YOUR PASSPORT TO A SAFE TRIP ABROAD

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"SAFE TRAVEL BEGINS WITH YOU"

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NCIX MISSION STATEMENT

Presidential Decision Directive-75 created the National Counterintelligence Executive (NCIX) to serve as the substantive leader of national-level counterintelligence and to coordinate and support the critical counterintelligence missions of the United States government.

The mission of the NCIX is to provide the US government with strong, policy drive, and accountable leadership by creating new and enhanced counterintelligence capabilities, ensuring coherent programs, strategies, and cooperative approaches, and conducting effective oversight. These responsibilities are undertaken in order to protect the critical national assets of the United States against 21st Century threats and influence national security policy.

SECURITY TIPS FOR TRAVELING ABROAD

INTRODUCTION

Each year, hundreds of thousands of U.S. citizens travel abroad either for business or pleasure. For most people, foreign travel is a positive, rewarding experience. For the few who experience security or safety-related problems, a lack of planning and general awareness are often contributing factors. Whether you are an experienced or first-time foreign traveler, you should take your personal safety and security seriously. Good security habits won't detract from your travel but will instead serve to enhance it.

This booklet was developed to help individuals avoid pitfalls while traveling overseas. It contains security reminders to assist individuals in planning for their trip; however, it isn't a substitute for a Defensive Travel Briefing that all affiliates who are traveling abroad are required to receive. Check with your security office for additional travel information and specific briefing requirements.

BEFORE YOU GO

The preparations you make before you depart for your trip will depend upon the destination, length, and purpose of your trip. Before leaving, be sure to confirm lodging and travel reservations and obtain traveler's checks. Unless anonymity is an issue, also leave a copy of your itinerary with a relative or close friend. You should take with you pertinent information regarding health insurance coverage that might be useful in an emergency. In addition, you will need certain official documents and perhaps vaccination information for some areas. The following page contains a checklist that will help you prepare for your trip.

CHECKLIST

- ✓ Learn about the places you plan to visit. Familiarize yourself with local laws and customs in those areas. Information can be obtained from your public library, local travel agency, or the U.S. State Department.

- ✓ Leave behind any government identification (badges, security passes, phone numbers, etc.) that is not necessary for the trip. In addition, leave behind photographs of family members/loved ones that could be used as coercion by terrorists or criminals.

- ✓ Ensure that you have all official documents; i.e., passport, shot records, official orders, international driver's license, etc.

- ✓ Grant power of attorney to an immediate relative/close friend. Complete or update your will to include naming a guardian for any minor children.

- ✓ Establish a point of contact for your family to call in an emergency.

- ✓ Carry an extra set of eyeglasses and any necessary medications (along with a copy of the prescription and the generic name of the drug) in your carry-on luggage. Keep all medications in their original containers.

✓ To avoid inviting crime, plan to dress inconspicuously to blend into the international environment. Avoid the appearance of being wealthy. Consider not taking or wearing any jewelry.

✓ Try to use a closed nametag, so that all personal information is concealed from casual observation. Do not display company logos on your luggage.

DURING YOUR STAY IN A FOREIGN COUNTRY

CARRY IDENTIFICATION

Make copies of your airline ticket, passport identification page, driver's license, and the credit cards you take with you. Carry this record, along with two extra passport photos, in a separate place from the originals. These items will help speed the replacement process should the documents be lost or stolen.

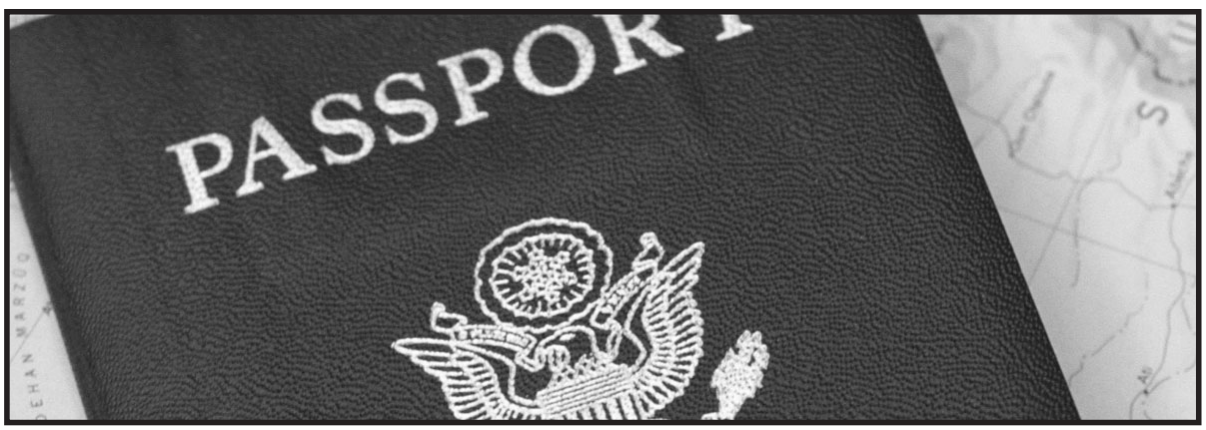
Take all essential personal and medical identification and information you will need to get you successfully through your trip. Items to consider are telephone numbers of relatives, health and life insurance policy numbers, the telephone numbers of the insurance companies, and the telephone numbers of credit card companies to report the loss or theft of any credit cards.

Never leave your wallet or purse unattended.

PASSPORT PROTECTION

Your passport is the most significant identification you will carry. This is your proof of U.S. citizenship while traveling abroad. Passport theft, particularly of American tourist passports, is on the increase. Take extra precautions to protect your passport because its loss or theft may cause you unnecessary travel complications as well as significant expenses.

To minimize potential loss or theft, it is recommended that you carry your passport in a front pocket or in a pouch hidden in your clothes. The only time



your passport should leave your possession is if the hotel requires you to leave it at the desk during your stay. Some areas use this procedure to register you with the local police—a routine policy. Don't forget to ask for a receipt and be very sure to retrieve your passport before continuing your trip.

Use discretion in displaying your passport, as it could draw undue attention to you. Memorizing your passport number and other essential information will help you avoid flashing your passport around when filling out items such as landing cards and hotel registration forms. If your passport is lost or stolen abroad, report the situation IMMEDIATELY to the nearest U.S. Embassy or Consulate and to the local police authorities. Again, having copies of your passport identification page and/or birth certificate, along with extra passport photos, will help speed the replacement process.

ESTABLISH POINTS OF CONTACT

Establishing points of contact is important. Someone should know your whereabouts from the time you depart the United States until you return home. Provide your contact with a detailed copy of your itinerary and advise him/her of any changes. If you are traveling on business, you should establish a point of contact in the country you are visiting. Be sure to carry that person's name and telephone number with you.

Depending on your personal circumstances or if your travel involves an extended stay, it may be

advisable to register with the nearest U.S. Embassy or Consulate. This will make it easier should someone at home need to locate you urgently or in the unlikely event that you need to be evacuated due to an emergency.

KEEP A LOW PROFILE

You need to use common sense and be extra conscious of your appearance and actions so that you do not attract unwanted attention. Take a good look at the items you plan to take with you such as clothing, jewelry, and even religious items. This is especially true for reading materials that may be considered offensive. Keep in mind that certain items may not be appropriate in the country you are visiting.

Avoid clothing and other outward vestiges that unnecessarily advertise that you are an American citizen. Wear nondescript, casual apparel that enables you to blend in as much as possible. Leave behind professional sports apparel items; i.e., hats, coats, shirts, etc.

Members of the Armed Forces should avoid wearing military uniforms unless required to do so.

SHUN PUBLICITY

Shun publicity and inquiries by the local news media. If approached by the media, remember not to disclose any information relating to yourself or other government personnel and to report such contacts.

Avoid discussing personal and background information concerning yourself and family members with nationals of the country you are visiting.

AVOID CIVIL DISTURBANCES

Every effort should be made to avoid civil disturbances and disputes with local citizens.

Use caution if you come upon a demonstration or a rally. If the speaker is denouncing U.S. policy, the crowd could become hostile to any American bystanders. Should violence break out, arrests are sometimes made indiscriminately. In the confusion, you

could be arrested or detained even though you are only an “innocent bystander.”

LOCAL LAWS

Remember that although you are an American citizen, you are subject to the laws of the country in which you are traveling. Don’t assume that what is acceptable in the United States is acceptable abroad.

For example, in many countries individuals are prohibited from making derogatory comments about the government or government leaders.

Taking photographs of government facilities and religious symbols is also prohibited in many countries. Therefore, be aware of the local laws. As a general rule, do not attempt to take photographs in the vicinity of foreign military bases, buildings, or personnel.

MONEY MATTERS

Take most of your money in international traveler’s checks. Do not carry large amounts of cash.

Plan ahead to ensure that you will have enough foreign currency for the expenses you anticipate during your first day in country. It is advisable to exchange some money to cover such essentials as taxi fares, meals, tips, etc.

Do not rely on currency exchanges at airports being open 24 hours a day. Local banks usually offer the best rates, although hotel money exchanges may be more convenient.

Always deal with reputable, established currency exchanges; in many countries it is illegal to do otherwise. If you deal with people on the street who offer you an "unbelievable deal," you run the risk of getting counterfeit currency or being arrested for involvement in black–market activity.

Be sure to keep track of all your transactions. Each time you cash a traveler's check, record the serial number, denomination, date, and location of purchase. Keep this in a separate place so replacement checks can be issued quickly if they become lost or stolen.

Safeguard all credit cards as well as customer copies of each credit card transaction you make. Any credit cards that are unnecessary or invalid overseas (e.g., gasoline or department store credit cards) should be left behind.

AIRPORT SAFETY

Once you have landed, proceed directly to the baggage claim and customs areas. Keep a low profile. When processing through customs be courteous and cooperative.

Stay alert, check out emergency exits, and keep your distance from unattended luggage.

Do not leave your own belongings unattended.

Report any unattended luggage to airport security personnel.

Never agree to carry a package for a stranger for any reason.

Exit the airport as quickly as possible.

PERSONAL SAFETY

Travel in a group whenever possible.

Always be conscious of your surroundings and avoid any areas you believe may put your personal safety at risk.

Be especially careful not to flash large sums of money. It is also best to leave your valuables (anything of high monetary or sentimental value that you cannot afford to lose or will be unable to replace) such as jewelry or expensive luggage at home.

Avoid high crime areas and never travel alone after dark.

When traveling on foot, walk only on well-lighted, heavily traveled streets whenever possible.

Avoid shortcuts through alleys or side streets. Walk in the middle of the sidewalk and secure your belongings.

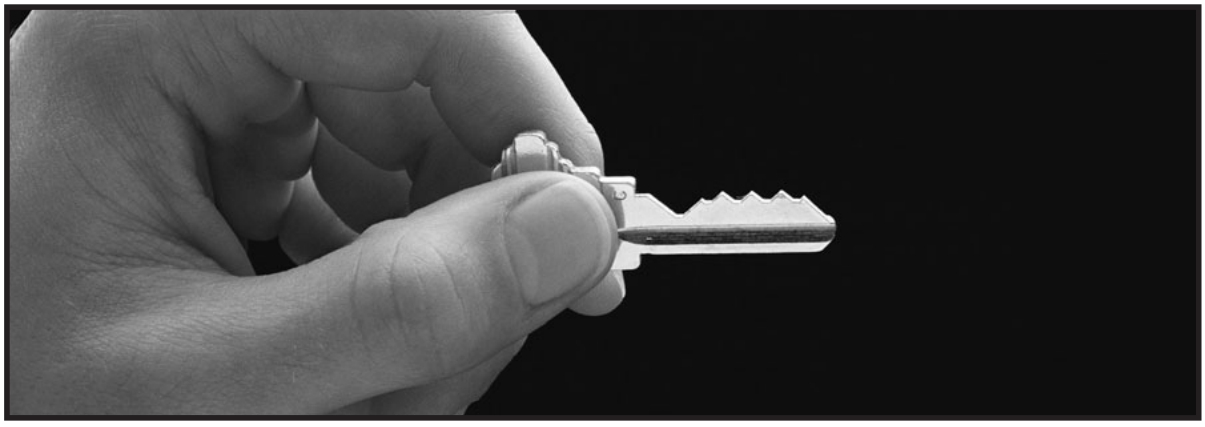
Avoid being the target of a thief on a passing motorcycle trying to grab a purse or shoulder bag. Try not to walk next to the curb.

Be wary of street vendors and innocent-looking youngsters. While one person has your attention, someone else may be picking your pocket.

Should you be approached by a suspicious looking person on foot, cross the street or change direction. If you are threatened by the occupants of a car, move in the opposite direction.

Learn a few phrases in the local language so you can obtain assistance if needed. You should also learn how to use the public telephone and carry the coins necessary to do so.

Remain alert, and if you have a problem, go to the local police department.



HOTEL SAFETY

Avoid taking a street level room. Choose a room between the second and seventh floors; i.e., too high for easy outside access and low enough to be reached by fire equipment.

Use elevators rather than stairwells. Stand near the control panel so if threatened, you can push the alarm button.

Locate exits within the hotel and develop a plan in case of fire or other emergency.

Report lost keys immediately and consider changing rooms.

When in the hotel room, secure the door and windows and keep them locked. When you leave your room, do not leave indicators showing that you are out. In fact, leave the television or radio on, giving the impression that the room is occupied. Do not leave anything of value (money, tickets, camera, etc.) or work-related items (briefcases, computers, etc.) in

your room when you go out, even if it is locked in your suitcase.

Do not accept deliveries to your room unless previously arranged and you are certain of the source and contents.

Keep your room key with you instead of leaving it at the front desk.

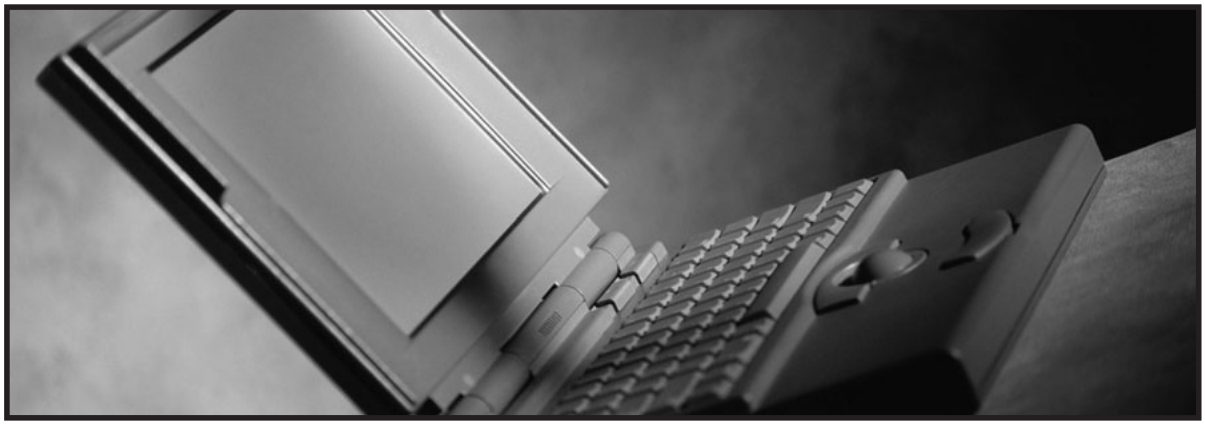
In some countries, you may be required to leave your passport at the hotel reception desk overnight so it can be checked by local police officials. These are normal procedures required by local laws in many countries. Be sure to obtain a receipt for your passport and any valuables you leave in the hotel safe.

When you are out, put the “Do Not Disturb” sign on your door, to give the impression that the room is occupied. Consider leaving the light or TV on when you are out of the room.

Don’t advertise to others when you are out of your room. For example, request that housekeeping make up your room while you are at breakfast, rather than leaving a “Please Service This Room” sign on the door knob.

Protecting Sensitive Information

Keep all sensitive documents in your personal possession and physical control at all times.



Hotel rooms and restaurants are rarely suitable places for sensitive discussions. If possible, conduct sensitive discussions outdoors in a spot where you are not vulnerable to bugging and conversations cannot be overheard.

Recognize that your laptop computer is a major target for theft. If you must take it, always keep it as carry-on baggage—never check it with other luggage. Leaving it in your hotel room also presents a significant risk. If you must leave your computer in your room, lock it in your suitcase so it is out of sight while you are out or asleep at night. If possible, copy sensitive material to a diskette and delete it from the hard drive prior to travel. Carry the diskette on your person, separate from the computer.

If secure communications equipment is accessible, use it for any discussion of sensitive matters. Do not use computer or fax facilities at foreign hotels or businesses for sensitive matters.

Protect unwanted sensitive material until it can be disposed of securely—by burning or cross-cut shredding. Cut floppy disks into small pieces.

Beware of new acquaintances who probe for information about you or your work or who attempt to get you involved in what could become a compromising situation.

DRIVING OVERSEAS

If you plan to drive while overseas, you need to determine whether you will need an international driver's license. While some countries do not recognize U.S. drivers licenses, most do accept international drivers licenses and the latter are often required by foreign car rental agencies. The Automobile Association of America (AAA) will assist you in obtaining an international driver's license, although non-members will pay a slight additional charge above the cost of the license. If you belong to another automobile association or motor club, check with it to see if it also offers this service.

Check with your insurance company before you leave to verify that you're covered for driving while overseas. In some instances, supplemental insurance may be needed.

Drive carefully while you are abroad! Many countries deal harshly with foreigners who are involved in traffic accidents. Drivers are often detained in jail while such accidents are investigated.

Take care not to speed as some countries impose a speeding fine that is payable when levied. Also, in some areas it is unlawful to use insulting language toward another person or to use abusive gestures while driving.

VEHICLE SAFETY

Avoid selecting cars that mark you as an "important foreigner." Rental cars are easy to spot so do not choose a large, flashy vehicle.

To avoid marking yourself as a potential target, rent a conservative automobile. In Central America and Africa, one of the hottest crimes is carjacking. The carjackers frequently target upscale sport utility vehicles and quite often are very violent. Avoid getting boxed in by other vehicles; leave an avenue of escape open should the need arise. If you have the opportunity, don't be afraid to floor it and get away quickly if your life seems threatened.

Make sure the car is in good repair and always keep your gas tank at least half full.

Always drive with the doors locked and the windows closed.

Be cautious of anything that causes you to make an abnormal stop.

Never overload a vehicle. All persons should use seatbelts.

Whenever possible park in areas that are locked or attended.

Never pick up hitchhikers, and, if you observe an accident, drive to the nearest telephone or police station to report it.

Be aware of minor incidents that could block traffic along your route. If you see a suspicious roadblock or detour, take an alternate route.

Inform others of your travel plans, so they will expect you at a certain time.

Always lock your car when unattended and avoid leaving valuables in the car even if locked in the glove compartment or trunk.

Inspect your vehicle for tampering inside and out. If you suspect a problem, keep clear of the vehicle and contact the authorities.

Be alert to possible surveillance. If you suspect you are being followed, go to the nearest secure public place.

DEALING WITH PROBLEMS

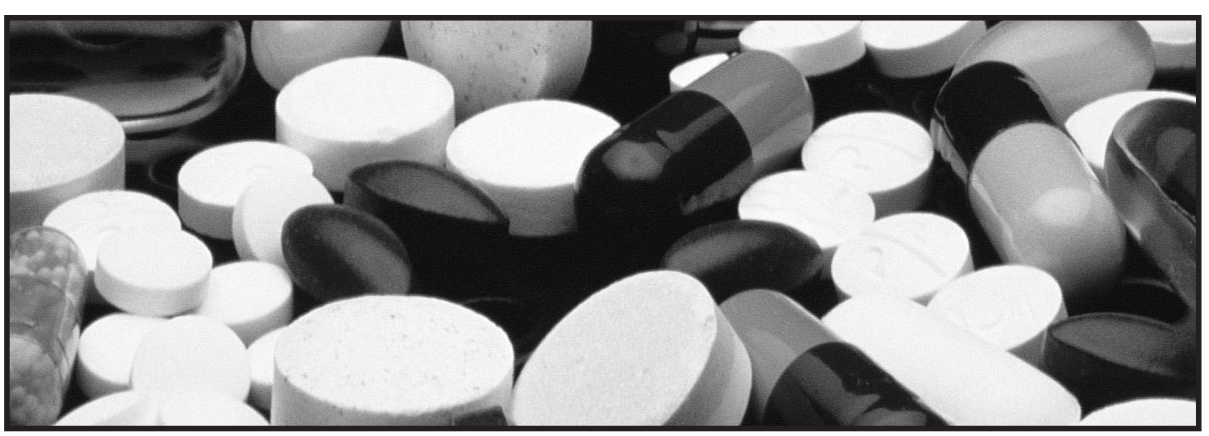
ILLNESS OR MEDICAL EMERGENCY

Carry a summary of your medical history, to include past illnesses, allergies, and blood type.

Carry an ample supply of any prescription medication you are required to take. It is also recommended that you take along an extra prescription in case you need a refill. Be sure to ask for the generic name of any prescription drug as brand names differ in other countries.

Always leave medicines in the original labeled containers.

Check with your medical insurance agent to make sure your medical expenses will be covered if you incur an injury or illness while traveling abroad.



To help prevent illness while you are abroad, get a medical checkup before your trip and make sure that your immunizations are up-to-date.

Do not hesitate to seek medical assistance if you need it. Should you require medical services due to injury or serious illness, contact the nearest U.S. Embassy or Consulate where a representative is on duty 24 hours a day. This individual can provide the names of reputable physicians and hospitals that can help you avoid improper treatment and/or large medical bills. In most cases, hotel personnel also provide good advice, although there have been reports of clerks who have arrangements with unethical physicians.

ARRESTS

If you are arrested for any reason, ask permission to notify the nearest U.S. Embassy or Consulate. In some countries your request may not be honored immediately. Be persistent.

A consular officer cannot arrange for free legal aid or provide bail money for you. He/she can provide you with names of English-speaking attorneys and help you find adequate legal representation. He/she can also contact your traveling companions or relatives in the United States, or intervene if you are receiving discriminatory treatment.

OTHER UNFORESEEN CIRCUMSTANCES/SITUATIONS

During your travels, it will be most unlikely that you will ever be hijacked, kidnapped, held captive, or become a victim of terrorist or criminal activity. You should be aware, however, that the terrorist and criminal threat varies from country to country and that sometimes dangerous or unforeseen circumstances may occur. The information provided in the following sections is not meant to alarm you, but is simply provided as guidance.

EVADING TERRORISTS AND CRIMINALS

Get as much information as you can about the threat in your destination before you leave, especially if traveling to a high–risk area.

It is strongly recommended that you contact the State Department for additional information prior to traveling. Recorded messages provide information and travel warnings, if warranted, for most regions of the world.

Develop and implement a security plan upon your arrival.

Do not become complacent in low–risk areas. Situations sometimes change rapidly. In general, terrorists and criminals alike strike when and where they sense their targets to be most vulnerable, and they are most successful when security measures are low and daily routines are predictable.

Vary arrival times, departure times, and routes that you normally take.

Be alert to the possibility of surveillance. If you believe that you are being followed, do not challenge your follower; instead, attempt to mentally note his/her physical characteristics, type of car, license number, etc.

Regarding street crime, never resist armed robbery; it could lead to violence. Always carry some cash to appease muggers who may resort to violence at finding no reward for their efforts. Turn over the small bills that you kept separate. If the robber presses the attack, give up your wallet. If you do not have much money on you, offer something else such as, "I don't have my wallet, here take my jacket." Never pursue a thief; call for help and contact the police.

Promptly report such incidents to security officials at the site where you are performing your TDY or at the nearest U.S. Embassy or Consulate.

HIJACKING/HOSTAGE SITUATION

Try to remain calm and alert and avoid doing anything that might attract undue attention to yourself.

Comply with orders and instructions without complaining. Keep in mind that what you say and do could impact on others.

Be as general as possible if questioned and do not discuss anything that you are obligated to protect.

Be non-threatening in conversations with your captors and avoid arguments and physical violence.

Prepare yourself for experiencing depression, boredom, and frustration because a hostage situation may continue for an indefinite period.

Try to humanize the event as much as possible. If you need anything ask for it, making your request in a reasonable low-key manner.

Try to establish a program of mental and physical activity if your situation becomes lengthy and drawn out.

Above all, rely on your inner resources and think positively.

WHAT TO DO IN CASE OF AN AIRCRAFT EMERGENCY

Although the U.S. airline system is the safest in the world, crashes do occur. However, nearly all crashes have survivors. The tips below, courtesy of the FAA, can help ensure that you survive a crash (which causes 10 percent of airline deaths) and the resultant fire and smoke (which causes the other 90 percent). Do not depend upon others. You are your own safety officer. Survival favors the prepared.

GETTING DRESSED TO GO TO THE AIRPORT

☛ Dress casually (slacks, no tight fitting clothes, no skirts) in case you have to climb over obstacles to leave the plane.

☛ Wear natural fibers. Synthetic clothing, including nylons, burns right through the skin causing severe injury. If you are wearing nylons and have to slide down the emergency chute, the friction could melt the material into your skin.

☛ Wear bright colors. You can be seen better if you need emergency treatment outside the plane. If you collapse on the ground, you will not be run over by an emergency vehicle.

☛ Do not wear high-heeled shoes; they could puncture the exit chute.

☛ Do not wear pierced earrings. The safety vest inflates above the ears. The earrings could puncture the safety vest, losing 50 percent of buoyancy. If you are in cold water, the vest keeps your head above water, helping to retain your body heat. Losing the buoyancy of the vest dramatically increases the chance of body heat loss and death from hypothermia.

☛ Wear laced shoes and keep them on during take-off and landing. If preparing for a crash, put your shoes back on. In a crash, loafers may fly off from the G–forces. Avoid walking where there might be debris such as glass, razor-sharp metal shards, or fuel. Also avoid touching the cabin if there is a fire as the metal would be hot.

☛ Because the plane is set to a low humidity (between 4 and 15 percent) you dehydrate while in the air. Drink plenty of water or juice at home and before boarding the plane. While in-flight, drink fluids, even if you are not thirsty. Dehydration parches your throat and nasal passages, which will have a hard enough time from the smoke soot. A word of caution: alcohol speeds dehydration.

☛ Do not take any medication that may slow think-

☛ Do not take any medication that may slow thinking and reaction time in an emergency (i.e., sedatives) unless prescribed by a physician. Regarding prescription medication, if you are traveling in different time zones, make sure you take your medication according to the number of hours between doses, not by the time on your watch. There is a good chance you could either overdose or underdose.

ONCE IN THE AIRCRAFT

☛ Where to sit: The best place to sit is either on an exit row or within two rows of one. Most people instinctively exit a plane the way they entered. Make sure you know where the closest emergency exits are. Those sitting in exit rows are crucial to everyone's safety. Make sure that those sitting on the exit rows speak and understand English. The FAA requires that they be able-bodied enough to remove the window (it weighs 40-70 pounds) or open the door. If you notice these rules not being followed, you have the right (and obligation) to report the situation to the flight attendants to arrange for a passenger to move to another seat.

☛ Removal of the emergency exit window is an important first step in crash survival.

☛ Be grateful for the tight leg room. It is safer because there is less room to be thrown around.

☛ Check with the air carrier regarding the number and size of carry-on bags. Put a softer, lighter bag (with no sharp edges) in the top bin. In an emergency, these bins pop open (they are rated for only 3 Gs) and contents become projectiles. A heavier bag should be placed under the seat in front of you. In case of an emergency while the plane is still moving, brace your feet against the bag to keep it from traveling under your feet where you might trip in your haste to leave the plane.

☛ While on the airplane, remember to keep items like your laptop computer near your seat and not in an overhead compartment away from your view.

☛ Pay heed to the flight attendant's emergency instructions. All planes (even the same models from the same manufacturers) are configured differently, particularly regarding the location and operation of emergency doors and window. Know where the nearest two exits are; doors can jam because of a crash. Count the number of rows you are away from these exits. When the plane fills up with smoke, visibility is zero. Back up what the attendant says by reading the emergency card in the flap in front of you. Caution: Look before you reach into the pocket.

Passengers have been stabbed with discarded hypodermic needles.

☛ Eighty percent of all accidents happen at takeoff and landing. Make sure you are buckled up securely as acceleration and deceleration causes the body to lurch forward and backward, which could cause injury. Never release your seatbelt until the plane comes to a complete stop.

☛ Keep the seatbelt buckled when seated. Most injuries from air turbulence occur in a split second. One hundred percent of the injuries could be eliminated if seatbelts were worn.

☛ Keep debris off the floor, especially magazines with slick covers, which could cause you to slip when in a hurry.

SHOULD THE WORST HAPPEN

☛ Once the plane comes to a halt, what you do in the first 90 seconds may decide your fate; knowledge of your surroundings is crucial. Never release your seatbelt until the plane comes to a complete stop and you have observed your surroundings. If you find yourself upside down, releasing your seatbelt could prove hazardous.

☛ The seat cushion floats do not work very well in water because they are unstable and force you to use energy to stay up. Use them until you find a better alternative, such as the exit chute that can serve as

a raft. The inflatable safety vests are also good bets as they keep your head above water even if you are unconscious. When making reservations, you should ask the airline for flotation devices for children and infants.

☛ If traveling with your family, get seats next to each other. Do not leave the lives of loved ones in the hands of panicky strangers.

☛ Before removing an exit door or window, make sure you see no fire outside. You court disaster by allowing the fire and smoke to draft inside.

☛ If the window must be removed, sit down to do it. If you stand, the person behind you will be pushing you and the window cannot be brought inside before it releases. Your knees can block panicky passengers until you can move the window. The airlines' placards instruct you to place the removed exit window on the seat (it saves money). The best thing to do is to pull to release, rotate, then throw the window out the opening to get it out of the way.

☛ Do not come out head first, unless it is a water landing. You could be pushed out, landing on your head. First put out a leg, then your body, then your other leg, thereby maintaining your balance.

☛ If the plane breaks apart, consider using the new holes as exits.

☛ There is an emergency rope in the cockpit. If it is the only way out, close the door behind you to block out the smoke, pop out the window, and climb down. This is not the best way to leave the plane, but it might be your only way.

☛ If the exit chute does not deploy, reach down and pull the handle at the base of the door jamb.

☛ The steeper the chute, the faster you travel.

☛ Jump feet first into the center of the slide; do not sit down to slide. Cross your arms across your chest, elbows in, with legs and feet together or crossed. If you try to brace yourself with your hands while traveling downward, severe friction burns can occur.

☛ There are no exit chutes over the wings on some domestic flights. The pilot will bring the flaps down to enable people to slide off the wing to safety.

☛ Leave belongings behind. Do not risk your life and the lives of others by slowing down to retrieve things. Do not carry bags out–if they get stuck, even for a few seconds, you are dooming those behind you.

☛ Move away from the aircraft, fire, and smoke. If possible, help those requiring assistance. Never go back into a burning aircraft.

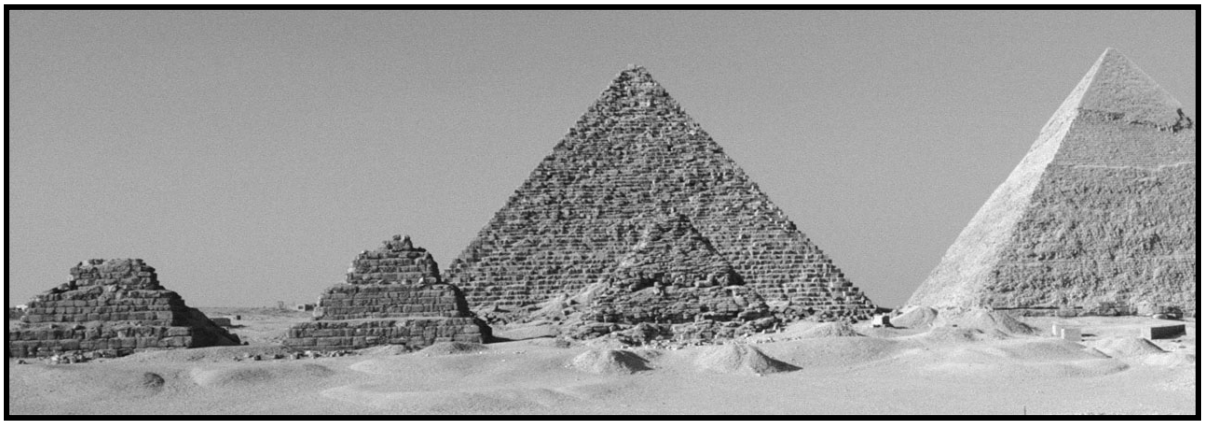
☛ Remain alert for emergency vehicles.

The FAA offers a very useful brochure: "Fly Smart: An Air Traveler's Guide." Ask for a copy of ASP-200-94/002 when you book your next reservation.

A FINAL WORD

DON'T BE AN UGLY AMERICAN

Remember that our country will be judged by the impression which you make. As an American abroad, you serve as an unofficial ambassador for the United States. Do not be surprised if you occasionally encounter anti-American sentiments in some foreign countries that you visit. If you wish to avoid political discussions, which we recommend, state that you are not well versed in the topic under discussion, then change the subject. Do not get involved in comparing other countries unfavorably with the United States. From time to time, all travelers experience frustrations such as crowded hotels, unavailable rental cars, overbooked restaurants, and delayed airline flights.



Common sense and good judgment should govern your reactions in such situations. Stay calm and do not be overly critical of local customs or conditions that you find disagreeable. Be sure to report any unusual circumstances or noteworthy incidents to your security officer upon your return.

HAVE A SAFE AND ENJOYABLE TRIP

Now that you are aware of the basic precautions that should be taken before and during your trip, take some time to put all this information into perspective. If you follow these precautions you will reduce the risk of encountering problems. Also, the more you learn about passports, visas, customs, immunizations, and other basics will help you prevent problems before they occur. Additional information may be obtained by contacting the agencies listed below.

* DEPARTMENT OF STATE
OFFICE OF OVERSEAS CITIZENS SERVICES
(for Consular Information Sheets and Travel Warnings)
(202) 647-5225

* INTERNATIONAL ASSOCIATION FOR
MEDICAL ASSISTANCE TO TRAVELERS
(for lists of English-speaking doctors practicing in
foreign countries)
(716) 754-4883

* CENTERS FOR DISEASE CONTROL
(for information on diseases, shots needed, etc.)
(404) 332-4559

* U.S. CUSTOMS 24 HOUR
EMERGENCY TOLL FREE NUMBER
1-800-973-2867

U.S. DEPARTMENT OF STATE

CONSULAR INFORMATION PROGRAM

The Consular Information Program has two categories of information: Travel Warnings and Consular Information Sheets. Travel Warnings are issued when the State Department decides, based on

all relevant information, to recommend that Americans avoid travel to a certain country.

Consular Information Sheets are available for every country of the world. They include such information as location of the U.S. Embassy or Consulate in the subject country, unusual immigration practices, health conditions, political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. If an unstable condition exists in a country that is not severe enough to warrant a Travel Warning, a description of the condition(s) may be included under an optional section entitled "Areas of Instability." Consular Information Sheets generally do not include advice, but present information factually so the traveler can make his or her own decisions concerning travel to a particular country. Public Announcements are also made for short-term travel problems, such as security or terrorist threats against Americans.

Consular Information Sheets and Travel Warnings may be heard anytime by dialing Overseas Citizens Services at (202) 647-5225 from a touch-tone phone. The recording is updated as new information becomes available. They are also available at any of the 13 regional passport agencies, field offices of the U.S. Department of Commerce, and U.S. embassies and consulates abroad, or by writing and sending a self-addressed, stamped envelope to Overseas Citizens Services, Bureau of Consular Affairs, Room 4811 N.S., U.S. Department of State, Washington, D.C. 20520. They are also available by FAX at (202) 647-3000,

electronically at (202) 647-9225 (modem speeds of 300, 1200, 2400, 9600, or 14400 bps.) or by visiting their Internet Web Site at http://travel.State.Gov. The Consular Information Sheets and Travel Warnings are available through the Official Airlines Guide (OAG) on many computer information services, the Internet at http://www.stolaf.edu/network/travel-advisories.htmls, and several computer reservation systems.

If you are looking for more detailed information about a particular foreign country, you might want to send away for "Background Notes." "Background Notes" are published by the State Department's Bureau of Public Affairs and contain current information on the people, culture, geography, history, government, economy, and political conditions for 170 countries and geographic areas around the world. To receive "Background Notes," send $1.00 for each country to:

Background Notes
Supervisor of Documents
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