







## 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.

During our 4-5 week long courses, 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.

Direct all questions regarding information in this handbook 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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Chief of Admissions

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Chief, Admissions Division

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



The Daniel K. Inouye Asia-Pacific Center for Security Studies (DKI APCSS) is a U.S. Department of Defense institute that officially opened Sept. 4, 1995, in Honolulu, Hawaii.

The Center addresses regional and global security issues, inviting military and civilian representatives of the United States and Asia-Pacific nations to its comprehensive program of executive education and workshops, both in Hawaii and throughout the Asia-Pacific region. The Center supports the U.S. Indo Pacific Command by developing and sustaining relationships among security practitioners and national security establishments throughout the region. DKI APCSS educates, connects, and empowers security practitioners to build partner capacity, shared understanding, and networks to enhance stability in the Indo-Asia-Pacific region.



## FUNDED FELLOWS AND SELF-FUNDED FELLOWS

All persons who attend a DKI APCSS course are considered Fellows. Some Fellows attendance is funded by DKI APCSS (**funded** Fellows), and some are not (self-funded Fellows) persons are funded by their organizations/agencies. 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 funded or self-funded, please read this handbook. It will answer most of your questions.

## VISA/PASSPORT INFORMATION

All International Fellows of **funded** or self-funded nations must have a valid passport and visa as necessary for the duration of their stay in the United States. Each Fellow should work with his/her U.S. Embassy POC to ensure all visa/passport paperwork is finalized prior to departure of your nation. We highly recommend you start this process as early as possible as selected countries under new rules recently adopted may face increased scrutiny for visa/passport, Invitational Travel Order as applicable, acceptance letter, etc. Funded Fellows attending the course from countries that require a visa/passport must ensure that they are valid for the entire course and travel home. 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. We also recommend you start your visa process at least 1 month prior to course start date to ensure approval is granted.

**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)
- 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.

DKI 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 15.

## 2. TRAVEL INFORMATION

We recommend you be at the airport at least 2-3 hours before your flight is scheduled to depart your nation. Recommend you carry a change of clothes, personal toiletries, and other necessities in case your luggage is lost.

DKI APCSS **funded** fellows, during your pre-departure briefing, you will receive an Invitational Travel Order (ITO) issued by your Training Manager or by DKI APCSS. 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 to attend only the course and granted privileges as stated in the ITO or any official amendments. The course that has been scheduled is in the best interest of your Government.

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 applicable). 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.

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

## OUTBOUND TRAVEL ARRANGEMENTS

**Funded** Fellows, in making your return/outbound travel plans, do not schedule a flight prior to 1800 hours on commencement 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 **Funded** Fellows traveling on DKI APCSS ITOs 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 **Funded** Fellow who makes any personal changes not coordinated with 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 **Funded** Fellow's U.S. Embassy prior to departing for the course.

## 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.

## 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 a non-refundable fee for any additional bags for your return.

We recommend you place one copy of your ITO and any amendments in each piece of baggage and hand carry all other copies. These actions will help identify your bags should they be misplaced during travel.

## CARRY-ON BAGGAGE

You should take a small bag that you can carry on to the plane. In this bag, we recommend 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.

## WHILE 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. **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.

**If You Miss Your Flight** or a transit connection, call or email your U.S. Embassy representative and the Admissions Chief (contact details on page 2). Let DKI APCSS staff know of any changed/new flight numbers and your new arrival time.

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

Upon arrival in the United States, which if you are in transit may 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.

## 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. All Fellows should bring a sufficient supply of any medications they are required to take. Prescriptions must be prescribed by a licensed physician and are also very expensive. Some over-the-counter medications are available for sale in local stores and military exchanges.

## MEDICAL AND DENTAL

Medical and dental expenses are the responsibility of the Fellow, unless 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.

A **Fellow's** medical care is the **Fellow's** responsibility. DKI APCSS does not provide medical insurance or access to medical/dental care to Fellows unless the ITO specifically states otherwise. We recommend Fellows purchase traveler's medical insurance for themselves and visiting family members.

All Fellows are encouraged to bring with them appropriate personal medical/dental records for use in the event of a health problem. No Fellow should come to DKI APCSS with pre-existing medical conditions that will require the Fellow to miss class or have habitual absences for doctor's appointments.

If you become ill, DKI APCSS involvement in a Fellow's healthcare problems while attending the course is limited to serious illness and emergencies only. The following are general not considered serious illnesses: rashes, colds/flu, and coughs. If you become sick during the course, first notify the Admission Division personnel. For serious illnesses, the Admissions staff will direct you to the appropriate clinic or hospital. Once again, these medical charges could be very expensive for treatment and medicines.

If a Fellow is seriously injured, we call 9-1-1. This is to be done in only extreme cases of life or death.

## 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, we recommend 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 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 to sleep.

## FINANCIAL ITEMS

1. **Travel Reimbursement** - DKI APCSS **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: **Funded** 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.

2. 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.***
3. 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.
4. All DKI APCSS **funded** Fellows are entitled to a daily allowance, or per diem, while attending the course. **Funded** Fellows will be given an advance on the first day of the course. DKI APCSS will provide each **funded** Fellow with a Debit card to use locally for purchases, meals, or to draw money from the ATM machine.

Self-funded Fellows consult with your organizations' financial/travel coordinator for per diem amounts authorized.



### 3. ARRIVAL IN 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.

#### DKI APCSS STAFF MEMBER WILL MEET YOU

A DKI APCSS staff member from Admissions will meet all arriving International 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. 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.

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.

For **funded** Fellows, a room has already been reserved on your behalf. If you are unable to contact any DKI 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 Paoakalani Avenue, Honolulu, 96815

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

#### 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 barbeque grill. Management also provides a safety deposit box in the main office for high value personal items, or free in-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 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 have multiple choices with respect to contracted room rates. DKI APCSS contracted condominiums room rate is \$165-\$200 a night. 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 **14 days prior to course start date**. Fellows who stay at a location other than the contracted condominium are required to provide their own transportation to DKI APCSS each day.

## 4. COURSE POLICY AND ADMINISTRATIVE INFORMATION

### DISCIPLINARY RULES FOR ALL FELLOWS

The following disciplinary rules apply to all Fellows:

1. While at DKI APCSS, you must observe and obey all U.S. laws and 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 not allowed. 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 behavior.

### PROFESSIONAL CONDUCT OF FELLOWS

DKI APCSS endeavors to provide a quality educational environment for all Fellows.

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.

### RANK

Rank cannot interfere with DKI APCSS 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 Fellows being taught.

Fellows are all equal members of a course. This means that no activity undertaken during your course affords any privilege to a Fellow's rank.

### POLICY FOR COMPLAINTS AND GRIEVANCES

For general complaints and grievances, participants are encouraged to pursue informal resolution through seminar leaders, course managers, Chief of Admissions, and the College Dean as they see fit. However, if not resolved, all participants have access to the Director through the College Dean. As a measure of last resort,

participants may address their complaint or grievance to the Commission of the Council of Occupational Education at: 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX 770-396-3790, <https://council.org/contact-info/>.

## DISCRIMINATION AND SEXUAL HARASSMENT

U.S. law generally forbids unlawful 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, or sexual orientation.

Sexual harassment is a specific form of sex discrimination that U.S. law and the U.S. Department of Defense 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 immediately to resolve the issue.

## SEXUAL ASSAULT

Sexual assault is a criminal offense and will not be tolerated. Sexual assault will result in immediate expulsion from the course and 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 wish to make a police report or if you need immediate medical attention, call 9-1-1. Tell someone at DKI APCSS. All efforts will be made immediately to help you.

## 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.

## ACADEMIC REQUIREMENTS

1. **The Fellows Project** - A requirement of each Fellow who attends a 4-5 week course at DKI APCSS is to complete a Fellow's Project. A Fellow's Project is the output of taking a challenge or problem and designing a way to address it. Think about some challenges your country or organization faces and how you might address them.

Each Fellow will work on his or her own project unless they are part of a pre-defined group (Cohort) that undertakes a Cohort Fellow's Project on a topic coordinated with DKI APCSS prior to the start of the course. Fellows may decide to work together towards a combined goal but each individual's project should be geared toward his or her own responsibilities and objectives that Fellow's organization would be.

Seminar Leaders will be there to help guide, advise, and support the Fellows in the completion of their Fellow's Project. Additional help may come from faculty members who are experts in the field, Course Fellows, or external organizations. Different analysis methods will also be introduced to help you.

**For more information, please contact the Fellow's Project Program support team at:**  
**[Fellowsproject@apcss.org](mailto:Fellowsproject@apcss.org)**

2. **Readings** - Faculty members delivering lectures, leading seminars or engaged in other exercises may require you to complete some required readings that will be available electronically. Each Fellow must complete the required readings.
3. **Attendance** is mandatory for all events scheduled on the course calendar. Some weekend events are voluntary and will be annotated as such. 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.
4. **Tardiness and absence** from classroom and course events are not allowed. The Director may cancel your involvement in a course and you may be sent home before completion of the course if you engage in unacceptable behavior.

If you are unable to attend a lecture, exercise, or seminar or another activity due to illness, you must contact the Admissions Division as soon as possible or inform your assigned Seminar leader of the circumstances.

5. **Do 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.
6. 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.**

7. **Regular breaks** occur throughout each day of the course, usually at a logical stopping point. 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.

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.

8. **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.

## 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 during our 4-5 week long courses.

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, however we recommend that Fellows bring a light jacket for evenings.

### NATIONAL DRESS

All Fellows may be requested to wear traditional clothing to at least one event while attending the Advanced Security Cooperation, Comprehensive Security Response to Terrorism, and Comprehensive Crisis Management, and Maritime Comprehensive Security Cooperation 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.

## FOUNDATIONS OF FELLOWSHIP (FOF) EVENTS

Foundations of Fellowship (FoF) events are considered an essential element of the DKI APCSS learning model. All Fellows will participate in every scheduled event. An activity fee not to exceed \$75 will be collected from all Fellows for DKI APCSS FoF events and functions. Collection time will be during in-processing.

## MAIL SERVICES

During our 4-5 week courses, 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 Admissions Division will hold oversized mail in the area. Fellows should ask family members to refrain from sending mail within two weeks of the course graduation date.

Your address while in the course is:

Daniel K. Inouye Asia-Pacific Center for Security Studies  
ATTN: Admissions Division, (Your name and class number) (example: Joe Smith, ASC 11-1)  
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 will be assigned a DKI APCSS laptop/Microsoft Surface Pro ipad. This equipment can be taken out of the Center to be used at outside residences if needed. Although the equipment is used primarily for DKI APCSS related projects, limited personal use is allowed as well. Skype **CAN** be used; however, no additional software is allowed to be installed on DKI APCSS equipment. Additional keyboards can be added if you wish to type in a language other than English. The Computer Support staff in the library can help you set this up.

Basic training on the computer equipment will be given at the time of distribution. **You must sign for the equipment and are responsible for the care of the equipment while at DKI APCSS.** The computer equipment must be returned at the end of the course.

Computers and printers are available for use in seminar rooms and in the library. All course materials and photographs are posted on our portal at [www.apcsslink.org](http://www.apcsslink.org).

**Note:** USB drives such as flash/thumb drives, external hard drives, or cameras **may NOT be used** on DKI APCSS **equipment**. If you need to download files to a disk (ex: from camera to disk or USB to disk), see the Computer Support staff in the library for assistance. Blank disks are available in the library if you would like to copy data you wish to retain.

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 if the need arises..**

## WIRELESS SERVICES

DKI APCSS has limited wireless access on premises and wired connection is only provided for DKI APCSS equipment. For **funded** fellows, Internet connection for your personal items is available at your lodging accommodations. If you are self-funded, it is up to you to make arrangements for internet connectivity if you are billeting in areas other than DKI APCSS contracted condos.

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.

## TELEPHONE/FAX/ E-MAIL AND COPY SERVICES

A telephone located in the Fellow's breakroom is available for local calls.

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.

The Admissions office has one fax machine for Fellows use. Please seek assistance from Admissions personnel to use this machine. Fax line number is: 808-971-8920.

DKI APCSS has three photocopy machines for Fellows' use. The first is located outside the Admissions Division; the second is located inside the Library, and the third is in the Auditorium foyer area.

## 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 in the parking garage (Hale Koa Hotel Parking garage) located next door to DKI APCSS. Self-funded Fellows traveling from other U.S. locations, who rent a car, may park in the Hale Koa Hotel garage, but it is at their own expense.

The only exception is for on-island U.S. Military/Civilian Fellows whose duty station is on Oahu (i.e. they reside full-time on Oahu). Such personnel will be provided parking cards for the duration of the course.

## PUBLIC TRANSPORTATION

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

For \$2.75 you can travel to nearly any destination on Oahu. One transfer ticket is authorized per trip. For \$70, 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 stores, Times supermarket, or Satellite City Hall.

## 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 MEMBER VISITS

All Fellows attend the course in an unaccompanied status. DKI APCSS does not invite family members to attend DKI APCSS courses. 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(s) 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 visa. The Fellow will be responsible for all expenses associated with their visit. Family members will not be allowed to purchase items at the Military Exchange or Commissary 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 FoF 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.

## PRIVILEGES AND SHOPPING FACILITIES

All Fellows are authorized to use the Pearl Harbor Navy Exchange (NEX) and Pearl Harbor Commissary facilities. You are not authorized to access any other on-base or on-post facilities that are available to U.S. personnel.

## 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 following the first two days of the course.

The NEX tax-free privileges are for your personal benefit. You may not resell items purchased in the NEX. Only Fellows on orders can purchase items from the NEX and Pearl Harbor commissary. Spouses can accompany the Fellow to the NEX but will not be permitted to purchase anything on their own accord from the exchange. All visiting spouses/family members must bring a picture ID card (visa/passport) in order to gain access to the NEX with their spouses.



## 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/family members are not allowed to enter the Commissary. The Admissions Division will provide transportation for Fellows on a weekly basis following the first two days of the course.

Note: Commissaries are the lowest priced grocery stores on Oahu.

Store employees who bag groceries work only for tips. It is customary to tip \$1-2 for their service.

## 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.

## 5. COMMENCEMENT/GRADUATION AND DEPARTURE

### COMMENCEMENT

The graduation ceremony or Commencement, as it called at DKI APCSS, is 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 Admissions Division. 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).

### 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 if money is owed.

### CONDOMINIUM ROOM CHECK OUT

- Each Fellow must ensure 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.

## CONSEQUENCES 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.

## TRANSPORTATION TO AIRPORT

DKI APCSS does not provide return/outbound transportation to the Honolulu 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.

**Funded** Fellows will be provided funding in their final payout to arrange their own transportation to the Honolulu International Airport. The average cost of a taxi is about \$45.00; shuttle bus services \$15.00-20.00 one way.



## ALUMNI PROGRAM

DKI APCSS Alumni Division provides a forum through which alumni can keep in contact with each other and with DK I APCSS staff and Faculty after they leave DK I APCSS.

The Alumni Division maintains a database of all graduates, publishes a course listing and a monthly newsletter, and distributes the DK I APCSS Currents magazine. It also manages a virtual network known as DK I APCSSlink. This network provides exclusive access for DK I APCSS alumni to connect with other DK I APCSS alumni. The Alumni Division also coordinates alumni visits with the DK I APCSS Director and Faculty as they travel throughout the Asia-Pacific region.

Participants are encouraged to stop by and visit while they are in Honolulu to catch up with our staff and to learn about any additional opportunities available to alumni. Please coordinate visit one week prior to requested date of visit with our Alumni Division staff at [AlumniDivision@apcss.org](mailto:AlumniDivision@apcss.org)

Chief, Alumni Division.....(808) 971-8981

Mr. John Gasner .....(808) 373-6331 (mobile)

[GasnerJ@apcss.org](mailto:GasnerJ@apcss.org)

## 6. 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.

### HAWAIIAN CULTURE (50TH STATE)

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; the Blow Hole; Hanauma Bay; Diamond Head; Pali Lookout; and 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 shell greeting, and Friday night fireworks at the Hilton Hotel.

### 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.

**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**.

**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. 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.
- 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.

## 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.

## THE HULA

Another Hawaiian icon is 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. 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.

## 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, Plate Lunch, Special of the Day, Businessman’s Lunch, or Chef’s Special.

## 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.



## 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

### **USINDOPACOM**

U.S. Indo Pacific Command

### **POC**

Point of Contact

### **U.S.**

United States

## HAWAIIAN WORDS

### **Aloha**

Hello/Goodbye

### **Mahalo**

Thank you