

**Welcome to Training Support Center  
San Diego, California**



**MAILING ADDRESS**

(Your Name)

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San Diego, CA 92136-5588

International Military Training Office  
Building 3280, Room 101A

Phone Nos.: (619) 556-8368/8337/8340/6633/8172

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Dear Student:

Welcome to the Training Support Center, San Diego. We hope your assignment here will be professionally rewarding and personally enjoyable. The knowledge you gain here will be of great value in the defense of your country and the common defense of all free nations.

The International Training Office has the responsibility to provide you with administrative and appropriate logistical support during your stay at Training Support Center. If you require assistance of any nature, please let us know of your needs. It is both our mission and desire to assist you in every possible way. The International Military Training Office conducts an Information Program designed for your education and enjoyment. Included are tours to points of historical interest and scenic beauty, and participation in local social and cultural events. Details of these activities will be explained to you during your orientation briefing. You are encouraged to participate in the Information Program. By doing so, you will take advantage of the opportunity to meet Americans, exchange ideas and customs and learn about our way of life.

Many base facilities are available for your use. Included are the Base Exchange, commissary, theater, sports facilities, churches, and medical facilities when appropriate.

This booklet provides pertinent information concerning your stay here at Training Support Center, San Diego, CA. It should answer most of your questions about Training Support Center and the surrounding community. Please read and become familiar with the policies and procedures outlined in this booklet, as they will aid you immensely during your assignment at Training Support Center, San Diego.

MAUREEN A. FARREN  
Captain, U.S. Navy  
Commanding Officer

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# CHAPTER 1

## GENERAL INFORMATION

### Section 1 - The San Diego Area

#### Location

Training Support Center, San Diego, is located on the Naval Station at 32nd Street and Harbor Drive.

San Diego is the seat of San Diego County and second largest city in California. It covers 319.5 square miles and is about 160 km (100 mi) south of Los Angeles and 20 km (12 mi) from the Mexican border. The city has a population of 2,330,749 (2000 census), and metropolitan San Diego 2,498,016. The population is made up of Anglo, Chicano, Asian, and black communities. The economy of San Diego is based on diversified industries, including high tech communications and electronic equipment manufacturing. The deepwater harbor of San Diego Bay is the base for a major commercial fishing fleet and for U.S. Navy, Marine, and Coast Guard operations, including Commander Naval Base, San Diego.

Among the city's educational facilities are the University of San Diego (1949) San Diego State University (1897) and University of California San Diego. Several research facilities, including the Scripps Institution of Oceanography (1903), are headquartered in and around the city. The city's cultural and recreational facilities and mild, dry climate have fostered a successful tourist industry. Places of interest include the San Diego Zoo in Balboa Park, Mission San Diego, and Cabrillo National Monument, the site of Point Loma Lighthouse (1855).

#### Climate

San Diego boasts of having an almost perfect climate. Its semi-arid Mediterranean climate is sunny, mild and even. There are, supposedly, only two other places in the world that has such a climate -- Alexandria, Egypt, and the Cape of Good Hope, Africa. San Diego's coastal section is free of severe storms, snow and sleet. Mountainous areas, which do receive snow, are located approximately 40 miles to the east and the snowfall is of short duration during the winter months. Temperatures in San Diego vary slightly throughout the year. The average yearly temperature is 63F (17C); summer average, 68F (20C); winter average, 57F (14C). Approximately 75 percent of the rain occurs from December to March. Annual rainfall varies from 10 inches in San Diego to 40 inches in the mountains to 4 inches in the desert.

#### History

San Diego is sometimes called the birthplace of California. It was first claimed by Spain in 1542 by Juan Rodriguez Cabrillo. San Diego was originally named San Miguel by Cabrillo and then renamed San Diego, for Saint Didicus, in the 1600's by explorer Vasquez. In 1769, Father Junipero Serra established the first of 21 California Missions (San Diego de Alcalá).

The American flag flew over San Diego Bay for the first time in 1842 when the USS Alert sailed into the harbor to battle Mexican troops. Alonzo E. Horton laid out the present city in 1867. An 1870 gold strike and the arrival of the Santa Fe Railroad in 1885 assured San Diego's growth.

In 1901, a coaling station was established at Point Loma, and the love affair between San Diego and the military has been flourishing ever since. Much of the harbor development in the past has been geared to the concentration of naval activity. One-fourth of the entire U.S. Navy and one-third of its combatant forces are located in San Diego.

#### California

Statehood: September 9, 1850  
Origin of State Name: Named by Spanish after Califia, a mythical paradise in a Spanish romance written in 1510.  
Population (2000): 33,871,648  
Area: 163,707 square miles  
Geographic Center: 38 miles east of Madera  
State highest point: Mt. Whitney, 14,494 feet  
State lowest point: Death Valley, 282 feet below sea level

#### Economy

Agriculture: vegetables, fruits, nuts, dairy products, cattle, nursery stock, grapes and avocados.  
Industry: electronic components and equipment, aerospace, film production, food processing, petroleum, computers and computer software, tourism.

#### San Diego

Area, 219,145 acres (342.4 square miles)  
Population (2000): 1,223,400  
Population Characteristics

Hispanic	310,743
White	736,486
Black	105,501
Asia and Other	167,727

Median Household Income: \$45,733

#### California Government (2000)

Governor: Arnold S. Schwarzenegger, Republican  
U.S. Congress: Seats by party (109<sup>th</sup> Congress, 2005-2007)  
Senate (55 Republicans, 44 Democrats, 1 Independent)  
House of Representatives (232 Republicans, 201 Democrats, 1 Independent)

### Section 2 - Arrival Information

#### Location

By air you will arrive at the San Diego International Airport (SAN). If pickup arrangements have been made before arrival, there will be a representative from Training Support Center there to meet you. If not, the most expedient mode of travel to the Naval Station is taxi service. Taxi fare will cost approximately \$20.00.

records are filed alphabetically by surname or last name. This means you will be identified by this name for record keeping purposes.

## In Processing

You should go to the Naval Station Training Support Center (TSC), Building 3280, Room 101A, phone 556-8368/8337/8340/8172/6633. If you arrive after working hours (Monday - Friday 0730-1600) then report to the International Training Office before 0800 on the first working day after arrival. If located at another training site, International Training Personnel will contact you.

You will be given an arrival brief by the International Training Officer to include discussion of the Informational Program and rights and responsibilities of International Trainees.

At this time, you will receive your U.S. Military ID Card, berthing/messing arrangements and, if appropriate, undergo English Comprehension Level Testing.

If you arrive at TSC during non-working hours (1600-0730), or the weekend, expecting to use government berthing, you should report to building 3290. The duty driver will escort you to Billeting Check-in at Donnelly Hall (Building 3362 for enlisted), where you will be assigned to Copp Hall (chiefs and officer overflow), or Vesta BOQ (officers).

If you are attending courses at another base, TSC personnel will assist you in your check in. In most cases unless otherwise specified, a driver will pick you up at the airport and transport you to the appropriate Combined Bachelor Quarters.

If you have any problems in locating the International Training Office or getting onboard the Naval Station, contact the International Training Office (phone 556-8368) during normal working hours or the TSC Officer of the Day (phone 556-8372) during non-working hours and weekends.

## What you will need

### Uniforms

Training Support Center requirements for early May- early- October are uniforms equivalent to U.S. summer whites for enlisted (E-6 and below) and U.S. summer khaki for CPO's (E-7 to E-9) and officers. Requirements for early November – early April are uniforms equivalent to winter blues for enlisted (E-6 and below) and U.S. summer khaki for CPO's (E-7 to E-9) and officers. Additionally, TSC SD has quarterly command personnel inspections requiring uniforms ranging from working uniform to full dress uniform. Therefore, recommend you bring a full sea bag to ensure that you meet all uniform requirements.

### Invitational Travel Orders (ITO)

You must carry copies of your ITO with you. You should check this document carefully when you first receive it. Extremely important points to check are:

(1) **Name.** Your name as it appears on the ITO will be used on all records at TSC, SD. No changes will be made after you arrive, so insure the spelling is correct and your family name/preferred name is shown in all capital letters. All

(2) **Rank.** Your U.S. rank equivalent should be indicated next to your rank. U.S. rank is E-1 through E-9 for enlisted personnel, WO-1 through WO-4 for warrant officers, and O-1 through O-6 for officers. Some privileges are based on rank and without this information, problems could arise.

(3) **Courses.** Only that training specifically listed on the ITO will be given. If you believe you are to have different or additional training, check before you start your travel. That which is easy to correct before you leave your homeland is almost impossible to change later.

(4) **Special Instructions.** Read the special instructions carefully. These show some privileges authorized by your government. If you plan to bring your family or to drive while in the U.S., your special instructions must so indicate.

## What to expect

### Berthing

E-4 & below costing \$10.00; E-5/E-6 and below personnel are normally placed in single man rooms costing \$20.00 per day. Senior enlisted (E-7 and above) may be berthed in one-man rooms costing \$25.00 per day. Officers will stay in the Combined Bachelor Quarters (CBQ) single room facilities at \$25.00/\$47.00 per day. The ASW Base berthing cost is \$33.00 per day. North Island, and Amphibious Base CBQ cost is \$25.00 per day. Additional person is \$3.00 each for a maximum of four occupants per room. **Note:** No children under twelve years old allowed. Cooking is not allowed in the rooms. However, there is a community cooking facility available in the CBQ. Expect to pay for two weeks in advance immediately upon arrival. The final checkout payment must be made in cash.

### Messing

Government messing is available to both enlisted and officer personnel in Building 3202. Meals are pay as you go set prices. Current prices are: Breakfast \$1.90, lunch and dinner \$3.50, Sunday and holiday brunch \$5.80. Enlisted students under the IMET program receive free meals.

If you do not wish to use government messing, there are several other dining facilities onboard the Naval Station.

### Transportation

A regularly scheduled trolley and bus service provides transportation from the Naval Station to downtown San Diego.

Commercial taxi service may be obtained by calling one of the many taxi services listed in the local telephone directory.

Automobiles are available for rent by day, week or month. Contacting one of the rental agencies listed in the local telephone directory can make arrangements. The closest car rental business is located in the Navy Exchange complex located on the "wet" side of the Naval Station.

## Mail

Mail to be received while onboard TSC should be addressed as follows:

**(Your name and rank)  
Training Support Center N35  
3975 Norman Scott Rd, Ste 1  
San Diego, CA 92136-5588**

### Section 3 - Departure from TSC

Upon completion of your course(s), you will check out with the International Training Officer. This includes students returning home and those departing for study at another U.S. military base.

#### Major Items of Check Out

If returning home, U.S. military ID cards (including dependent cards) must be returned to the International Training Office.

Retainable instructional material should be given to the International Training Officer so it can be mailed to your country.

If your travel was arranged by the International Training Officer, you will receive the final briefing.

If you are receiving a living allowance from the U.S., you will receive the final payment.

You will receive your graduation certificate, if you have not already received it.

The International Training Officer will give any necessary final instructions to you.

## **CHAPTER 2**

# **ADMINISTRATIVE INFORMATION**

You should familiarize yourself with the administrative procedures in this chapter. An understanding of these procedures followed by timely compliance with U.S. laws and administrative requirements will insure that your requests receive proper consideration and appropriate action. If you have questions or desire assistance on any of these topics, see the International Training Officer.

### **Section 1 - Legal Issues**

#### **United States Law**

International Military Trainees are normally subject to all laws of the United States. These include Federal, State, County, and Municipal laws. You are subject to both civil and criminal liability for any wrongful act. Many of you will be completely unfamiliar with the laws of the United States. With few exceptions, you will not violate any laws in this country if you conduct yourself in a responsible manner.

#### **Criminal Law**

Conviction of a criminal offense may cause imprisonment and cancellation of your training and may cause great embarrassment to you, your fellow students, and your country. If arrested in the United States, advise the police of your status as an International Military Trainee and request that they notify the Training Support Center authorities at the 32nd Street Naval Station. TSC authorities will advise the International Military Officer that you are being held and appropriate action can then be taken. The United States government has no legal authority in Mexico. If arrested in Mexico, make your status known as an International Military Trainee and request to see the U.S. Navy Border Shore Patrol Mexican Liaison Representative.

#### **Law Enforcement at Training Support Center**

Training Support Center is under jurisdiction of the U.S. Federal Government. The U.S. Navy does not have jurisdiction to try International Military Trainees (IMT) by court-martial. However, the U.S. Navy does have the power to arrest IMT's and the Commanding Officer can cancel training and send the trainee back to his/her home country. Agents of the Federal Bureau of Investigation (FBI) have authority at TSC. The state courts and police have power to serve warrants ordering arrest of individuals who have committed crimes within state jurisdiction even though the individual is onboard TSC.

#### **Legal Relationship Involving Contracts**

You are responsible for fulfilling the terms of any contract that you make. Contracts are treated as personal private obligations. One form of contract used frequently in the United States is an installment sales contract. This is Also known as the "Easy Payment Plan" or "Buy Now, Pay Later Plan." This contract allows you to use property while you are paying for it. However, the legal ownership (title) to the property remains with the seller.

The seller has the right, if you miss one payment or otherwise fail to fulfill any contract provisions, to claim the entire amount due.

If you cannot pay the full amount due immediately, the seller has the right to take his property back. He will then sell the property to someone else. If the property sells for less than you owe on the contract, you may owe additional money. This is called a deficiency judgment.

In purchasing items on contract you should never sign a blank contract. Any promise that a salesperson makes to you must be included in the contract or it cannot be enforced. The courts of the United States are reluctant to receive evidence of verbal promise in cases where there is a written contract. Normally, the terms of the written contract control court judgments. Do not sign a contract unless you fully understand all of its provisions. If you are unfamiliar with the English language, do not sign a contract before someone you trust translates it to you. (See Appendix 1 for help before buying an automobile).

#### **Renting a House or Apartment**

If you do not live in government quarters, you will need to rent a house or apartment in the civilian community. Many landlords will want a written lease before they will rent living accommodations. A lease sets out in writing the exact requirements of both the tenant (you) and the landlord. The terms of the lease generally cover such items as the rental period, the amount of rent, the landlord's responsibilities, tenant responsibilities, and the procedure to follow to cancel the lease. A lease is a contract and once you have signed a lease you are legally bound by its terms. Therefore, when you rent a house or apartment and the owner wants you to sign a lease, it is important for you to read and understand all of its provisions. You should make sure the lease contains a provision for cancellation when you return to your own country. This is known as a transfer clause.

### **Section 2 - Medical Entitlement, Charges, and Collection**

The following health care entitlements and financial considerations cover most IMS medical and dental contingencies but are not all-inclusive. Item 12b of the ITO must specify the correct source for reimbursement of medical costs. Charges for medical care, as stated below, do not apply if the IMS is covered under a comparable medical care agreement between the U.S. and the IMS's country. When such an agreement exists, it will be stated in item 15 (Remarks/Special Conditions) of the ITO.

a. NATO IMSs from countries that are SOFA signatories are entitled to the same medical and dental care as U.S. military personnel.

(1) NATO IMSs are not charged for medical and dental outpatient care, medical examinations, or immunizations.

(2) For NATO IMSs under FMS, inpatient care in the United States will be provided on a full reimbursable basis. Charges will be collected either from the FMS case, if a medical service line has been included, the IMS, or the foreign government.

(3) For NATO IMSs under IMET, inpatient care in the United States will be provided on a reimbursable basis charged to IMETP. Rates and billing procedures are as prescribed in MILDEP regulations.

(4) Authorized accompanying dependents of NATO IMSs are entitled to the same medical care (with the exception of CHAMPUS for inpatient care) as U.S. military dependents.

(a) Authorized accompanying dependents are not charged for outpatient care, medical examinations, or immunizations.

(b) Inpatient care in the United States will be provided on a full reimbursable basis. Charges will be collected either from the IMS or the foreign government.

b. Non-NATO IMET IMSs may be provided medical care on a space-available basis when facilities and staffing permit.

(1) Outpatient and inpatient care, immunizations, and medical examinations will be provided on a reimbursable basis charged to the IMETP. Rates and billing procedures are as prescribed in MILDEP regulations.

(2) Dental care will be provided only on an emergency, reimbursable basis.

(3) Authorized accompanying dependents may be provided medical care on a space-available basis when facilities and staffing permit.

(a) Outpatient and inpatient care, immunizations, and medical examinations will be provided on full reimbursable basis.

(b) Charges will be collected either from the IMS or the foreign government.

c. Non-NATO FMS IMSs may be provided medical care on a space-available basis when facilities and staffing permit.

(1) Outpatient and inpatient care, immunizations, and medical examinations will be provided on a full reimbursable basis. Charges will be collected either from the FMS case if a medical service line has been included, the IMS, or the foreign government.

(2) Dental care will be provided only on an emergency, reimbursable basis.

(3) Authorized accompanying dependents may be provided medical care on a space-available basis when facilities and staffing permit.

(a) Outpatient and inpatient care, immunizations, and medical examinations will be provided on full reimbursable basis.

(b) Charges will be collected either from the IMS or the foreign government.

d. IMSs are not authorized medical care under CHAMPUS.

e. A dental emergency is a situation where dental treatment is needed for relief of painful or acute conditions. Installation dental surgeons are authorized to include in the concept of a dental emergency care that is required to keep IMSs progressing in their studies.

f. Authorized accompanying dependents are not authorized medical care under CHAMPUS with one exception. Authorized accompanying dependents of NATO IMSs are authorized CHAMPUS care on an outpatient basis only.

g. Authorized accompanying dependents may be provided dental care only on an emergency basis.

## Hospitalization

If you require hospitalization for a period of more than 30 days your training will be terminated and you will be returned to your home country as soon as you are able to travel.

## Emergency Civilian Medical Care

Emergency medical care at civilian medical facilities is authorized for FMS IMSs. Payment will be charged to the FMS case, the IMS, or the foreign government. Item 15 of the ITO will indicate the method of payment.

Dependents of all IMSs must pay for civilian medical treatment. The IMS or the foreign government will make reimbursement. Civilian medical care is expensive and in many cases will not be undertaken by civilian agencies without some guarantee of payment. Your country should provide you with written instructions to cover required civilian medical services.

## Section 3 - Living Allowance

Under the International Military Education and Training Program (IMET), there is a standard rate living allowance, established for travel status, school or training area. It is intended to cover an average cost differential of the trainee living away from his/her home station. It is not a substitute for normal salaries. Responsibility for timely payment of sufficient overall compensation to allow for decent living standards and effective completion of the training rests with the trainee's country.

IMET trainees will be paid a per-day living allowance according to the following schedule:

In Training Status	Officers	Enlisted
Neither quarters nor mess available	TBD	TBD
Mess available, quarter's not available	TBD	TBD
Quarters available, mess not available	<b>\$84.00</b>	<b>\$64.00</b>

Quarters and messing are generally available to both enlisted and officers.

#### Section 4 - Shipment of Instructional Material

Under the International Military Education and Training Program, there is a standard rate and weight allowance established for shipment of instructional material. If you have any instructional material that you need mailed to your home country, contact the International Training Officer who will package and mail it for you. No personal material is allowed in the shipment of instructional material.

#### Section 5 - Baggage Allowance

All baggage in excess of the amount authorized on the student's ITO will be at the expense of the IMS or their government. Baggage sizes/dimensions are to conform to carrier regulations.

IMET students are allowed two pieces of checked baggage, not to exceed a weight of 70 pounds each if the student training is less than 22 weeks; three pieces of luggage not to exceed 70 pounds each if the student training is more than 22 weeks but less than 40 weeks. If training is 40 weeks or longer, four pieces of checked baggage, not to exceed 70 pounds each, are authorized. Baggage sizes/dimensions are to conform to airline regulations. Also, one carry-on piece is authorized.

NOTE: Some airlines are only allowing 50 pounds ex. American Airlines, so please double check with your airlines prior to your departure!!!

#### Section 6 - Passport and Visa

You are responsible for your own passport and visa. If there are any discrepancies with your passport or if the expiration date does not extend beyond your return date home, you should telephone your embassy about the problem. Only your embassy can change a passport. If you have problems with your visa, contact the International Training Office for assistance. Passports and visas, if mailed, should be mailed by some form of registered air mail (Federal Express, Postal Overnight Express, or Postal Registered Air Mail for example). You will not be able to leave the United States without a valid passport and visa in your possession. IMSs who are members of the Armed Forces of NATO countries are exempt from any requirement for passports and/or visas.

#### Section 7 - Employment

You are prohibited from holding a job while assigned to Fleet Training Center, San Diego. Your embassy must be notified of any violation of this regulation. This restriction also applies to any dependents accompanying you.

#### Section 8 - Leave Policy

Liaison Officers/Senior Country Representatives may impose restrictions on leave policy.

IMET trainees may be paid living allowances for leave and holidays during the period between consecutive courses. See the International Training Office for more details.

You are authorized to take leave upon completion of your course of instruction and before returning to your home country, if:

(1) You have been granted leave by your Invitational Travel Order,

(2) You have been granted leave by your Military Attaché in Washington, D.C. Written approval (in English) is required to amend your ITO not later than 15 days prior to completion of scheduled training, after coordinating such leave between you, the International Training Officer, and CONUS representative of your country.

Except for emergency leave, leave granted IMSs should not interfere with, nor prolong the period of training. Coordinate emergency leave requests through the International Training Officer.

Commanding Officers are authorized to grant non-chargeable leave during the following holiday periods:

(1) Christmas holiday period when training activities have been curtailed.

(2) Other authorized U.S. holidays.

(3) Major national and religious holidays of the IMT's country not to exceed one academic day for each holiday authorized. Academic progress will be the deciding factor in each case.

Commanding Officers may grant leave, up to seven days, between consecutive courses. It is not the intent of this provision that leave be given or used to occupy students during the period between courses of instruction.

#### Section 9 - Travel restrictions

You are not authorized to travel outside CONUS more than 72 hours unless prior approval from an appropriate country representative has been obtained.

Hitchhiking on the military base or standing on a highway to solicit a ride is prohibited.

## Section 10 - Visits to Mexico

Contact the International Training Officer before visiting Mexico for information brief.

Personnel, who have been involved in trouble or violated the law in Mexico in the past, whether military or civil, may be denied the privilege of visiting that country.

Visits are limited to border areas and are not to exceed a distance of 60 miles from the U.S.-Mexican border, regardless of mode of travel.

### International Military Trainees

Military uniform will not be worn when visiting Mexico.

**Emergency phone numbers for use in Tijuana, Mexico are:**

**U.S. Consul General in Tijuana:**  
81-74-00(ext 2400) working hrs  
0-619-585-2000 after hours

**U.S. Navy Border Shore Patrol:** 95-619-428-2427  
from any pay phone: (619)-428-2427

**Any San Diego phone number from pay phone:**  
0-619-XXX-XXXX

Procedures for re-entry into the United States are as follows:

(1) NATO personnel must have an ID card in their possession.

(2) Non-NATO trainees and dependents must have a current passport with multiple or unlimited visa.

(3) On return to the U.S. you must declare your citizenship, show your passport to the U.S. Inspector, and declare anything purchased in Mexico. (Vehicles and individuals are subject to search by U.S. Customs Agents.)

### Dependents of Military Trainees

Dependents must obtain a visa and tourist permit from the Mexican Consulate.

Dependents must have a current passport with multiple or unlimited visa.

### Visits to the interior of Mexico

Visits to the interior of Mexico may be arranged by contacting the Mexican Consulate General at 225 Broadway, San Diego, CA. Subject to the agreement between your country and Mexico, the necessary authority may be granted to visit the interior of Mexico. The following prerequisites apply:

(1) You must receive written permission from your attaché.

(2) You must obtain a visa and tourist permit from the Mexican Consulate.

(3) You must be granted leave.

(4) You must wear civilian clothing.

If you have any questions concerning your passport, contact your embassy.

## Section 11 - National and Religious Holidays

You may be authorized a total of two national or religious holidays of your country not to exceed one academic day per holiday. If your country wants you to be released from class to observe the holiday, contact the International Training Officer for appropriate action. Academic progress will be the deciding factor in each case.

# CHAPTER 3

## ACADEMIC INFORMATION

Asking for assistance from your instructors can solve many of your academic problems. As military professionals you are expected to give your full cooperation to the instructors. This includes doing all the extra study you need to understand the subject.

### Section 1 - Class Conduct

Students are to be present in the proper uniform ready to start at the scheduled class time. Being in class on time is necessary. Lateness is not allowed.

The instructor, no matter what rank, is in control of the class and must be paid the respect due his/her position.

Students are not granted special privilege because of their rank. In class all students have equal rights and responsibilities.

### Section 2 - Class Absence

School regulations require you to be in class on time. If you are not in class, you must be properly excused. If you are not properly excused, you will be considered an unauthorized absentee (UA). Repeated UAs or lateness to class are not allowed.

The only reasons for absences from class are:

(1) **Military obligations.** Absences for valid military obligations must be coordinated through the International Training Office.

(2) **Primary Care (Sick Call).** You must have your U.S. Navy Identification Card and a copy of your Invitational Travel in your possession to attend sick call. Use the following procedure to attend sick call.

(a) Notify your class instructor

(b) Pick up your medical record at the International Training Office, if applicable. (You will have a medical record on file if you have previously received medical care at a U.S. military facility.)

(c) Medical attention can be received at the Dispensary, Naval Station, Building 3300. A sick slip, signed by a doctor, must be presented first, to the International Training Officer and then, to the class instructor upon return to class. If the sick slip is not returned you may be reported UA. (If a doctor gives you a sick-in-quarters slip, contact the International Training Officer at **556-8368** immediately.)

(d) Primary care (sick call) hours are 0730-1130 and 1300-1530 Monday through Thursday, and 0730-1130 on Fridays.

(e) Primary care (sick call) is on an appointment basis. Phone **556-8101** for an appointment.

(f) You must present your U.S. Military Identification Card and be in uniform to receive medical attention. Note: Civilian students may not use the on-base medical facilities. They are for active duty military only.

### (3) **Emergencies.**

Emergency medical service is available any time in Building 3300. The emergency service (Acute care) phone number is **556-8114**. For ambulance service on base, dial **9911**.

Presenting your ID card and being in the proper uniform are not requirements for receiving emergency medical attention. However, it is faster if you can present your ID card to the emergency room reception clerk.

Priority of treatment given emergency patients may cause those who are less ill or injured to have to wait for a time.

### Section 3 - Responsibilities

International students are treated, as far as possible, the same as their USN counterparts of equal rank. IMS have the same privileges and therefore, assume the same responsibilities.

# CHAPTER 4

## MILITARY CUSTOMS AND COURTESIES

### Section 1 - Conduct

Because you have been chosen to attend school at TSC, you are a representative of your country and others may observe your conduct as a reflection of your country. I am sure that you will make every effort to further the favorable reputation your compatriots have established here at TSC in the past.

- **Never use illegal drugs.**
- **Do not drink alcohol and drive. Penalties and fines are very expensive.**
- **Safeguard your valuables. Always keep your barracks locker and room door locked when you are not there. Never leave valuables lying out when you are away from your room. Lock everything inside your locker.**
- **Treat others with dignity and respect regardless of race, color, national origin, religion or sex.**
- **Be on time for training. Complete all homework or preparation assignments. Keep yourself mentally and physically alert for each day of training.**

### Section 2 - Appearance

A student's appearance is often indicative of his/her self-respect and self-discipline. At Training Support Center (TSC), you will be expected to comply with the regulations of the U.S. Navy. While undergoing U.S. military training, you must comply with the host U.S. Naval regulations concerning that training. Non-compliance with regulations concerning grooming standards may subject you to disciplinary action.

### Section 3 - Respect/Sexual Harassment Policy

At Training Support Center, you will meet and associate with students from other countries and the United States. As military professionals, we must recognize and respect each other as men and women, each dedicated to the defense of his/her country and its ideals. Despite any difference, which may exist between our countries, we must respect our status as military professionals.

Sexual harassment is strictly forbidden. Sexual harassment is sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Violators of this policy will be swiftly and appropriately disciplined. (See Appendix 3).

### Section 4 - Saluting

One of the customs and courtesies most common to all military organizations is saluting. You are expected to adhere to the following guide.

#### Whom to salute

Enlisted personnel will initiate a salute to all commissioned officers and warrant officers. Officers will return the salute of their juniors and salute those seniors in rank to them.

#### Who salutes you?

Personnel of the U.S. Armed Forces will show you the same courtesies as explained above.

#### Other occasions when you should salute

- (1) When the U.S. National Anthem, "To the Colors", or "Hail to the Chief" is played.
- (2) When uncased national colors pass by.
- (3) On ceremonial occasions.
- (4) At Morning Colors (0800), when within sight of the flag or sound of the music.
- (5) At sunset, (Evening Colors) when within sight of the flag or the sound of the music.
- (6) During rendering of honors.
- (7) When a flag officer's automobile approaches with the Flag Officer in it. A metal bumper plate distinguishes it with white star(s) on the front of the plate, and the headlights are lit.

#### Other information on saluting

The salute is rendered on approach of a senior. While he remains in the area and no conversation takes place, no other salute is necessary. If conversation takes place, or the senior leaves the area going past you, you should salute.

The junior in rank should always start the salute and hold it until it is returned.

Saluting is not usually required when you are indoors.

### Section 5 - Base regulations

- **No smoking indoors.**
- **No smoking when outdoors, except in designated smoking areas.**
- **No eating food or drinking beverages of any kind while walking on the Naval Base.**
- **No littering on or off base.**
- **Hats must be worn when outdoors.**
- **No on base photography**

## Section 6 - Fraternization

Personal relationships between officer and enlisted members that are unduly familiar and do not respect differences in rank and grade are prohibited and violate long-standing custom and tradition of the naval service. Similar relationships that are unduly familiar between enlisted members of different rank or grade may also be prejudicial to good order and discipline or of a nature to bring discredit on the naval service and are prohibited.

### Prohibited Relationships

Dating or one-on-one off-duty social meetings/ rendezvous between students(s) and staff member or a senior and subordinate.

Invitation of selected student(s) to any private staff party (selected student(s) are defined as less than an entire class, etc., of students).

Sharing of any private living quarters by staff and student personnel or a senior and subordinate.

Close social contact between students and staff or a senior and a subordinate other than a specifically authorized function outside of normal working hours. (This does not preclude playing on the same athletic team, participating together in a hobby club, or sharing rides in a car pool; in these circumstances, however, the consistent use of military forms of address - rather than the use of first names or nicknames - is necessary to ensure against undue personal familiarity).

**Note:** Specifically authorized functions are those command, department, office, or school functions (such as picnics, ball games, class parties, etc.) that involve invitations to an entire class or group of personnel that includes a mixture of student and staff personnel.

Exchange of gifts or favors, which might impair or appear to impair professional judgment, particularly to include the exchange of sexual favors for preferential treatment or preferential use of authority.

Financial dealings with student personnel or between a senior and a subordinate. Per reference (b), this prohibition does not include sale or lease by an individual of his or her privately owned real or personal property not held for commercial or business purposes, and sales in commercial establishments incident to employment by persons working part-time in their off duty hours.

Any physical contact between an instructor and student, or senior and subordinate (including holding hands, hugging, kissing, or sexual contact).

This list of prohibited conduct is not exhaustive, and other instances of over-familiarity between students and TSC staff could constitute fraternization. Contact the International Training office if you have any questions.

# APPENDIX 1

## BUYING AN AUTOMOBILE

### Legal Implications of Motor Vehicle Ownership

#### Contracts

The warnings about contracts are particularly applicable when you purchase a motor vehicle (car). Generally, the sale of a used car carries no other promise than that the seller has the title to the car. You take the automobile in an "as is" condition unless your contract provides otherwise. "As is" means that you agree to buy the car in its current condition even if it has some mechanical defect that you do not know about. The car is legally yours and you must pay for it even if it is defective beyond repair.

It is a good idea to have a used car inspected at your expense by a mechanic you have employed. This will ensure it is in good mechanical condition before you buy it. If you purchase a car under an installment sales contract, you must keep up your payment or the seller may repossess (take back) your car. He will then resell the car. If it sells for less than you owe, you will be legally required to pay the difference to the seller even though you no longer own the car.

#### Insurance

You must have insurance in the amount of \$15,000 for injury or death to one person, \$30,000 for injury or death to more than one person and \$5,000 for property damage. This is the minimum amount required for registration of a vehicle in California. It does not provide the personal liability protection that you may need if you should have an accident. We recommend that you purchase additional personal liability insurance. You may want additional insurance to cover damage or theft of your car. The seller may require this type of optional insurance if you purchased your car under an installment sales contract. Another optional type of insurance provides you with protection against personal injury to yourself and your passengers caused by someone without insurance. In purchasing an insurance policy you should be certain exactly what risk(s) your insurance covers. Make sure that your policy covers anyone else who may drive your car if you intend to let others borrow your vehicle.

#### Accidents

If you are involved in an accident in the State of California you are required to file an accident report if any person is killed or injured, or if there is property damage of \$500.00 or over suffered by any one person. In addition, if the accident occurs on the Naval Station, the Military Police must be called. There are exceptions concerning the filing of these reports. If you are in doubt, you should consult with the International Training Officer for clarification. The penalties for failing to file an accident report when required can be quite serious.

#### Court Actions

If you are in an accident, you may become involved in a lawsuit where the other driver claims that you caused the accident.

He/She will demand that you pay for his injuries or damage to his property. All insurance companies require that you report any accident to them as soon as possible after the accident. If this is done, they will be in the best position to protect your rights.

#### Motor Vehicle Registration and Driver License

You may purchase an automobile following arrival at the first or subsequent training installation unless specifically prohibited in your Invitational Travel Orders.

#### California Registration

To register a vehicle in the State of California, you must have:

- (1) A certificate of title or Application for Duplicate Title properly endorsed and completed by the seller and buyer.
- (2) Purchase price and date.
- (3) Smog Certification (1974 and newer) provided by the seller.
- (4) Motor vehicle liability insurance.
- (5) Appropriate DMV fees.

When you sell or transfer a vehicle, report it to DMV within 5 days on the Notice of Release of Liability form. Enter the name and address of the purchaser and the date of transfer to complete the form.

Motor vehicles may be registered in San Diego at any of the local Department of Motor Vehicle offices listed in the telephone directory.

#### Driver License

International Driver Licenses are valid in California.

If you are a visitor in California and have a valid driver license from your home state or country (where you live permanently), you may drive in this state without getting a California driver license as long as your home state/country license remains valid.

If you do not have an International Driver License, your home country driver license may be used for the first 60 days of your visit. After 60 days you must obtain either a California driver license or a license from any other U.S. state. To obtain a California driver's license you must:

- (1) Provide a birth certificate in English or other written proof of your birth date. Your passport, U.S. Navy Identification Card, and home country driver license are all normally accepted as proof.

(2) Pay a \$25.00 fee.

(3) Take a written test (available in many languages).

(4) Provide a Social Security number.

(5) Take a driving performance test.

A Social Security number is necessary to obtain a California Driver License. To obtain a Social Security number, you must first take the written driver examination. Then take the forms given to you by the Department of Motor Vehicles, your passport, your driver license from your home country, and your ITO to the Social Security Administration Office and apply for a Social Security number.

When your Social Security Card arrives in the mail you may then return to the Department of Motor Vehicles and take the driving performance test. When you pass the test, you will be issued a California Driver License.

California driver licenses may be obtained at any of the local Department of Motor Vehicle offices listed in the telephone directory. The closest office to the Naval Station is at 30 North Glover Avenue, Chula Vista. Hours of operation are 0800-1800 on Monday and 0800-1700 Tuesday through Friday. Phone 427-5550 for an appointment. An appointment is only necessary for the driving performance test.

Social Security numbers may be obtained at any Social Security Administration Office listed in the telephone directory. The closest office to the Naval Station is at 2530 East Plaza Boulevard, National City. Hours of operation are 0900-1600 Monday through Friday, phone 1-800-772-1213. They do not accept appointments.

### License Plates

Foreign nationals and visitors in the United States to operate their own vehicles in the State of California under the Geneva International Agreement of 1949 may use foreign license plates. The minimum requirements to this agreement are:

(1) Foreign license plates are currently valid in your home country

(2) Foreign license plates are properly displayed

Such vehicles may be operated for one year from the date of entry in the United States, provided the plates remain valid for that time and further provided the foreign national does not become gainfully employed while in the United States.

Operation of a vehicle in California in violation of this Federal treaty requires immediate California registration.

This information is provided to help you make a smart deal on a new car and how to avoid problems in purchasing a used automobile.

### Seat Belts/ Car Safety Seats/ Air Bags

A seat belt is required for each person who is age four or older and weighs over 40 pounds. If a child is under four years of age, or over four years of age but under 40

pounds, the driver must put the child in an approved safety seat.

Babies up to 20 pounds and about age one should ride in a safety seat secured to the back seat facing the rear of the car. Children over 20 pounds and about age one or older should ride buckled up in the back seat.

Children under age one must be in an approved safety seat, wherever they are seated. If under 20 pounds, they must face the rear of the seat, according to the standard in the Code of Federal Regulations. However, rear-facing infant seats should never be placed in front passenger seats of a vehicle equipped with an air bag. Inflating air bags can seriously injure and/or suffocate the child. The safest place for a child in a passenger vehicle is in the middle of the back seat, properly buckled.

The back seat is generally the safest place in the car for all children 12 years of age or younger.

Never hold a child on your lap or buckle yourself and a child into one safety belt.

Always insist children in your vehicle buckle their safety belts before you start the engine.

Wear your safety belt properly.

Install and use safety seats according to the manufacturer's instructions in the owner's manual. (Approved safety seats are available at low or no cost at community agencies such as local public health departments. Avoid buying second-hand seats as they may not meet federal safety standards or work properly, or may have missing parts or instructions. And, if there is a recall, you would not be notified.)

Most new automobiles have air bags, a special safety device with extra crash protection. They are stored in the steering wheel or dashboard and inflate during a serious crash. In one-tenth of a second, the air bag inflates to provide a protective cushion between the person and the steering wheel, dashboard and windshield.

For the best protection, and since it is the law, you must also use your safety belt. Air bags, which only inflate in frontal crashes over 10 MPH, or other passive restraints, are only effective when you sit up properly and use your safety belt correctly. Safety belts are your best protection in rollover, side impact and rear-end collisions. Never put a rear-facing infant seat in a front passenger seat of a vehicle equipped with an air bag. If it deploys, the blow to the back of the seat could hurt the child.

### Before purchasing a new or used automobile

Keep the following tips in mind:

(1) Know what car model and options you want and how much you can spend before looking for a car.

(2) Compare prices of cars at different dealers by reviewing newspaper ads.

(3) Check each car's quality and repair record through available consumer reporting agencies and publications. The U.S. Department of Transportation Auto Safety Hotline (800-424-9393) will tell you if a car model has

ever been recalled and will send you information about that recall.

(4) Some cars cost more to insure than others. Check insurance rates before buying an automobile.

(5) Before going to the first dealer, try to arrange financing for the purchase through a bank, credit union or lending institution. Dealers and lending institutions offer a variety of interest rates and payment schedules, so you will want to shop for terms. A longer payment period means paying more interest and a higher total cost.

(6) Compare finance charges among institutions.

(7) Before signing any purchase agreement, know the total price, the amount of the down payment, the annual percentage rate (APR), and the monthly payment.

## **READ THE ENTIRE CONTRACT BEFORE SIGNING IT!**

All potential buyers should be aware that the three-day "cooling off" period for canceling many consumer contracts, does not apply to new and used car purchases unless expressly provided in the sales contract. So, if you buy an automobile, do not expect to return it within three days and get your money back.

### **New Car Purchase**

State law to ensure the safety and performance of the automobile imposes a variety of express and implied warranties. New cars are covered by the California "Lemon Law." This law requires refund or replacement of any new car, which is not satisfactorily repaired after a reasonable number of attempts. The lemon law only applies during the first year or 12,000 miles (whichever occurs first) and in cases where four or more repair attempts are made on the same problem or the car is out of service for a total of 30 days while being repaired for any number of problems. To qualify for resolution under the Lemon Law:

- (1) The problem must be covered by the warranty
- (2) The problem must substantially reduce the use or value of the automobile
- (3) You must notify the manufacturer directly
- (4) You must submit the dispute to a qualified third party dispute resolution program (arbitration), if available.

### **Used Car Purchase**

Most used cars are sold "as is," which means that there are no express or implied warranties on your automobile. Therefore, if you buy a car "as is," and have problems with it, you must pay for the repairs yourself.

The Federal Trade Commission has enacted a "Used Car Rule" which requires used car dealers to tell you whether the vehicle comes with a warranty or not. Look for "Buyer's Guide" sticker on the window of the car. If the dealer offers a written warranty, you have the right to see a copy of the warranty before purchase. The Buyer's Guide

also informs you that you should have the vehicle inspected by an independent mechanic before you buy.

If the dealer makes oral promises to repair the vehicle, have the dealer put those promises in writing. Do not rely on spoken promises. Oral promises are difficult, if not impossible, to enforce.

Finally, used car dealers must ensure that the automobile is in safe working order, e.g., working brakes, lights and so forth.

## **Resolving Problems**

In the event of problems, you should always first try to resolve the problem with the salesperson or, if necessary, the owner of the dealership. Most problems can be resolved at this level.

If problems continue after the purchase of a new car, a buyer should contact the local Department of Motor Vehicles Office listed in the State Government listings at the front of the telephone directory or the New Motor Vehicles Board in Sacramento, California at (916) 445-1888. The Department of Motor Vehicles may also be contacted for assistance with problems in the purchase of a used car from a used car dealer. However, a person who purchases a used automobile from another individual has little recourse. Private sales are not covered by many state laws, which protect the consumer. However, you may bring an action in small claims court or municipal court depending on the amount of the claim.

If you have additional questions regarding the purchase of a new or used automobile, you may contact the Regional Office of the Federal Trade Commission nearest you. Offices are located in California at 11000 Wilshire Boulevard, Los Angeles, CA 90024, (213) 209-7890.

If you have questions about any of the above information, please contact the International Training Office.

## APPENDIX 2

### SAN DIEGO BASE, NAVAL STATION PHONE NUMBERS

#### **Dining Facility**

Monday-Friday  
 Breakfast 0600-0730  
 Lunch 1100-1230  
 Dinner 1630-1800

#### **Bldg 3202**

Breakfast  
 Lunch  
 Dinner

#### **556-7039**

Saturday-Sunday  
 0700-0900  
 1000-1200  
 1630-1830

#### **Anchors and Spurs**

Wednesday/Friday  
  
 Lunch 1100-1300

#### **Bldg 3210**

Saturday

Closed

#### **556-7050**

Sunday

Closed

#### **Club Metro**

Monday-Friday  
 Breakfast @ Water Front Café;  
 Serves star bucks coffee starts  
 @ 0600.

#### **Bldg 45**

Weekend and Holiday (Closed)

Nightly Events: Tuesday (Hip-Hop night)  
 Thursday (Country night)  
 Friday (Top Forty request night)

#### **556-1915**

#### **McDonald's**

Open 0600-2200 daily

#### **Bldg 3301**

#### **544-9213**

#### **Rice King**

Open 0900-1700 daily

#### **Bldg 3302**

#### **702-9053**

#### **Navy Exchange Cafeteria**

Open 0900-2100 M-Sa  
 0900-1900 Su

#### **Bldg 3187**

#### **544-2259**

#### **Admiral Robinson Recreation Center**

(Bowling Center)  
 Monday-Friday  
 0900-2400

#### **Bldg 3210**

Saturday-Sunday  
 0900-2400

#### **556-7486**

#### **Exercise and Fitness**

#### **Field House (New Gym)**

Monday-Friday 600-2100  
 Saturday-Sunday 0900-1700

#### **Bldg 3279**

#### **556-7444**

#### **Ye Old Gym**

Monday-Friday 0530-2200  
 Saturday-Sunday 0800-1800

#### **Bldg 233**

#### **556-7450**

#### **Outdoor Swimming Pool/Sauna Bldg 3279**

Monday-Friday 1100-1845  
 Saturday-Sunday 1100-1545

#### **556-8659**

Lap Swim  
 0500-0800

## Church Services

### Chapel, Bldg 330, 556-1921

Protestant Worship	Sunday	1030	Main Chapel
Roman Catholic Mass	Weekdays	1130	Main Chapel
	Saturday	1715	Main Chapel
	Sunday	0800	Main Chapel
	Sunday	0915	Main Chapel

(Confessions 15 Minutes before each Mass)

## Recreation

### Theater

**Bldg 71**

**556-5568**

Monday-Sunday (time varies) Please call the above number for the movie schedules!

### Auto Hobby Shop

**Bldg 3234**

**556-7008**

Wednesday-Friday  
1200-1930

Saturday-Sunday  
0900-1630

Closed Monday-Tuesday

### Bowling Center

**Bldg 3210**

**556-7486**

Monday-Friday  
0900-2400

Saturday-Sunday  
0900-2400

### Equipment Rental

**Bldg 3223**

**556-7493**

Monday-Friday  
0830-1700

Saturday  
0700-1300

Sunday  
Closed

### Handball/Racquetball Courts

**Bldg 3317/3240**

**556-7452**

Monday-Friday  
Open 1000-2100

Saturday-Sunday  
1000-1700

### Junior Single Sailor (Rec. Yard, Bldg. 3210)

**556-7550**

Movies shown all day and computer access; play games/pool table

Monday-Sunday  
1100-2200

### NAVSTA Field and Picnic Area Reservations, 556-7444

### Main Exchange

**Bldg 3187A**

**544-2100**

(Check cashing available)  
Monday-Sunday  
Open 0900-2100

### Fleet Exchange

**Bldg 3301**

**544-2132**

(Check cashing available)  
Monday-Friday  
Open 0700-1900

Saturday-Sunday  
Open 0900-1800

<b>Post Office</b>	<b>Bldg 38</b>	<b>556-3530</b>
Monday-Friday 0800-1600 (Front Window) 0800-1500 (Official Mail)	Saturday-Sunday Closed	

<b>Pass and Decal Office</b>	<b>Bldg 128</b>	<b>556-1651</b>
Monday-Friday Open 0700-1615 Open on 1 <sup>st</sup> Saturday of the Month from 0800-1200. Contractor Desk/CAC Card appointment from 0700-1500 (Monday-Friday)	Saturday-Sunday Closed	

**SERVICES AVAILABLE AT THE FLEET ASW TRAINING CENTER**

<b>NEX Mini-Mart</b>	<b>Bldg 17</b>	<b>221-1010</b>
<b>Nimitz Navy Exchange</b>	<b>Along Nimitz Blvd</b>	<b>221-1067</b>
<b>MWR Ticket Sales</b>	<b>(inside NEX)</b>	<b>221-1005</b>
<b>Barber Shop</b>	<b>Bldg 17</b>	<b>221-1010</b>
<b>Post Office</b>	<b>Bldg 17</b>	<b>524-6979</b>
<b>Mail Drop Box</b>	<b>Bldg 17</b>	(right outside the Post office)
<b>USAA ATM</b>	<b>Bldg 17</b>	<b>Open 24 hrs.</b> (next to Post Office/ Barber Shop)
<b>Galley (Mess Hall)</b>	<b>Bldg 55</b>	<b>524-1095</b>
<b>In-House Weight Room</b>	<b>Bldg 554-2<sup>nd</sup> Flr</b>	<b>Open 24 hrs.</b>
<b>Gymnasium</b>	<b>Bldg 42</b>	<b>524-4833</b>
<b>Internet Access (Liberty Hall)</b>	<b>Bldg 51</b>	<b>524-5563</b>
<b>Gas Station (Auto port)</b>	<b>Corner Nimitz &amp; Rosecrans</b>	<b>221-1005</b>

**COMBINED BACHELOR HOUSING PHONE LISTINGS**

<b>ADMIRAL KIDD INN</b>	<b>(619) 524-0557</b>	<b>(Front Desk)</b>
<b>CORONADO</b>	<b>(619) 437-3860</b>	<b>(Front Desk)</b>
<b>MCAS MIRAMAR</b>	<b>(858) 577-4233</b>	<b>(Front Desk)</b>

<b>MCRD</b>	<b>(619) 524-4401</b>	<b>(Front Desk)</b>
<b>NAVAL STATION</b>	<b>(619) 556-8672</b>	<b>(Front Desk)</b>
<b>NAVAL SUBASE</b>	<b>(619) 553-9381</b>	<b>(Front Desk)</b>
<b>NORTH ISLAND</b>	<b>(619) 545-7545</b>	<b>(Front Desk)</b>

# **APPENDIX 3**

## **CHIEF OF NAVAL EDUCATION AND TRAINING**

### **PREVENTION OF SEXUAL HARASSMENT POLICY**

As the Chief of Naval Education and Training (CNET), I am firmly committed to providing an environment free from sexual harassment or the perception of sexual harassment. Sexual harassment in the work place demeans the recipient and offender alike. For military members, a work place is an expansive term and includes conduct on or off duty, 24 hours a day. When attention is placed on any non-work related factor, such as sexual attributes or sexual preference, the CNET mission cannot be fully accomplished. No individual is to be subjected to the humiliation of nonprofessional treatment not made to feel that his or her contribution to the mission is conditional upon sexual submission or tolerance of a hostile working environment. As stated by the Secretary of the Navy:

Sexual harassment is sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to or rejection of such conduct is made either implicitly or explicitly a term or condition of a person's job, pay, or career, or (2) submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or (3) conduct has the purpose or effect of unreasonably interfering with an individual's performance or creates an intimidating, hostile or offensive environment.

Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment. Similarly, a military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature in the workplace is also engaging in sexual harassment.

Sexual harassment will not be tolerated, nor will reprisal be taken against any person who provides information concerning sexual harassment of him or herself or another individual. Further, supervisors and managers are to take an active role in recognizing and eliminating actual or potential situations of overt sexual harassment or hostile environment at the lowest possible level, and in communicating this policy and their support for it to all personnel.

Violators of this policy will be swiftly and appropriately disciplined using the full range of available administrative and disciplinary actions. For civilian employees, this means up to and including removal. For military members, this means up to and including trial by General Court Martial.

Individuals who experience sexual harassment should make it clear that such behavior is offensive and must stop. If the behavior does not cease, promptly report the incident to any supervisor.