



**NAVAL DIVING AND
SALVAGE TRAINING CENTER
(NDSTC)**



**INTERNATIONAL MILITARY STUDENT
INFORMATION HANDBOOK**

**NDSTC - IMSO
350 SOUTH CRAG ROAD
PANAMA CITY, FLORIDA 32407**

**COMM: 850-238-6216 DSN: 436-5778
FAX: 850-235-5242**

**IMSO: EODC Shawn Simmons shawn.r.simmons@navy.mil
Asst. IMSO: ND1 Sean Bast sean.bast@navy.mil**

<http://www.netc.navy.mil/centers/ceneoddiver/ndstc/>

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INTRODUCTION

This guide is intended to assist you during your period of resident instruction at the United States Naval Diving and Salvage Training Center, Panama City Florida.

Please keep this guide as a reference for any problem or situation that you might encounter. Additional information will be provided during your orientation briefings or upon request from the International Military Student Officer (IMSO).

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2. GLOSSARY OF TERMS & ABBREVIATIONS:

ANSI	American National Standards Institute (Vision, Color Blindness & Hearing Test Standards)
AWOL	Absent Without Leave
BEQ	Bachelor Enlisted Quarters
BLDG	Building
BOQ	Bachelor Officers Quarters
BUMED	Bureau of Medicine
CIN	Course Identification Number
CLO	Country Liaison Officer
CO	Commanding Officer
COMSEC	Communications Security
CONUS	Continental US
CPM	Country Program Managers
CST	Central Standard Time
DEERS	Defense Enrollment Eligibility Reporting System
DISAM	Defense Institute of Security Assistance Management
DoD	Department of Defense
DoN	Department of the Navy
DSAMS	Defense Security Assistance Management System
DSCA	Defense Security Cooperative Agency
DST	Daylight Savings Time
ECL	English Comprehension Level
ECP	Northwest Florida Beaches International Airport Panama City
ETA	Estimated Time of Arrival
EOD	Explosive Ordnance Disposal
FIN	Foreign Identification Number
FL	Florida
FMS	Foreign Military Sales
FOT	Follow On Training
FOUO	For Official Use Only
FSP	Field Studies Program
HIV	Human Immunodeficiency Virus
IMET	International Military Education & Training Program
IMS	International Military Student
IMSO	International Military Student Officer / Office
INS	Immigration Naturalization Services
ITO	Invitational Travel Orders
JSCET	Joint Security Cooperation Education & Training
MASL	Military Articles & Services List
M&IE	Meals & Incidental Expenses
MANMED	Manual of the Medical Department
MTF	Medical Treatment Facility
MILPERSMAN	Military Personnel Manual
NSA PC	Naval Support Activity, Panama City, FL
NDSTC	Naval Diving and Salvage Training Center
NAVMED P	Navy Medical Pamphlet
NAVSCOLEOD	Naval School Explosive Ordnance Disposal
Navy IPO	Navy International Programs Office
NCO	Noncommissioned Officer

NETC	Navy Education & Training Command
NETSAFA	Naval Education & Training Security Assistance Field Activity
NITC	NETSAFA International Training Center
OCONUS	Outside Continental US
ODC	Office of Defense Cooperation
PT	Physical Fitness Training
POC	Point Of Contact
POV	Privately Owned vehicle
RHCA	Reciprocal Health Care Agreement
RIM	Retainable Instructional Material
SATO	Scheduled Airline Ticket Office
SCN	Student Control Number
SCO	Security Cooperation Organization or Security Cooperation Officer
SECNAV	Secretary of the Navy
SET	Specialized English Training
SOFA	Status of Forces Agreement
TLA	Travel & Supplemental Living Allowances
UA	Unauthorized Absence
USG	United States Government
USN	United States Navy
WCN	Work Control Number
WHO	World Health Organization

3. WELCOME TO NDSTC: *Congratulations!* You are embarking on an exceptional opportunity for professional growth and team building for our military services. The training you will receive is just one part of the total experience you will have in learning more about the US & its citizens. The following are several ideas that should be useful in preparing for this experience. Family members (dependents) are discouraged from accompanying or joining you later because housing & other amenities are expensive and not readily available. The presence of dependents in the past has created problems that have interfered with IMS successfully graduating from training.

4. Requesting Training: The SCO at the US Embassy, or equivalent, located in your country is solely responsible for requesting training, ECL testing, & issuing the required ITO to IMS. No training will be conducted without an ITO from the SCO. SCO will coordinate training requests through CPMs at NETSAFA which then coordinate training with NDSTC. Countries & SCOs should **NOT** attempt to get quotas directly from NDSTC. SCOs also ensure that the IMS has met all security, medical, medical insurance & other screening requirements.

5. NDSTC Mission: To train professional military divers to face any challenge anytime, anywhere. We provide them with the skills and the confidence to successfully complete the missions in support of our Nation's Strategic Guidance.

6. NDSTC Location: NDSTC is located on Naval Support Activity, Panama City, FL. The station is just west of the Hathaway Bridge that separates Panama City proper from Panama City Beach. The Station sits at the corner of Hwy 98 West and Thomas Drive. It has one gate off Thomas Drive. Directions to the BOQ are best obtained from the gate guard. The BOQ will provide a map of the station. All aspects of your training will be managed, coordinated &/or conducted by the IMSO Office & NDSTC staff. Questions concerning all activities, events, problems, complaints & compliments should be directed to the IMSO. ALL problems should be brought to the attention of the IMSO and the Instructor where you are receiving instruction. You must notify the IMSO as soon as possible when you:

- a. Have a travel Itinerary for arrival in the area.
- b. You have an accident, illness or injury.
- c. You are admitted to or discharged from a hospital.
- d. You are given a duty excuse from a hospital or corpsman.
- e. You are given an appointment slip from any activity including a hospital.
- f. You are stopped, arrested or receive a traffic citation from any law enforcement agency (on or off base).
- g. You move to a new address or room and/or change your telephone number.
- h. Your family arrives if they did not come with you.
- i. You are having problems with the government contract quarters.

7. MEDICAL POLICY DOD SECURITY COOPERATION EDUCATION & TRAINING:

The following is clarification of Department of Defense, Department of State & DSCA policy and compliance is **MANDATORY!**

1. Medical screening:

A. Pre-departure examinations (within the preceding three months of departure for IMS & authorized accompanying or joining dependents) are required prior to issuance of the ITO. Required examinations will be recorded in English on DD form 2808, Medical Examination & DD form 2807-1, Medical History. Copies of these forms, instructions for completing the forms for IMS & for dependents, along with sample forms, can be found on the DISAM International Training Management web page <http://www.disam.dsca.mil/itm> under "Functional Areas."

B. Requirements for IMS:

(1). Completed DD forms 2808 & 2807-1 with the physical examination Including:

- (a). Chest x-ray for tuberculosis (TB).
- (b). Serological test for HIV & Acquired Deficiency Syndrome (AIDS).
- (c). For female IMS, the examination will include pregnancy testing.

(2). The following studies must be completed within 3 months of the diving physical examination and must be documented on the Report of Medical Examination (DD Form 2808) for all IMS attending Diver Training:

- (a). Chest x-ray (PA and Lateral)
- (b). Electrocardiogram
- (c). Audiogram
- (d). Dental Examination Class I or II
- (e). PPD
- (f). Vision (refer to Article 15-102 and 15-105 of the MANMED for specific requirements)
- (g). CBC
- (h). Urinalysis
- (i). Fasting blood glucose
- (j). Hepatitis C screening
- (k). Fasting Lipid Panel
- (l). Documentation of a Neurological Examination on Block 42 to include mental status, cranial nerves, motor, sensory, coordination, and deep tendon reflexes.

(3). Medical certification (signed by competent medical authority [physician]), recognized by the US embassy, documented in block 82 of DD form 2808, that the named individual has complied with the following immunizations recommended by the US Public Health Service & the World Health Organization:

Measles, Mumps & Rubella	Polio
Diphtheria, Pertussis & Tetanus	Varicella (chickenpox)
Influenza B	
Yellow fever (if traveling from or thru an infected area)	
Hepatitis A & B (if attending medical training).	

(4). Complete dental examination including dental certification (signed by a competent dental authority [dentist]) recognized by the US embassy, & documented in block 83 of DD form 2808, that no care is required for cavities, infection, or oral disease.

(5). See MANMED Article 15-102 and 15-105 for specific instructions on how to complete Diving Duty Physical Examinations.

2. Health care coverage:

A. Health care in the US is very expensive. The use of civilian Health care providers/treatment facilities will require the patient to show how the cost for health care, to be incurred, will be paid. Medical insurance for IMS or dependents MUST be maintained for the full duration of the IMS & dependents stay in the US. **The lack or lapse of health care insurance for IMS or dependents at any time during their stay in the US is authorization to remove IMS from scheduled education/training & return to home country.** The IMS is held responsible for payment of incurred

health care bills. When bills are incurred for health care in a DoD MTF, it is considered to be a personal debt to the US government.

B. Health care coverage for non-NATO IMS will be provided by the IMET(IMS only), CTFP(IMS only), country direct, FMS case, FMF case, or health insurance. For an IMS from a country with a NATO/PfP SOFA, inpatient care medical coverage will be provided by the IMET program (IMS only), CTFP (IMS only), country, FMS case, INCLE case, or health insurance. Inpatient health care coverage for authorized dependents will be provided by the country, FMS case or health care insurance.

(1). Health care at a DoD MTF is as follows:

(a). IMS outpatient care in DoD MTF is at no charge (medical & dental). Dependent outpatient care in DoD MTF is at no charge (medical & only emergency dental).

(b). Inpatient care is on a reimbursable basis.

(2). Health care at a civilian MTF is as follows:

(a). IMS: free outpatient care (medical & dental) when referred by a DoD MTF (referring MTF pays).

(b). Outpatient care on a reimbursable basis when no DoD MTF is available (this care must have health care coverage).

(c). Inpatient care is on a reimbursable basis.

C. RHCA does not provide full health care coverage. These Agreements provide care in CONUS DoD MTF at no cost, but with few exceptions, **do not cover civilian health care**. Since RHCA differ in coverage, it is critical that the RHCA be carefully reviewed to determine the additional health care coverage required. The foreign government must pay health care not covered by a RHCA or IMS must have qualifying health care insurance. It is also required that if IMS & dependents are covered by RHCA that their government or IMS also obtain additional health care coverage for those times that they may not be near a MTF. **NSA PC does NOT have a full service MTF.**

(1) Healthcare insurance policy coverage should include coverage for all non-elective medical conditions, and must remain in effect for the duration of the IMS and authorized dependents DoD sponsored stay in the U.S. The initial insurance policy should be in effect for one year or the duration of the IMS stay in the United States under DoD security cooperation sponsorship.

(2) Medical benefits of at least \$400,000 per year (payable in U.S. dollars; no conversion from foreign currency).

(3) Deductible not to exceed \$1000 annually per family.

(4) Repatriation of remains in the amount of \$50,000 (per individual), should a death occur in the U.S.

NOTE: This provides for the preparation and transportation of remains to home country.

(5) Medical evacuation in the amount of at least \$250,000 (per individual) for immediate transportation to the nearest adequate medical facility, and subsequently in the event it is determined to be medically

necessary for IMS, international civilian students, and/or authorized dependents to return to their home country.

Note: Information on health insurance can be found at <http://www.disam.dsca.mil/itm> under "Functional Areas."

D. When health care coverage is provided by insurance, a copy of the policy, **in English**, will be provided to the SCO, IMSO & the servicing MTF. If the insurance company is not US based, the policy must have international benefits that cover health care in the US and have a point of contact in the US.

E. The lack of health care coverage for IMS or dependent(s) (if applicable) revealed, at any time during their stay in the US, will make the IMS **personally responsible for the payment** of incurred health care bills.

8. MEDICAL COVERAGE & HEALTH INSURANCE & ITOs:

A. **Dependents are discouraged** from accompanying the IMS at NDSTC. Complete health screening & proof of health care coverage is required & must be provided to the SCO prior to dependents being authorized on the ITO or to accompany/join the IMS. The SCO will annotate the appropriate block of the ITO to indicate how health care charges will be paid. Authorized dependents are not to be added to the ITO until health screening & health care coverage requirements are met.

B. Assemble all required health documentation & English version of the health care insurance policy for IMS & dependents, if any, & place in a sealed packet. Inform IMS the sealed packet containing health screening documents for self & authorized dependents along with proof of medical insurance coverage, if applicable, is to be presented to the IMSO upon their arrival at first education/training site. Medical insurance for dependants is verified during check-in. The requirement for dependent health insurance **NOW** applies to those dependants accompanying or joining an IMS whether they **are authorized** on the ITO **or NOT**. This means that if they are in the US, the **IMS must provide proof of medical insurance for them or the IMS will be sent home immediately.**

9. Physical Standards: All students must be able to meet the minimum physical standards as outlined in MILPERSMAN 1220-100 and MILPERSMAN 1220-410. To successfully complete the initial Diver Physical Screening Test, all students must be able to perform the following:

- a. 500 yard swim in 14 min
- b. 10 min rest
- c. 42 push-ups in 02 min
- d. 02 min rest
- e. 50 sit-ups in 02 min
- f. 02 min rest
- g. 06 pull-ups in 02 min
- h. 10 min rest
- i. 1.5 mile run in 12 min 45 sec

See MILPERSMAN 1220-410 for specific instructions on how to complete each section of the Diver Physical Screening Test.

10. NITC Dive Prep and Screening Course (MASL: PREPDIV): Attendance in this course is mandatory prior to attending training at NDSTC. This program provides IMS the opportunity to meet the necessary physical and medical standards or be able to physically and medically qualify in U.S. Navy training programs. The physical training is designed to build the students overall body strength in order to meet the rigors of the many physically demanding qualities found in all types of dive training and other areas requiring high physical standards. Water survival training exposes the student to special swim conditioning to familiarize and be able to adapt to the open water environment.

11. Defense Language Institute (DLI): SET is a prerequisite for all IMS attending high-risk training courses / schools (EOD, Jump, **Dive**, SEAL-BUD/S, etc). SET varies in length depending upon the IMSs English skills. Minimum length is 9 weeks. The success of your training experience at NDSTC largely rests on your ability to understand, speak, read & write the English language. No other single factor is as important to success as proficiency in the English language.

12. Language Skills & Other Academic Preparations: Lectures are the most common instruction method used at NDSTC. You need to understand English and be able to take notes about facts, ideas & references presented in those lectures. You may have trouble understanding what a person is saying simply because they speak fast or with a regional accent. Ask people to speak slowly or to repeat what they have said if you do not understand them. Instructors may not slow their normal lecture speed unless YOU ask them to. Asking them to speak slower does not embarrass them or cause them to "lose face". People in the US use slang & jargon. If you do not understand a word or phrase, ask your instructor to explain the meaning. Military instruction uses many special terms & acronyms (an acronym is a word formed from the initial letters of a name or by combining initial letters or parts of a series of words (i.e. NDSTC or BOQ). Words are often abbreviated. For example, "PT" means "physical training", "info" means "information". If two or more words are used together, their initials are often used to form an acronym: "ND" means "Navy Diver". Some of these words you may not be able to understand without a personal explanation. Every culture has certain body movements, gestures & facial expressions that show emotions, comments or reactions without words. These are called "body language." Please do **NOT** be offended if our body language has different meanings than yours. In the US, people sometimes say "yes" or "no" using inflected grunts or by nodding or shaking their head. Uh-huh is yes; uh-uh is no. It may take a while to distinguish the affirmative from the negative. "Hmm" or "umm" is usually an expression of interest, not a request to repeat what has been said. Nodding the head up & down means "yes", shaking the head from side to side means "no".

13. Mail & Packages:

a. Mailing Address: Naval Diving and Salvage Training Center
Name & Class number
350 South Crag Road
Panama City, FL 32407 USA

14. Telephone / E-mail / Internet Web Sites:

DLI & Lackland AFB: www.dlielc.org & www.lackland.af.mil

NDSTC: <http://www.netc.navy.mil/centers/ceneoddive/ndstc/>

COMM: 850-238-6216, DSN: 436-6216, Fax: 850-235-5242

E-mail: IMSO: EODC Simmons shawn.r.simmons@navy.mil

E-mail: AIMSO: ND1 Bast sean.bast@navy.mil

All outgoing faxes must be in English for us to fax them.

15. Arrival / Departure: Forward travel itinerary to the NDSTC IMSO and plan to arrive / depart during normal duty hours [Monday through Friday (0700-1630 hours CST)] & **NOT** on a Saturday, Sunday, US holiday or before or after duty hours. You will not be able to access the base without prior notification to the NDSTC IMSO.

Northwest Florida Beaches Intl Airport Panama City (ECP) is the **ONLY** arrival / departure point for NDSTC if we provide transportation for you. IMS will not be picked up or delivered to any other airport.

Excess baggage is authorized for IMS under certain conditions (length of training and type of course(s)). Excess baggage is that amount over the baggage permitted by the transportation carrier. Training duration indicated in paragraphs below will be determined using the report date for the first course and the projected graduation date for the last course:

(a) Two pieces of checked baggage, not to exceed 50 pounds each, are authorized for IMS receiving travel and living allowance (TLA) when training is less than 12 weeks. (No excess baggage is authorized.)

(b) Three pieces of checked baggage, not to exceed 50 pounds each, are authorized for IMS receiving TLA when training is 12 to 22 weeks. (One piece of excess baggage is authorized.)

(c) Four pieces of checked baggage, not to exceed 50 pounds each, are authorized for IMS receiving TLA for 23 to 35 weeks. (Two pieces of excess baggage are authorized.)

(d) Five pieces of checked baggage, not to exceed 50 pounds each, are authorized for IMS receiving TLA for 36 weeks and longer. (Three pieces of excess baggage is authorized.)

Graduation ceremonies are at 0900. **You must be at graduation in order to complete the course** and you must also be at the airport two hours prior to departure for international flights.

If your travel is being obtained via the US (per your ITO), your tickets will be scheduled by the IMSO via SATO using the most direct, cheapest rate, on a US flag carrier. Travel will be scheduled for the first duty

day following completion of your training unless you are authorized leave. All travel we obtain shall depart from ECP airport only (even if you take leave). All training dates are subject to change from that shown on your ITO.

It is recommended that IMS **NOT** purchase round trip tickets for their dependants before departure from their home country without considering the rules governing the purchase of return transportation (US carrier limitations, date changes, etc.). **If the IMSO is coordinating your ticket home, you may not be on the same flight as your dependants.**

16. In-Processing: You must be escorted onto NSA Panama City by the IMSO on your initial arrival. If you are traveling via POV you must make prior arrival arrangements with the IMSO or we will pick you up at the ECP airport. We will give you a tour of the base and facilitate your check-in to the BOQ. You will be given follow-on instructions for muster during this time. Please bring your ITO, your visa / passport, driver's license (US, foreign & international), and US military ID card. If your family is here, we will need all of this for them **plus** proof of medical insurance. If your family does not have an ID card & are authorized on your ITO we will get them one. If your family is **not** authorized on your ITO they **cannot** enter NSA Panama City nor receive an ID card. All of these documents will be required on in-processing day after you arrive. You should **always keep your Passport, Visa, medical insurance card & ITO available on your person 24 hours daily.** Training begins after one day of in-processing & no extra time is set aside for personal or family needs.

17. Quarters: Reservations will automatically be made at the Navy Gateway Inn, NSA PC for all IMS once a copy of your ITO is received. All reservations will be made for the day of arrival and end the day after graduation. Reservations for others will be made if requested directly by the IMS to the IMSO. Note: the cost for unfurnished quarter's off-base ranges from \$800-\$1,900 per month if available. Furnished quarters off-base are in very short supply & may **not** be available & when available may be even more expensive. Local hotel / motel government rates vary from approximately \$85-\$200 per day - (this is a resort / vacation area). All IMS must be prepared financially to pay for off-base housing, if authorized.

18. TLA for IMS under Security Cooperation Programs: *** Daily supplemental TLA will be paid only if it is authorized on your ITO & you are living in government contract quarters. The following only applies to IMS receiving TLA via IMSO office.*** Countries & IMS are reminded that TLA is only intended as a supplement to assist in the cost of the IMS living away from his/her home & to assist with personal expenses. It is not a substitute for the IMS' normal salary, pay & allowances or other compensation required due to the IMS living outside of their home country. As a minimum, all IMS should arrive with sufficient US funds to cover expenses for a minimum of 14 DAYS.

*** TLA rates are subject to change at any time. Currently, IMS will receive the cost of USG Contract Quarters for the individual IMS plus an additional \$24.85 per day for M&IE. **If the IMS is authorized a USG TLA & does not reside in USG or USG contract quarters, they will NOT receive TLA (their TLA will be zero).** Apartments are not considered USG contract quarters. IMS that leave USG contract quarters or return home early must repay any TLA funds received that exceed day of departure.

19. Transportation: NO public or government transportation exists other than taxis (which are expensive). You will need a credit card in your name to make any reservations (Visa, Diners, etc.). Most US rental car companies also require that all drivers be at least 25 years of age & have a valid international drivers license (translated into English) **or** a valid US state (i.e., Florida, Texas) drivers license. If you are authorized to drive on your ITO, remember that it is your responsibility to obey all traffic rules & have valid automobile insurance. NSA Panama City & the local communities rigidly enforce "traffic laws". Speed limits are strictly enforced both on & off base.

There is ****ZERO TOLERANCE**** for drinking and driving in the US. Any driver who has a breath or blood alcohol level of .08 or higher can be arrested. If onboard a military installation, the limit is ZERO. This rule is strictly enforced & carries strong penalties if violated: fines in excess of \$1,000 USD, mandatory community service (starting at 50 hours on weekends), probation, license revocation, DUI school (\$250+ cost), possible mandatory medical treatment, possible imprisonment & loss of driving privileges. *****Plus, you go home without graduating.*****

Please note: All Dive students (US & International) involved in an "alcohol or drug" related incident are removed from training and eliminated from NDSTC for their FIRST offense.

*****NO ADDITIONAL WARNINGS ARE GIVEN*****

20. TRAFFIC VIOLATION / FINES: (subject to change) If you do not follow the traffic rules in the US you may receive a traffic ticket. You may have to miss class to go to court and also pay a fine.

21. Student Parking & Driving: No student parking is adjacent to **ANY** bldg at NDSTC. IMS with POVs may use them freely outside of the training environment if authorized on their ITO. Ride sharing is encouraged. USG vehicles will not be used during non-duty hours except for FSP events & daily travel from / to the airport.

22. USG Dining Facilities:

A. MEALS: Government messing is available to all students. There are several restaurants within easy walking distance of the base. Since there is limited time it is often best to utilize the government messing during training days.

B. USN Dining Facility (Galley) serves Breakfast, Lunch and Dinner.

C. You must be in a complete uniform in order to eat in any USG dining facility. Portions of uniforms are not permitted. Appropriate civilian clothing is authorized. Average cost for US government meals @ NSA PC, including surcharges, is \$13.85 per day.

23. Identification (ID) Cards: Will be provided if NDSTC is the first location on your ITO or your ID card expires during your stay. Do **NOT** let your USG issued ID card expire. Renew it at the 1st opportunity after you receive a firm graduation date endorsement from the IMSO but **NOT** before. Your ID card will allow you to use various facilities & services available to US military personnel. Dependents will only be issued an ID card if they are authorized on your ITO. Any IMS or dependent that loses an ID card must immediately report the lost card to the IMSO. Do not lend your ID card to anyone. Safeguard it & protect your privileges at all times. All ID cards (IMS & family) must be returned to the IMSO on graduation day unless you have follow-on training in the US.

24. Weather: Northwest Florida is known for its long, hot, humid summers & its mild wet winters. Average annual rainfall is 65 inches (165 cm) & average temperatures vary from a high (in July) of 95 degrees Fahrenheit (F) (34 degrees Celsius{C}) & a low (in January) of 32 degrees F (0 degrees C). During the summer month's temperatures will exceed 100 degrees F (40 degrees C) with 100% humidity. Be sure you drink lots of water during the day to reduce potential problems due to dehydration. Hurricane season is from June 1st thru November 30th. An approaching hurricane may cause mandatory base evacuation and delay your training completion. If evacuation is required, transportation will be provided to IMS & authorized dependants to another location. Dependants not on your ITO will not gain access to the evacuation site. Reimbursement for POV travel will NOT be paid. Normally, the CO will notify the command of appropriate actions 36-48 hours prior to expected landfall of a hurricane.

Panama City has experienced Category 1, 2 & 3 Hurricanes in the past 10 years and witnessed up to Category 5 within 100 miles. We have had mandatory evacuations twice in the last 5 years.

25. Uniforms, PT Gear & Personal Hygiene:

Uniforms:

IMS should have several working & one dress uniform with them. Dress uniform is only worn on 1st day & graduation day. Work uniforms are worn for all training. You will be required to maintain personal hygiene standards similar to your US student counterparts. Due to the extreme heat & high humidity - daily full-body baths or showers are mandatory & a fresh / clean uniform is required. Recommend bringing at least three (3) changes of work uniforms to ensure a clean one is

available. Majority of training is outdoors & we recommend that you bring wet weather gear, including a raincoat, a hat & a light jacket & we do train in the rain & cold. We have none available for issue. When in uniform, you are expected to wear yours in a proper military manner commensurate with your assigned duties & per your government regulations. Your country may have a uniform that authorizes shorts. This uniform is not authorized for wear at NDSTC. Do not mix civilian & uniform items. Shirts with collars & shoes with toes covered must be worn when using base facilities. Men must be clean-shaven for this training.

PT GEAR:

Shirts: On Training Day TWO you will need solid white T-shirts with a round neck (no V-neck). At dive school, students will stencil their last name and class number on the front and back of these shirts. Be prepared to go in the pool for the physical screening test, drown proofing, and mask/fin/snorkel exercises.

Shorts: Only UDT shorts will be worn during training at NDSTC. These are khaki shorts that are unique to the diving community, and each student will be issued 2 pairs. Appropriate undergarments (100% cotton briefs-they must not be visible outside of the UDT's) must be worn at all times. **Swim suits:** For females, a black or dark blue one-piece swimsuit is required. This will be worn in combination with UDT shorts. **HOWEVER**, when females are undergoing diving operations with compressed gas (ie: SCUBA), they **MUST** be wearing sports bra and underwear instead, as close to 100% cotton as you can. For males UDT shorts with appropriate undergarments. **Footwear:** **Good running shoes are mandatory**, and because shoes frequently get wet during PT, it is desirable to have two pairs. Socks will be white.

Sweats: Authorized for training during the colder months. Plain blue hooded sweatshirts/sweatpants will be worn.

A. **DIVE STATION:** PT gear will be worn, with or without sweats. When setting up or performing diving operations, **steel-toe boots are mandatory**.

B. **OUTSIDE THE COMMAND:** You may **NOT** wear the above PT gear outside the command. Most students wear their uniforms or wear civilian shorts and T-shirt over their PT gear, when in transit between the parking lot, BOQ and the dive school. Appropriate civilian attire is required at all times.

26. Training: Training is almost equally divided between classroom & practical training. All IMS are expected to be present when class starts. Being late disrupts training for everyone in your class & is considered "rude" in our culture.

NDSTC Training Hours (excludes US Holidays/Weekends):

Class Muster (Mon-Fri) 0600
Training Department Muster (Mon-Fri) 0600-0630
PT (Mon-Fri) 0630-0830
Conduct Training (Mon-Fri) 0900-1630
Night Study (Sun-Thu) 1800-2000

Only weekends & US holidays are "OFF" days. Night study is mandatory during the first two weeks of training, and can be requested throughout the duration of training.

27. Holidays / Off-Days:

a. No training will be held on US holidays. If the US holiday falls on a Saturday, the "OFF" day will be on Friday. If the US holiday falls on a Sunday, the "OFF" day will be on Monday. Good Friday & Easter Monday are **not** holidays in the US & class will be conducted.

b. Ten US holidays are:

New Years Day (January 1st)
Martin Luther King Day (3rd Monday in January)
Presidents' Day (3rd Monday in February)
Memorial Day (last Monday in May)
Independence Day (July 4th)
Labor Day (1st Monday in September)
Columbus Day (2nd Monday in October)
Veteran's Day (Nov 11th)
Thanksgiving Day (4th Thursday in November)
Christmas Day (December 25th)

c. No training occurs last two weeks in December each year.

d. Graduation day is a training day. If you miss graduation, you do **not** graduate. You can **NOT** graduate earlier than the rest of your class.

NO OTHER DAYS ARE "OFF" DAYS or HOLIDAYS AT NDSTC.

e. **IMS attending instruction in the US may be authorized visits of no more than 72 hours to Canada & Mexico during official US holidays ONLY as noted above - if they have a multiple entry visa & if they have written approval from their Embassy to do so. Visits to other countries are **not** permitted. IMS must be aware that they need a **MULTIPLE ENTRY VISA** in order to leave & return to the US; not all visas meet this criterion. If you are leaving the US please bring your visa to the IMSO office **BEFORE** you purchase tickets or leave the US. The USG does **not** provide travel expense reimbursement or tickets for any holiday travel.

f. There is **NO** "OFF" time to take care of personal requirements after class starts. Time "OFF" will not be given to pick-up or take dependants to the airport, doctor or school, etc.

28. Academic Standards, Tests, Endorsements, Academic Reports & Various NDSTC Policies:

a. This training course can be very challenging for IMS. It is up to you to tell the instructor & the IMSO if you are having a problem. Do not hesitate to ask questions or ask people to slow down if they are speaking too fast. If the instructor uses a term you are not familiar with, ask them to explain it to you. You and your class will develop into a team and can help each other greatly during night study. You will find that team spirit & your teammates can keep you from making costly mistakes & actually assist you in the learning process. This does not mean that they can assist you when you are taking a test. That is considered cheating. **Cheating &/or getting assistance from anyone else is not permitted during any test.** The minimum passing score on every exam/test at NDSTC is 80%. Each IMS is evaluated on their own performance & abilities. This is the same academic standard as US students. If an IMS does not score at least 80% on a test, they will receive an '**ACADEMIC WARNING**'. They will be given a retest on this material following additional training they receive during the next night study period. If they are successful on their retest, they will continue in training. However, if they are not successful on the retest or not successful on any later test, they will be placed on '**ACADEMIC PROBATION**' & their Embassy will be notified. If an IMS fails a test while on Probation, an ARB would convene to recommend further action to the CO. The CO's options are limited to a) Test the IMS again or b) Eliminate the IMS from training & return them home. Any scheduled follow-on training would be cancelled.

b. **Note to SCOs:** The entire process from 1st test failure, retest failure, possible supplemental test failure & removal from training is only 2-3 training days in length.

29. Military Responsibility & Courtesy: Rank & responsibilities are very similar between the US military & those of other countries. As a multi-national class, the rank structure will be followed. The senior person will normally be appointed the Class Leader. The Class Leader will be responsible for directing the class when an instructor is not present. The IMSO, Training Department & Training Division you are in will help define the Class Leaders responsibilities.

Military Courtesy: Junior grade personnel are expected to salute senior personnel, regardless of service or nationality. Officers who are saluted should return all salutes. When in bldgs, under covered structures, working in a detail or without a hat, you are not expected to salute. **Note:** Some US personnel may not be familiar with the grade insignia of every country; therefore, they may not recognize that they should salute you even when they should. This is not a sign of disrespect. **Colors:** The raising & lowering of the US National Flag is referred to as "Colors". All personnel (US & International) are expected to show proper military courtesy during the raising & lowering of the US national flag. In the US, all personnel in uniform should salute from the 1st whistle (or musical note) until the last whistle (or

musical note). Those in civilian clothes should stand still in the position of attention.

30. Rank Insignia / Name Tags / Civilian Students: NDSTC provides Diver training to US Army, Navy, Air Force, Marine Corps, & Coast Guard personnel and selected US federal law enforcement agencies as well as to IMS from 33 different nations. Below is a web link that displays all US military rank insignia. We also ask that you wear your nametag from DLI to assist others in knowing your rank, name & the country you are from. Civilian students training under ITOs will wear no rank insignia.

<http://www.defense.gov/about/insignias/>

31. Weapons: Under no circumstances will any weapons be brought onto NSA Panama City. Weapons include firearms, explosives & knives, etc. Violations will result in confiscation of the weapon, require a formal report to your embassy & probably result in you being sent home.

32. Emergency & Normal Leave Procedures: If you are required to depart the course prior to graduation because of an emergency, immediately contact the IMSO office & we will assist you. Please realize that due to the amount of information taught on a daily basis, an absence in excess of one or two academic days is almost impossible to make up & would require the IMS to return in a different class. Your Embassy must approve all leave in writing if you depart CONUS. During the December / January break the IMSO office may approve normal leave if you are NOT departing the CONUS. **ONLY NORMAL LEAVE TAKEN DURING NDSTC STANDDOWN IN December - January WILL BE APPROVED.**

33. Auto / Motorcycle Insurance Questions & Terms For IMS With Motorcycles & Autos: (subject to change)

- A. To legally drive a POV in the US you must have a valid International Drivers License or a valid US state issued driver's license. To do so you must present your passport & social security card (if you have one & pass both a written (in English) test & a driving test. (If you pass both of these tests, the license costs you \$20-\$35.)
- B. If you do not have a license from your home country or an international driver's license you will be required to attend a four-hour driver's school on a Saturday. This costs \$25-\$50. After you attend this class you will then take the written & driving tests. This will take a minimum of one full day & the license office is not open on US holidays or weekends.
- C. Insurance: Bodily Injury Liability (BIL) & Property Damage liability (PDL) insurance coverage for your vehicle.
Valid vehicle title in owners' name (Usually the IMS)
Valid vehicle registration in owners' name (Usually the IMS)
Valid vehicle tags in owners' name (Usually the IMS)
- D. Certificate showing completion of Motorcycle Safety Course (for motorcycle owners only-obtainable for a fee on weekends)

-What type of insurance is required to purchase & maintain a FL tag & registration? You must have FL coverage of \$20,000 bodily injury liability (BIL) & \$10,000 property damage liability (PDL) insurance as long as you have a valid FL tag, even if the vehicle is in another state or inoperative. There are NO exemptions to this law. This coverage also provides you with legal defense in the event the injured party sues you.

-What does "Florida Coverage" mean? FL coverage is an insurance policy delivered or issued for delivery in FL by an insurance company licensed by the FL Department of Insurance. Most Texas automobile insurance companies are NOT licensed in FL.

-Can I maintain my current policy issued in my previous state of residence? NO. The minimum required insurance must be issued through a FL agent with an insurance company licensed to sell in FL. Some TX insurers have FL agents & are licensed to issue policies in FL. Ask your agent to transfer your current insurance to FL when you register a vehicle in FL.

Note: Many IMS purchase autos at DLI in TX & do not register the vehicles in their name with the State of TX or permit the dealer to do so (historically the dealer charges for this service & often they do not complete it). Be sure you have a title & registration from the State of TX in your name before you leave TX.

-Be sure that you have gotten the Vehicle Title, Registration & Tag registered with the State of TX (in your name) before you leave DLI. If you do not, it will cost you several hundred US dollars to do this by mail - after you get to FL. Without a valid title & registration in the IMS' name, you can NOT legally drive the vehicle anywhere in the US.

34. Field Studies Program (FSP): You will have an opportunity to visit various local activities during your free time. The FSP strives to share a positive, balanced culture lesson about US society, institutions, and ideals so you return to your home country with an understanding of how the US views the responsibilities of government, military, & our citizens to protect, preserve & respect the basic human rights of every individual. If you decide to participate, we pay most of the costs associated with this program. We will provide transportation & pay all entrance fees to planned activities. We also pay some meal costs (some - not all). If you bring dependants, you will be responsible for paying all costs associated with their participation. This program is for you.

35. From the IMSO: Our goal is to help each of you successfully complete your training mission. My personal goal is to do anything I can, within reason, to make your time in my country as pleasant and comfortable as possible. We look forward to meeting you and hope your stay in the U.S.A. is both exciting & enjoyable. Please do not hesitate if you have any questions, need any additional information, or have any suggestions. I look forward to seeing each of you in the future & hope you have a safe journey.