



Aloha!

DANIEL K. INOUE ASIA-PACIFIC



CENTER FOR SECURITY STUDIES

FELLOWS HANDBOOK

MAY 2015



2058 Maluhia Road Honolulu, Hawaii 96815-1949
United States of America

FELLOWS HANDBOOK[©]

MAY 2015

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WELCOME FROM THE CHIEF OF ADMISSIONS

Welcome to the Daniel K. Inouye Asia-Pacific Center for Security Studies (DKI APCSS or the Center for short). We hope you enjoy your time here and look forward to meeting you.

The Admissions Division is the focal point for all non-academic/ support matters while you are at DKI APCSS. It has two branches: Registrar and Alumni. Our mission is to provide outstanding administrative and logistical support while you are a participant -or Fellow- in your course at DKI APCSS.

We also sponsor an event every weekend called Foundations of Fellowship (FoF) while here in Honolulu. These events allow you to see our beautiful island and make life-long friendships with the other Fellows in your course. In addition, once you graduate, we will continue to keep in contact with you through our outstanding Alumni Program.

All questions regarding information in this handbook should be directed to Admissions personnel. Please also let me know immediately of any issue or concern you have while you are at DKI APCSS. We will do our best to assist you at all times.

Much Aloha!

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1. INTRODUCTION TO THE DANIEL K. INOUE ASIA-PACIFIC CENTER FOR SECURITY STUDIES (DKI APCSS)



MISSION

DKI APCSS educates, connects, and empowers security practitioners to advance Asia-Pacific security. The Center has a strong focus on executive education via both resident and regional events. These academic undertakings include resident courses, outreach events, mini-courses, conferences, and research. They are intertwined to produce a dynamic, integrated program of study, conferences and research to support the Center's mission.



DKI APCSS is a Department of Defense academic institute that addresses regional and global security issues through various events attended by Asia-Pacific security practitioners.

Since being established on 4 September 1995 in Honolulu, Hawaii, DKI APCSS has built – and continues to build – relationships of trust and confidence among current and future leaders and decision-makers within the Asia-Pacific region. Since its inception, DKI APCSS has run numerous courses, conducted many workshops, and published many documents all in effort to advance security in the Asia Pacific region.

DKI APCSS PRINCIPLES

DKI APCSS has three underlying principles for all activities conducted at DKI APCSS:

- Transparency.** All discussions are conducted in such a way as to permit a free dialogue on all security issues between all participants. No classified material is used at DKI APCSS.
- Mutual Respect.** People from all nations are treated with dignity and respect, regardless of the size of their nations' population, territory or gross domestic product.
- Inclusion.** All Fellows, whether female or male, military or civilian, are equally valued. Their opinions, views, and concerns are essential pillar of the DKI APCSS learning model.

ESSENTIAL REQUIREMENTS

Before you can start your travel to DKI APCSS, you must be qualified to enter the course for which your country has requested programming. In some cases, you will be required to provide a history of previous academic and other courses undertaken.

In addition, your course that you will be attending is taught only in English. You therefore must be able to speak and understand English before you take your course. To determine if you can meet this requirement, you will be given an English Comprehension Level (ECL) test and in some cases, an Oral Proficiency Interview (OPI) before you depart for DKI APCSS. These tests measure how well you speak and understand English. Once it is determined you meet all the requirements to enter an DKI APCSS course, you will be provided complete class dates and training locations for your training in the United States.

If you are curious about what it will be like at DKI APCSS, you may contact the Admission Division of DKI APCSS for additional information. We will provide whatever brochures and information you may need. Some of your fellow countrymen have attended DKI APCSS (who we call Alumni) and who will have helpful information. Ask your U.S. Embassy Point of Contact (POC) to put you in contact with the DKI APCSS Alumni in your home country.



FUNDED FELLOWS AND SELF-FUNDED FELLOWS

All persons who attend an DKI APCSS event are considered Fellows. Some Fellows attendance is funded by the U.S. (funded Fellows), and some are not (self-funded Fellows). While this handbook contains some information that is helpful to all Fellows, certain parts are specifically intended for funded Fellows only. We will highlight those areas that are intended for funded Fellows when that is the case. Whether U.S. funded or self-funded, please read this handbook. It will answer most of your questions.

THE OFFICIAL SEAL

DKI APCSS's first Executive Director, Dr. Jimmie R. Lackey, created the DKI APCSS seal.



The Lamp of Knowledge represents the academic focus of DKI APCSS and signifies the desire to foster understanding, cooperation and the study of regional security issues.

The laurel branches form a Wreath of Peace that emphasizes the Center's non-war fighting approach to addressing regional security issues.

The visible portion of the world globe depicts the U.S. Pacific Command's area of responsibility.

The continuous ribbon symbolizes the strong interrelationship among the five geographic regions of the Asia-Pacific Theater.

2. PREPARING FOR YOUR TRIP TO THE U.S.



You must obtain several documents before you are allowed to come to the U.S. for an DKI APCSS resident course.

These include:

- **A passport with current, up-to-date visa, as necessary.**
- **Other travel documents (e.g., airline tickets)**
- **For funded Fellows, your Invitational Travel Order (ITO) and airline ticket.**
- **You must adhere to all medical and administrative requests of the U.S. Embassy, especially for funded Fellows that possess an ITO.**

VISA/PASSPORT INFORMATION

All Fellows must have a valid passport and visa as necessary for the duration of their stay in the United States. Fellows attending the course from countries that require a visa/passport must ensure that they are valid for the entire course and travel home. Each Fellow should work with his U.S. Embassy POC to ensure all visa/passport paperwork is finalized prior to departure. We recommend that the visa be valid for one week (7 days) after the scheduled completion of your course.

We recommend each Fellow receive an A2 official government visa/passport. Use of the A2 over the B1/B2 visa will assist in ensuring the Fellow's orderly and timely processing by U.S. Customs in Honolulu. Selected countries under new rules recently adopted may face increased scrutiny for visa/passport, ITO as applicable, acceptance letter, etc. You are not required to carry your travel documents with you once settled in Honolulu, but we recommend you keep a copy in your wallet/purse along with other identifying information at all times.

APCSS cannot help obtain visas/passports or extensions for any Fellow's families. Ensure they have all paperwork completed prior to departure for Honolulu. For further information, see "Family Member Visits" on page 18.

FUNDED FELLOWS – INVITATIONAL TRAVEL ORDER

During your pre-departure briefing, you will receive an Invitational Travel Order (ITO) issued by your Training Manager or by DKI APCSS. If you are a military member, please check the following: your military rank and U.S. equivalent; the correct spelling of your name; your service number. If you are not a military member, please check your personal information to ensure it is correct.

We recommend that you attach a copy of the ITO and any amendments to your passport to show to the U.S. Customs officer upon arrival at the Port of Entry to identify your purpose of travel. You should carry a copy of the ITO with you at all times on your person, i.e. folded up in your wallet/purse. In addition, you should place a copy of the ITO and any amendments in each piece of your luggage. Remaining copies should be kept in your possession, i.e. in a briefcase, etc.

The ITO is used for identification, participation in the DKI APCSS course, itinerary, special conditions, and baggage limitations and funding. You must retain sufficient copies of the ITO because it is the controlling document for your course and administration. You will be authorized only the course and privileges as stated in the ITO or any official amendments. The course that has been scheduled is in the best interest of your Government.

No business class travel will be authorized. If a Fellow wants to reserve business class seats, they must pay the difference between that and the economy seats that DKI APCSS will fund.



LUGGAGE/BAGGAGE REQUIREMENTS

Each funded Fellow is authorized to bring up to two pieces of checked luggage, provided each meets the size and weight regulations of the airline on which the Fellow is traveling. Self-funded Fellows should check with the airline and their military service or civilian agency as appropriate.

All Fellows should check with the airline about their specific and usually stringent baggage regulations. If you bring more than the allowed amount and/or weight of baggage, you will be required to pay all excess baggage charges.

Note for funded Fellows: If you depart from your nation with one checked bag, we will authorize only one bag for your return trip. You must pay for any additional bags for your return.

MONEY

Upon entry in the United States, you must have sufficient funds in your possession to cover expenses related to your trip. Try to avoid carrying large amounts of cash. Credit cards and/or traveler's checks are recommended. Banking facilities and Automatic Teller Machines (ATMs) are available near DKI APCSS. Foreign checks cannot be accepted or cashed by DKI APCSS.

MEDICINES

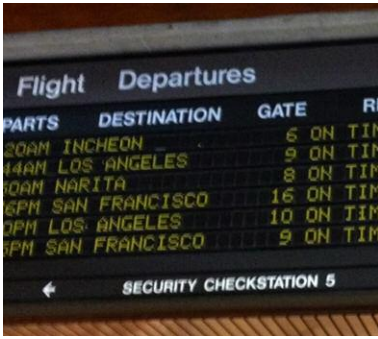
If you are required to take prescribed medicines, bring enough to last your entire visit plus a few additional days (5-7 days). Also, bring a current certificate from a doctor identifying the medicine you are taking. Filling prescriptions and obtaining medicines in the United States are very restrictive and very expensive. You must often pay for all costs.

MEDICAL AND DENTAL EXPENSES

Medical and dental expenses are the responsibility of the Fellow, unless you are a funded Fellow and your ITO specifically says otherwise. Unless you have or obtain medical insurance, the out-of-pocket cost for medical or dental care in the U.S. is very expensive. Further information is provided (see page 22).

BAGGAGE IDENTIFICATION

You should pack each of your bags and mark each item with DKI APCSS's address. Also, for funded Fellows, one copy of your ITO and any amendments should be placed in each piece of baggage. These actions will help identify your bags should they be misplaced en route. While traveling to the U.S., do not put all copies of your ITOs in your baggage. Put one copy in each piece of baggage and hand carry all other copies.



IF YOU MISS YOUR FLIGHT

If you miss your flight or a transit connection, call or email the Admissions Chief (contact details on page 1). Let DKI APCSS staff know of any changed/new flight numbers and your new arrival time.

CARRY-ON BAGGAGE

You should take a small bag that you can carry on to the plane. In this bag you should carry your important papers (visa/passport, ITO, medical certificates, etc.), a change of clothes, any medication you may need, etc. It may be cooler at a transit location, so try to carry a jacket.

DEPARTURE TAX

Be sure to check that the airport departure tax, if applicable, is included in the price of your airline ticket. If not, you will have to pay the tax at the airport prior to leaving. The U.S. has no departure tax for any flights.

ARRIVAL AT AIRPORT

Be at the airport at least 3 hours before your flight is scheduled to depart. Carry a change of clothes, personal toiletries, and other necessities in case your luggage is lost.

3. ARRIVAL IN HONOLULU



IN TRANSIT

Flight attendants will answer any questions you may have regarding your flight or any documents you may need to complete before landing at either a stopover en route or in Hawaii. U.S. funded Fellows should retain all receipts for taxi, hotel, and airport taxes as you will need these to be reimbursed.

If you have any item valued at \$10,000 or more prior to arriving at the first Port of Entry in the U.S., you must complete a U.S. Customs Declaration that lists all expensive items such as gold, cameras, liquor, etc.



ARRIVING IN THE U.S. (PORT OF ENTRY)

Upon arrival in the United States, which if you are in transit will not in the first instance be Honolulu, U.S. Customs and Border Protection personnel will greet you. Your entire luggage will be inspected. Some luggage locks may have been cut in order to permit U.S. Customs to inspect the contents of your checked baggage. You may have your fingerprints taken.



ARRIVAL AT HONOLULU

Honolulu International Airport (HNL) is Hawaii's largest and busiest airport hosting more than 20 million visitors each year. The airport is located 10 miles from Waikiki, where DKI APCSS is situated.

All international passengers arrive on the second level of the Overseas and Interisland terminals. All domestic travelers arrive at the ground level of the Commuter terminal. After leaving the aircraft, all international passengers must first proceed through U.S. Customs and Border Protection. Signs will then direct you to Baggage Claims.

For funded Fellows, DKI APCSS or U.S. Embassy staff will notify you beforehand where you will be staying in Honolulu. If you are unable to contact any APCSS staff on your arrival, take a taxi to your lodgings at either:

- 444 Nahua Street, Honolulu, HI 96815 (Waikiki); or
- Sunset Aston Waikiki, 229 Poakalani Avenue, Honolulu, 96815

The cost of the taxi will be approximately \$45. Remember to obtain a taxi receipt for reimbursement purposes. On arrival, see the lodging duty manager or DKI APCSS Facility Manager to obtain access to the facilities.



DKI APCSS STAFF WILL MEET YOU

A DKI APCSS staff member from Admissions will meet all arriving Fellows outside the Customs area (international arrivals) or at the Baggage Claim (domestic arrivals). The staff member will be holding a large sign with the DKI APCSS logo (as per the photo). The staff member will assist you with any questions, conduct an in-processing debrief, and provide transportation to the condominium (condo) where you will be lodging.



In the unlikely event you are not met at the airport, call the Admissions Chief or the Registrar immediately. Their phone numbers are on page 2.



ACCOMMODATIONS

Funded Fellows will reside in contracted condominium suites located close to the Center. DKI APCSS provides daily transportation to and from the Center.

Currently, the Center is using Waikiki Beach Condominiums 444 Nahua and Aston Waikiki Sunset. Assignment to either property will vary depending upon availability and arrival date and time.



The one-bedroom/one-bathroom suites are fully furnished with a living room and kitchen. Each condo also has air conditioning, cable television and free local telephone with answering service (voicemail).

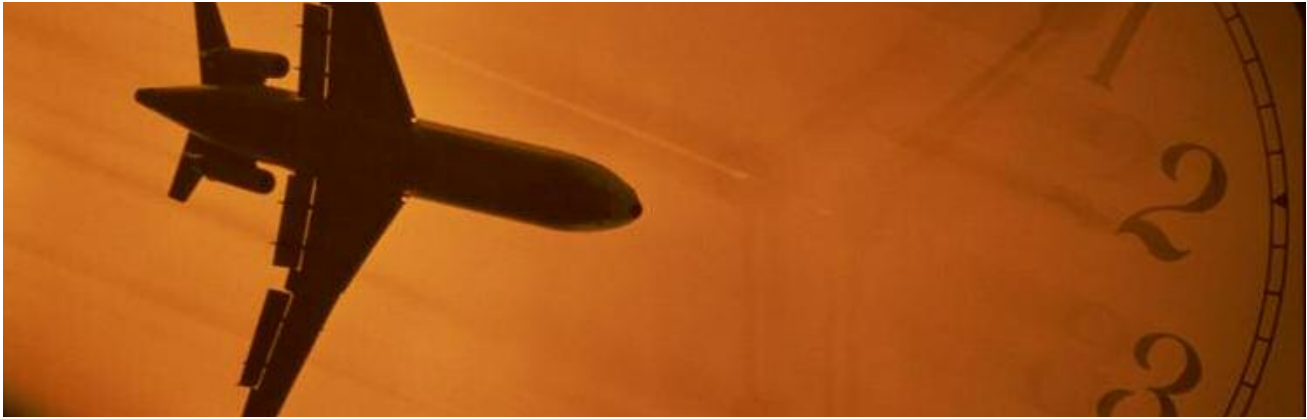
Condo management provides maid service (either once or twice a week depending on location), and a rooftop recreation area with a swimming pool, sauna, exercise room, shower, and barbecue grill. Management also provides a safety deposit box in the main office for high value personal items, or free in a room safe depending on location.



The condominium is a secure building with security guards. However, ***Fellows should not leave valuable items unattended.*** Lock your door and safeguard your room key. Deposit large sums of money in a bank or in a safe deposit box at the condo. Close and lock windows, store valuables, and report any missing or stolen items to the residence staff immediately.

***NOTE:** Self-funded (Unfunded) fellows are not required to billet in the DKI APCSS contracted condominiums, but should consider staying nearby to facilitate transportation to the Center. Self-funded fellows that do not stay at the contract condominiums should provide the name of the facility, address, phone, and room number to the Registrar Division. Fellows who stay at a location other than the contracted condominium are required to provide their own transportation to DKI APCSS each day.

Self-funded fellows have multiple choices with respect to contracted room rates. DKI APCSS contracted condominiums room rate is \$165-\$200 a night. DKI APCSS Facility Manager can provide limited contracts for other lodging opportunities in the Waikiki area. Contact the Registrar for details approximately 30 to 45 days prior to class for most recent prices. All self-funded Fellows who decide to live in other accommodations need to provide info to the Registrar 14 days prior to course start date. This allows our local contractor to release unused condos for local rentals.



JET LAG

Jet lag is the result of disruption of the body clock or sleep-wake cycle. It usually will take a day to recover for every two to three time zones crossed. Symptoms include fatigue, irritability, nausea, poor appetite and difficulty sleeping.

In order to minimize its effects, Fellows should:

- Drink enough water. Air travel can cause dehydration.
- Before departure. Adjust eating and sleeping patterns according to Honolulu local time several days before departure.
- During flight. Reset your watch to the destination time and try to adjust eating/sleeping patterns accordingly. For morning arrivals, try to sleep/avoid caffeine. For evening arrivals, try to stay awake on the flight and sit next to a window to maximize sunlight exposure. Drink plenty of water and definitely limit alcohol intake.
- After arrival. Help to reset your body clock as quickly as possible by adjusting to Honolulu time. If it is daytime, stay awake, go outdoors in bright sunlight, and get some of exercise. If traveling east, expose yourself to morning light. If traveling west, expose yourself to afternoon light. Take naps for no more than 45 minutes. At night, eat high carbohydrate foods such as pasta, fruit, rich desserts, bread, and cake. Avoid stimulants like coffee, tea, or soda. Avoid Alcohol. Try and sleep.



BASE EXCHANGES AND COMMISSARIES

All Fellows are authorized to use all Base Exchange (BX) and commissary facilities while attending an APCSS course. Further information is located in Chapter 8 on page 23.

4. DAYS 1 AND 2 INCLUDING PAY



BRING WITH YOU

- You must bring your passport on the first day of class
- Funded Fellows must bring all travel receipts (including hotel) and roundtrip airline tickets/itineraries for reimbursement to the Travel Office Representative. Fellows must keep their own actual tickets and visas/passports



DKI APCSS IN-PROCESSING

In-processing will begin early on the first day of the course. You will be advised of the time for this activity upon your arrival at the airport. All Fellows staying in DKI APCSS contracted housing will meet in the lobby of their building beforehand for bus transport that will take you to DKI APCSS.

On Day 1, military Fellows should report for duty in short sleeve working uniform (Army Class B; Marine Corps Class C; Navy summer whites). Civilian Fellows should wear business attire – suit for men; dress or business suit for women.

In-processing will include information briefings, photos for identification (ID) badges, computer issue, lunch, issue of building access card; Center orientation; pay related issues; Alumni forms; library tour. In-processing will conclude with pay-related issues, DKI APCSS building access cards, Alumni forms, and library tour.

IDENTIFICATION CARDS

International Fellows will be afforded the same privileges as their U.S. counterparts. Soon after your arrival at DKI APCSS, you will be issued an identification card. It will remain valid during the entire course. This ID card will identify you when entering U.S. shopping facilities listed on page 23.

LUNCH ON DAY 1 AND DAY 2

For the first two days of the course, all funded Fellows will automatically be provided with a catered working lunch. All self-funded Fellows will be given the option to purchase the lunch and join the working group.

TRAVEL PAY – FUNDED FELLOWS ONLY

Funded Fellows will be reimbursed for lodging and travel expenses incurred during their travel to DKI APCSS. Reimbursement is limited to the authorizations provided on the ITO by the U.S. Joint Travel Regulations (JTR). The reimbursement amount is dependent upon the home country and trip itinerary.

NOTE: Fellows must provide hotel receipt(s), roundtrip airline ticket(s), and all other receipts for inbound travel expenses to the Travel Office Representative within the first week of the course, regardless of cost.

Outbound travel expenses will be paid during the last week of the course. Fellows will be asked to verify the accuracy of return travel itineraries 2-3 weeks prior to departure in order to prepare final pay/travel arrangements. Funded rest stops are provided based upon the JTR. If changes are made with any other stops en route for personal convenience but without justification from the U.S. Embassy travel office, a ***funded rest stop will not be authorized.***

During your travel to and return from the U.S., keep a detailed record of your travel, showing hour, date, and place of departure, method of travel, and hour, date, and place of arrival at the next point until your arrival at the school. You must have this information in order to ensure you are properly paid if the U.S. is paying you travel allowances. Upon being paid, you will be given a copy of the pay voucher. Save this and all other vouchers for your personal records.

PER DIEM – FUNDED FELLOWS ONLY

DKI APCSS is authorized by the Department of Defense to pay a special rate per diem to cover meals and incidental expenses. Fellows attending DKI APCSS long courses (greater than one week) are transported and given the opportunity to shop at the military commissary to obtain food for their meals, and they are lodged in facilities that have kitchenettes. Fellows will be paid an advance on arrival to cover their expenses for the first three (3) weeks while at DKI APCSS. Final pay is issued about one week prior to departure and will consist of their final days of per diem and incidental allowance and reimbursement for any travel related costs they might have incurred (and were authorized) inbound and payment for similar expenses that they may face returning home.

Payments are made using a U.S. Debit card that can be used the same as cash almost anywhere in Hawaii.



FOUNDATIONS OF FELLOWSHIP (FoF) PAYMENT

Foundations of Fellowship (FoF) events are considered an essential element of the DKI APCSS learning model.

An activity fee not to exceed \$75 will be collected from all Fellows for DKI APCSS FoF events and functions with one exception – the cost of the The Polynesian Cultural Center (PCC) event will be collected separately.

5. ACADEMIC REQUIREMENTS



Before you arrive at DKI APCSS for your course, you should, in conjunction with your supervisor, identify a challenge that faces your organization that:

- Is well known to you,
- Involves an issue that needs to be resolved or an area of operation that needs to be improved,
- Is important to your workplace, organization, or country,
- Is able to be analyzed using non-classified (open) sources, and
- Is able to be resolved.

THE FELLOW'S PROJECT—DETERMINE YOUR TOPIC BEFORE COMING TO DKI APCSS

Every Fellow who attends a course at DKI APCSS that lasts for 4-5 weeks must complete a Fellow's Project. This is an DKI APCSS requirement. Before you arrive at DKI APCSS, you need to determine the topic for your Fellow's Project.

The Fellow's Project is a tangible outcome of the time that you spent at DKI APCSS and of your educational experience here. The greater aim of the project is to help improve security sector governance and the capacity of nations to deal with security matters. More specifically, the Fellow's Project is designed to directly support you in your work.

The Fellow's Project requires a Fellow to identify and provide a practical solution, or solutions, to a challenge at your workplace. This challenge usually will be important, complex and multi-dimensional. It should involve some kind of security-based cooperation. You then develop a project plan while here. When you return home, you should seek to implement this plan.

Note: Each Fellow should consult with their supervisor and get his/her support for your proposal before you come to DKI APCSS.

During the early part of your course at DKI APCSS, you will evaluate your challenge in Seminar using an analytic tool that DKI APCSS Faculty will have presented to you.

After analyzing your challenge in Seminar, each Fellow must then, during the remainder of the course, complete one of the following:

• **Project Plan:**

This comprises developing a Powerpoint presentation of 5-10 slides that shows how you analyzed your challenge and proposes concrete ways to relevant decision makers in your organization about ways to resolve your challenge. Near the end of your course, you will deliver this presentation in Seminar to other Fellows.

• **Decision Brief:**

This comprises a short written paper of 1-2 pages that briefly analyzes your challenge and proposes courses of actions/policy options for relevant decision makers in your organization about ways to resolve your challenge. You also will be required to develop a Powerpoint presentation of 5-10 slides that explains your Decision Brief. Near the end of your course, you will deliver this presentation in Seminar to other Fellows.

- **Research Paper:**

This comprises a longer written paper of up to 10 pages that explains and analyzes your challenge, that is fully referenced, and which proposes a comprehensive course of actions/set of policy options for relevant decision makers in your organization that will resolve your challenge. You also will be required to develop a Powerpoint presentation of 5-10 slides that explains your Research Paper. Near the end of your course, you will deliver this presentation in Seminar to other Fellows.

Note: Some Fellows may be required to present their project to a larger audience.

Seminar Leaders will guide, advise, and support Fellows in the completion of their Fellow's Project. Some Fellows undertaking the Research Paper may be allocated an academic mentor. In agreed cases, some countries may have a cohort undertake a pre-determined Fellow's Project.



SUCCESSFUL FELLOW'S PROJECTS DEVELOPED AT DKI APCSS

A successful project is one that starts with a strong analysis of a problem not well understood in your workplace—except possibly to you. It concludes with a meaningful recommendation, or recommendations, on how to address the problem, based on your analysis. All recommendations should be achievable, realistic, and able to be implemented with the right resources and approvals.

Based on feedback, some examples of successful Fellow's Projects are:

- Improve coordination between the Department of Foreign Affairs and the Foreign Service Institute in foreign policy formulation.
- Increase civilian participation in defense strategic planning at the Ministry of Defense.
- Develop effective interagency coordination processes to respond to major natural disasters.
- Enhance ASEAN mil-mil cooperation in disaster response.
- Promotion of diversity in defense department planning.
- Develop international cooperative mechanisms to countering piracy in the Gulf of Aden.
- Improve communication among members of a command to develop better team performance.

For further information about the Fellow's Project, contact the Fellow's Project Coordinator at DKI APCSS.

READINGS

Faculty members delivering lectures, leading seminars or engaged in other exercises may require you to complete some required readings. They may also suggest some additional reading. These materials will not be onerous; generally, they will be available electronically. Each Fellow must complete the required readings. You would also broaden your knowledge and benefit by completing the additional readings.

6. COURSE POLICY AND ADMINISTRATIVE INFORMATION



TIMELINESS

It is very important to be on time for class whether it is at the start of the day or after breaks or lunch. If you do show up late, do not make an excuse or interrupt the event; just walk in and sit down.

Do not make a habit of showing up late. You will be sent home if tardiness is habitual.



ATTENDANCE

Attendance is mandatory for all events scheduled on the course calendar. Some events are voluntary and will be annotated as such. If you are unable to attend a lecture, exercise, or seminar (all Fellows will be informed of their particular seminar group soon after their course commences) or another activity due to illness, you must contact the Registrar Branch as soon as possible. To miss an academic event for any reason, you must get approval from the Dean of the College of Security Studies. Failure to attend all classes could result in dismissal from the course.

Fellows should not schedule any personal activities and visits at anytime while the course is in session or during any of the team-building activities. All events on the agenda are part of the DKI APCSS course experience. All nominees selected to attend DKI APCSS are expected to arrive prior to the start date of the course and to remain throughout the course to completion and graduation.

BREAKS

Regular breaks occur throughout each day of the course, usually at a logical stopping point. Fellows are expected to be in their seats when the next session is due to commence. If you must leave a room for an emergency situation, just get up and go. Do not disrupt the class or ask permission. Breaks are an opportunity to socialize with your classmates and get to know each other. You can discuss the class or outside activities. It is an excellent opportunity to exchange ideas and ask questions. However, Fellows who break into small groups and speak a language other than English are sending a message to other Fellows that they do not want to talk to them. Speaking English during your course and breaks will help you improve your language skills and get to know your classmates.

QUESTIONS

Questions are a great way to clarify instruction. Instructors/classmates appreciate most questions because they benefit the entire seminar. When asking a question during the question and answer period that follows each lecture, when asking a question, you will stand, state your name and country and then ask your question. If you have a question during seminar, raise your hand and wait for the instructor to recognize you.

LEAVE AND HOLIDAYS

Fellows are neither permitted leave (vacation or holiday days) while assigned to the course nor authorized to leave the State of Hawaii. Any travel away from the Center should be conducted in a non-official capacity after the course is completed. **All expenses incurred are the responsibility of each Fellow.**

MAIL SERVICES

Each Fellow is assigned a mail/distribution box located in the Fellows' break room at DKI APCSS. Check these daily for academic information, schedules, mail and other general information.

Personal mail will also be distributed through the Fellows' boxes Monday-Friday. The Registrar Branch will hold oversized mail. Fellows should ask family members to refrain from sending mail within two weeks of the course graduation.

Your address while in the course is:

Your name and class number (ex. Joe Smith, Executive Course 11-1)
Admissions Division
Daniel K. Inouye Asia-Pacific Center for Security Studies
2058 Maluhia Road
Honolulu, HI 96815-1949

Outgoing mail may be sent from the U.S. Post Office on Saratoga Road, located near DKI APCSS.

Note: If you submit a Temporary Change of Address Card to receive mail at DKI APCSS, ensure that upon departure you complete a Change of Address Card "back" to your original/forwarding address. Admissions personnel can assist you with this.

COMPUTER SERVICES

Fellows who attend an in-house course that lasts more than 4 weeks are assigned DKI APCSS laptop equipment that can be taken out of the Center to be used in outside residences if needed. DKI APCSS related work can be done on the computer; limited personal use is allowed as well. DKI APCSS will provide basic laptop training when the equipment is distributed. Laptop training will include permissible uses of your laptop. **You must sign for the equipment and are responsible for the care of the equipment while at DKI APCSS.** The equipment must be returned at the end of the course. Since the laptop bags look exactly the same, we recommend you bring a business card that can be placed in the luggage tag on the bag for easy identification. Computers and printers are available for use in seminar rooms and in the Library.

Note: **USB drives such as flash/thumb drives, external hard drives, or cameras may NOT be used on DKI APCSS equipment.** A blank CD is distributed with each laptop to copy any data you wish to retain. If you need to download pictures from a camera to disk, a stand-alone laptop (not connected to the network) is provided in a centralized location in the Center for this purpose. Laptops contain DKI APCSS authorized software that you will



TELEPHONE/FAX/ E-MAIL AND COPY SERVICES

The telephone is in the Fellow's breakroom. It is for local calls only which are free.

The Admissions office has one fax machine for Fellows use. Please seek assistance from Admissions personnel to use this machine.

All Fellows will be issued an DKI APCSS internet/email account which should be checked daily. This should be the primary means of communication back to your country.

DKI APCSS has two photocopier machines for Fellows' use. The first is located outside the Admissions Division; the second is located inside the Library.

Global phone cards for personal phone calls are sold throughout the various stores in Waikiki. Prior to purchase, ask if the phone card you are considering will call your country.



PUBLIC TRANSPORTATION

Public transportation around the island of Oahu, on which Honolulu is located, is via the service known as “The Bus.”

For \$2.50, you can travel to nearly any destination on Oahu. One transfer ticket is authorized per trip.

For \$60, you can purchase a monthly pass that includes unlimited rides anywhere on the island. We do not recommend you purchase a monthly pass unless you feel you will ride the The Bus frequently.

Passes are available at any local 7-11 store, Foodland, Star Market, or Satellite City Hall.

need to complete course requirements (such as Microsoft Office). Skype is also available. No other software is allowed to be installed. Additional electronic keyboards can be added if you wish to type in another language other than English (such as Japanese or Urdu). Computer Support staff can help you set this up.

If you wish to bring your own laptop, please do so. However, your personal equipment cannot be attached to DKI APCSS network to access the internet, any network resources, or print. If you do bring your own laptop, we suggest you leave it at your residence to use there, leave the DKI APCSS equipment in the Center to use during the course, and email relevant files between the two.

Note: Computer Support staff are only authorized to troubleshoot DKI APCSS equipment not personal equipment. They can recommend some local computer repair establishments in the vicinity.

WIRELESS

DKI APCSS does not have wireless access on premises and wired connection is only provided for DKI APCSS equipment. Internet connection for your personal items is available at the condominium facilities. If you are self-funded, it is up to you to make arrangements for internet connectivity.

You will be using your own personal internet email to communicate with us and with each other while attending the course. Please be sure your email account is working prior to coming to your course. If you are coming from an area outside the U.S., your email provider may need you to confirm your identity when you get here by asking questions the first time you log onto your email account. To prevent any problems with accessing your email, please make sure your secret questions and cell number (on some accounts) are updated prior to leaving home. If you do not have a personal e-mail account, Computer Support staff can assist you in setting up an e-mail account from a free e-mail provider.

AUTOMOBILES/PARKING

No rental cars are authorized for funded Fellows assigned to any DKI APCSS courses. Funded Fellows can rent a car at his/her own expense, but DKI APCSS does not provide any no-cost parking stalls – even at the parking garage (Hale Koa Parking garage) next door to DKI APCSS. Self-funded Fellows who rent a car may park in the Hale Koa garage, but it is at their own expense. The only exception is for on-island U.S. Military Fellows whose duty station is on Oahu (i.e. they reside full-time on Oahu). Such personnel will be provided permanent parking cards for the duration of their course.

SMOKING

Smoking is not permitted within any of the DKI APCSS facilities/vans. Designated outdoor smoking areas at DKI APCSS are marked on the map that you will receive at orientation.

FAMILY MEMBERS VISITS

All Fellows attend the course in an unaccompanied status. DKI APCSS does not invite family members to attend DKI APCSS. If family members want to visit you while you are in the course, we strongly encourage that they only visit during the last two weeks of the course. You will be extremely busy with course work and FoF events. Should a Fellow bring a family member or members to Hawaii, it is important to understand that DKI APCSS will not assist with any travel arrangements for these members, nor will DKI APCSS support them while they are in Honolulu. Indeed, **any Fellow who brings their family members to Hawaii must understand that those family members are the Fellow's responsibility and that any such travel is undertaken totally at the Fellow's own expense, both to and in, Honolulu.** This includes airfare, taxis, and possible extra room charge.

For funded Fellows, family members will not be identified in your ITO, which means that they are not officially authorized to accompany you. **There are no exceptions.** If family members decide to visit you, each family member will travel on a regular passport and will have to contact the responsible agency in your country to obtain a tourist visa. The Fellow will be responsible for all expenses associated with their visit. Family members will not be allowed to shop at the Military Exchange or Commissary (see page 23) and may not be able to attend certain FoF events.

DKI APCSS also does not provide any transportation for families. DKI APCSS is not authorized by law to pick-up or transport civilians arriving at the airport unless the Fellow and dependent arrive together, and there is no extra cost to transport together. Fellows must therefore arrange transportation themselves for all dependents arriving in Honolulu. If your dependent arrives during a Foundations of Fellowship event, you are responsible for airport pick-up and transport to the FoF event if you are unable to make it to the DKI APCSS bus on time. **Be advised** that scheduled course report and start dates will not be changed to accommodate your travel with dependents.



PHYSICAL FITNESS

Fellows may engage in a wide variety of physical fitness activities during their stay.

All Fellows are authorized to use the fitness center located in the Hale Koa Hotel, five minutes walking distance from DKI APCSS, for \$40 per month. There is also a small gym inside the condominium where most funded Fellows live.

7. PROFESSIONAL CONDUCT OF FELLOWS



RANK

Rank cannot interfere with DKI APCSS's education mission. This means that when professors, lecturers or officials are lecturing or running a seminar or exercise, they are in charge of this activity, regardless of the rank of the Fellow's being taught.

Fellows also are equal members of a course. This means that no activity undertaken during your course affords any privilege to a Fellow's rank. This may create some challenges, particularly because international Fellows often are senior in rank to their U.S. Fellows and because less senior officers may be tasked to lead squads or activities that include more senior officers.

At all times, remember the DKI APCSS principles of mutual respect and inclusivity.

DKI APCSS endeavors to provide a quality educational environment for all Fellows. As part of this environment, Fellows need to be aware of the DKI APCSS Principles mentioned on page 3 of Transparency, Mutual Respect, and Inclusion.

All Fellows are expected to conduct themselves in a professional manner at all times and to maintain high ethical standards. You should conduct yourself in a manner that will bring credit to yourself and to your country. While undertaking your course in Honolulu, it is important to observe local courtesies and to avoid places that engage in illegal, unsavory, or unacceptable activities. You need to be aware of your personal safety and to be careful to protect yourself, your possessions, and reputation, at all times.

DISCRIMINATION AND SEXUAL HARASSMENT

U.S. law generally forbids discrimination. Discrimination will not be tolerated on any level at DKI APCSS and will result in immediate expulsion from the course.

Generally speaking, unlawful discrimination is unfair or unequal treatment of an individual (or group) based on certain characteristics, including: age, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation.

Sexual harassment is a specific form of sex discrimination that U.S. law and the U.S. military forbids. It is not tolerated on any level at DKI APCSS and will result in immediate expulsion from the course.

Sexual harassment involves unwelcome sexual advances, requests for sexual favors, and other verbal (words, offensive whistling, or sounds), non-verbal (gestures, excessive staring), or physical conduct (touching) of a sexual nature between the same or opposite genders. Sexual harassment can include offensive remarks about a person's sex or gender. For example, it is illegal to harass a woman by making offensive comments about women in general. Such conduct may interfere with an individual's performance or create an intimidating, hostile or offensive environment.

If you feel you are being sexually harassed or otherwise discriminated against, tell someone at DKI APCSS – your seminar leader, the course leader, someone in the Admissions Department, etc. All efforts will be made to resolve the issue at the lowest level.

SEXUAL ASSAULT

Sexual assault is a criminal offense. Perpetrators of sexual assault will not be tolerated. Sexual assault will result in immediate expulsion from the course, and worse, may result in criminal charges being brought against you by the U.S. or State of Hawaii.

Generally speaking, sexual assault is intentional sexual contact, characterized by the use of force, physical threat, abuse of authority, or when the victim does not or cannot consent. Sexual assault includes rape, nonconsensual sodomy (oral or anal sex), indecent assault (unwanted, inappropriate sexual contact or fondling), or any attempts to commit these acts. Sexual assault can occur without regard to gender. "Consent" will not be deemed or construed to mean the failure of the victim to offer physical resistance. Consent is not given when the perpetrator uses force, threat of force, or coercion or when the victim is asleep, incapacitated, or unconscious.

If you have been sexually assaulted and need immediate medical attention, call 9-1-1. Tell someone at DKI APCSS. All efforts will be made to help you.

DISCIPLINARY RULES FOR INTERNATIONAL FELLOWS

The following disciplinary rules apply to all international Fellows:

1. While at DKI APCSS, you must observe and obey all U.S. military regulations and conduct yourself in a manner that will bring credit to yourself and your country. You are a guest of the U.S. and a representative of your country.
2. Although you are not strictly subject to U.S. military law, you are subject to criminal and civil jurisdiction of U.S. Federal and State laws.
3. The Director of DKI APCSS strictly enforces regulations governing attendance and behavior during your course. Regulations pertaining to duty hours, off-limits establishments, travel limitations, military courtesies, financial responsibility, and military bearing must be obeyed. Tardiness and absence from course events are frowned upon. The Director may cancel your involvement in a course and you may be sent home before completion of the course if you engage in illegal or unacceptable actions and activities.



LOCAL LAW ENFORCEMENT

If detained by the U.S. Military Police or by the Honolulu Police, please be cooperative and courteous. Ask the police to call the emergency number on the back of your DKI APCSS ID badge. We will cooperate with the local authorities and request that any required investigation be completed as quickly as possible.

Prostitution and the solicitation of prostitution are illegal in Hawaii and your arrest for this crime, or for any crime, will result in your expulsion from the course.

OFF-DUTY EMPLOYMENT – FUNDED FELLOWS

Both your government and the U.S. Government prohibit you from accepting any off-duty employment while you are in the U.S. The purpose of this course is for you to learn in order to benefit your country. U.S. law also prohibits dependents (spouse, children) from accepting employment while their sponsor is in the U.S. for a course.



NATIONAL DRESS

All Fellows may be requested to wear traditional clothing to at least one event while attending the Advanced Security Cooperation and Comprehensive Crisis Management courses, but this is strictly voluntary. One such event is usually the ‘Taste of Asia-Pacific’ event, at which Fellows are asked to represent their region both with suitable cuisine and clothing.

UNIFORM AND DRESS POLICY

At all times at DKI APCSS, you should wear appropriate attire. Clothing should not be distracting to others involved in your course.

MILITARY UNIFORMS/BUSINESS SUITS

Military Fellows should bring at least one, and are encouraged to bring two, Class B (Class C for Marines) working day uniform(s). This is the type of uniform you would wear in the office/classroom environment. This uniform will be worn when attending command-sponsored briefings and other designated events. On average, Fellows will wear uniforms 3 or 4 times per course.

For those occasions in which military Fellows must wear a uniform, civilian Fellows should wear appropriate business attire: men—business suit; women—dress or business suit.

DAILY CLOTHING REQUIREMENTS

DKI APCSS staff, faculty (i.e. academic staff) and Fellows wear ‘aloha casual’ clothing to work. For men, this is slacks and a button-down collared shirt, socks, and dress shoes. For women, this is professional casual work attire (open-toed dress sandals are allowed). It sometimes gets cold in our teaching rooms, so bring a light-weight jacket or sweater. Clothing such as shorts, jeans, beach attire and sandals (rubber/bath slippers) are not permitted during the workday.



DRESS (EXTRA-CURRICULAR ACTIVITIES)

Fellows should bring shorts, T-shirts, golf shirts, athletic shoes, sandals, and other comfortable clothing to wear on weekend excursions and other extra-curricular activities. Hawaii’s weather permits the wearing of warm-weather clothes year round, but we recommend that Fellows bring a light jacket for evenings.

8. MEDICAL AND DENTAL SUPPORT/SHOPPING



GENERAL

A Fellow's medical care is the Fellow's responsibility. This is true for both funded and self-funded Fellows. DKI APCSS does not provide medical insurance or access to medical care to funded Fellows unless the ITO specifically says otherwise. Medical care for you, and/or any accompanying family members, is not free. Either the Fellow will pay for all medical and dental costs that they and/or their family incurs while attending the course or costs will be charged to the Fellow's home country. Medical and dental charges can be very expensive. If necessary, Fellows should purchase traveler's medical insurance for themselves and visiting family members, if applicable.

All Fellows are encouraged to bring with them appropriate personal medical/dental records for use in the event of a health problem.

IF YOU ARE SICK

DKI APCSS's involvement in a Fellow's healthcare problems while attending the course is limited to serious illness and emergencies only. The following are generally not considered serious illnesses: rashes, colds/flu, coughs. If you become sick during the course, first notify the Admissions Division. For serious illnesses, Admissions staff will arrange a military medical appointment and organize transportation to military sick call on weekdays at 0700 hours. If you set up any consultations, treatment or prescriptions without going through the Admissions Division, you will be charged and, if you are absent from the course, may be in violation of the attendance policy.

Emergency medical treatment is generally handled through the Tripler Army Medical Center or the Pearl Harbor Makalapa Clinic (timepermitting). If a Fellow is seriously injured, call 9-1-1, provide first aid until help arrives, then call the Chief, Admissions Division, or the Registrar as soon as possible. Some over-the-counter medications are available for sale in local stores and military exchanges.



IF YOU NEED A DENTIST

In the event of an emergency dental problem, the Admissions Division will arrange for a dental appointment based upon appointment availability. The Fellow will need to pay for this service. Otherwise, their country will be billed for all treatment.



PEARL HARBOR DEFENSE COMMISSARY

The Commissary is similar to a large grocery store: it is well stocked with fruit, vegetables, meats, dairy products, canned goods, and toiletries.

Commissary hours are 0900-1900 hours daily. The Commissary is available to Fellows only. Spouses and/or family are not allowed to enter the Commissary. The Admissions Division will provide transportation for Fellows on a weekly basis.

SNACKS

Between academic events, all Fellows will be able to access the “Surf’s Up” Cafe at DKI APCSS. It is a room where cold soft drinks (“sodas”) and snacks will be available and for which Fellows must pay.

For Fellows attending a course at DKI APCSS that lasts more than 4 weeks, items can be purchased on account. All snack fund accounts must be finalized before the Fellow leaves DKI APCSS.



PRIVILEGES AND SHOPPING FACILITIES

All international Fellows are authorized to use all Base Exchange (BX) and commissary facilities on Oahu. You are not authorized to access any other on-base or on-post facilities that are available to U.S. personnel. You will be required to return your ID card upon completion of your course. It cannot be used after you complete your course.

Note: The Base Exchange tax-free privileges are for your personal benefit. You may not resell items purchased in the BX. Only Fellows on orders can purchase items from base exchanges and commissaries. Spouses can accompany the Fellow to a base exchange but will not be permitted to purchase anything from the base exchanges. (Fellows’ spouses are not permitted in commissaries.). All visiting spouses must bring a picture ID card (visa/passport) in order to gain access to military exchanges with their spouses.

PEARL HARBOR NAVY EXCHANGE (NEX)

The Pearl Harbor Navy Exchange is similar to a department store, selling clothing, computers, household goods, and toiletries. NEX is open Monday to Saturday from 0900-2100 hours, and on Sunday from 1000-1900 hours. It is available to international Fellows during their course. The Admissions Division will provide transportation for the Fellows on a weekly basis.

HALE KOA POST EXCHANGE

DKI APCSS is located on the U.S. Army’s Fort DeRussy Military Reservation, which is across the street from the Hale Koa Hotel. The hotel has a small Post Exchange which is available to all Fellows. Store hours are 0800-2200 hours daily.

The hotel also has a small barbershop and hair salon. Approximate costs are: men’s haircuts \$20; woman’s \$35. Appointments are required: telephone (808) 944-3699. Hours of operation are Monday through Saturday from 0830-1700 hours.

9. GRADUATION/ALUMNI DEPARTURE



GRADUATION

The graduation ceremony or Commencement, as it called at DKI APCSS, is normally held as the final event on the last day of your course. The ceremony lasts about 1.5 hours and Fellows may bring guests. For Fellows who intend to bring VIP guests, please inform the Registrar. The event is formal and military: military Fellows will be in uniform; civilian Fellows in professional attire (agency uniform or business attire – coat and tie for males; business suit for females).



ALUMNI PROGRAM

DKI APCSS's Alumni Division provides a forum through which alumni can keep in contact with each other and with DKI APCSS staff and Faculty after they leave DKI APCSS. The Alumni Division maintains a database of all graduates, publishes a course listing and a monthly newsletter, and distributes the DKI APCSS Currents magazine. It also manages a virtual network known as DKI APCSS Link. This network provides exclusive access for DKI APCSS alumni to connect with other DKI APCSS alumni.

The Alumni Division also coordinates alumni visits with the DKI APCSS Director and Faculty as they travel throughout the Asia-Pacific region.

Chief, Alumni Division (808) 971-8981
Mr John Gasner (808) 373-6331 (mobile)
GasnerJ@apcss.org

CONDOMINIUM ROOM CHECK OUT

Each Fellow must ensure that their condominium room is left in the same condition as upon arrival. Any problems with a room must be taken care of with the Condominium Manager through the Center's Facility Manager. Fellows will leave the condominium room keys on the dressers prior to departing their rooms.

DKI APCSS CHECK OUT

Before leaving DKI APCSS, every Fellow must:

- Return the laptop computer, computer bag and associated equipment.
- Return the DKI APCSS security access card.
- Return all library materials.
- Pay their snack fund account.



RESPONSIBILITIES OF MISSING YOUR DEPARTURE FLIGHT

Funded Fellows who miss their departure flights due to their own negligence will be charged for any additional airline fees and lodging costs. No additional TDY allowances will be paid.



OUTBOUND TRAVEL ARRANGEMENTS

In making your return/outbound travel plans, do not schedule a flight prior to 1800 hours on graduation day. You should provide the DKI APCSS Travel Office Representative with your complete travel itinerary outlining your overnight stays. You are responsible for any changes to travel for personal reasons and also any extra expenses associated with the changes. Changing travel internationally is very difficult and usually incurs high additional fees for changing dates. Travel arrangements are coordinated from your country of origin to DKI APCSS and back by the most direct route.

No travel changes are authorized by Fellows traveling on DKI APCSS Invitational Travel Orders once at the course. Any request for changes must be routed through the U.S. Embassy in the Fellow's home country. Again, changes must be justified with official business reasons.

Any Fellow who makes any personal changes not coordinated with the U.S. and their U.S. Embassy Country representative is liable for all costs incurred and any issues that may develop as a result of this change.

Any additional leave or travel after the course must be approved and coordinated with the Fellow's U.S. Embassy prior to departing for the course.

TRANSPORTATION TO AIRPORT

Fellows should aim to arrive at Honolulu Airport two hours before departure time for domestic travel and three hours before departure time for international travel.

The Travel Office Representative will set up a shuttle service to the airport. They will also provide each Fellow with a voucher to pay for the transportation. The Fellow will contact the shuttle service to arrange his own pick-up time. If you are not given a shuttle voucher, please contact the Travel Office Representative.

Some Fellows will depart in a large group and will be transported en mass via bus to the airport. This will be coordinated once outbound travel arrangements are finalized. Travel Office or Admissions will notify relevant Fellows regarding their departure time and the location of the bus.

10. SOCIAL CUSTOMS AND MAJOR CULTURAL EVENTS



GENERAL INFORMATION

During your stay in the United States, you will encounter considerable diversity. In turn, people in the U.S. can learn much about the world from you. They may ask questions that may seem very personal or even peculiar. Equally, people who visit the U.S. from other countries may have definite ideas about what Americans are like. Almost any sentence that begins with “All Americans are...” is certain to be wrong. The U.S. is a great mixture of many different kinds of people. Some Americans are very informal and friendly; some are quite formal and slow to make friends. However, generally speaking, Americans are characterized by their spirit of independence and their freedom of action. They are interested in learning about other people, and they are happy to help strangers if they can. Most Americans will do their best to make you feel at home in the United States.

FAMILY

American families are small by comparison to many of the world’s cultures. The average U.S. family has two or fewer children. Parents of adult children generally live independently, maintaining their own homes. Sometimes, elderly citizens live with their adult children.

RELIGION

The Constitution of the United States ensures a separation of Church and State. There is no religious requirement to be a citizen of the United States. While all of the world’s religions are openly and freely practiced in the U.S., the majority of American citizens are Christian.



FREEDOM

This is the cornerstone of American culture. The Constitution of the United States of America ensures that the people retain certain rights and freedoms. It limits the influence that the government has on the personal lives of U.S. citizens. Americans are free to work, play, worship, travel, and live as they please.



GREETINGS

Verbal greetings vary depending on where you are in the U.S. and the familiarity of the people exchanging the greeting. People coming to work or meeting each other in a routine setting will usually use a verbal greeting and response (see next paragraph). Additionally, in small or rural communities, strangers simply passing on the sidewalk may exchange simple greetings. This is less common in larger cities but still may occur.

PHYSICAL GREETINGS

A wave of the hand or nod of the head may be used to acknowledge a friend in situations where a verbal greeting is not appropriate.

A handshake is a common greeting used by adults of either sex. However, it is generally used upon first meeting someone or when greeting someone that you have not seen for an extended period of time. Americans generally do not exchange handshakes daily.

A hug or kiss on the cheek are common greetings among family members or very close friends of opposite sexes especially if they have not seen each other for an extended period of time. Kisses on the cheek among friends are more common in Hawaii than in other parts of the United States.

Simple Verbal Greetings (these greetings can be repeated as a response)

- **Good Morning/Afternoon/Evening:** varies with the time of day (often informally shortened to **Morning/Afternoon/Evening**)
- **Hello:** common telephone greeting that also is used face-to-face
- **Hi** or **Hey:** shortened forms of Hello
- **How are you doing?:** A common response might be **Good, and you?**
- **What's up?:** a way of asking how busy you are or if you have any problems. Responses vary from **Nothing much** to **Working hard**, followed by **What's up with you?** or **How you doing?**
- **Aloha:** very popular in Hawaii as a greeting or farewell (see below)
- You will also hear the term **Mahalo** used, which means **Thank you**.

SOCIAL SITUATIONS

You may be invited by your U.S. Fellows, Seminar Leader, or someone you meet, to their home. Arriving on time makes a good impression. In the American culture, gifts are usually not expected, but are always appreciated. A small memento or keepsake from your country is an excellent gift. Flowers or chocolates are popular gifts. Wine is a nice gift—if you are sure that your host drinks alcohol. If you are unsure, avoid taking alcoholic beverages as a gift.

Your host should tell you if food is involved. Let them know if you have any dietary restrictions. You will not be expected to eat anything you do not want. Your host may serve you or allow you to serve yourself. If you serve yourself, don't take more than you can eat. It is better to get a second serving than leave a large portion on your plate. Many Americans will offer a second serving (called 'seconds') only one time. They will not usually force a second serving once it is declined. It is okay to ask for a second serving: many Americans who cook think of this as a compliment.

Americans are indirect about when to end an evening. They may make a comment about how late it is getting or how early they might have to get up tomorrow. This is a sign that it is time to leave. Most Americans take pride in their property and expect others to show respect for each other's property. In the United States, it is

considered to be very important to maintain clean and orderly living quarters whether they are furnished, rented, or owned. Respect for other people is based on voluntary acceptance of duties and responsibilities. This includes doing one's share of keeping places clean and taking one's turn in a line at a cafeteria or at a ticket office.

Manners which are acceptable in the United States are usually simple, practical ways of doing things with a sincere regard for rules and customs determined by common sense. Americans may start to "kid" (tease or joke) with each other on very short acquaintance. To be teased is a sign of being well liked, and to accept teasing with good humor helps one to get along with strangers. As you become accustomed to the way of life in the United States, Americans hope to become more familiar with your customs. The U.S. has much to gain from your traditions and culture and can help them to learn and understand these.

HAWAIIAN (50TH STATE) CULTURE

The state of Hawaii, though small in population, has one of the world's most diverse cultures. Hawaii is a tropical paradise which has more than its share of pristine beaches, stunning sunsets, towering waterfalls and reefs teeming with colorful fish. Anyone who has been here knows Hawaii is different, unique, special, and unforgettable. What sets these islands apart from the rest of the world? It's the native culture, the Hawaiian culture. It's a culture filled with fascinating customs, music, legends, traditions, and values.



Hawaii is the only U.S. state with a royal palace. Reminders of Hawaii's royal heritage can be seen at sites like the statues of King Kamehameha, King David Kalakaua and Queen Liliuokalani, Iolani Palace, the Royal Mausoleum, Queen Emma's Summer Palace, and the Bishop Museum.

During the course, Fellows will have the opportunity to visit many of Oahu's most popular tourist attractions, including: Arizona Memorial; National Memorial Cemetery of the Pacific (Fellows trips on Veteran's Day or Memorial Day); the Blow Hole; Hanauma Bay; Diamond Head; Pali Lookout; the North Shore. There are many tourist attractions in Waikiki that are free. Within walking distance of the condominiums are weekend festivals, a weekly Polynesian cultural show, torch lighting and conch greeting, and Friday night fireworks at the Hilton Hotel.



TIPPING

Because you have received table service, you are expected to leave a gratuity or "tip" at your place for the waiter or waitress when you leave your table. Most times, the tip will not be included in your bill or "check". The custom is to leave about 15 percent of the total price for the tip. You should check your bill to be sure it is correct before you pay the waiter or cashier.

EATING IN RESTAURANTS

At restaurants, there is usually a greeter (host or hostess) to take you to your table. If not, you may select your own table, sit down and wait for someone to come and take your order. Once seated, you will be given a menu which lists the items that you can buy. A waiter or waitress will take your order. Some meals offer a complete meal for a set price. These may be called Table d'hote, Place Lunch, Special of the Day, Businessman's Lunch, or Chef's Special.



THE LEI

Today, probably the most enjoyable and unforgettable Hawaiian custom is the flower lei. Custom dictates that a lei should be offered graciously with a kiss and removed only in private. It's considered rude to remove a lei once it's accepted in view of anyone, but especially in view of the person(s) who gave it to you.

Lei designs are limited only to the imagination. They range from the simple, common one-strand orchid or tuberose presented as a special treat to those who arrive by plane or ship, to more elaborate or rare versions dependant on how important the occasion may be.

HAWAIIAN LANGUAGE

The Hawaiian language is comprised of only five vowels (a, e, i, o, u) and eight consonants (h, k, l, m, n, p, w), making it the smallest alphabet in the world. Tricky for most to master, the language is compromised of soft sounds with words having many and often, hidden meanings. One of the most notable is the word *aloha*. It's the most widely known of all Hawaiian words—and one of the most important.

Aloha not only means “hello,” “goodbye” and “love.” It also embodies sympathy, kindness, compassion, affection, and fondness. This word is more than a greeting or expression of love; it is the basis of what Hawaiians consider to be one of the culture's core values. The word *aloha* itself has a double meaning; *alo* means “face” and *ha* means “breath or essence.” Together, it is sharing or giving your breath, your essence, or being, to the person you are greeting.

Hawaiian cultural values also include important terms like *akahai*, which defines a person's demeanor as modest, gentle and unpretentious; *lokahi* meaning unity, harmony, and peace; *oluolu* meaning agreeable and pleasant; and, *ahonui*, which means patient and enduring.

THE HULA

Another Hawaiian icon is the hula. It's an image of swaying hips, graceful hands and colorful costumes. The hula has evolved over the years from an activity exclusively for men and for religious purposes to today's contemporary dances where both men and women dance for fun, expression, and enjoyment.



Hula today has two major forms, the ancient, or hula kahiko and the modern, or hula auana. Hula kahiko is accompanied in the Hawaiian language along with drums and other percussion implements. Hula kahiko is performed for storytelling or for religious and ceremonial purposes. Dancers are adorned with bark cloth, coconut fibers and native grasses, plants, and ferns. Hula auana is colorful, fun, upbeat and musical. Dances are accompanied by song in either English or Hawaiian, as well as ukuleles, piano, and guitars. The dancers' dresses are colorful and are decorated with flower prints.



DISCLAIMER

The information contained in the Fellows Handbook is considered to be descriptive in nature. It does not constitute an irrevocable contract between DKI APCSS and the Fellow. In the event that there are any apparent inconsistencies, or where there may be any ambiguity, the provisions of the DKI APCSS Policy Manuals shall be controlling over the Fellows Handbook or any other publication.

To review copies of the Policy Manual, please contact the Dean of Admissions and Business Operations. DKI APCSS reserves the right to make any changes in the contents of this handbook that it deems necessary or desirable. Changes are made through established procedures and announced by the Defense Security Cooperation Agency, U.S. Pacific Command, Office of the Secretary of Defense and DKI APCSS in its publications.

Check with our Admissions department before courses to verify the date and time of the course in question. For additional information, check our website at www.apcss.org.

If you have any questions about anything in this handbook, or know of more ways that we can support your experience here, please call the Chief, Registrar Branch, at (808) 971-4059 or email at registrarbranch@apcss.org.

GLOSSARY

DKI APCSS

Daniel K. Inouye Asia-Pacific Center for Security Studies

ATMs

Automatic Teller Machines

FoF

Foundations of Fellowship

ITO

Invitational Travel Order

JTR

Joint Travel Regulations

USPACOM

U.S. Pacific Command

POC

Point of Contact

U.S.

United States

HAWAIIAN WORDS

Aloha

Hello/Goodbye

Mahalo

Thank you