

NATIONAL DEFENSE UNIVERSITY



International Student Management Office

Fellows Handbook

I arrived as a stranger amongst strangers, but I will leave as a friend amongst friends.
(Revised April 2008)

Fellows:

Welcome to Washington, DC, capital of the United States of America. This beautiful city is the core of American government; it is a reputable educational center and a diverse cultural center. The staff at ISMO encourages you to enjoy your stay here: Experience politics, history, science, sports, and art. Fort Lesley J. McNair, home of the National Defense University (NDU), is ideally located for you to experience all of these things.

This handbook is designed to ease your transition into the NDU educational program, for which you were personally selected. We have provided important information about housing, transportation, identification documents, and basic living needs. Please read it thoroughly. Unfortunately, no handbook can contain all of the information that you need, but you can talk to the staff, consult local directories, or use www.google.com to find something that you need.

The most rewarding source of information about the area, and about America in general, is the population that surrounds you. Get to know your fellow students and neighbors: Make acquaintances and share experiences. They can give you suggestions about how to experience the USA.

We encourage you to explore Washington, DC for yourself. It is our hope that you will leave America with appreciation for its tremendous strengths and an understanding of its shortcomings. We are confident that your experience will be a great one. We are excited to assist you and your families to make your visit a memorable one.

Sincerely,

The ISMO Staff

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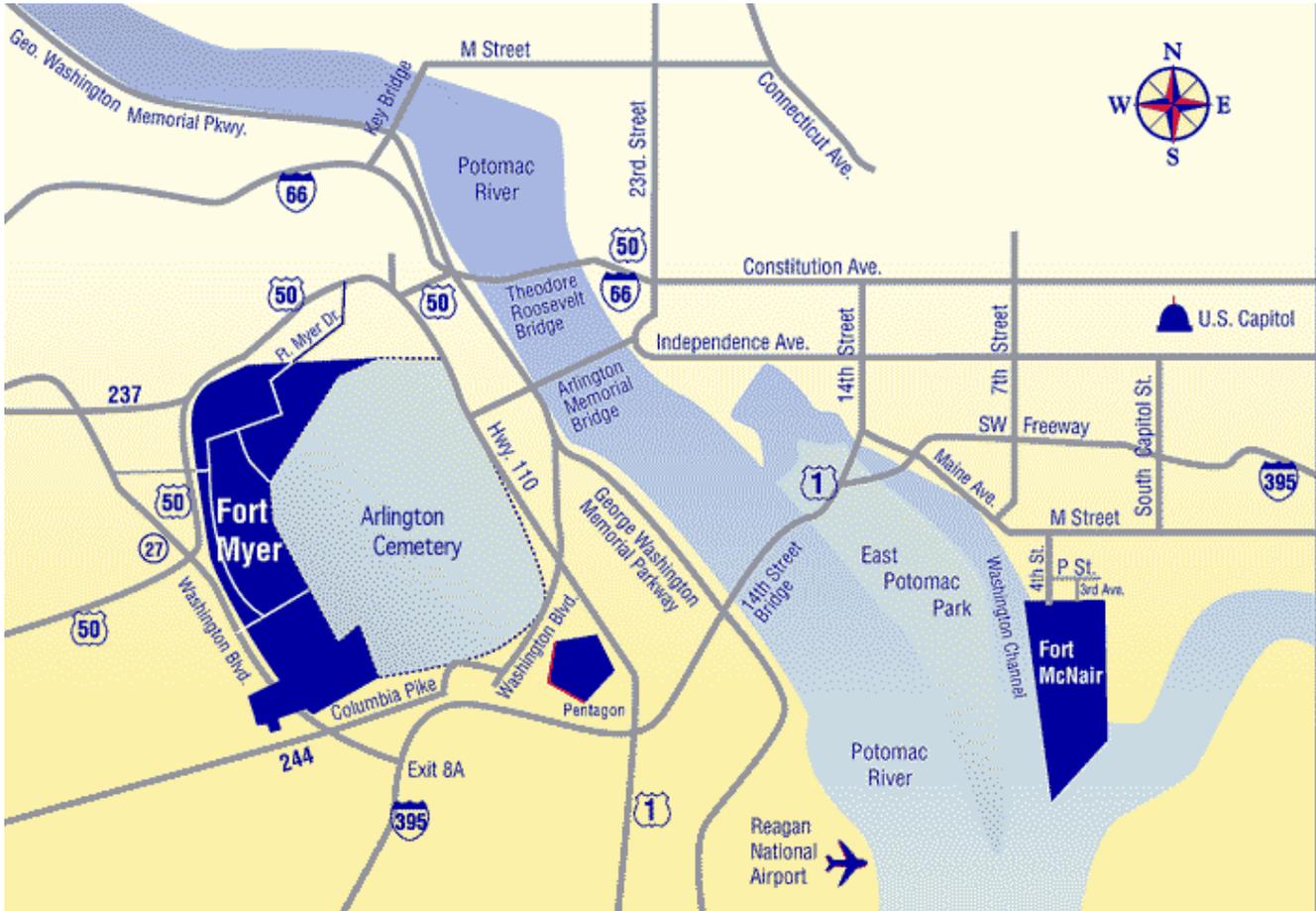
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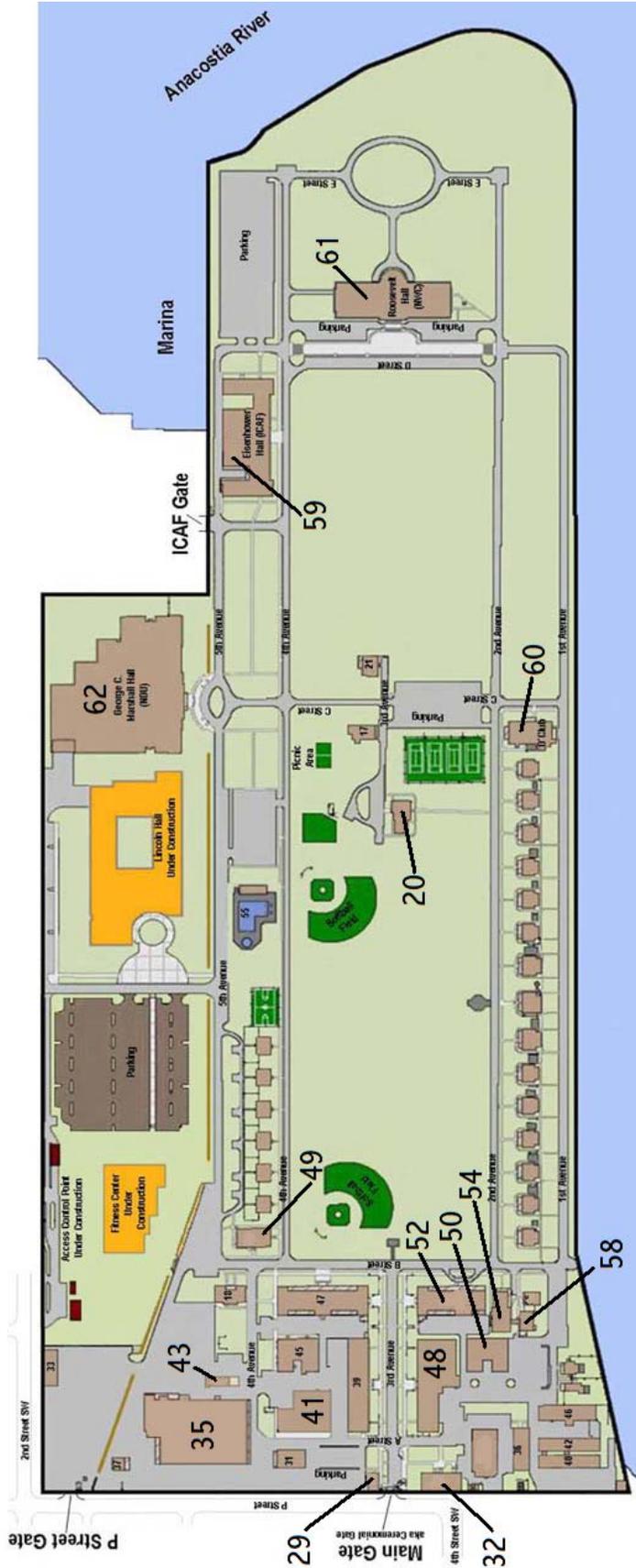
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Maps

Map #1: Location of Fort Lesley J. McNair



Map #2: Map of Fort McNair

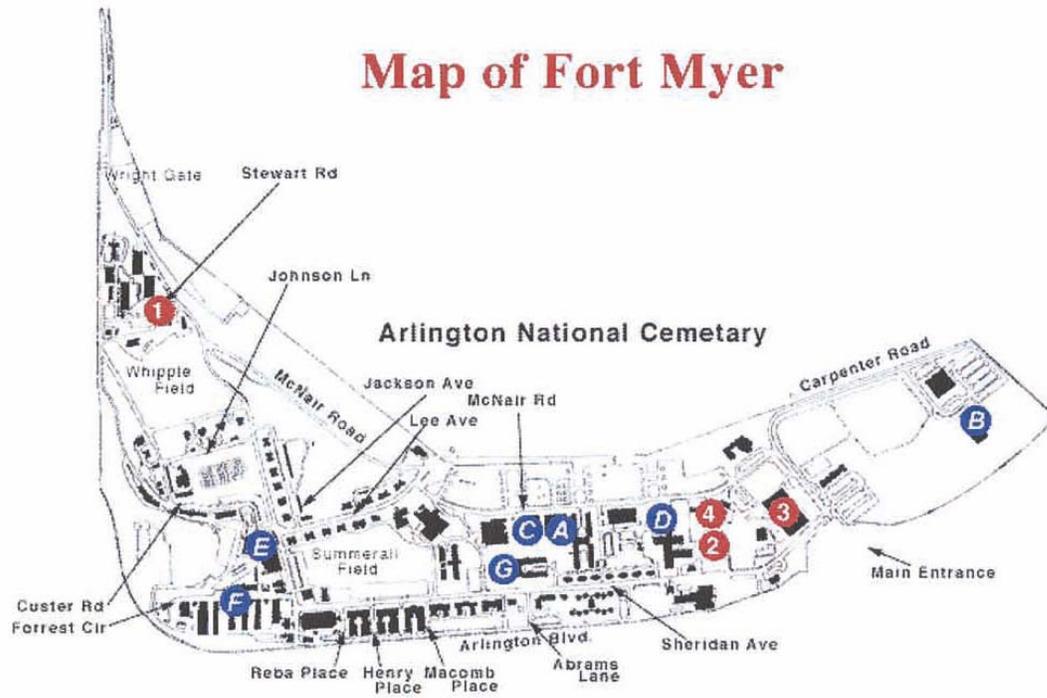


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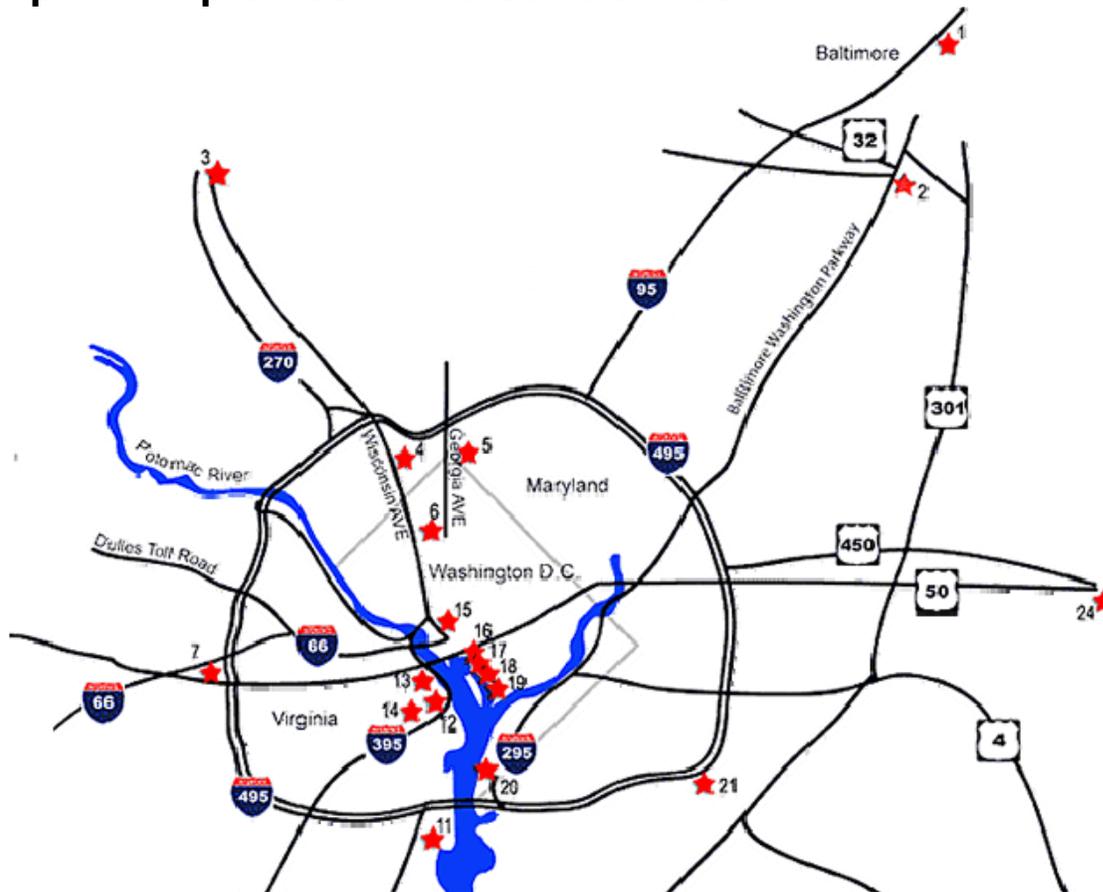
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Map of Fort Myer



For a clearer picture or directions, you may need to visit www.fmmc.army.mil/sites/about/overallmap.asp

Map #4: Map of local medical facilities



1. Kirk Army Health Clinic, Aberdeen Proving Ground MD
2. Kimbrough Ambulatory Care Center, Fort Meade, MD
3. US Army Health Clinic, Fort Detrick, MD
4. Naval Surface Warfare Ctr. Branch Med Clinic, Bethesda, MD
5. Naval Surface Warfare Ctr Branch Med Clinic, Silver Spring, MD
6. Walter Reed Army Medical Center Washington, DC
7. Fairfax Family Health Center, Fairfax VA
8. Woodbridge Family Health Center, Woodbridge, VA
9. Naval Medical Clinic Quantico, Quantico Marine Base, VA
10. Naval Surface Warfare Center Branch Medical Clinic, Dahlgren, VA
11. DeWitt Army Community Hospital, Fort Belvoir, VA
12. DiLorenzo TRICARE Health Clinic, The Pentagon VA
13. Arlington Annex Branch Medical Clinic, Washington, DE
14. Andrew Rader US Army Health Clinic, Washington, DC
15. Naval Research Laboratory Branch Medical Clinic, Washington DC
16. Naval Security Station Branch Medical Clinic, Washington, DC
17. Coast guard HQS Health Services Clinic, Washington, DC
18. Washington Navy Yard Branch Medical Clinic, Washington, DC
19. Fort Mincer US Army Health Clinic, Fort McNair, Washington, DC
20. 11th Medical Group, Bolling Air Force Base, Washington, DC
21. Malcolm Grow Medical Clinic, Andrews AFB MD
22. Naval Surface Warfare Ctr Branch Medical Clinic, Indian Head, MD
23. Naval Medical Clinic, Patuxent River Naval Station, MD

Map #5: MetroRail Line Map

www.wmata.com/maps

System Map

Legend

- Red Line • Glenmont/Shady Grove
- Orange Line • New Carrollton/Vienna/Fairfax-GMU
- Blue Line • Addison Road/Franconia-Springfield
- Green Line • Branch Avenue/Greenbelt
- Yellow Line • Huntington/Mt. Vernon Sq-UDC

Commuter Rail

Transfer Station
Parking
Station in Service
Future Station



© COPYRIGHT 1993
WASHINGTON METROPOLITAN
AREA TRANSIT AUTHORITY

Rev. (10/98)

- No Smoking
- No Food or Drinks
- No Animals
(except guide dogs)
- No Audio or Video Devices
(without earphones)
- No Litter or Spitting
- No Dangerous or Flammable Materials

Washington, District of Columbia, USA

The Federal Capital

Washington DC has a population of just under 600,000 people. George Washington chose this site for the city because of the junction of the Potomac and Anacostia rivers. The neighboring States of Maryland and Virginia donated land on both sides of the Potomac to establish the 100 square mile area which became the District of Columbia.

Washington is surrounded by suburbs. Most of the people who work in Washington live in suburbs and commute into the city. In Virginia, south of the Potomac, Arlington County is the closest to DC, followed by the town of Alexandria. To the North lies Maryland with suburbs such as Montgomery and Prince George's counties.

Washington DC street plan

The city's downtown area is laid out in a grid format with numbered streets running north and south and lettered streets running east and west. Streets named after states cut across the grid diagonally and meet in traffic circles.

Finding your way around

The four corners of the diamond-shape of the city point to the north, south, east and west. Washington is organized into four wedge-shaped quadrants: Southwest (SW), Southeast (SE), Northeast (NE) and Northwest (NW). The US Capitol Building is at the center. North Capitol Street, East Capitol Street and South Capitol Street separate the quadrants.

Within each quadrant, numbered street run north and south and lettered streets run east and west. Addresses on lettered streets give a clue to the numbered cross street at the end of each block. An example: the DC Department of Motor Vehicles located at 301 C St NW, is located on C Street between 3rd and 3rd Streets, Northwest region.

Washington has four 1st Streets, four E streets etc-one for each quadrant of the city. As a result the addresses must show a designation such as NW, SW, NE, or SE to prevent confusion.

Avenues names after states meet at circles or squares. You will probably hear of the noteworthy ones:

- Mount Vernon Square (Massachusetts and New York Avenues)
- DuPont Circle (Connecticut, Massachusetts, and New Hampshire Avenues)
- Washington Circle (New Hampshire and Pennsylvania Avenues)
- Scot Circle (Massachusetts and Rhode Island Avenues and 16th Street)

The following are some of the major roads you will encounter in Washington DC.

- Massachusetts Avenue runs from Union Station past the National Cathedral and into Maryland. This is the road where most countries' Embassies are located.
- Wisconsin Avenue starts in Georgetown and leads north to the Maryland Suburbs.
- Connecticut Avenue runs from Lafayette Square, around DuPont Circle and past the National Zoo to Chevy Chase
- 14th Street SE connects Washington DC to the Virginia suburbs by way of the 14th Street Bridge over the Potomac
- 16th Street NW goes north from the White House, through Adams Morgan to merge with Georgia Avenue
- Constitution and Independence Avenue run east and west along the Mall between the Capitol Building and the Lincoln memorial
- Pennsylvania Avenue runs from Southeast and Capitol Hill through downtown and into Georgetown. *Please not that two blocks of Pennsylvania Avenue that run in front of the White House are closed to vehicles for security reasons.*

Help with Driving Directions

For personalized driving directions try using www.mapquest.com. You enter your destination address and MapQuest will provide you with a map, directions and approximate driving time.

Visitor Center: www.washington.org

Maps: http://dcpages.com/Tourism/Maps/Washington_DC_Map/

Important Documentation and Identification

Invitational Travel Order (ITO)

Your ITO, which is issued under either International Military Education and Training (IMET) or Foreign Military Sales (FMS), is required for all International Military Students to provide recognition of military status. It is the controlling document that is used to authorize training terms, conditions, and privileges. Please retain the original copy and have several photocopies available to use.

The ITO is the basic document used for accounting purposes, and it also provides guidance to the appropriate agencies to determine which support is payable.

Dependants accompanying or joining International Officers must be authorized in Item 12 of the ITO to be eligible for privileges such as Military ID cards, access to use the Post Exchange and Commissary and any medical services where appropriate.

Please check that all dependants are listed on your ITO: **only those listed on the ITO will be issued Military ID cards.**

United States Military ID (also known as Common Access Card, CAC)

The most important form of identification you will need is a US Military ID. This card will allow you to get into Fort McNair on a daily basis. All International Officers and their dependants over the age of 10 listed on their ITOs are entitled to a Military ID card.

Members of the International Student Management Office (ISMO) will prepare the required form for all Officers and their dependents, and will accompany the Officers to obtain their ID cards. Fellows will then be responsible for taking dependents to obtain their own card. The form for Dependant ID Cards will be issued as ISMO receives a copy of the Medical Insurance Policy (where required). Dependent ID card forms will not be prepared until Fellow provides proof of medical insurance. Also, please obtain a memo concerning dependents' ID cards from ISMO.

You may obtain Military IDs at Fort Myer, VA (see **Map #3**):
Building 202 on Custer Road:
(703) 696-3030
Monday-Friday, 0800-1530

When you receive your Military ID/CAC, you will see a number on the reverse side. This is called a **Foreign Identification Number (FIN)**. The FIN is a number assigned to you from the Department of Defense which is unique to each individual. This number will be utilized each

time you return to the United States for any military training that requires ID. The Military ID/CAC will be your primary form of ID in the USA.

The FIN is needed to set up a payment of allowances into your bank account (if appropriate), and is used to enroll you (and your dependants) into the Military Health Care System. It will be used in a similar way to a Social Security Number (SSN); however, the SSN is issued by the civilian sector of the US Government (see below).

Social Security Number (SSN)

We do not recommend obtaining a Social Security card because the system is tied to the immigration database. Your FIN performs like the SSN. However, the forms are online if you decide to apply. Dependants are not usually eligible. ISMO will assist you in completing the required Application Form and will provide instructions for officers who may wish to go to the Social Security Administration to apply for their Social Security Number.

Officers should wait for at least 10 working days after their arrival in the US to apply for a Social Security Number. This will allow time for the arrival information to be entered into the system by Immigration and Naturalizations Services (INS).

Following submission of the application for a Social Security Number, it will take at least two weeks before you receive your number and your blue Social Security Card.

Military Decal For Your Car

You may obtain a military decal for your personal vehicle from the Military Police (MP) office on any military installation. We recommend that you use Fort McNair's MPs. Fort McNair MPs are located in Building #32 (near main gate, on right when entering base). They are available to issue the decals twenty-four hours per day, seven days per week. We recommend visiting them during office hours (0900-1700).

You need to provide several documents to the MPs to obtain a military decal:

- Military ID/CAC
- International Driver's License
- Proof of Driver's Insurance
- Car Registration

Medical and Dental Care

Note: If you or your dependents have a medical emergency, dial 911 or go to the nearest Emergency Room

Note: "Sick Call" is for Active Duty Military only.

Note: Please know your insurance policy.

Military Health Care

Military medical care is authorized, but reimbursement for your care will be determined by the policy statement in your ITO. International Officers will be registered into the Military Medical System. This is called CHCS Registration. Your ITO will specify the level of medical coverage you and your family will receive, which is based on any reciprocal agreements which exist between your country and the United States.

Please allow sufficient time for your medical registration to be added into the computer system, but make sure to alert one of the ISMO staff if you or any of your family has any existing conditions which may require early medical assistance.

Local Military Health Care Facilities

In the event that you are taken ill while attending classes at NDU, there is a military physician located in Room 118 of Building 59. Depending on the nature of the problem, the physician will treat you or send you to the appropriate medical facility. For non-emergency cases you may make an appointment to be seen at any of the area Military Medical Treatment Facilities.

For a map of local facilities, please see **Map #4** in the Maps section of the handbook.

Dental care is limited, and generally only available to Active Duty Personnel. However, emergency dental care *may* be provided to authorized dependants.

- **Fort McNair Medical Clinic (see Map #2; Active Military Only)**

4th SW and P St.

Fort McNair, Building 58

(202) 685-3100

Hours:

Sick Call

Monday-Friday 0630-0830

Monday, Tuesday, Wednesday, Friday 1130-1300

Physicals

Active Duty Only

- **Coast Guard Headquarters Building (For Emergencies Only)**

Located at 2100 2nd Street SW, Room B462

Sick Call: Monday-Friday 0700-0900

Appointments: Monday-Friday 0900-1600

- **Rader Army Health Clinic, Fort Myer (for NATO/SOFA countries only)**

525 Carpenter Road

Fort Myer, VA 22211

www.narmc.amedd.army.mil/rader

Weekdays Only

Hours:

Sick Call Monday-Friday 0700-0800

Appointments Monday-Friday 0730-2000

Dependent Appointments Monday-Friday 0730-1600

Appointments: (703) 696-7951

Dependent (888) 999-5195

Acute minor illness (703) 696-3630

Information (703) 696-3467

Pediatrics (703) 696-3614

- **Rader Army Dental Clinic (Active Military Only)**

525 Carpenter Road

Fort Myer, VA 22211

Appointments: (703) 696-3460 or (703) 696-3461

Hours:

Sick Call Monday-Friday 0700-0900

Appointments Monday-Friday 0733-1630

- **Bethesda National Naval Medical Center (only for specialist appointments)**

8901 Rockville Pike

Bethesda, MD 20889-5600

www.bethesda.med.navy.mil

Hours: Monday-Friday 0600-1600

Information: (301) 295-4611 or (301) 295-4000

Appointments: (301) 295-6289 or (866) 628-9633

Emergency Room: (301) 295-4810

- **Bethesda Naval Dental Clinic**

Appointments (301) 295-5411

Hours: Monday-Friday 0700-1000, 1300-1400

- **Walter Reed Army Medical Center (only for appointments with a specialist)**

7100 Georgia Ave. NW
Washington, DC 20012
www.wramc.amedd.army.mil

Information: (202) 782-6815 or (202) 782-1199
Appointments: (800) 433-3574

- **Walter Reed Dental (Active Duty Only)**

Appointments: (202) 782-6815 or (202) 782-8616
Hours: Monday-Friday 0715-1100, 1200-1500

- **DeWitt Army Community Hospital, Fort Belvoir**

****Recommended for General Appointments****

9501 Farrell Road
Fort Belvoir, VA 22010
www.dewitt.wramc.amedd.army.mil

Hours:
Sick Call: Monday-Friday 0630-0800
Appointments: Monday-Friday 0700-2000, Saturday 1000-1700
Information: (703) 805-0510
Appointments: (703) 805-0612
Pediatrics: (703) 805-0913
Radiology: (703) 805-0091

- **DeWitt Army Dental Clinic (Active Duty Only)**

1099 Hall Street
Fort Belvoir, VA 22010

Hours: Monday-Friday 0730-1600
Appointments: (703) 806-7394 or (703) 806-4393

- **Pentagon Tri-Service Dental Care (Active Military Only)**

5802 Army Pentagon
Washington, DC 20310-5802

Hours: Monday-Friday 0700-1545
Appointments: (703) 692-8700

Civilian Hospitals with Emergency Rooms

<p>Georgetown University Hospital University Reservoir Road NW Washington, DC 20007 (202) 444-2000 www.georgetownuniversityhospital.org</p>	<p>George Washington University Hospital 901 23rd Street NW Washington, DC 20037 (202) 715-4911 www.gwhospital.com</p>
<p>INOVA Alexandria Hospital 4320 Seminary Road Alexandria, VA 22304 (703) 504-3066 www.inova.org/inova_alexandria_hospital/</p>	<p>INOVA Arlington Hospital 1701 N. George Mason Drive Arlington, VA 22205 (703) 558-6161 www.virginiahospitalcenter.com</p>
<p>INOVA Fairfax Hospital 3300 Gallows Road Falls Church, VA 22042 (703) 698-3144 www.inova.org/inova_fairfax_hospital/</p>	<p>Suburban Hospital 8600 Old Georgetown Road Bethesda, MD 20814 (301) 896-3880 www.surburbanhospital.org</p>

Civilian Urgent Care Facilities

Virginia

Arlington

Arlington Urgent Care
601 S. Carlin Springs Road
Arlington, VA 22204
(703) 578-2350
www.virginiahospitalcenter.com
Hours: Monday-Friday 0800-2000
Saturday-Sunday 0900-1700

Alexandria

Triple A Urgent Care
2500 N. Van Dorn Street #106
Alexandria, VA 22302
(703) 354-6665
Hours: 24 hours, 7 days per week

Falls Church

Prime Medical Center
6720 Arlington Boulevard
Falls Church, VA 22204
(703) 532-1100
www.primemedicalcenter.com
Hours: Monday-Friday 0900-1800
Saturday-Sunday 0900-1400

McLean

McLean Immediate Care
1340 Old Chain Bridge Road
McLean, VA 22101
(703) 893-2273
www.immediatecare.net
Hours: Monday-Friday 0800-2000
Saturday 0900-1800
Sunday 1200-1800

Maryland

Rockville

Shady Grove Adventist Hospital
9901 Medical Center Drive
Rockville, MD 20850
(301) 279-6000
www.adventisthealthcare.com/SGAH/

Washington, DC

Washington Hospital Center

110 Irving Street NW # Na 117
Washington, DC 20010
(202) 877-7000
www.whcenter.org/
Hours Daily 0800-2400

George Washington University Hospital

901 23rd Street NW
Washington, DC 20037
(202) 715-4000
Hours: 24 hours/7days per week

Medical Insurance

Medical Insurance is an important part of securing affordable health care during your stay. The following section will highlight how to obtain it, and what the minimum requirements are.

Getting Insured

Before your arrival in the United States, you received information concerning your need to arrange for Medical Insurance Coverage (IMET/FMS case, Embassy or Insurance) for yourself and your dependants. You will also have been briefed by the Security Assistance Officer (SAO) at the US Embassy in your home country before your departure. Medical insurance coverage requirements vary depending on your country of origin and your country's participation in reciprocal agreements. For example, countries belonging to NATO or Partnership for Peace (PFP) have different coverage requirements for those not participating in these Treaties.

Most ITOs contain a statement similar to the following, but please consult your own ITO for details:

“IMS has been briefed/advised to purchase medical insurance when applicable, for his/her dependant(s) before his/her departure from country or risk being returned to home country when lack of medical insurance is revealed anytime during the training period.”

Minimum Requirements for Insurance Policy

1. Your policy must cover you and your dependents for the entire period that you will be in the U.S.
2. Medical Benefits: there are two options
 - a. at least \$50,000 per accident/illness
 - b. at least \$50,000 per quarter
3. Deductible not to exceed \$500 per accident or illness
4. Repatriation of remains in the amount of \$7,500 in the event that death occurs in the United States
5. Medical evacuation in the amount of \$10,000 in the event that the insured individual must be promptly returned to his/her home country due to a serious medical condition
6. Insurance must pay benefits to a Department of Defense medical facility when appropriate

(continued on following page)

Understanding U.S. Medical Insurance

Following are some essential points to understand about medical insurance in the United States. If you do not understand the policies, contact your insurance provider or a staff member at ISMO.

1. Most medical facilities will contact you about payment. You may be required to pay first, and then seek reimbursement, or you may just need to send your bill to the insurance company. Either way, submit your bill to the insurance provider.
2. The “Deductible” is the amount of money that you will not be reimbursed for. It is the cost of medical services to you.
3. Most insurance policies will pay, at most, 80% of the bill for your medical care. Most will pay for all of your “in-patient” hospital care, but not all medical care is covered by insurance.
4. If you have health problems or extenuating conditions, then an insurance company may not want to give you an insurance policy. They may also refuse to pay for certain treatments, such as psychiatric care, so please be aware of coverage exceptions.
5. **READ YOUR POLICY**

Please be sure to provide a copy of your medical insurance policy or insurance card to the International Fellows Program Manager at ISMO to be included in your records. The documentation necessary for dependents to obtain a US Military ID will be issued as soon as a copy of the Medical Insurance Policy has been received by ISMO.

Public Transportation

The Washington, DC Metro System

General Information

The term “Metro®” refers to the public transportation system in Washington’s metropolitan area. This is a great resource to experience all that DC has to offer: Smithsonian Museums, galleries, downtown, and, of course, the National Defense University. Metro services provide a clean, inexpensive alternative to driving a car in the District. The Metro includes bus and rail services that form a network inside DC, and that links the District to suburbs in Maryland and Virginia. Metro busses provide service to the Metro-rail stations and offer routes and connections in areas with no rail service.



The street entrances to MetroRail stations are easy to identify by the large, brown columns at the entrance marked with a large “M” (see symbol above). The columns also show the name of the station, and colored stripes indicate which lines serve that station. Each station has large, colored maps that show where each of the lines goes. We have included a copy of this map, and a description of how to use it, later in this section.

The Metro operates every day of the week. However, it does not operate at all hours, so if you travel at night, be sure to plan sufficient time to board the last train. The hours of operation are as follows:

Monday-Thursday:	0500-2400
Friday:	0500-0300 (Saturday)
Saturday:	0700-0300 (Sunday)
Sunday:	0700-2400

You may obtain timetables and maps from the rail-station kiosks. Here are some resources available to help you answer any questions you might have about the Metro system:

Customer Information:	(202) 637-7000
General Information:	(202) 962-1234
Homepage:	www.wmata.com www.metroopensdoors.com
Fare Information:	www.wmata.com/riding/hours_fares.cfm
SmarTrip Fare Card:	(202) 962-5719 www.wmata.com/riding/smartrip.cfm

(continued on next page)

Fares and Schedules

Fares are reasonable, but they do change occasionally. They are based upon the time of day (Regular Fare and Reduced Fare) and the distance that you travel. We recommend that you purchase a SmarTrip® card (see explanation in following section).

Regular fare: Weekdays from opening to 9:30 a.m., 3-7 p.m. and 2 a.m. to closing

\$1.65 minimum
\$4.50 maximum

Reduced fare: All other times

\$1.35 minimum
\$2.35 maximum

The SmarTrip® is a permanent, rechargeable farecard. It's plastic – like a credit card – and is embedded with a special computer chip that keeps track of the value of the card. The benefits of using SmarTrip include:

- You can use the SmarTrip for MetroRail, MetroBus, and MetroParking.
- Using SmarTrip is easy and fast! Instead of inserting a farecard through the Metrorail faregate slot, you simply touch the SmarTrip card to the circular target panels on top of or inside station faregates.
- You may add up to \$300 in Metro value on a SmarTrip card.
- If you lose the card, you don't lose the value. For a \$5 fee to replace the card itself, we'll issue you a new SmarTrip card with the value on the card at the time you notified us it was lost. For this important replacement feature, **you must register your card**. You can register your SmarTrip card online at (www.wmata.com/riding/smartrip.cfm).

You may also purchase a standard farecard at any Metro station. The machines have instructions printed on them, so you can buy fare when no other help is available.



- Deposit money into appropriate slot, or use a credit card
- View the card's value in the display screen and adjust it to desired value with the + and – buttons
- Press the “Push for Farecard” button when at desired value: you will receive farecard and any change

To enter the platform, insert your Farecard into the pass-through gate in the direction of the arrow. The machine automatically deduct value from the card when you exit the Metro station at your destination, so do not forget to keep it with you. Once the value is depleted, the machine will keep the card. If you have insufficient funds on your Farecard, then your card will be rejected when you try to exit, and you will need to add value to the card at the Exit Fare machine near the gate.

MetroRail Map: See Map #5 in Maps Section for Larger Depiction of System



BLUE LINE

Runs from Franconia-Springfield, VA (South) through Washington DC and out to Largo Town Center (East)

YELLOW LINE

Runs from Huntington, VA (South) through Alexandria and Chinatown to Mt. Vernon Square and the University of Washington DC's downtown campus (central)

ORANGE LINE

Runs from Vienna (West, in Tyson's Corner area) through the center of DC to New Carrollton in Maryland (East)

RED LINE

Runs from Shady Grove in Maryland (Northwest) and travels to the Chinatown district before returning due north to Glenmont

GREEN LINE

Runs from Greenbelt in Maryland (north-east) across the Anacostia River to Branch Avenue (south-east)

In order to successfully reach your destination it is important to know the endpoint of the particular line you need. Each line has trains running in opposite directions. There are also signs indicating which platform you will need to use to board the proper train. Flashing lights on the platform's edge will alert you that a train is about to enter the station.

Check the sign at the front of the train to ensure that you are heading in the right direction. When boarding the train, allow passengers to exit before you enter. You will hear the chimes indicating that the doors are about to close. Make sure that you stand clear of closing doors, because unlike elevator doors, Metro-rail doors do not open automatically.

Getting to Fort McNair

The MetroRail station closest to Fort McNair and the National Defense University is on the Green Line to *Waterfront*. For safety reasons, we recommend that you take the Department of Transportation shuttle bus from the L'Enfant Plaza Metro Stop (Yellow, Green, Orange, and Blue Lines) to the Coast Guard Headquarters Building at Buzzard Point. This building is just East of Fort McNair.

The shuttle starts at L'Enfant Plaza on the 7th & D Street side. You must show your Military ID to board the shuttle. For updates of the schedule, go to <http://cgweb.comdt.uscg.mil/hsc>.

The Department of Transportation runs a shuttle from L'Enfant Plaza Metro Stop to the Coast Guard Headquarters Building at Buzzard Point (a building immediately East of Fort McNair). You must present your US military ID card to board the military buses. A timetable listing the shuttle schedules are available at NDU.

Taxi (“Cab”) Services

Washington has more taxis per capita than any other American city. The rates for Taxis have recently been changed to a “meter” system, which means that you will be charged a base fare (\$3.00), and then you will be charged for each additional 1/6 mile (\$0.25). In addition, you will be charged for each minute that you spend in a cab that is traveling under 10 miles per hour.

It is best if you can plan your travel before using a taxicab so that you can know the approximate cost.

Transportation by Car

When you drive a car, you are responsible for handling it legally and safely. Each state has different rules about driving, so please consult the following sections carefully (otherwise you may be fined or injure someone).

Get a Driver's License

You must have a driver's license to operate a motor vehicle in the United States; each state has their own requirements for obtaining a driver's license.

The Department of Motor Vehicles (DMV) is responsible for issuing this license. First, you must have several proofs of identification and status. The DMV will require you to provide several documents that verify your status and qualifications:

- Valid Foreign Driver's license (in English, or with English translation from your embassy)
- Passport and Visa
- I-94 Form (the white card inside your passport)
- US Military ID/CAC
- Proof of residence (original signed lease)
- Foreign Identification Number (FIN) or Social Security Number
- Department of State Authorization (ISMO provides upon request)

** The State may require additional documents**

Washington DC

If you live in Washington, DC you may drive for up to one year with your International Driver's License and valid home country license

To obtain a DC Driver's License you will need to pass a written test. You will only need to do a driving-skills test if you do not have a valid foreign license.

Here is the contact information for the only branch of the Washington DC DMV that serves the needs of international drivers. You can access practice exams and additional information by going to their website.

Website: www.dmv.washingtondc.gov
Address: 301 C Street NW
Office Hours: Tuesday-Saturday 0815-1600

Virginia

If you live in Virginia, you may drive with your International License and valid foreign country license for up to sixty days after establishing residency. After that time, you **MUST** hold a Virginia Driver's License because you are considered a Virginia Resident. The State of Virginia will only allow your license to be valid until the expiration of your A2 Visa. This is formally called "proof of legal presence." Your dependents may drive with their foreign and international license for the duration of their stay if they are neither employed nor students.

If you hold a valid driver's license issued by a US State, a Canadian Province, France or Germany, you may not be required to take the two-part knowledge and road skills test. Canadian or US licenses from other States must be surrendered when applying for a Virginia license.

You will need to pass a written test that consists of two sections. A copy of the Virginia Drivers Manual will be available for you to study before you take your test. The first section of the written test is knowledge of road signs: you must pass with 100% accuracy in order to proceed to the second part of the state of the test. The second part tests road skills. Upon your successful completion of the written test, you must pass a driving test. You are responsible for providing your own vehicle for the test. If you pass both tests, then you will receive a full license.

IMPORTANT

Please note that if you are stopped while driving when in possession of a Virginia Learners Permit, only show the policeman your foreign license and International license. If you show your Virginia Learners permit, you will be fined for driving without being accompanied by a fully-licensed driver and will not be allowed to continue driving.

For additional information see the DMV website at www.dmvNOW.com

Maryland

If you live in Maryland, you may drive for up to one year with your international and valid home country license.

Before you may take the Maryland drivers test, you must first attend a three-hour drug and alcohol class. These courses are held in several locations.

The following driving school offers the course every Sunday afternoon from 1600-1900 for \$35.

Calvert Driving School
4915 Auburn Avenue, Suite 100
Bethesda, MD 20814
(301) 718-8800

Only certain Maryland Motor Vehicle Administration Offices will work with foreign individuals seeking a Maryland License, and will be seen by appointment only. Please consult

www.marylandmvs.com or telephone 1-800-950-1683 to make an appointment or to obtain further information and a list of the documents currently required as proof of identification.

If you live in Maryland and purchase a vehicle which will be registered in Maryland, you must obtain a Maryland Driver's license within 30 days of registering your vehicle.

Obtaining a Car

There are so many options: you can almost certainly find a car that is within your budgetary limits and preferences. You might want to buy a new car. If you do, there are many dealers of domestic and foreign makers that are credible and willing to help you. This section will mainly address the process of buying a used car.

Buying a Used Car

Incoming Officers might like to consider purchasing a car from a departing student. You will see these cars advertised for sale on the bulletin board.

Should you decide to purchase a car from a dealer, take care to research your selection before purchasing a vehicle. Some websites that may be useful are:

www.kbb.com (Kelly Blue Book)

www.cars.com

www.edmunds.com

www.carmax.com

Some Advice

You can find cars for almost any price, but be careful of a deal that sounds "too good to be true."

Never buy a car for more than the suggested price in the Kelly Blue Book (KBB). The KBB is a reliable source to check the market value of a potential vehicle. You can find more information at www.kbb.com.

Spend some time deciding how you intend to use the car, and project the costs of insurance, maintenance, and repair.

Review auto magazines and Consumer Report assessments of the chosen vehicle to identify any potential problems. You could also call the Department of Transportation National Safety Hotline at (800) 424-9393 to enquire whether a certain vehicle is safe.

If you have an NDU sponsor, ask him/her to accompany you when you go car shopping.

If you buy a car from an individual rather than a dealer, **make sure that the seller has a valid title and registration documents for the vehicle. Do not pay for a car unless the previous owner provides the valid title for you.**

Check for evidence of accidents and ask if you may take a car to a mechanic to inspect the vehicle for you.

If possible, try to look for a car within the last 10 days of the month. Most dealers have a desired quota of sales per month and you are more likely to negotiate a lower price for a car toward the end of the months.

Take the car on a test drive and try out all of the controls.

If you are purchasing a vehicle from a dealer, try to obtain at least a 30 day warranty. Ask the dealer to allow you to read the Buyer's Guide that is required by law to be displayed on the side of the window of the vehicle. This Guide will indicate if the dealer is offering a written warranty on that particular vehicle. However, if you ask for a warranty before beginning price negotiations you will likely pay a higher price for the vehicle.

Read all documents carefully before signing them and make sure that all spaces are completed and all verbal negotiations are provided in writing. Make sure that any warranty details are carefully explained to you. It is unwise to buy a car in "As Is" condition as it may have faults.

Renting a Car

To rent a car you will need to have a license from your home country, a passport, and a credit card. You may also be asked for an International Driver's license, but this is not mandatory. You may collect your rental vehicle from an airport or rental office, or arrange the car company to deliver the car to your home.

The price you will pay for a rental vehicle varies depending on the type and size of the vehicle, and the length of time you wish to keep the car. The daily period rate decreases the longer you keep the car; which is usually a maximum of one month.

You can often find special offers and can obtain a basic weekend rental for as little as \$10 per day. Remember to ask for a military discount!

Some advice on renting cars

Avoid renting cars from locations on or near an airport. They have extra fees and taxes that can increase your bill by up to 30%.

Book your rental in advance to lock in a lower rate. You will not be penalized for canceling or changing your reservation, as long as you give 48 hours notice, but you may be required to pay higher charges if you wait.

If you need a rental vehicle for more than four days, consider a week-long rental. The charges may be lower and you can keep the vehicle longer.

Use the internet to compare prices for the various car rental companies. Rates quoted typically do not include taxes and fees.

Alamo Rent-a-car www.goalamo.com 1-800-462-5266	Avis Car Rental www.avis.com 1-800-230-4898
Budget Car Rental www.budget.com 1-800-527-0700	Enterprise Rent-a-Car www.enterprise.com 1-800-261-7331
Hertz Rent-a-Car www.hertz.com 1-800-654-3131	National Car Rental www.nationalcar.com 1-800-227-7368
Thrifty Car Rental www.thrifty.com 1-800-367-2277	

Vehicle Registration And Car Insurance

If you buy a car from a dealer, then they will arrange for registration and title transfer. You will be charged a processing fee for this service. You will receive your vehicle title documents and new license plates in the mail. The dealer will also issue temporary tags that are valid for 30 days to enable you to legally drive your vehicle. Please do not drive without valid license plates.

If you choose to buy a vehicle from a private individual, then you will need to complete the registration process on your own. Following is a simple outline of that process for Washington, DC, Virginia, and Maryland.

Washington DC

www.dmv.dc.gov/

Step 1

Complete Application for Title signed by all owners. You can obtain these application forms at DC DMV offices, or by calling (202) 727-5000

Step 2

Provide one form of valid identification. This would include your Washington DC driver's license, learner's permit, or non-drivers ID card. If the person submitting the application is not the vehicle's current owner, you must have a notarized Power of Attorney from the vehicle owner and the applicant's own DC driver's license.

The following documents are unacceptable forms of identification:

- Out-of-state driver's license

- Learners permit or non-driver's ID card
- An expired DC driver's license or ID card
- A photocopied Power of Attorney
- Work or school ID card

Step 3

Provide proof of ownership. This can be accomplished with one of the following documents:

- Certificate of Title that has been signed over from the person on face of the title to the applicant (no third-party reassignment except through a car dealership)
- Manufacturer's certificate of origin and bill of sale (new cars only)
- Original certificate of title in applicant's name (from other states)
- Government auction title

These items cannot serve as ownership:

- Bill of sale without title documents
- Out of state registrations without title documents

Step 4

Provide proof of DC insurance. This can be done with one of the following documents:

- Insurance policy with dates of coverage
- Insurance card with expiration dates and vehicle identification number (VIN), make and year of vehicle
- Letter from insurance company on its letterhead which verifies coverage, VIN, make and year of vehicle

Insurance bills and expired insurance cards cannot provide proof of insurance

Car insurance requirements

Your car insurance policy must have the minimum liability coverage shown below

Property Damage Liability:	\$10,000
Third Party Liability:	\$25,000 per person and \$50,000 per accident
Uninsured Motorist Bodily Injury:	\$25,000 per person and \$50,000 per accident
Uninsured Motorist Property Damage	\$5,000 subject to \$200 deductible

Step 5

Provide an odometer statement via one of the following documents:

- Odometer mileage statement (if vehicle is purchased from a dealer)
- Certificate of odometer reading on back of title (if signed over from a previous owner)

- Notarized letter of statement between buyer and seller

Step 6

Be prepared to provide additional information if you acquired the car through the following scenarios:

- If your vehicle is leased
- If your vehicle is lien
- If you live outside of DC and your vehicle is financed or leased and you do not have an original title in your possession
- If you acquired the vehicle through the death of the vehicle owner
- If you would like to transfer the license plate from another vehicle

Step 7

Pay the necessary fees.

New Title:	\$72 for vehicles weighing less than 3,500 lbs \$115 for vehicles weighing more than 3,500 lbs
Lien recordation:	\$20 for each lien (if financed)
Inspection:	\$25
Excise Tax:	6% of fair market value for vehicles less than 3,500 lbs 7% of fair market value for vehicles over 3,500 lbs
Residential Parking Permit:	\$15

Virginia

www.dmv.state.va.us/

Before you drive your car, you must title and register it at one of the Virginia DMV service centers. Your vehicle must be titled in Virginia before you can register it.

Step 1

Complete an “Application for Registration” form (VSA14). You must also have a current emissions certificate if your vehicle is kept in the following counties: Arlington, Fairfax, Loudon, Prince William, or Safford. You must also obtain an emissions certificate if your vehicle is kept in the following cities: Alexandria, Fairfax, Falls Church, Manassas or Manassas Park.

To obtain an emissions certificate, take the vehicle to an emissions inspection station (many garages/petrol stations perform inspections). The emissions inspector will electronically update the DMV with the emissions results. The DMV will only ask for your emissions information if your vehicle failed the test or if this information has not been received by the emissions inspector.

Step 2

Purchase license plates and/or decals. To do this, you must have proof from your insurance company that your vehicle is covered by the minimum insurance requirements. Otherwise you must pay the uninsured motor vehicle fee. Your insurance company must be authorized to do business in Virginia. These are the minimum coverage requirements:

Bodily injury/death of one person	\$25,000
Bodily injury/death of two or more persons	\$50,000
Property damage	\$20,000

Step 3

The DMV will issue you two license plates plus two decals showing the expiry date of the license plates and registration card. The decals must be affixed to the plates and attached to your vehicle (one on the front and one on the rear). Always have the registration card with you when driving and, if required, you must obtain a local parking sticker within 30 days of registering your vehicle.

Maryland

www.md.dmv.org

When you become a resident of Maryland, you are required to register your vehicle within 60 days of setting up a permanent residence. To do this, you must go to a branch of the Maryland Motor Vehicle Administration (MV).

Step 1

Complete an Application for Registration. A safety inspection is required for all used vehicles being titled and registered in Maryland. A licensed Maryland inspection station must inspect your vehicle. The certificate of inspection, issued by the inspection station within the previous 90 days, must accompany the Application for the title.

Step 2

Purchase license plates/number plates and/or decals. To do this, you must have proof from your insurance company that your vehicle is covered by the minimum insurance requirements or you must pay the uninsured motor vehicle fee. Your insurance company must be authorized to do business in Maryland. Maryland requires the following insurance minimums:

Bodily injury/death of one person	\$20,000
Bodily injury/death of two or more persons	\$40,000
Property damage	\$15,000

Step 3

The MVA will then issue you with two license plates and decals showing the expiration dates of the plates and the registration card. Put the decals onto the plates, and attach the plates to your

vehicle (one on front and one on the rear). Remember that when you are driving you must always have the registration card and driver's license with you.

Car Insurance Companies

Car insurance can be expensive, especially for individuals who have never before held a US license. There are many insurance companies to choose from and it is in your best interest to request several quotes in order to find the best rate. You may research insurance companies on the internet; some suggestions are:

<p>The Sunrise Group (this company offers great policies for non-US military personnel) Website: www.sunriseworldwide.com Phone: (800) 478-7648</p>	<p>Geico Auto Insurance. Website: www.geico.com Email: ratequote@geico.com Phone: (800) 861-8380</p>
<p>All State Insurance Website: www.allstate.com Phone: (800) 255-7828</p>	<p>State Farm Insurance Company Website: www.statefarm.com Phone: (877) 734-2265</p>

Many International Officers decide to wait until they have obtained their US licenses before purchasing and insuring their cars. However, it is common for insurance companies to require that a driver hold a US license for 12 months before they are prepared to offer discounted rates.

You should plan to spend anywhere from \$1,000 to \$2,000 per year for insurance; the rate is determined by the choice of vehicle and the driver's record. If you request insurance based upon the use of an international license, the insurance quotes may be as much as double the rates for US license holders.

Finding Housing in Washington, DC

Officer Housing Categories

Category A

Many of the previous TLA International Fellows have worked with a various commercial companies in finding housing in the Washington DC area. These companies can provide sufficient accommodations to meet the individual needs of each TLA Officer and his/her family while remaining within the budgetary limit and guidelines stipulated by the US Government.

Most of these companies offer apartment “packages” throughout the Greater Washington DC area, and their staff is dedicated to providing a satisfactory living environment for everyone. A typical apartment may include the following utilities and services:

- Apartment with a parking space
- Utilities
- Furniture
- Television with premium cable TV
- Local telephone service
- High-speed internet access
- Weekly maid service
- Washington Post daily delivery

The ISMO staff can help each officer find an appropriate apartment based upon the needs of their family rather than their rank. Therefore, it is vital that you inform ISMO of the number of dependants accompanying you for at least 75% of your time in the USA.

Category B

The following sections are primarily intended to help this category find, furnish, maintain, and enjoy housing arrangements in the DC area.

Officers that qualify for Category B housing are free to choose the type of accommodation they prefer. The following subsection, titled “Types of Housing”, provides a brief description of several options. If you are searching for a family home or townhouse you can work with a realtor. If you prefer an apartment, you can use publications such as the “Apartment Shoppers Guide”, which is an excellent, free directory that is available at local supermarkets.

There are many options available for International Officers assigned to Fort McNair for an extended period. When selecting your preferred type of accommodation, remember to take into account the time necessary to commute to the University each day. The usual Washington DC rush-hour traffic is very heavy and lasts from 0600-0930, and 1530-1830.

We have included some approximate times for traveling by car to/from Fort McNair:

Pentagon City:	10 minutes
Crystal City:	10 minutes
Arlington:	15 minutes
Alexandria:	25 minutes
Bethesda:	35 minutes
Downtown DC:	10 minutes
Fairfax:	50 minutes
McLean:	40 minutes
Springfield:	45 minutes
Lorton:	55 minutes
Woodbridge:	55 minutes

For security reasons, you should avoid the areas Southeast and Northeast areas of and around DC.

During especially bad traffic these times may double, and during exceptionally bad weather travel may stop completely because of dangerous road conditions.

Please note that apartments and houses are usually rented unfurnished, and your rent does not generally include the cost of utilities. Please remember to budget for extra expenses, such as utilities (electricity, water, internet, cable TV, etc), parking fees, and furniture rental.

Many Officers seek assistance from their Embassies in Washington for finding housing. ISMO has information about several companies that provide fully furnished apartments, so please ask if you need help.

Washington DC and its suburbs have many different types of housing available. There are thousands of Real Estate Agents in the area that all have access to the same computerized "Multiple Listing Service". If you choose to work with a realtor you may be asked to sign an agreement to work exclusively with that agent, so make sure that you fulfill your contract.

Types of Housing

There are several types of housing. Rent varies widely throughout the Metropolitan area depending on the property's type, size, age, and proximity to the City. Most units come without furniture, and rent does not typically include utilities, so budget for these as well.

Efficiencies and studios

One-room apartments are usually 400-600 square feet and generally include a small sleeping alcove and a large closet or wardrobe. The bathroom will be small and the kitchen will be along the wall of the main room. Efficiencies are found in high-rise buildings and rents vary from \$1000 a month outside of Fort McNair to \$1800 in NW Washington DC.

One, Two, and Three-bedroom Apartments

One and two bedroom apartments (with or without dens) are generally available and are located in high or low-rise apartment buildings and complexes. Most of the buildings offer an outdoor swimming pool, fitness center, and sometimes tennis or racquetball courts and a sauna. Apartments usually have a combined living/dining area, open kitchen and 1½ to 2 bathrooms. Three bedroom apartments are less frequently available, but are not impossible to find. Rent varies widely upon location.

Townhouses and Single Family Homes

Townhouses are popular alternatives for people who need three bedrooms or who like more living space without having to take care of a large garden or yard. Townhouses share at least one wall with a neighboring unit.

Single family homes are stand-alone buildings and vary in size, but all have yards which makes them suitable choices for families with children. Leases on houses tend to be a minimum of 12 months.

Renters Insurance

Whether you rent an apartment or house with Category A or Category B status, you should seriously consider buying a Renters Insurance Policy.

Renters Insurance covers your own personal property and any household goods that you bring with you or are given; such as your NDU laptop computer, your military uniforms, study material etc. You will be covered against such perils as fire, theft, and vandalism.

You should also consider including liability for accidental damage and any medical payments you may have. This compensates you for any personal damages you may be obliged to pay due to an incident that occurs in your home or on your property. Renters insurance can also help protect you in case of a liability lawsuit against you.

Category B officers should contact your landlord to establish whether he or she has included liability insurance in the rent of your home. Be aware of your possible liability for workers who may be required to undertake repairs in your home during your tenancy.

There are many companies that offer renters insurance and you may wish to search the internet for quotes.

The Sunrise Group (this company offers great policies for non-US military personnel on assignment in US)
Website: www.sunriseworldwide.com
Phone: (800) 478-7648

Geico Insurance.
Website: www.geico.com
Email: ratequote@geico.com
Phone: (800) 861-8380

All State Insurance
Website: www.allstate.com
Phone: (800) 255-7828

State Farm Insurance Company
Website: www.statefarm.com
Phone: (877) 734-2265

Website: www.NetQuote.com

Utilities (for Category B Housing)

Please note that the following pages pertaining to utilities, furniture, local telephone and high-speed internet service do not apply to officers on the TLA program. These services are provided in the Corporate Leases.

Gas

If your new home requires gas service to be turned on or off, then you need to call Washington Gas.

Phone Number: (703) 750-1000
Information Website: www.washgas.com.

Electricity

To turn your electricity on in Washington DC or Maryland call the Potomac Electric Power Company (PEPCO).

Phone Number: (202) 833-7500
Information Website: www.pepco.com

Northern Virginia should call Dominion Virginia Power. Please note that Virginia Power will require a deposit plus a \$15 connection fee. The deposit will appear on your first electricity bill.

Phone Number: (888) 667-3000
Information Website: www.dom.com/about/companies/vapower/index

Trash

Trash collection is managed by the building manager in most apartment buildings or condominiums. You should check with your management company for their trash removal policy.

If you live in a house, each jurisdiction handles trash collection differently. See the following contact numbers for your area.

Water

Water service is generally included in your rent.

Washington DC: (202) 727-1000

Northern Virginia

Alexandria: (703) 751-5130
Arlington: (703) 228-6570
Fairfax City: (703) 385-7995
Fairfax County: (703) 324-5040
(AAA Trash): (703) 818-8222

Maryland

Montgomery County: (240) 777-6410
Prince George's: (301) 952-7630

Recycling

Please make an effort to recycle as much of your waste as possible. The region's recycling facilities are still developing, but you can contribute in a meaningful way.

Most local governments encourage recycling and arrange for weekly collection of recyclable material such as newspapers, plastic, glass and aluminum. In apartment buildings or condominiums the management company arranges recycling program.

Furnishing Your Residence (Category B Housing)

Furniture Rental

If you do not plan on paying for shipping your furniture home, or if you do not want to hassle with selling your furniture near the end of your stay, then we recommend renting furniture. Sales people can help you customize your furniture to fit your budget and requirements. Most companies require a security deposit of first and last month's rent and a delivery fee of approximately \$75. Furniture rental companies also provide house-ware packages, which include electronic equipment, kitchen utensils and small appliances, and linens.

Furniture Rental Stores

Aaron Rents Furniture
5720 General Washington Drive
Alexandria, VA
(703) 941-7195
1-800-311-7368
www.aaronsfurniture.com

CORT Furniture Rental (three locations)
www.cortl.com

1100 New York Avenue, NW
Washington DC
(202) 223-9241
1-800-962-3678

3101 Park Center Drive
Alexandria, VA
(703) 379-8846

14130 Sullyfield Circle
Chantilly, VA 22021
(703) 818-2660

Please note that both Aaron and CORT offer discounts to Military personnel. You should make sure to request all the available discounts when you negotiate your rental package.

Furniture Purchase

There are hundreds of furniture stores in the greater DC area. You might consider some of the following.

IKEA

This is a Swedish furniture superstore with an extensive inventory of furniture and house wares. There are two branches in the area, one at Potomac Mills in Woodbridge, VA and the other at College Park, MD. You may also want to visit www.ikea.com.

Marlo Furniture

Marlo has large showrooms of furniture for every room. For information see their website at www.marlofurniture.com. There are two branches in the area.

5650 General Washington Drive
Alexandria, VA
(703) 941-0800

725 Rockville Pike
Rockville, MD
(301) 738-9000

Pier 1

This is a chain of stores offering affordable imported items and accessories. Visit www.pier1.com.

Bedding

An extensive selection of beds and mattresses are available at specialty bedding stores such as:

Mattress Discounters

Phone Number:

(800) 289-2233

Website:

www.mattressdiscounters.com

Mattress Warehouse:

Phone Number:

(800) 233-7253

Website:

www.sleephappens.com

When buying any furniture item it is acceptable to ask for discounts or use coupons that you may find printed in newspapers.

Unless you wish to ship your purchased furniture and house wares to your home country, you will need to make arrangements to sell your furniture before you leave.

Housewares

Items for your home (i.e. linens, small kitchen appliances, utensils, decorations, etc) are available in all styles and for all budgets. There are almost constant sales in shops and department stores. There are also special offers and discount coupons in newspapers or online. Please ask if you would like specific advice on where to shop for a particular item.

Communications: Telephone Service

Note: Category A housing includes landline service, so the section titled *Landlines* is primarily intended for Category B housing.

Note: The International Student Management Office (ISMO) usually has arrangements with a cellular service carrier; more specific information will be provided during your in-briefings.

Introduction to the US telephone system

Telephone numbers are issued with a 3-digit area code, followed by a unique 7-digit number. For example:

(202) 685 - 4240

Local calls: If you want to dial a local number (one that has the same area code), then you only have to enter the 7-digit telephone number.

Long distance calls: If you want to dial a telephone number with an area code that is different from your own, then you must press 1 before entering the area code and telephone number. So if I was dialing from a non-202 area code, then I would dial:

1 - (202) 685 - 4240

Local area codes include:

Washington, DC:	202
Northern Virginia:	703 and 571
Maryland:	301 and 240

International Calling

To make an international call, dial 011+country code + area code + telephone number.

Directory Assistance:

For local inquiries dial 411 Directory Assistance outside the local calling area dial 1 + area code + 555-1212.

Operator Assisted Calls

Dial "0" for operator assistance in the US.

Dial "01" for international assistance in areas with direct dialing.

Dial "00" for international assistance in areas without direct dialing.

Landlines

To set up residential phone service, call the local Verizon office. The initial call to set up your new account will take approximately 30 minutes.

In the Virginia, Maryland, and the District of Columbia you are required to provide two forms of identification: a passport and your US military ID card (CAC) are acceptable forms of identification. You will also be asked for your Social Security number – tell them that you have a Foreign Identification Number. A \$50-\$100 deposit will likely be required, and you may be asked to deliver the deposit to a Verizon agent before telephone service can be activated.

Verizon

Information Website: www.verizon.com

Washington DC (202) 954-6263
(202) 954-6250 (Spanish)

Virginia (703) 876-7000
(703) 280-4652 (Spanish)

Maryland (301) 954-6260
(301) 595-4652 (Spanish)

Cellular Phone

As a reminder, ISMO will provide a recommendation with a dealer that we have arranged service with. There are many local dealers who offer cellular phones and provide service. Most service providers require at least a one-year commitment. Additionally there are many monthly plans which are more suitable to those officers who are here for less than 12 months. With these plans, you purchase minutes of calling time and are not locked into a long-term contract.

Cingular Wireless
www.cingular.com
1-800-459-4545

T-Mobile
www.t-mobile.com
1-800-866-2453

Virgin Mobile (pay as you go)
www.virginmobileusa.com
1-888-322-1122

Sprint PCS
www.sprintpcs.com
1-888-253-1313

Verizon Wireless
www.verizon.com
(202) 624-0072

.....

Services and Features

Flat Rate: Approximately \$15 per month. Make as many calls as you want, for as long as you want, within the Metropolitan area.

Calling Card (a requirement for Category A housing**):** Lets you call from virtually anywhere in the USA and have the call itemized and charged on your monthly bill.

Call Waiting: Approximately \$5 per month. Lets you know that someone is trying to reach you when you are already using the telephone. You will hear a tone that tells you that another call is calling you, and you can answer the second call without disconnecting the first person.

Caller ID: Approximately \$8 per month. The telephone number of the caller will appear on a display unit after the first ring. Caller ID requires a display unit if the telephone does not have this facility built in.

Home Voice Mail: Approximately \$5-\$7 per month. Takes voice messages when you do not answer the phone or when your line is busy. Or you can buy an answering machine.

Call Forwarding: Approximately \$4 per month. Lets you receive your calls at another number.

Call Manager: Approximately \$18 per month. Lets you use all of Verizon's most popular call management features including call waiting, caller ID, call forwarding and home voice mail.

Internet Call Manager: Approximately \$6 per month. Lets you see the name of and telephone number of incoming calls while you are online.

Verizon Freedom Package: Approximately \$30-\$50 per month. These are combinations of unlimited local, long distance and five caller features that may include DSL, voice mail, three-way calling and caller ID.

Verizon Information: (800) 822-0408

Long Distance Services for Land Lines:

AT&T	(800) 222-0300
MCI	(800) 950-5555
Sprint	(888) 635-0004
PT-One	(888) 660-5377
StarTec	(800) 313-2677

(continued on next page)

Each long distance company has a variety of different calling programs and you should ask for details to find the one that best suits your needs. For example, AT&T has a program that allows you to indicate a country you wish to call, and then for a flat-fee of approximately \$50 per month, you have unlimited calling to that country.

Pre-Paid Phone Cards (recommended)

This is an excellent and inexpensive way to make international calls without making a commitment to a particular long distance company. Be sure to purchase a card that is designated for international calls.

Telephone Directories

When you connect your telephone service, you will receive two phone books: the White and the Yellow Pages.

White Pages

- Phone company information and emergency numbers are in the white pages in the front section of the book.
- Home phone numbers are listed alphabetically by the person's last name in the second section of the book.
- Business phone numbers are listed alphabetically in the third section of the book.

Yellow Pages

- At the front the Yellow Pages you will find local maps and Government Office information.
- In Section Two all of the businesses are listed under a category, and then alphabetically. For example, Riggs Bank would be found in the "Banking" section under "R".

There are several online telephone directories available as well. These include

www.uswestdex.com

www.whitepages.com

www.switchboard.com

www.yellow.com

Communications: Internet and Email

Note: Category A officers (those receiving TLA) receive high-speed internet as part of their standard lease.

Internet Service Providers

The Internet gives you access to almost any information or service that you need to have an enjoyable, safe stay in Washington, DC. You can search for specific restaurants, bank online, communicate with friends and family, and get directions to tourist attractions or favorite sites.

Internet Service Providers offer internet access for a monthly fee. This fee includes a software package, user-name, password, and access phone numbers. So long as you have a port (either a modem or an Ethernet cable jack) in your computer, you can log on to the internet as well as send and receive email. You can also use wireless cards to connect to local Wi-Fi or satellite networks.

Here are some high-speed internet providers:

Comcast Internet Phone: (800) 266-2278 Website: www.comcast.net	EarthLink Phone: Website: www.earthlink.net
Verizon DSL & FiOS (very fast) DC Phone: (202) 954-6222 VA Phone: (703) 954-6222 MD Phone: (301) 954-6222 Internet: www.Verizon.com www.Verizon.com/fios	Cox Communications Website: www.cox.com

Email Accounts

You will be given an NDU student email account to use during your stay in the USA. ISMO will frequently use email to communicate important information. However, you may also wish to have a separate email account to interact with your family members or friends. If you wish to sign-up for another account, then we recommend the following free email providers.

Yahoo!: www.mail.yahoo.com
Google: www.mail.google.com

Internet Search Engines: Just “Google® It”

If you would like to find a particular website, or are looking for some information about a subject, a powerful search engine like Google® or Yahoo! ® can help you find it. Use discretion and judgment when using a search engine, because there is a lot of information that you may not want or need.

Banking

Bank Accounts

All Category A International Fellows and International Counterterrorism Fellows are required to open an account with PNC Bank (www.pncbank.com). Category B may choose another bank if they wish. Although PNC Bank is a relatively small bank, they have been providing the International Officers with reliable support. PNC has several offices, and its customers may use any bank's Automated Teller Machines (ATM) for ease of depositing and cashing checks. There is little or no charge for this throughout the USA.

PNC Bank is familiar with the requirements of the International and Counterterrorism Fellows and provides a free checking account, free ATM card usage, free checks, and free online banking. They also offer other services for a small fee: credit cards, money market accounts, safety deposit boxes, international money transfers, banking by mail, etc.

Representatives from PNC Bank will be available soon after your arrival at NDU to assist you with opening your account. To open your account you will need to provide the following documents:

- Passport ID page (photo and information)
- Visa with 1-94 form (the white card that was stapled into your passport when you arrived in the USA)
- ITO
- Copy of Military ID card (both sides)

If you wish to include your spouse in a joint bank account, you must provide copies of his/her passport and visa.

PNC Bank

Phone: (888) 762-2265
Information Website: www.pncbank.com
Hours: Monday-Friday 0900-1900
Saturday 0900-1600
Sunday Closed

Automated Teller Machine (ATM)

These are machines located throughout business that allow you to withdraw cash from your bank account. To withdraw cash, insert your bank card and then enter your Personal Identification Number (PIN) using the keypad. To avoid theft and injury, do not share your PIN with others, and do not withdraw large sums of cash.

English Language Proficiency

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) FOR SPOUSES AND FAMILY

Each summer ISMO arranges an English orientation course that takes 8-10 days, which is open to dependants of the International Fellows **above the age of 6 years**. Classes are held on campus in morning and afternoon sessions with age-appropriate English activities. Four different classes are available based on age:

- Adult women (Spouses, older dependents)
- Young adults (16-18 years old)
- Teenagers (11-15 years old)
- Children (10-6 years old)

Each course is taught by a professional ESOL Instructor who manages the curriculum and activities for each level of the course.

All dependents within the specified age groups are encouraged to attend because this orientation not only provides English but also a social interactive environment to meet other dependents, staff and NDU.

English Study outside NDU

Additional ESOL study outside of NDU is available at various locations in the DC metro area (Wash DC, Virginia and Maryland). Some of the classes are free while others charge a fee. The best approach to finding an English study opportunity is to look for a convenient location near your home or ask the ISMO staff for information, once you have arrived.

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL®)

The Test of English as a Foreign Language™ (TOEFL®) measures the English ability of non-native speakers to function in an academic institution/agency in the United States. The test focuses on the integrated four skills needed to successfully complete a degree/certificate or diploma program: reading and listening comprehension, speaking and writing. Today, more than 5,000 colleges, universities, and licensing agencies in 90 different countries accept TOEFL scores.

The TOEFL is offered in three different formats depending on a test taker's location:

- The internet-based TOEFL (iBT) (includes a speaking section)
- The computer-based TOEFL (CBT)
- The paper-based TOEFL (PBT)

The iBT is the only format available in the United States, and the CBT and PBT are still available in some countries outside of the US. But these formats are limited to particular locations. See www.toefl.org for particular location information.

The National Defense University (NDU) requires the TOEFL to complete a master degree at NDU. After a Fellow takes the TOEFL, his/her score is sent to the individual college (ICAF, NWC, SNSEE) for consideration in qualifying an IF for degree status. The institution has benchmarked a score that determines an appropriate level of proficiency.

The score for each format of the TOEFL is as follows:

- **iBT 83 out of a 120 score**
- **CBT 207 out of a 300 score**
- **PBT 540-543 out of a 677 score**

Note: Comparative scores from www.ets.org/toefl in the TOEFL iBT Tips.

Candidates for the NDU are strongly encouraged to take the TOEFL in their home country before arriving to the University. This facilitates the in-processing procedure for the attendee and the academic verification process for each NDU Fellow. However if any NDU candidate has previously taken any format of TOEFL within the past two years, the validity period of the test, the candidate should present a copy of the valid results upon arrival to NDU.

If the candidate has not taken the TOEFL before arrival to the US, ISMO will schedule the internet-based TOEFL within the first semester of arrival. **Information and self-study materials are available at NDU, but test preparation is the primary responsibility of the candidate from each country.** For more information on the TOEFL, NDU candidates can visit www.toefl.org. At this site, study materials are provided for all three test formats. In addition, the Security Assistance Officer (SAO) should assist in TOEFL questions.

Registering Dependents for School

Your home address will determine which public school your children will attend. Please make sure that you know which county you live in before you make arrangements to register your children at the correct school. If you have any questions, please contact the ISMO staff.

School Physicals and Immunizations

All school-age children must be examined by a US physician.

The doctors at the Health and Fitness Department of NDU are available to perform school physicals for the children of International Fellows and International Counterterrorism Fellows during in-processing (see orientation schedule). It may be necessary, however, due to the number of children arriving at the same time to have the physicals completed elsewhere. Children may be taken to any of the following US Military Clinics, but appointments must be scheduled.

Rader Clinic at Fort Myer

(703) 696-3574 (Pediatrics)

(703) 696-3439 (Immunizations)

Bethesda National Naval Medical Center

(301) 295-4900 (Pediatrics and adolescents-under 21 years)

(301) 295-5798 (Immunizations)

DeWitt Army Community Hospital, Fort Belvoir

(703) 805-0612 (Appointments)

Walter Reed Army Medical Center

(202) 782-7761 (Central Appointments)

(202) 782-6101 (Pediatrics)

(202) 782-6849 (Immunizations)

International Student Registration

The registration process can take several hours to complete. The process comprises a test for both English and Math: these tests will assess the appropriate level for your child to join in school. Make sure your child is well rested, bring a snack and a beverage for them, and bring a sweater or jacket in case the air-conditioning is too cold. Your child's proficiency in English will determine the length of time required for the test.

In some countries, all children born outside the US (even if their first language is English) need to be registered at the local International Student Intake Center, but requirements differ depending on where you will be permanently living. Make sure to call the appropriate office for specific information.

Please note that all Centers require the following documents

- Proof of residence in your respective county (Lease, deed, rent receipt etc)*
- Passports of both student and parents
- Original Birth Certificate of the student**
- Military ID of parent
- Medical examination papers
- Immunization records including Tuberculosis test results
- Academic records from school in home country***

*The City of Alexandria requires two proofs of residency

**Prince William County, Virginia also requires an English translation

*** Montgomery County, Maryland requires a copy in the home language and a copy in English

City of Alexandria Virginia

English and a Second Language (ESL) Center

4701 Seminary Road

Alexandria, VA 22304

Phone: (703) 461-6550

Hours: Mon-Fri 0900-1400. Walk in only, no appointments

Alexandria, Virginia (Fairfax County)

South County Government Center-Student Registration

8350 Richmond Highway, Suite 123

Alexandria, VA 22309

Phone: (703) 704-6017; (703) 660-2054

Hours: Mon-Fri 0800-1400. Appointments accepted

Arlington County, Virginia

International Student Intake Center

2801 Clarendon Boulevard, Room 305

Arlington, VA 22201

Phone: (703) 228-7663

Hours: Mon-Fri 0730-1600. Appointments accepted

Email: intake@arlington.k12.va.us

(continued on next page)

Fairfax County, Virginia

English as a Second Language Center – Central Registration

2831 Graham Road, Rooms 12 and 14

Falls Church, VA 22042

Phone: (703) 876-5219

Hours: Mon-Fri 0800-1430. Appointments accepted

Prince William County, Virginia

You do not need to go to a separate location to register your child. Registration is done at the school your child will be attending, which is determined by your street address.

Phone: (703) 791-8720

Montgomery County, Maryland

International Student Admission Office

4910 Macon Road

Rockville, MD 20852

Phone: (301) 230-0686; (301) 929-0961

Hours: Mon-Fri 0800-1600 Appointments accepted

Military Commissaries and Post Exchanges

Military Commissaries

Commissaries, found on military bases in the area, offer the best prices for groceries, and you may use coupons found in newspapers and other publications. All purchases are exempted from sales tax.

Post Exchanges

Post Exchanges are also found on many of the military bases surrounding Washington, DC. These Exchanges offer competitive prices for services, and clothing and house products that are comparable to full-priced retail stores. Additionally, all purchases are tax-free.

Fort Myer	
<i>Commissary</i>	<i>Post Exchange</i>
523 Carpenter Road Fort Myer, VA 22211 Hours: M-F, 0839-1930 Sat, 0800-1830 Sun, 1000-1700	Building 450 Fort Myer, VA 22211 Phone: (703) 522-4575 Hours: M-F,, 0900-2100 Sat, 0800-2000 Sun, 0900-1900
Fort Belvoir	
<i>Commissary</i>	<i>Post Exchange</i>
6020 Gorgas Road Building 2301 Fort Belvoir, VA 22060 Phone: (703) 806-6103 Hours: M-Th, 0900-2100 Sat 0800-2000 Sun 0900-1900	6020 Gorgas Road Building 2301 Fort Belvoir, VA 22060
Andrews Air Force Base	
<i>Commissary</i>	<i>Post Exchange</i>
1684 Starkey Avenue Andrews AFB, MD 20762 Phone: (301) 981-7106 Hours: M-Sat, 0700-2000 Sun, 0700-1800	Building 1811 Phone; (703) 806-5800 Hours: M-Sat, 0900-2000 Sun, 1000-1900

Bolling Air Force Base	
<i>Commissary</i>	<i>Post Exchange</i>
185 Chappie James Boulevard Building 4570 Washington, DC 20031 Phone: (202) 767-4404 ext. 4695 Hours: M-Sat, 0930-1900 Sun, 1000-1700	Building 4514 Phone: (202) 562-3000 Hours: M-F 0930-2000 Sat 0900-2000 Sun 1000-1800
Marine Corps Exchange	
<i>Commissary:</i>	<i>Post Exchange</i>
None	1555 South Gate Road, Building 26 Arlington, VA 22214 (703) 979-8420 ext. 7813 Hours: M-F 0900-2000 Sun 1000-1800

Shopping

Note: All items purchased have a sales tax added to the listed price. Tax is calculated as a percentage of that price. Sales taxes vary by state:

- Virginia 5%
- Maryland 5%
- Washington, DC 5.75%

Food

There are several chains of supermarkets that you may find more convenient than the Military Commissary. Some of the larger chains are Giant, Safeway, and Teeter Harris. Most supermarkets encourage customer loyalty by providing a free card that will give you minor discount rates.

Malls

The majority of shops in the Washington, DC metropolitan area are located in large complexes of shops termed “shopping malls” (not to be confused with “The Mall”, a term used to describe the stretch of land between the Capitol and the Lincoln Monument). We have included a list of shopping malls in this section, but you may need to consult new neighbors or the White- and Yellow-Pages for additional information about specific stores.

Washington, DC		
Georgetown Park 3222 M Street NW Washington, DC 20007 (202) 342-8190	Mazza Galleria 5300 Wisconsin Ave NW Washington, DC 20015 (202) 966-6114	
Virginia		
Ballston Common Mall 4238 Wilson Boulevard Arlington, VA 22203 (703) 243-8088	Fair Oaks Mall 11750 Fair Oaks Fairfax, VA 22033 (703) 359-8300	Landmark Mall 5801 Duke Street Alexandria, VA 22304 (703) 941-2582
Springfield Mall 6500 Springfield Mall Springfield, VA 22150 (703) 971-3000	Tyson’s Corner Center 1961 Chain Bridge Road McLean, VA 22102 (703) 893-9400	
Maryland		
Lakeforest Mall 701 Russell Avenue Gaithersburg, MD 20877 (301) 840-5840	Westfield Mall- Montgomery 7101 Democracy Boulevard Bethesda, MD 20817 (301) 469-6025	White Flint Mall 11301 Rockville Pike Bethesda, MD 20895 (301) 468-5777

Specialty Stores

If you like antiques or want to visit a warehouse of some sort, then you should reference the White and Yellow pages (reference Telephone section; or use internet search engine).

Discount Shopping

There are many bargains to be had in outlet malls. These malls are mainly comprised of manufacturer's stores where they sell their own brand of clothing at discount prices. It is useful to note, however, that some of an outlet mall's stock may be from previous season's fashions.

The nearest outlet location is Potomac Mills Mall

Potomac Mills Mall
2700 Potomac Mills Circle
Prince William, VA 22192
1-800-826-4557

You may also try the following stores:

- TJ Maxx
- Ross
- Marshalls
- Nordstrom Rack

Social Life, Entertainment, and Tourism in D.C.

Washington, D.C. has tourist services available to help you experience the area. Here are three resources to help you get started.

Washington, D.C. Convention and Tourism Corporation

www.washington.org

(202) 789-7000

901 Seventh Street, NW, 4th Floor

Washington, DC 2001

Cultural Tourism D.C.

www.culturaltourismdc.org

(202) 661-7581

1250 H Street, NW, Suite 1000

Washington, DC 2005

National Park Service

www.nps.gov

(202) 208-4747

1849 C Street, NW

Washington, DC 20240

Museums

Washington, DC is home to the world's largest collection of museums in the world. The Smithsonian system has beautiful, informative museums that line The Mall. Visit www.si.edu for more information. The National Gallery of Art and the National Archives are also valuable experiences.

Theaters: Centers of the Performing Arts

There are numerous theaters in the metropolitan area. Here is a listing of just a few:

The Kennedy Center for Performing Arts-- This location has DC's best selection of live concerts, ballets, plays etc. www.kennedy-center.org

Warner Theater: This theater is the largest theater in Washington and is a non-profit theater which features a range of performances from American classics to premiers of new plays.

www.warnertheater.org

Fords Theater: Fords is Washington's tribute to President Abraham Lincoln. This theater is a historical site, as well as a museum and theater that produces musicals and plays that portray American life. www.fordstheater.org

The Shakespeare Theater plays five plays each season by Shakespeare and other classical playwrights. www.shakespearedc.org

The Studio Theater is a small contemporary theatre with a broad range of plays near DuPont Circle in Washington DC. www.studiotheater.org

Dancing

For those Fellows who enjoy dancing, there are ample opportunities. Search either on the internet or in the Yellow Pages, or talk to other Fellows.

Cinemas

Throughout the Washington DC area there are hundreds of cinemas (more commonly called movie theaters). For a listing of shows and show times consult the Washington Post or Washington Times newspapers or go online to www.dc.about.com or www.movies.msn.com

In-home Entertainment

Board Games

Shopping malls and bookstores like Barnes & Noble have sections in their stores for games that you can play in the home. These games are generally good family time.

DVD Rental

Video rental stores offer free memberships that will allow you to rent movies (usually as a DVD). Each rental will cost approximately \$4.00. You will most likely be given a membership card that you will subsequently need to present to rent a movie.

Blockbuster® A popular rental store is Blockbuster®, which has many locations throughout the area (to find nearest location, visit www.blockbuster.com). There are other stores that you can find in the White- and Yellow-Pages. Some stores specialize in foreign films.

Redbox® Another option for renting DVDs is Redbox®. These are freestanding machines that look like Automated Teller Machines (ATM), but are larger and red. For general information about Redbox®, visit www.redbox.com. To find locations, click on the link that says “Redbox Locations”.

Using the Redbox® is very easy. Simply follow the directions on the touch-screen. Touch the picture of the movie that you wish to rent, then slide your credit card when prompted to do so. Your card will be charged \$1.50 per day.

Television

The most popular form of television subscription is with a Cable TV service provider. Following is a list of service providers that you can reference to begin your subscription. You may request basic cable, and in addition selection some premium movie channels, like Showtime or HBO, for an additional monthly charge.

Washington DC

Comcast (202) 635-5100

Virginia – Arlington County

Comcast (703) 841-7700

Virginia – Alexandria

Comcast (703) 823-3000

Virginia – Fairfax County

COX Communications (703) 378-8411

Maryland – Montgomery County

Comcast

(301) 424-4400

(301) 424-6999 Spanish

There are several television channels that you may view free of charge using a television antenna.

These stations are:

Channel 4	NBC
Channel 5	FOX
Channel 7	ABC
Channel 9	CBS
Channel 20	Independent
Channel 22	PBS
Channel 26	PBS
Channel 32	PBS
Channel 50	WB

Calendar of Events

Note: The events take place during the same month, but the date may change from year to year, so please visit a website that keeps a current Calendar of Events.

<http://www.culturaltourismdc.org/calendar2532/calendar.htm>

January

- Martin Luther King, Jr.'s Birthday: Commemorated with a variety of activities
- Presidential inauguration held every four years (2009, 2013, 2107 etc)

February

- Black History Month: in honor of the contributions of African Americans
- Chinese New Year: Special holiday events in Chinatown.
- Washington's Birthday: Ceremonies at the Washington Monument and Mt. Vernon

March

- Annual Washington Flower and Garden Show: Washington Convention Center
- St. Patrick's Day Parade: Celebrations and parade along Constitution Avenue
- Smithsonian Kite Festival: Around the Washington Monument

April

- White House Easter Egg Roll: Children 10 and under (accompanied by parents) roll Easter Eggs on the White House lawn
- Cherry Blossom Festival: Week-long celebration that concludes with the annual Cherry Blossom parade (exact dates depend on the weather and peak blooming time for blossoms)
- Georgetown House Tour: Private homes open for public tour
- Smithsonian Crafts Show: Juried craft show of the nation's best artisans
- Jefferson's Birthday: April 13th at the Jefferson Memorial

(continued on the next page)

May

- Memorial Day: Presidential wreath-laying ceremony at Arlington National Cemetery
- DC International Film Festival: Dozens of foreign and local films are shown

June

- Annual National Capitol Barbeque: Pennsylvania Avenue between 9th and 14th Streets

July

- Independence Day Celebrations –July 4:
 - National Symphony Orchestra plays on the steps of the US Capitol
 - National fireworks display takes place at dark around the Washington Monument
- Latin American Festival: Latino communities in Adams Morgan and Mt Pleasant host a week-long festival
- Virginia Scottish Games: Held in Alexandria on the grounds of the Episcopal High School

August

- US Army Band plays Tchaikovsky's 1812 Overture at the Washington Monument
- Lollipop Concert: Music and Disney characters presented by the US Navy Band at the Jefferson Memorial

September

- International Children's Festival: Labor Day weekend, Wolf Traps Farm presents a variety of puppet shows and events for children.
- National Symphony Orchestra's Labor Day Concert: Performed on the West Lawn of the US Capitol
- Annual Kennedy Center Open House: Free concerts and performances
- Annual Frisbee Festival: On the Mall near the National Air and Space Museum

(continued on the next page)

October

- Annual Taste of DC festival: Sample food from a variety of DC restaurants on The Mall
- Marine Corps Marathon: The Marine Corps hosts a 26.2 mile run through Washington

November

- Veteran's Day: Wreath-laying ceremony at the Tomb of the Unknown Soldier at Arlington National Cemetery

December

- Annual Poinsettia Show: US Botanical Gardens
- US Capitol Tree Lighting: Ceremony on the eve of the Pageant of Peace
- Pageant of Peace: National tree-lighting ceremony usually performed by the President of the United States
- Lighting of the Menorah: Lafayette Park
- Kennedy Center Holiday Festival: throughout December
- Washington National Cathedral Christmas Celebrations: throughout December

Outprocessing

All International Officers assigned to NDU must start making arrangements for their departure approximately four months before the Graduation of their class.

We have enjoyed having you spend the past year with us. We are sad to see you go, but we want to help you the best that we can. Outprocessing can be stressful so here are some simple guidelines to help you.

Departure Procedure

Choose your departure date based upon the following information:

- *Graduation:* Graduation for all International Fellows and International Counterterrorism Fellows is usually the second Thursday of June.
- *Visa and ITO Expiration Dates:* You should plan to depart the United States by the day indicated. Your TLA support will cease three days after your graduation from the National Defense University.
- *Child's School Dates:* Officers with school-age children departing in June (which is the end of the US school year) may request permission to remain in the USA until your children complete the school year.
 - Note: International Fellows and International Counterterrorism Fellows must obtain written permission or leave from their country to extend their stay until the end of a child's school year. The child's school year generally ends 8-10 days after the NDU graduation ceremony.

Travel Arrangements: Officers receiving TLA

Your travel home is based on US laws for Government travel, so you must arrange your flights with the military's travel agency, Carlson Wagonlit. They will arrange your flight on a US flag-carrying airline for as far as possible. You will probably not have a direct flight, and you may have to change planes at one or more airports. Your family's travel may or may not match the tickets that the Government provides.

Carlson Wagonlit Travel Agency:
Phone: (202) 822-0303

Your ITO will provide details of your individual baggage allowance. Make sure that the Travel Agent is aware of your personal baggage allowance.

The International Student Management Office does not provide transportation to the airport for your departure, but you will receive TLA for the travel day. TLA will cover the cost of taxi fare to Dulles International Airport or Washington Reagan National Airport.

Travel Arrangements: Officers not receiving TLA

You may arrange to travel any way that you see fit, but remember to consult your Visa and ITO for the date of your departure.

Give Notice to your Landlord in writing

All International Officers must write to your landlord and let him or her know of your exact departure date.

It is very important that you double check the lease documentation on your house or apartment for the required notice period. The standard notice for apartments is 30 days, but some landlords require up to 60 days written notice of your intention to vacate or else they require that you pay a penalty. Please send a letter of intent to vacate to your landlord and confirm that they received the notification.

Cancel Utilities

Remember to cancel any utilities that you signed for (water, gas, electric, cable, etc.).

Banking

All International Officers who wish to close a US bank account must visit the bank in person. Simply withdrawing money is not sufficient. Remember that you must allow time for all checks to clear before you close the account. It is not advisable to write checks or use an ATM within one week before you plan on closing your account.

You will be responsible for any overdraft fees resulting from charges that apply to your account after it has been closed.

If you want to leave you account open, you must provide the bank with another address other than the National Defense University or your old apartment, and you must also make arrangements to bank online.

ID Cards

All International Officers and dependants must surrender their Military ID/CAC card and NDU access card at graduation. You will be able to enter NDU buildings through the front entrance in order to take care of any situation that would usually require an ID card.

Computers

Prior to graduation, all International Officers must return the laptop that was issued to you. This includes all cords and other hardware. You will have to use the office or library computers while the laptops are being wiped clean and installed with new software, after which the laptops will be returned to you.

You will need to sign a receipt acknowledging that NDU has no further responsibilities to repair or maintain your computer. Your NDU User ID will be canceled at the time of graduation.

Library Access

All International Officers will be given a MERLN access username and password. It is a good idea to check from another internet connection (not NDU) to make sure that you can access it. You will need to obtain an Internet Service Provider (ISP) when you return to your home country. You will have the ability to access the NDU digital library, but you will not be able to access the NDU Intranet.

Leave

All International Officers must have leave authorized on your ITO or you must return home directly. Only a letter from your country's Defense Attaché to ISMO will be accepted as authorization for additional leave. If you do not have approved leave, you risk being considered AWOL.

Reimbursable Instructional Materials (RIM)

All International Officers will be allowed to send home some boxed of books, manuals, and study guides at US Government expense.

International Fellows and International Counterterrorism Fellows are allowed up to 8 boxes weighing a maximum of 25 pounds each.

The boxes will be available from the Transportation, Logistics, and Supply Officer in room 124 at the International Student Management Office. Please do not seal the boxes; the ISMO staff must inspect each box before mailing it. The boxes will be sent to the MAAG, ODC, MAP, or SAO at the US Embassy in your country. The boxes will not be mailed to your home address.

Academic Reports

A copy of academic transcripts will be made available to all International Officers. A letter about your academic work will be written by the Director of International Student Management Office in consultation with your academic advisor and will be signed by the President of National Defense University. Please provide ISMO with the name, rank, position, and address of the individual in your country's Military to whom you would like the letter sent.

Out Briefing

All International Officer will have the opportunity to speak candidly with the Senior Vice President of the University concerning the entire course. Every student should plan to attend. Only Fellows and the Ambassador will attend this meeting, and it is an opportunity for you to be candid and direct. Your feedback and comments help shape and direct future programs.

...Farewell, But Not Goodbye

Please provide ISMO with your home contact information such as address, phone number, and email address so that we can keep in touch with you.

We wish you a safe journey home and hope all of the memories of time spent in the United States and at National Defense University were happy ones.

Embassies in Washington, DC

The embassies are listed in alphabetical order. When you look for your embassy, please verify that the information is correct. If it is not, then please inform an ISMO staff member so that we can correct it. Thank you.

Afghanistan

2341 Wyoming Avenue NW
Washington, DC 20008
Tel: (202) 483-6410
Fax: (202) 483-6488
www.embassyofafghanistan.org

Algeria

2118 Kalorama Road NW
Washington, DC 20008
Tel: (202) 265-2800
Fax: (202) 667-2174
www.algeria-us.org/

Australia

1601 Massachusetts Avenue NW
Washington, DC 20036
Tel: (202) 797-3000
Fax: (202) 797-3168
www.austemb.org

Bangladesh

3510 International Drive NW
Washington, DC 20008
Tel: (202) 244-0183
Fax: (202) 244-5366
www.bangladoot.org

Belize

2535 Massachusetts Avenue NW
Washington, DC 20008
Tel: (202) 332-9636
Fax: (202) 332-6888
www.embassyofbelize.org

Albania

2100 S Street NW
Washington, DC 20008
Tel: (202) 223-4942
Fax: (202) 628-7342
www.embassyofalbania.org

Argentina

1600 New Hampshire Avenue NW
Washington, DC 20009
Tel: (202) 238-6400
Fax: (202) 332-3171
www.embassyofargentina-usa.org

Azerbaijan

2741 34th Street NW
Washington, DC 20008
Tel: (202) 337-3500
Fax: (202) 337-5911
www.azembassy.com

Belgium

3330 Garfield Street NW
Washington, DC 20008
Tel: (202) 333-6900
Fax: (202) 338-4960
www.diplobel.org

Bolivia

3014 Massachusetts Avenue NW
Washington, DC 20008
Tel: (202) 483-4410
Fax: (202) 328-3712
www.bolivia-usa.org

Bosnia-Herzegovina

2109 E Street NW
Washington, DC 20037
Tel: (202) 337-1500
Fax: (202) 337-1502
www.bhembassy.org

Brazil

3006 Massachusetts Avenue NW
Washington, DC 20008
Tel: (202) 238-2700
Fax: (202) 238-2827
www.brasilemb.org

Cambodia

4530 16th Street NW
Washington, DC 20008
Tel: (202) 726-7742
Fax: (202) 726-8381
www.embassyofcambodia.org

Chad

2002 R Street NW
Washington, DC 20009
Tel: (202) 462-4009
Fax: (202) 265-1937
www.chadembassy-usa.org

Colombia

2118 Leroy Place NW
Washington, DC 20008
Tel: (202) 387-8338
Fax: (202) 2322-8643
www.colombiaemb.org

Djibouti

1156 15th Street NW, Suite 515
Washington, DC 20005
Tel: (202) 331-0270
Fax: (202) 331-0302
www.djibouti.usembassy.gov

Botswana

1531-3 New Hampshire Avenue NW
Washington, DC 20036
Tel: (202) 244-4990
Fax: (202) 244-4164
www.botswanaembassy.org

Bulgaria

1621 22nd Street NW
Washington, DC 20008
Tel: (202) 387-0174
Fax: (202) 234-7973
www.bulgaria-embassy.org

Canada

501 Pennsylvania Avenue NW
Washington, DC 20001
Tel: (202) 682-1704
Fax: (202) 682-7619
www.canadianembassy.org

Chile

1732 Massachusetts Avenue NW
Washington, DC 20036
Tel: (202) 785-1746
Fax: (202) 887-5579
www.chile-usa.org

Czech Republic

3900 Spring Freedom Street NW
Washington, DC 20008
Tel: (202) 274-9100
Fax: (202) 966-8540
www.mzv.cz/washington

Dominican Republic

1715 22nd Street NW
Washington, DC 20008
Tel: (202) 332-6280
Fax: (202) 265-8057
www.domrep.org

Ecuador

2525 15th Street NW
Washington, DC 20009
Tel: (202) 234-7200
Fax: (202) 667-3482
www.ecuador.org

El Salvador

1400 16th Street NW, Suite 100
Washington, DC 20008
Tel: (202) 265-9671
Fax: (202) 232-3763
www.elsalvador.org

Ethiopia

3506 Massachusetts Avenue NW
Washington, DC 20008
Tel: (202) 364-1200
Fax: (202) 686-9551
www.ethiopianembassy.org

France

4101 Reservoir Road NW
Washington, DC 20007
Tel: (202) 944-6000
Fax: (202) 944-6072
www.ambafrance-us.org

Germany

4645 Reservoir Road NW
Washington, DC 20007
Tel: (202) 298-4000
Fax: (202) 298-4249 or 333-2653
www.germany-info.org

Greece

2221 Massachusetts Avenue NW
Washington, DC 20008
Tel: (202) 939-1300
Fax: (202) 939-1324
www.greekembassy.org

Egypt

3521 International Court NW
Washington, DC 20008
Tel: (202) 895-5400
Fax: (202) 244-4319
www.egyptembassy.net

Estonia

2131 Massachusetts Avenue NW
Washington, DC 20008
Tel: (202) 588-0101
Fax: (202) 588-0108
www.estemb.org

Finland

3301 Massachusetts Avenue NW
Washington, DC 20008
Tel: (202) 298-5800
Fax: (202) 298-6030
www.finland.org

Georgia

1615 New Hampshire Avenue NW
Suite 300
Washington, DC 20009
Tel: (202) 387-2390
Fax: (202) 393-4537
www.georgiaemb.org

Ghana

3512 International Drive NW
Washington, DC 20008
Tel: (202) 686-4520
Fax: (202) 686-4527
www.ghana-embassy.org

Guatemala

2220 R Street NW
Washington, DC 20008
Tel: (202) 745-4952
Fax: (202) 745-1908
www.guatemala-embassy.org

Guyana

2490 Tracy Place NW
Washington, DC 20008
Tel: (202) 265-6900
Fax: (202) 232-1297
www.guyana.org

India

2107 Massachusetts Avenue NW
Washington, DC 20008
Tel: (202) 939-7000
Fax: (202) 265-4351
www.indianembassy.org

Iraq

1801 P Street NW
Washington, DC 20036
Tel: (202) 483-7500
Fax: (202) 364-5423
www.iraqiembassy.us

Italy

3514 International Drive NW
Washington, DC 20036
Tel: (202) 612-4400
Fax: (202) 518-2154
www.italyemb.org

Jordan

3504 International Drive, NW
Washington, DC 20008
Tel: (202) 966-2664
Fax: (202) 966-3110
www.jordanembassyus.org

Kenya

1401 R Street NW
Washington, DC 20036
Tel: (202) 387-6101
Fax: (202) 232-5845
www.kenyaembassy.com

Hungary

3910 Shoemaker Street NW
Washington, DC 20008
Tel: (202) 362-6730
Fax: (202) 966-8135
www.huembwas.org

Indonesia

2020 Massachusetts Avenue NW
Washington, DC 20008
Tel: (202) 775-5200
Fax: (202) 775-5365
www.embassyofindonesia.org

Israel

3514 International Drive NW
Washington, DC 20008
Tel: (202) 364-5500
Fax: (202) 364-5500
www.israelemb.org

Japan

2520 Massachusetts Avenue NW
Washington, DC 20008
Tel: (202) 238-6700
Fax: (202) 328-2187
www.embjapan.org

Kazakhstan

1401 16th Street NW
Washington, DC 20036
Tel: (202) 232-5488
Fax: (202) 232-5845
www.kazakhembus.com

Korea

2450 Massachusetts Avenue NW
Washington, DC 20008
Tel: (202) 939-5600
Fax: (202) 797-0595
www.koreaembassyusa.org

Kuwait

2940 Tilden Street NW
Washington, DC 20008
Tel: (202) 966-0702
Fax: (202) 966-0517
www.kuwaitembassy.org

Latvia

2306 Massachusetts Avenue NW
Washington, DC 20008
Tel: (202) 328-2840
Fax: (202) 328-2860
www.latvia-usa.org

Macedonia

2129 Wyoming Avenue NW
Washington, DC 20008
Tel: (202) 667-0501
Fax: (202) 337-667
www.macedonianembassy.org

Malaysia

3516 International Court NW
Washington, DC 20008
Tel: (202) 572-9700
Fax: (202) 483-7661
www.kln.gov.my/perwakilan/washington

Mauritania

2129 Leroy Place NW
Washington, DC 20008
Tel: (202) 232-5700
Fax: (202) 319-2623
www.mauritania-usa.org

Mongolia

2833 M Street NW
Washington, DC 20007
Tel: (202) 333-7117
Fax: (202) 265-0161
www.mongolianembassy.us

Kyrgyzstan

2360 Massachusetts Avenue NW
Washington, DC 20008
Tel: (202) 449-9822
Fax: (202) 386-7550
www.kgembassy.org

Lebanon

2560 28th Street NW
Washington, DC 20008
Tel: (202) 939-6300
Fax: (202) 939-6324
www.lebanonembassy.org

Malawi

1156 15th Street NW, Suite 320
Washington, DC 20005
Tel: (202) 721-9700
Fax: (202) 721-0288

Mali

2130 R Street NW
Washington, DC 20008
Tel: (202) 332-2249
Fax: (202) 332-6603
www.maliembassy.us

Mexico

1911 Pennsylvania Avenue NW
Washington, DC 20006
Tel: (202) 728-1600
Fax: (202) 728-1698
www.embassyofmexico.org

Morocco

1601 21st Street NW
Washington, DC 20009
Tel: (202) 462-7979
Fax: (202) 265-0161
www.dcusa.themoroccanembassy.com/

Nepal

2131 Leroy Place NW
Washington, DC 20008

Tel: (202) 667-4550

Fax: (202) 667-5534

www.nepalembassyusa.org

Nigeria

3519 International Court, NW
Washington, DC 20008

Tel: (202) 986-8400

Fax: (202) 775-1385

www.nigeriaembassyusa.org

Oman

2535 Belmont Road NW
Washington, DC 20008

Tel: (202) 387-1980

Fax: (202) 745-4933

Panama

2862 McGill Terrace NW
Washington, DC 20008

Tel: (202) 483-1407

Fax: (202) 483-8413

www.embassyofpanama.org

Philippines

1600 Massachusetts Avenue NW
Washington, DC 20036

Tel: (202) 467-9300

Fax: (202) 467-9417

www.philippineembassy-usa.org

Qatar

2555 M St NW Washington
Washington, DC 20037

Tel: (202) 274-1603

Fax: (202) 237-0061

www.qatareembassy.net

Nicaragua

1627 New Hampshire Avenue NW
Washington, DC 20009

Tel: (202) 939-6570

Fax: (202) 939-6542

www.nicaraguaembassy.com

Norway

2720 34th Street NW
Washington, DC 20008

Tel: (202) 333-6000

Fax: (202) 338-0870

www.norway.org/embassy

Pakistan

3517 International Court NW
Washington, DC 20008

Tel: (202) 243-6500

Fax: (202) 387-0484

www.pakistan-embassy.org

Peru

1700 Massachusetts Avenue NW
Washington, DC 20036

Tel: (202) 833-9860

Fax: (202) 659-8124

www.peruvianembassy.us

Poland

2640 16th Street NW
Washington, DC 20009

Tel: (202) 234-3800

Fax: (202) 328-6271

www.washington.polemb.net/

Romania

1607 23rd Street NW
Washington, DC 20008

Tel: (202) 332-4848

Fax: (202) 332-4748

www.roembus.org

Russia

2650 Wisconsin Avenue NW
Washington, DC 20007
Tel: (202) 298-5700
Fax: (202) 298-5735
www.russianembassy.org

Saudi Arabia

601 New Hampshire Avenue, NW
Washington, DC 20037
Tel: (202) 342-3800
Fax: (202) 944-5983
www.saudiembassy.net

Singapore

3501 International Place, NW
Washington DC 20008
Tel: (202) 537-3100
Fax: (202) 537-0876
www.mfa.gov.sg/washington

Slovenia

2410 California Street NW
Washington, D.C. 20008
Tel: (202) 667-5363
Fax: (202) 667-4563
www.washington.embassy.si/en

Sri Lanka

2148 Wyoming Avenue NW
Washington, DC 20008
Tel: (202) 483-4025
Fax: (202) 232-7181
www.slembassyusa.org

Taiwan (not an official embassy)

Taipei Economic and Cultural Representative
Office in the USA
4201 Wisconsin Avenue NW
Washington, DC 20016
Tel: (202) 895-1800
Fax: (202) 966-0825
www.tecro.org

Rwanda

1714 New Hampshire Avenue NW
Washington, DC 20009
Tel: (202) 232-2882
Fax: (202) 232-4544
www.rwandaembassy.org

Senegal

2112 Wyoming Avenue
Washington, DC 20008
Tel: (202) 234-0540
Fax: (202) 332-6315
www.senegal-tourism.com

Slovakia

3523 International Court NW
Washington DC, 20008
Tel: (202) 237 1054
Fax: (202) 237 6438
www.slovakembassy-us.org

Spain

2375 Pennsylvania Ave. NW
Washington, DC 20037
Tel: (202) 728-2340
Fax: (202) 833-5670
www.spainemb.org

Switzerland

2900 Cathedral Avenue
Washington, DC 20008
Tel: (202) 745-7900
Fax: (202) 387-2564
www.swissembassy.org

Tanzania

2139 R Street NW
Washington, DC 20008
Tel: (202) 939-6125
Fax: (202) 797-7408
www.tanzaniaembassy-us.org

Thailand

1024 Wisconsin Avenue NW
Washington, DC 20007
Tel: (202) 944-3600
Fax: (202) 944-3611
www.thaiembdc.org

Turkey

2525 Massachusetts Avenue NW
Washington, DC 20008
Tel: (202) 612-6712
Fax: (202) 612-6744
www.turkishembassy.org

United Arab Emirates

3522 International Court NW Suite #400
Washington, DC 20008
Tel: (202) 243-2400
Fax: (202) 243-2595
www.uae-embassy.org

Yemen

2319 Wyoming Avenue NW
Washington DC 20008
Tel: (202) 965-4760
Fax: (202) 337-2017
www.yemenembassy.org

Zimbabwe

1608 New Hampshire Ave
Washington, DC 20009
Tel: (202) 332-7100
Fax: (202) 483-9326
www.zimbabwe-embassy.us

Tunisia

1515 Massachusetts Avenue NW
Washington, DC 20007
Tel: (202) 862-1850
Fax: (202) 862-1858
www.tunisiaembassy.org/

Ukraine

3350 M Street NW
Washington, DC 20007
Tel:(202) 349 2920
Fax:(202) 333 0817
www.mfa.gov.ua/usa/en

Venezuela

1099 30th Street NW
Washington D.C. 20007
Tel: (202) 342 2214
Fax: (202) 342 6820
www.embavenez-us.org

Zambia

2419 Massachusetts Avenue, NW
Washington DC 20008
Telephone: (202) 265-9717
Fax: (202) 332-0826
www.zambiaembassy.org

Miscellaneous Information

Useful Telephone Numbers

Emergency Numbers

Police, Fire, Ambulance	911
Poison Control	(800) 222-1222
DC Police (Non-Emergency)	(202) 727-1010
US Park Service	(202) 619-7300
AAA Roadside Assistance (For Members Only)	(800) 763-5500
Fort McNair Military Police	(202) 685-3139

Services

AAA Membership	(703) 222-5646
Amtrak	(202) 484-7540
Amtrak Metro-Liner Service	(800) 872-7245
Arlington National Cemetery	(703) 697-2131
Baltimore-Washington International Airport (BWI)	(800) 435-9294
Capitol Cab	(202) 546-2400
Diamond Cab	(202) 387-6200
Dulles International Airport	(703) 572-7200
DC Parks and Recreation	(202) 673-7660
Greyhound Bus	(800) 231-2222
Kennedy Center	(202) 467-4600
Marc-Camden Line Commuter	(800) 325-7245
Marc-Penn Line Commuter	(800) 325-7245
Metro	(202) 637-7000
National Aquarium	(202) 482-2825
National Arboretum	(202) 245-2726
National Park Service	(202) 619-7222
National Theater	(202) 783-3372
National Zoo	(202) 673-4800
Patriot Center at George Mason University	(703) 993-3000
Ronald Reagan National Airport	(703) 417-8000
Rosecroft Raceway	(301) 567-4000
TicketMaster	(301) 432-7328
Union Station	(202) 371-9441
Verizon Center	(202) 628-3200
Virginia Railway Express	(703) 658-6200
Warner Theater	(202) 783-4000
Washington Flyer	(703) 685-1400
Washington Redskins	(301) 276-6000
Yellow Cab	(202) 544-1212

National Defense University

Contacting National Defense University http://www.ndu.edu/info/contact_us.cfm
(updated 20 March 2008)

Address:
Fort Lesley J. McNair
Washington, DC 20319-5066

Area Code: 202
DSN Prefix: 325

Administrative Offices, National Defense University	685-3938
Academic Affairs	685-1330
Civilian Personnel (to confirm civilian employment)	685-2650
Health Fitness	685-3092
Legal	685-3945
Library Front Desk	685-3511
Logistics	685-3791
Operations	685-3940
Public Affairs	685-3140
Registrar (to confirm student attendance)	685-2128
Security	685-3835
Military Personnel (First Sergeant)	685-3576
Webmaster	685-3938
Administrative Office, Industrial College of the Armed Forces	685-4333
Administrative Office, National War College	685-3713
Guard Desk, Annex (Coast Guard Building)	267-2426
Guard Desk, Eisenhower Hall	685-4396
Guard Desk, Roosevelt Hall	685-2309
Guard Desk, Roosevelt Hall (tunnel)	685-4431
Guard Desk, Marshall Hall	685-3766
Guards Control Center (Marshall Hall)	685-3767/68
JFSC Staff Duty Officer (Norfolk, VA)	DSN 646-6076 or 757-443-6076
MDW Staff Duty Officer	685-2903
 Emergency Numbers	
Ambulance	911
Fire (Military Police)	685-3139

Convenience Numbers

Barber Shop	484-2354
Coast Guard Cafeteria (Transpoint Bldg.)	488-8157
Fort McNair Gas Station and Shoppette	484-5823
Fort McNair Officers' Club (closed Mondays)	484-5800
Fort McNair Post Office	523-2144
Fort Myer/McNair Billeting	(703) 696-3576
Fort Myer/McNair GO/FO Billeting	(703) 614-3171
NDU Cafeteria (Bldg. 62)	685-4831

Additional Phone Numbers:

(Break)

Conversion Charts

Kilometers (km) and Miles (mi)	
To convert km to mi, multiply km by .621. To convert mi to km, multiply mi by 1.61.	
km → mi	mi → km
1 km = 1.2 mi	1 mi = 1.6 km
2 km = 1.2 mi	2 mi = 3.2 km
3 km = 1.9 mi	3 mi = 4.8 km
4 km = 2.5 mi	4 mi = 6.4 km
5 km = 3.1 mi	5 mi = 8.1 km
6 km = 3.7 mi	6 mi = 9.7 km
7 km = 4.3 mi	7 mi = 11.3 km
8 km = 5.0 mi	8 mi = 12.9 km
9 km = 5.6 mi	9 mi = 14.5 km
10 km = 6.2 mi	10 mi = 16.0 km

Meters (m) and Feet (ft)	
To convert m to ft, multiply m by 3.28. To convert ft to m, multiply ft by .305.	
m → ft	ft → m
1 m = 3.3 ft	1 ft = .3 m
2 m = 6.6 ft	2 ft = .6 m
3 m = 9.8 ft	3 ft = .9 m
4 m = 13.1 ft	4 ft = 1.2 m
5 m = 16.4 ft	5 ft = 1.5 m
6 m = 19.7 ft	6 ft = 1.8 m
7 m = 23.0 ft	7 ft = 2.1 m
8 m = 26.2 ft	8 ft = 2.4 m
9 m = 29.5 ft	9 ft = 2.7 m
10 m = 32.8 ft	10 ft = 3.0 m

Kilograms (kg) and Pounds (lb)	
To convert kg to lb, multiply kg by 2.2. To convert lb to kg, multiply lb by 0.455.	
1 = 2.2 lbs	1 lb = 0.46 kg
2 = 3.2	2 = 0.91
3 = 6.6	3 = 1.4
4 = 8.8	4 = 1.9
5 = 11.0	5 = 2.3
6 = 13.2	6 = 2.7
7 = 15.4	7 = 3.2
8 = 17.6	8 = 3.6
9 = 19.8	9 = 4.1
10 = 22.0	10 = 4.5

Grams (g) and Ounces (oz)	
To convert g to oz, multiply g by 0.035. To convert oz to g, multiply oz by 28.	
1 g = 0.04 oz	1 oz = 28 g
2 = 0.07	2 = 57
3 = 0.11	3 = 85
4 = 0.14	4 = 114
5 = 0.18	5 = 142
6 = 0.21	6 = 170
7 = 0.25	7 = 199
8 = 0.28	8 = 227
9 = 0.32	9 = 255
10 = 0.35	10 = 283

Fahrenheit (F) to Centigrade (C)			
To convert C (also Celsius) to F, multiply C by 1.8 and add 32. To convert F to C, first subtract 32 then multiply by 0.555.			
Fahrenheit (F)	Centigrade (C)	Fahrenheit (F)	Centigrade/Celsius (C)
0	-17.8	50	10
10	-12.2	60	15.5
20	-6.7	70	21.1
30	-1.1	80	26.6
32	0	90	32.2
40	4.4	98.6	37

Liters (L) to Gallons (Gal)	
To convert L to gal, multiply L by .621.	
To convert gal to L, multiply gal by 1.61.	
L → gal	gal → L
1 = 0.26	1 = 3.8
2 = 0.53	2 = 7.6
3 = 0.79	3 = 11.4
4 = 1.1	4 = 15.2
5 = 1.3	5 = 19
6 = 1.6	6 = 22.7
7 = 1.8	7 = 26.5
8 = 2.1	8 = 30.3
9 = 2.4	9 = 34.1
10 = 2.6	10 = 37.7

Women's Clothing		
US	UK	EURO
4	10	38
6	12	40
8	14	42
10	16	44
12	18	46

Women's Shoes		
US	UK	EURO
4	4	36
6	5	37
7	6	38
8	7	39
9	8	40

Men's Suits		
US	UK	EURO
34	34	44
36	36	46
38	38	48
40	40	50
42	42	52
44	44	54
46	46	56

Men's Shoes		
US	UK	EURO
7	6	39 1/2
8	7	41
9	8	42
10	9	43
11	10	44 1/2
12	11	45

(Break)

Federal Holidays

These are holidays recognized by the Federal Government, and most government services, both State and Federal, will be closed these days. It is important also to remember that along with no government buildings being open, mail will also not be delivered on these days. Some States also have their own holidays as well that are not recognized by the Federal Government. Here is a list of government holidays.

New Years Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Thanksgiving	Fourth Thursday in November
Christmas Day	December 25