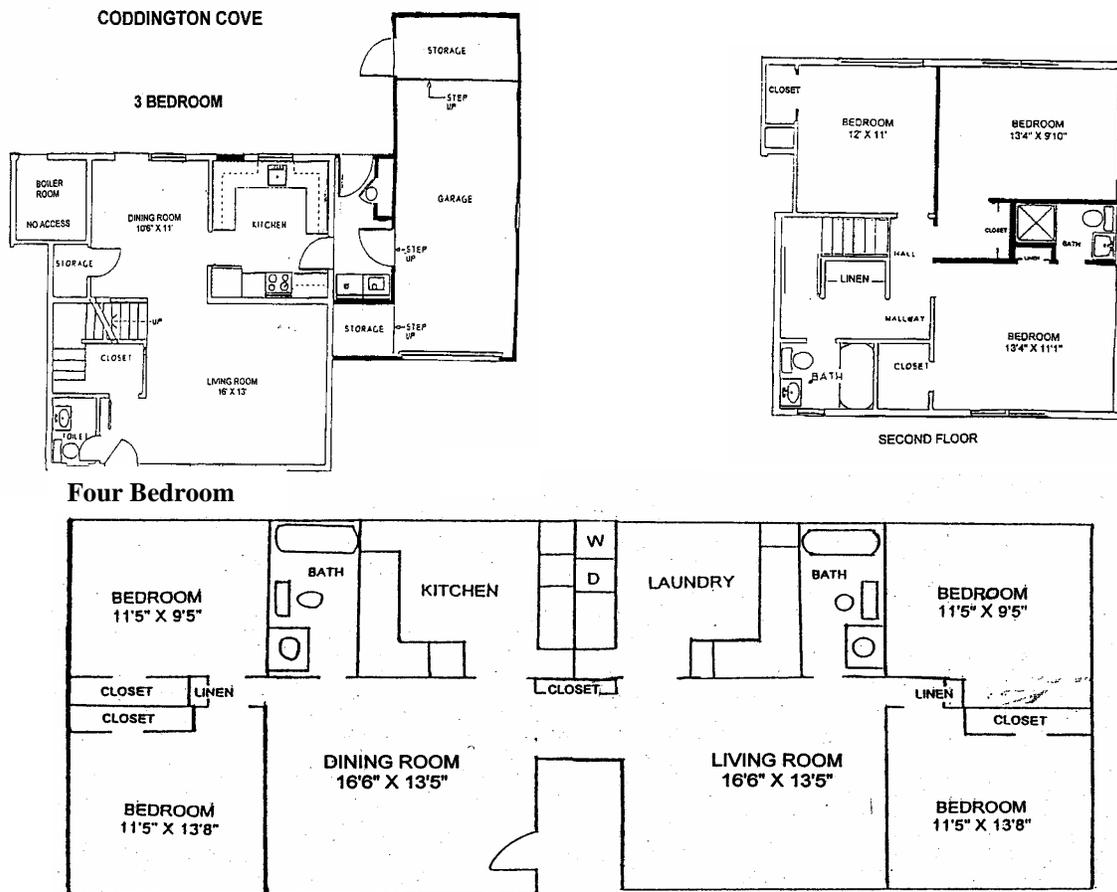
In almost all cases the tenant is responsible for the cost of utilities, including electricity, heat, water and telephone. However, it is possible to construct the lease to include the cost of utilities. Many of the houses are heated by oil. Heating oil may be paid for on a budget plan with the total cost spread over ten months rather than the five months when oil is used the most.

A lease (written contract) should be signed by the tenant (you) and the rental agent or owner. The lease will specify the amount to be paid, the occupancy dates, and all special arrangements which are covered by the rental fee (yard care, snow removal, repairs, etc.). Most leases are written for the entire period of the rental rather than month to month. This means that your obligation is for the entire period and you may not "break" the lease without paying the full amount. For this reason you must be very sure that you have chosen the house you will want for the entire year. Sign the lease only after you have thoroughly inspected the house. Your sponsor can give you advice and assistance with this part of the rental process, and if need be, you can consult with the staff legal advisor. A damage deposit not to exceed one month's rent will be required. If there is no damage to the house when you leave, the deposit will be returned to you.

Students, either with or without family members, may use the BOQ (Bachelor Officers' Quarters). Students may only book one room in the BOQ. Rooms cost \$15.00 plus \$3.75 for each additional person per day. These rooms can accommodate a husband and wife plus one small child for a limited time. There are no cooking facilities except for a small microwave in each room.

**Government Base Housing:**

The government housing is located in the Coddington Cove complex in Middletown (a 10 minute drive to NCC.) The houses are a 3 or 4 bedroom duplex consisting of approximately 1,200 square feet. Through advance coordination with your sponsor and NCC, the house can be made available for immediate move-in upon your arrival. The Navy pays all utility bills with the exception of your phone and cable television bill. The kitchen is equipped with a stove, refrigerator and clothes washer and dryer. A basic amount of furniture can be rented for about \$300.00 per month. Additional personal items such as bed sheets, cooking and eating utensils, etc., are at the expense of the officer. The cost of Government Housing is \$2298.00 for a Commander (O-5) and \$2317.00 for a Captain (O-6).



Domestic services, such as maids and cooks, are generally not available. In the few instances when they are available they are very expensive. There is a Child Care Center at the Naval Station Newport which provides supervised care for small children during the day but has a waiting list. For the evening hours there are many "babysitters" available, most of them teen-age children of Naval War College student families. NCC students often find it convenient to hire the teen-age children of their NCC classmates as babysitters.

## **Automobiles**

### **Purchase Cost:**

An automobile is generally considered to be essential for your year in Newport. Bus transportation is very limited and distances make walking impractical. Most students buy a used car for their year in Newport, and some have found it necessary to buy two cars. There are many used cars available between \$2,000 and \$5,000. Cars in that price range are usually about five years old with more than 50,000 miles. It all depends on what you are comfortable spending for the quality of car you need. Finding a car to best meet your needs for the year is one of the many things that your sponsor will be able to assist you with when you arrive in Newport. The website [www.edmonds.com](http://www.edmonds.com) provides a good estimate of market value for buying and selling of a vehicle in the U. S.

### **Insurance and Registration Fee:**

There are two additional expenses that you will have after the purchase of your car. The first is insurance and the second is state registration. Rhode Island has a compulsory automobile insurance law. A minimum requirement for "liability" coverage is imposed by the Naval Station to drive the car on base. In addition, many drivers include "comprehensive and collision" coverage to insure against the costs of damage to the vehicle itself. The semi-annual premium for automobile insurance is about \$500.00. Again, your sponsor can assist you in getting the best insurance available at the lowest cost. State registration is required for all vehicles bought in the U.S.A.; in Rhode Island the cost of registration will be roughly \$60.00 depending on the size of the car. This fee is normally paid at the time you purchase the car.

### **Driver's License:**

Each driver is required to have a valid "Driver's License" at all times when driving. The easiest way to meet this requirement is to get an "International Driving Permit" *before you leave your country*. The permit is valid for exactly one year, so you should plan to get it just before leaving. You can also get a Rhode Island Driver's License by presenting your national license or permit or your International Driving Permit to the Rhode Island Department of Motor Vehicles, taking a short written test and taking a driving test on the road. Rhode Island has a new state law requiring Social Security Numbers (SSNs) before getting a drivers license. All international officers will

be authorized to get SSNs while in the United States, however, your wife and children over 16 years of age are not authorized to receive SSNs. They can obtain a waiver from the Registry of Motor Vehicles and after passing the required tests, a license will be issued. If your family members, who drive, have an International Driving Permit, they should bring it with them.

## **V. Medical and Dental**

**Medical and Dental Treatment and Your Invitational Travel Order**

**Entitlement**

**Responsibility for Payment**

**Dental Services**

**Medical Insurance**

## **Medical and Dental Treatment and Your Invitational Travel Order**

Medical and dental treatment for NCC officers is available at no cost, the same as U.S. officers. But the big question is *Who Pays* the medical bill should your dependent require medical attention in the United States? The answer depends on a few things, but mainly, the agreement between your country and the U.S. Many students arrive in the U.S. with their families only to find out they have no medical coverage for their dependents. Read the section on Medical Information carefully, and ask questions of your Embassy to ensure you have complete answers BEFORE you leave your country.

### **Entitlement to Treatment:**

Medical entitlements are one of the most complex aspects of your training in the United States. It is a continuing source of confusion among international officers. Most surprising to international officers is that medical care from a military medical facility is not always without cost, medical entitlements vary from country to country, and private medical insurance, if you can get it, is very expensive. All of these topics are addressed in the next few pages, and require careful attention. Before you leave your country, ensure all your questions are answered.

Excellent medical and dental care is readily available in the United States. Newport has a Naval Outpatient Clinic, several fine civilian clinics and a hospital in the area. However, access to these facilities is not equally available to all students and their dependents. Each foreign government has entered a bilateral agreement with the United States Government regarding medical care of military personnel and their dependents. These agreements are different from country to country, and even change year by year. You should know that any of the clinics or hospitals would treat you and your family. In many cases, care for known medical or dental problems could be treated in your own country at less personal expense than in the United States. So while medical care in the United States may be excellent, the cost of that care can be expensive.

The ITO is the only authority for receiving medical entitlements, so it is important for the International Student to understand the provisions of his own ITO. Block 12b of the ITO lists the medical entitlement of the student as well as the entitlement of authorized dependents.

All students come to the United States under one of three training programs. These programs are:

### **International Military Education and Training (IMET):**

Students in the IMET program typically are provided a standardized level of medical entitlements for the officer and his family. ITO block 12b specifies responsible party for payment of medical bills. Remember, the term IMS means only you.

### **Foreign Military Sales (FMS):**

Students in the FMS category receive medical entitlements in the manner which is agreed upon between the governments. There is a distinction between NATO and Non-NATO countries. Often, the agreement regarding medical entitlements is listed in the remarks section of the ITO. Students under FMS will be indicated by an entry in block 5 of the ITO.

### **Professional Military Exchange (PME):**

Students who are in the PME program are generally extended the same medical entitlements as U.S. officers and their families while they are studying in the United States. PME students usually have no entry in the ITO blocks 5a or 5b and perhaps only a comment in the remarks section.

The ITO separates medical treatment into one of two categories to determine care required. INPATIENT CARE is medical care necessitating an overnight stay in a hospital, while OUTPATIENT CARE is medical care in a clinic or hospital not requiring an overnight stay. The ITO indicates who of the following are responsible for payment of medical either of the two types of treatment, as follows:

**International Military Student (IMS):** This is YOU.

**Foreign Government (FG):** This is your government. Medical bills are mailed to your embassy or as per instructions contained in the ITO.

**United States Government (USG):** No medical bill is prepared. This is the case of a PME student who received care in the naval clinic.

**International Military Education and Training Program (IMETP):** This is a source of funding that is a part of the IMET training program. Medical bills are forwarded to the manager of the IMETP for payment.

**North American Treaty Organization (NATO):** For the purposes of this program, the following countries are considered NATO: Belgium, Canada, Denmark, Federal Republic of Germany, France, Greece, Iceland, Italy, Luxemburg, The Netherlands, Norway, Portugal, Spain, Turkey, United Kingdom and United States. Countries that are part of the Partnership for Peace receive the same medical entitlement as NATO countries.

## **Dependents:**

As used in this section, the term "dependent" is a person who bears one of the following relationships to the military member:

- (1) A wife
- (2) An unmarried child, including an adopted or stepchild, who is dependent on the military member for over one-half of his or her support and who either:
  - (a) Has not passed his or her 21st birthday; or
  - (b) Is incapable of self-support due to a physical or mental incapacity that existed prior to his or her reaching the age of 21; or
  - (c) Has not passed his or her 23rd birthday and is enrolled in a full-time course of study in an accredited institution of higher learning.

Care must again be exercised in reviewing the ITO. Dependents are sometimes not authorized to accompany you. Only authorized dependents are entitled to treatment at naval medical facilities on the same basis as U.S. military dependents, that is, on a space available basis.

The table below reflects typical responsibilities for payment of medical and dental bills. Remember, each country could have a separate agreement with the United States government that changes the responsibilities to something other than as listed in the following matrix.

### **MEDICAL AND DENTAL SERVICES RESPONSIBILITY FOR PAYMENT**

	<b>Medical</b>		<b>Dental</b>	
	<b>Officers</b>	<b>Family</b>	<b>Officers</b>	<b>Family</b>
FMS Non-NATO	FG or FMS program	FG or IMS	IMS	Note 2
FMS NATO	USG	USG	USG	Note 2
IMET Non-NATO	IMETP	IMS	IMS	Note 2
IMET NATO	USG	USG	USG	Note 2

#### **Notes:**

##### **1. Definitions:**

**NATO:** International officers entitled to routine dental care on the same basis as U.S. officers

**IMS:** International Military Student

**FG:** Foreign Government

**USG:** US Government

**IMETP:** IMET Program

**2. Family Dental is provided for emergencies only. Payment is usually the responsibility of the officer.**

## Dental Services

The Naval War College has a dental officer assigned who can perform routine dental examinations, cleaning, restorative procedures, and oral surgery. However, services to international students are limited to emergencies only, such as tooth extraction or other immediate care. There is no charge to the officer for this service. All students should ensure that all routine dental care for themselves and their families is obtained in your country.

## Medical Insurance

If your Invitational Travel Orders specify that you must pay for medical care received by you or your dependents, you may want to consider purchasing private medical insurance. Private medical insurance can be very difficult to obtain in the United States. There are several companies known to offer health insurance policies to international travelers and students, however these policies are usually expensive, and generally do not provide comprehensive coverage. In many cases, students purchased international health care coverage for a 12-month period before arriving in the United States. The cost is significantly cheaper than if you wait until you get to the U.S. The alternative is no health or medical coverage, for which a simple visit to the hospital emergency room could leave you paying a bill upwards of \$1000 to \$50,000 or more. Some form of medical coverage is extremely important for your own financial peace of mind. **DON'T LEAVE HOME WITHOUT IT.**

### **Typical private insurance costs in the United States:**

**Premium:** The premium is the monthly cost of the insurance and should be about \$150-\$300 per month.

**Deductible:** The deductible is the amount of medical expenses you must pay before the insurance company will begin to make payments. The lower the deductible amount, the higher the premium will be. A typical deductible amount would be \$250 to \$2500.

**Co-payments:** After the deductible amount has been satisfied, often the insured is responsible for co-payments. The insurance company will pay 80 percent, and you would pay 20 percent of the medical expenses up to a stated amount. Beyond that, the insurance company will pay 100 percent up to the limits of the policy.

The best time to ask health insurance questions is before you leave your country. It may be possible for your embassy in the United States to add you to their group insurance plan with a U.S. company, and in some cases, even pay for the coverage. While some form of medical coverage insurance is not required for officers during your stay in the United States, it is highly recommended for dependents.

# **VI. School System**

**Enrollment Documents Required**

**Immunizations**

**Physical Examinations**

**School Activities**

# Enrollment Documents Required

The Newport area has virtually every type of school--public (government supported, no tuition charge), private (relatively high tuition), and parochial (church supported), all available for enrollment of your children. Because many private and parochial schools have waiting lists, if you wish to enroll your children in other than a public school, inform your sponsor as soon as possible. Almost all children of past NCC students have attended the public schools and have found them satisfactory. There is sufficient time for you to enroll your children in a public school after arrival in Newport.

A child must be five years old on or before 01 September 2004 to enroll in kindergarten at a public school. Only your own children or those under your legal guardianship may attend public schools. Certain documents are required by all schools before the child can be enrolled--public, private and parochial;

- a record of the child's grades in his home school
- a birth date certification (usually contained in passports, if you don't have a separate birth certificate)
- a record of all immunizations that your child received.

## Immunizations

**Immunizations should be obtained prior to arrival in the United States and recorded, with the date received, in an International Immunization Record (shot card) for your child.** Some countries may not have an International Immunization Record. In that case, use the blank record of an immunization form in Appendix D. It is important that some sort of record of immunizations be brought for each school age child, because without it, a child can be denied admission to a public school. The immunization record is not valid unless a date is indicated for each immunization. If you cannot obtain a particular immunization in your country, the child can be immunized at the Naval Ambulatory Care Center in Newport for a visit fee of approximately \$135, plus approximately \$32 per immunization.

The following immunizations are required by Rhode Island law for admission to any school within the state: Refer to Appendix D.

## Physical Examinations

Physical examinations are required for all new students in the public schools within six months of entering school. These examinations may be scheduled during September and October, after you get settled. Your child may have the examination before leaving your country as long as it is completed within six months of entering school in Rhode Island. A Record of Examination form for use by your physician is included in Appendix D and facilitates acceptance of the examination by the school

system. It is strongly recommended that your children get their physical examinations prior to leaving your country. If your child requires a physical after arriving in the U.S., and your ITO states that you must pay medical expenses for dependents, it may cost as much as \$135 for the doctor visit and as much as \$34 per immunization (fees currently charged by the Navy Family Practice Clinic as of Feb 2004).

## School Activities

Most students integrate very quickly with the local students, many of whom are also from Navy families. One of the best ways to integrate quickly in a new foreign school is to participate in after school activities. The number of activities depends on the level of school, whether it is elementary, middle or high school. All schools run different academic and sports programs all year round. A short list of activities includes:

Cross Country	Chess Club
Soccer	Mathematics Club
American Football	Drama Club
Track events	After School Choir
Basketball	Band

## **In Summary**

It is difficult to predict how your children will adjust to our school environment, particularly if English is not their first language. Some parents augment the educational program with correspondence courses brought from home. Others have their child repeat the class upon return to their home countries. On the other hand, most students pick up the English language very fast and tend to speak better than the parents within three months. All tend to agree that the experience of living in the United States for one year is worth the inconvenience.

## **Questions ?**

This pamphlet could not hope to answer all the questions you might have. As you prepare to attend NCC, there will undoubtedly be additional questions that are not answered in this booklet. It is hoped that this booklet will help you prepare for your journey to the United States. If you have any additional questions, please do not hesitate to call or write to the NCC or your sponsor, once you have been assigned one. We look forward to your arrival. Have a safe and pleasant journey.

# Appendices

- A. **Calendar of Events**
- B. **Points of Contact**
- C. **Pre-Departure Checklist**
- D. **Medical Forms**

## APPENDIX A

# Calendar of Events NCC 2005

28 JUL 04	WED	0800	ORIENTATION BEGINS
28 JUL	WED	1130	WELCOME ABOARD LUNCHEON
31 JUL	SAT	1100	** NCC PICNIC
4 AUG	WED	1900	DIRECTOR'S RECEPTION
12 AUG	THUR	1745	NARRAGANSETT BAY CRUISE
19 AUG	THUR	1700	KEMPENAAR'S CLAMBAKE
25 AUG	WED	1900	DUNES CLUB RECEPTION
27 AUG	FRI	-----	FIELD TRIP TO GTECH
2 SEP	THUR	1000	NCC WIVES COFFEE
10 SEP	FRI	0900	** SOFTBALL GAME
14-18 SEP	TUES-SAT	-----	BOOTHBAY HARBOR/BOSTON IPV
24 SEP	FRI	-----	WOODS HOLE OCEANOGRAPHIC FT
30 SEP	THU	1830	** INTERNATIONAL NIGHT
4-8 OCT	MON-FRI	-----	NEW YORK, NY IPV
29 OCT	FRI	1900	NCC 2005 CLASS HALLOWEEN PARTY
3 NOV	WED	1900	** WESTERN NIGHT
8-19 NOV	MON-FRI	-----	HOUSTON, TX/TUCSON/PHOENIX, AZ GRANDCANYON, AZ/LAS VEGAS, NV IPV
16 DEC	THURS	1900	CHRISTMAS PARTY
23 DEC-2 JAN	MON-SUN	-----	WINTER/HOLIDAY RECESS
3 JAN	MON	-----	CLASSES RESUME

10-20 JAN	MON-THU	-----	SEATTLE, WA/ MONTEREY, CA/ SAN FRANCISCO, CA, SAN DIEGO, CA IPV
8 FEB	TUE	1900	** ROCK 'n' ROLL NIGHT
22 FEB	TUE	1900	** INTERNATIONAL SHOW OF DRESS
25 FEB	FRI	-----	PROVIDENCE STATE GOVERNMENT FT
2 -9 MAR	WED- WED	-----	ATLANTA GA/ORLANDO FL IPV
8 APR	FRI	-----	U.S. COAST ACADEMY FT
18 APR	MON	1900	** COOKBOOK NIGHT
20-24 APR	WED-SUN	-----	SPRING RECESS
25 APR	MON	-----	CLASSES RESUME
2-9 MAY	MON-MON	-----	ST LOUIS, MO/ WASHINGTON, DC IPV
13 JUN	MON	1830	**BLACK & WHITE NIGHT
TBD	-----	-----	GRADUATION BALL
17 JUN	FRI	1000	NCC CLASS OF 2005 GRADUATION
17 JUN	FRI	1300	GRADUATION LUNCHEON

\*\* Sponsors are invited to attend and participate

Appendix B  
**Points of Contact**  
**NCC STAFF**



Executive Assistant  
Academic Officer  
CDR Joe Pellissier  
(401) 841-6530  
Pellissj@nwc.navy.mil

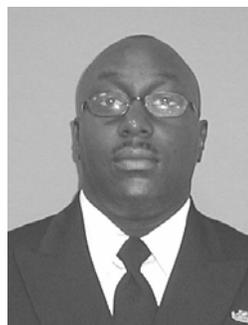


**DIRECTOR**  
**CAPT Bradley Smith**  
**(401) 841-6529**  
**smithb@nwc.navy.mil**

Int'l Military Student Officer  
TBD  
(401) 841-6531



Operations Officer  
CDR Mark Leary  
(401) 841-3963  
mark.leary@nwc.navy.mil



Assistant Operations Officer  
SHC (SW) Michael Walters  
(401) 841-3536  
waltersm@nwc.navy.mil



Director's Admin Assist  
Mrs. Cathy Ramos  
(401) 841-2074  
ramosc@nwc.navy.mil



Finance Officer  
Mrs. Arlene McComas  
(401) 841-6532  
mccomasa@nwc.navy.mil



IMSO Assistant/Alumni Affairs  
Ms. Leslie Poldervaart  
(401) 841-3852  
poldervl@nwc.navy.mil



Academic Assistant  
Mrs. Irene Neives  
(401) 841-2074  
neivesi@nwc.navy.mil

### IMPORTANT PHONE NUMBERS

Naval War College Duty Office	Duty Officer	(401) 841-3089
Combined Bachelor's Quarters (BOQ)	Front Desk	(401) 841-7900
Family Child Care Center	Naval Station	(401) 841-6225
Naval Station Newport Quarter Deck	Duty Officer	(401) 841-3456 or 3457
Navy Lodge Reservations	Front Desk	(401) 849-4500
Medical Assistance	NACC (Info).....	(401) 841-3771
	NACC Care Plus.....	(401) 841-1200
	Ambulance.....	(401) 841-2222
	Newport Hospital.....	(401) 846-6400

### ADDITIONAL HELPFUL PHONE NUMBERS

Banks	Navy Federal Credit Union (401) 847-7062 Bank of Newport (401) 845-2265
Hotels	Newport Marriott (401) 849-1000 Howard Johnsons Inn (401) 849-2000 West Main Lodge (401) 849-2718
Taxi Cab	Cozy Cab (401) (401) 846-2500 Rainbow Cab (401) 849-8294
Navy Commissary Store	(401) 841-2111
Navy Exchange	(401) 841-1399
State of RI Motor Vehicles Division	(401) 846-5450

## Appendix C

# PRE-DEPARTURE CHECKLIST

The following list is provided for your use in preparing for your trip to Newport.

**1. Contact with U.S. military representative:** Have you established initial contact with this officer at the U.S. Embassy in your country for briefings and issue of Invitational Travel Orders?

### **2. Passports and Visas**

- a. Do you and dependents have passports that are valid throughout the entire length of your visit?
- b. Are the visas good throughout the visit?
- c. Do you have A-2 status, a Visa stamped: D/S, and Multiply Entry?
- d. If bringing domestic help (nanny or au pair) do they have A-3 status, D/S and multiple entry?

### **3. Invitational Travel Orders**

- a. Do you have the original Orders and 3 copies of the ITO?
- b. Have you had the ITOs thoroughly explained to you by the Navy Representative?
- c. Are all blocks filled out properly?
- d. Did you fax a copy of your ITO to the Naval War College: Fax number (401) 841-3647?

**4. Biography:** Has it been sent or do you have a copy to bring with you?

### **5. Sponsor**

- a. Have you corresponded with your sponsor?
- b. Have you provided your sponsor with your personal desires in regard to housing, automobile, arrival date and time, etc.?

### **6. Travel Information**

- a. Have you confirmed travel reservations to either Providence, Rhode Island or Boston, Massachusetts?
- b. Is the U.S. Navy Representative aware of your travel itinerary?
- c. Is your sponsor also aware?
- d. Is your arrival arranged so that you will arrive in Newport no later than 30 July?

### **7. Personal Shipments**

- a. Have you arranged to have a summer uniform with you?
- b. Have you arranged to have winter and formal uniforms sent to Newport? (You will need your Service dress blue jacket equivalent for a photo during your first week in Newport.)

- c. Have you arranged shipment of personal goods through a freight forwarder with offices in Boston or New York?
- d. Is the freight forwarder licensed to do business as a Customs House Broker?
- e. Do you have your Bill-of-Lading for each shipment?

**8. Pay:** Have you made arrangements to have your pay forwarded to you at the Naval War College?

**9. Personal Expenses:** Have you brought sufficient funds to cover initial costs upon arrival in Newport?

**10. Drivers License:** Have you obtained an International Drivers License? (This is strongly recommended but not required.)

**11. Mail:** Have you made arrangements to have your mail forwarded to Newport?

### **12. Medical**

- a. Do you have a thorough understanding of the limits of medical care provided by the U.S. Navy, as contained in your ITOs and as briefed by the Navy representative in your country?
- b. Do you have medical coverage for your dependents through your Navy or through an insurance program?
- c. Does your ITO authorize all billing to be sent directly to your government?
- d. Do you have a medical history of yourself and dependents?
- e. Do you have a record of immunizations for yourself and dependents?
- f. Are dates of immunizations for your children written on the immunization sheet (month/day/year)?

### **13. School Enrollment**

- a. Do you have documentation (for dependents) to support the following?
  - (1) Child's age
  - (2) Child's immunization
  - (3) Child's educational record
  - (4) Child's medical examination

### **14. Country References**

- a. Have you obtained slides, transparencies, photos, posters, etc., of your Navy and country?
- b. Do you, your wife and your children (if desired) have traditional national dress that you may want to wear at the NCC International Dress Show or during show and tell events at your child's school?

### **15. Guide to American Culture**

- a. If you have access to the internet, you may want to look at a website called "International Student Guide to the American Culture" at <http://web1.deskbook.osd.mil/valhtml/2/2C/2C1/2C15/2C155F01.htm>

# APPENDIX D MEDICAL FORMS

**RHODE ISLAND PUBLIC SCHOOLS  
PHYSICAL EXAMINATION -- IMMUNIZATION RECORD**

Dear Parent,

Every student entering a public or non-public school in this State for the first time shall have a complete medical history and physical examination done. Physical examinations shall be repeated in grade four and grade seven.

Child's Name \_\_\_\_\_ Birthdate \_\_\_\_\_ Sex \_\_\_\_\_  
Address \_\_\_\_\_ School \_\_\_\_\_ Grade \_\_\_\_\_  
Doctor's Name \_\_\_\_\_ Address \_\_\_\_\_

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**THIS SECTION TO BE COMPLETED BY HEALTH PROFESSIONAL**

Height \_\_\_\_\_ Weight \_\_\_\_\_ B.P. \_\_\_\_\_ Femoral Pulse \_\_\_\_\_

Eyes \_\_\_\_\_ Glasses/Contacts: Yes  No  Abdomen: Hernia Yes  No

Ears \_\_\_\_\_ Orthopedic \_\_\_\_\_

Nose \_\_\_\_\_ Scoliosis: Negative \_\_\_\_\_ Positive \_\_\_\_\_

Tonsils \_\_\_\_\_ Nervous System \_\_\_\_\_

Glands: Cervical \_\_\_\_\_ Thyroid \_\_\_\_\_ Skin \_\_\_\_\_

Heart: Murmurs: Functional \_\_\_\_\_ Organic \_\_\_\_\_ None \_\_\_\_\_

Lungs \_\_\_\_\_ Speech \_\_\_\_\_

Serious Illness, Injuries, or Operation: \_\_\_\_\_

Ability to participate in Physical Education: \_\_\_\_\_

Allergies: \_\_\_\_\_

Regular, continuing long term medication: Yes  No

Name of medication, dosage, frequency \_\_\_\_\_



**SUMMARY OF RHODE ISLAND  
IMMUNIZATION REQUIREMENTS AND EXEMPTIONS**

**2004– 2005 ENTRY REQUIREMENTS**

VACCINE	School GRADE Level	TOTAL # OF DOSES	MINIMUM AGE FOR FIRST DOSE	MINIMUM INTERVALS (BETWEEN DOSES)	
<b>DTP/DTaP</b> (Diphtheria, Tetanus, & Pertussis)	All	<b>5 or 4</b> (4 doses only if 4 <sup>th</sup> dose after age 4)	<b>6 Weeks</b>	<i>Dose #1, 2, 3</i> <i>Dose #4</i>	4 weeks between each dose 6 months after #3
<b>Td</b> (Tetanus & Diphtheria)	All	<b>3</b>	<b>7 Years</b>	<i>Dose #1, 2</i> <i>Dose #3</i>	4 weeks between each dose 6 months after #2
<b>POLIO – OPV</b> (Oral Poliovirus)	All	<b>4 or 3</b> (3 doses only if 3 <sup>rd</sup> dose after age 4)	<b>6 Weeks</b>	<i>Dose #1, 2, 3</i>	4 weeks between each dose
<b>POLIO - OPV</b> (Inactivated Poliovirus)	All	<b>4 or 3</b> (3 doses only if 3 <sup>rd</sup> dose after age 4)	<b>6 Weeks</b>	<i>Dose #1, 2</i> <i>Dose #3</i>	4 weeks between each dose 6 months after #2
<b>MMR</b> (Measles, Mumps, & Rubella)	All	<b>2</b>	<b>12 Months</b> (On or after 1 <sup>st</sup> birthday)	<i>Dose #1, 2</i>	1 month
<b>Hepatitis B</b>	<b>K-4, 7-10</b>	<b>3</b>		<i>Dose #1, 2</i> <i>Dose #3</i>	1 month 6 months after #2
<b>Varicella Vaccine</b> (Chicken Pox)	<b>K-4, 7-10</b>	(Vaccine or note from Doctor with date of infection)			

**EXEMPTIONS**

TYPE	DEFINITION
<b>MEDICAL</b>	A licensed physician signs a medical exemption stating the student is exempt from a specific vaccine because of medical reasons in accordance with: <ul style="list-style-type: none"> <li>↳ ACIP guidelines, AAP guidelines, or vaccine package insert instructions, or</li> <li>↳ Laboratory confirmation of disease.</li> </ul>
<b>RELIGIOUS</b>	A parent or guardian completes and signs the <i>Immunization Exemption Form</i> on the grounds of religious beliefs.
<b>TEMPORARY</b>	The administrative head of the school or his/her designee signs a <i>Temporary Exemption Form</i> indicating that there is evidence of a scheduled appointment with a health care provider for the required immunization(s). This temporary exemption will expire on the date of the scheduled appointment.



District:  
Grade:  
School:

### RHODE ISLAND DEPARTMENT OF HEALTH IMMUNIZATION EXEMPTION FORM

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

#### **i. Medical Exemption**

The above named child is exempt from receiving the following vaccine(s) due to the medical contraindication listed below. This child's contraindication(s) is in accordance with the Advisory Committee on Immunization Practices (ACIP) guidelines, American Academy of Pediatrics (AAP) guidelines, or vaccine package insert instructions.

DTaP/DTP    DT    Td    Hib    Hepatitis B    IPV    OPV    MMR    Varicella    Other

**Permanent Contraindications:** (Check where applicable)

- History of anaphylactic or anaphylactic-like reaction to a prior dose of the vaccine or a vaccine component.
- Previous encephalopathy within 7 days after DTaP/DTP
- Undiagnosed progressive neurologic problem after DTaP/DTP
- Previous history of  $T \geq 105$  F (40.5 C) within 48 hours after DTaP/DTP.
- Previous continuous crying lasting 3 or more hours within 48 hours after DTaP/DTP.
- Previous convulsion within 3 days after immunization after DTaP/DTP.
- Previous pale or limp episode, or collapse within 48 hours after DTaP/DTP.
- Other \_\_\_\_\_

**Temporary Contraindications:** (Check where applicable)

- Moderate or severe acute illness with or without fever.
- Student is pregnant.
- Student is immunocompromised.
- Blood products or immunoglobulin administered during the past 11 months.
- Other \_\_\_\_\_

Expiration date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Physician Signature

#### **ii. Religious Exemption**

I object to having my child receive the required vaccines because of my religious beliefs. I understand that in the event of any vaccine-preventable disease outbreak which may occur in the school, my child would be excluded for the duration of the outbreak, or until the required vaccinations are obtained.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrative Head of School or Designee Signature

White. School  
Yellow. Parent  
Pink. RI Department of Health