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## **LINGUIST ENHANCEMENT COURSE INTRODUCTION**

### **Program Description:**

PLTCE is the theater proponent for language training. PLTCE had its humble beginnings as a 4-week accelerated Russian review course in the summer of 1978. Today, PLTCE incorporates 5 week Language Enhancement Courses (LEC) in Arabic, French, Persian-Farsi, Russian, 5 week Gulf (Iraqi) Dialect, Levantine Dialect, and Moroccan Dialect courses; Specialized Language Programs (SLP), and English as a Foreign Language course (ESL).

### **Mission:**

The primary mission of the LEC program is to provide refresher training to linguists in all services of the US Military as well as NATO commands. PLTCE also provides support to individual command language programs.

### **Location:**

The Marshall Center is located in Garmisch-Partenkirchen, Germany. Munich lies approximately 70 kilometers/42 miles to the north, and the Austrian Border is 15 kilometers/9 miles to the South.

### **Region and Climate:**

Garmisch-Partenkirchen lies in the Loisach River valley within the Bavarian Alps at an altitude of 2640 feet. From the town there is a clear view of Germany's tallest peak, the Zugspitze (2962 meters/9731 feet). Temperatures range from the teens (Fahrenheit) in wintertime to the high 80s in the summer. Rain is common throughout the year, and the first snows usually arrive in late October.

## **IN PROCESSING**

### **In processing:**

Students will report to Building 253, Artillery Kaserne for in processing. Students should arrive between 1100 and 1700 hours on the Sunday prior to class. **Because PLTCE does not have a 24-hour charge-of-quarters, students arriving outside the above times must coordinate with the course coordinator or the 1SG at least two weeks prior to the Friday before the course begins. Early arrival will only be authorized under emergency circumstances.** Upon arrival, students must provide a copy of their TDY orders and their most recent DA Form 330.

**Orientation:**

An orientation briefing is conducted on the first Monday at 0900 (CITC, MTT and EFL personnel briefing at 0800), in Bldg 253, Rm K01. PLTCE student support, chain of command, schedule changes and updates, community activities and religious support services will be addressed during the orientation.

**ACADEMICS**

**Goals and Expectations:**

It is important for you to realize that your primary mission while at PLTCE is to improve your language skills to the maximum extent possible.

The teaching-learning relationship is a cooperative one in which both the teacher and the student are engaged in a mutual effort to determine the optimal program of instruction. You are expected to take full advantage of this unique learning opportunity and to cooperate with your instructors in establishing and monitoring your own course of study.

**Academic Policy:**

Students can expect homework. Students will be assigned homework to be completed every day, no exceptions. Do not be late for class; use the “buddy system”. Failure to participate, prepare or do homework will result in the student being expelled for Lack of Effort (LOE).

Avoid heated political topics. Academic issues need to be brought **immediately** to the attention of the Department Chair or ISG.

Any, out of class activities, during normal class hours must be approved by the Department Chair and ISG.

**Computer Lab:**

There is a computer lab located in the basement of Building 253. Academics have priority. All government rules apply. Do not download screen savers, wall paper, chat programs, etc. If you are the last one out of the room ensure the door is closed and locked behind you. If you can't access your account see the course coordinator.

**Wi-Fi Access:**

Government (secured) Wi-Fi is available at all PLTCE facilities. Upon arrival, students will be issued a laptop that is compatible with this network. At no time shall the students attempt to connect their personal devices to the government Wi-Fi. Public Wi-Fi hot spots are located throughout both of the Kasernes. Detailed map of hot spot locations can be obtained during the in-processing.

**Class Schedule:**

The LEC days of instruction generally consist of six 50-minute lessons. LEC classes usually run from 0840-1130 and 1300-1550, Monday through Friday. US national holidays and any days announced by PLTCE administration are days off. Classes will be in session on USAREUR Training Holidays.

The presence of other programs at the Marshall Center adds another dimension to the PLTCE learning environment. The students have almost daily contact with the senior civilian and military representatives from over 64 countries who are participating in Defense and Security Studies courses and research programs. Cabinet level officials routinely visit the Marshall Center from the US and allied countries.

The academic facilities on Sheridan Kaserne include modern language lab and audio-visual rooms as well as one of the leading Slavic language libraries in Europe.

**Examinations:**

Depending on your language, you will receive a placement exam on the first day. At the end of the course, you will be given a final proficiency exam, the Defense Language Proficiency Test (DLPT). The DLPT evaluates your proficiency in reading and in listening comprehension and is also used to assess PLTCE instruction. You will be issued a DA Form 330 showing your official DLPT listening and reading skill levels. It is your responsibility to forward this to your command. Civilians and foreign nationals normally will not test at PLTCE.

**Discipline:**

PLTCE is a military school and as such military professionalism and discipline will be maintained and enforced. The 1SG is the military authority for the school. Violations of the SOP, PLTCE policy and guidance will result in formal counseling on DA Form 4856, possible removal from class and sent back to their unit.

Major infractions such as insubordination, DUI, Drunk on duty, AWOL will result in immediate expulsion of the student.

Teachers are contracted instructors and are responsible for instruction. Discipline in the classroom is enforced by the Class/Section leaders and the 1SG. The 1SG, Department Chair and the Director are the only people authorized to make changes or exceptions.

**The 1SG and PLTCE Director have an open door policy at all times.**

**PLTCE FACILITIES**

Barracks:

The LEC students are housed in renovated German barracks. The facilities consist of single and double rooms that are equipped with comfortable furnishings. Each room has

a TV/DVDR with satellite hookup and a small refrigerator. Televisions have access to channels that support the majority of languages PLTCE teaches.

PLTCE Dorm rooms are exclusively for our students. **No overnight guests are allowed.** If caught, you will be subject to expulsion and or UCMJ. Guests will need to stay on the local economy.

All electrical outlets are 220V. There are no private shower facilities.

There are laundry rooms, ironing boards, irons, and vacuum cleaners located on each floor. These are for students to use, if you use it, place in back in the laundry room so other students have access to it.

Recommended items to bring are towels, washcloths, hair dryers (220v), shavers (220v), toiletries, shower shoes and a travel alarm clock

A set of bed linen will be issued upon arrival, but students may bring their own. There is no linen exchange during the course; washers and dryers are provided for the washing of clothing and linen. Linen does not need to be washed prior to turn in.

Both buildings have communal kitchens that are to be kept clean on a daily basis. Keep the common areas clean. Students are responsible for the common areas and the exterior areas around the buildings.

Students are responsible for checking the electronic “student information board”, located in the entrance of Bldg 253, at least twice daily.

Pets are **not allowed** in the PLTCE barracks. Firearms, ammunition and other weapons as defined by USAREUR regulations are prohibited. Flammable liquids and open flames are not permitted in the barracks. Bicycles are **not allowed** in the dorm rooms. There is a bike rack outside the barracks and bike rack rooms located in the basement of buildings 252 and 253.

Do not damage the barracks. If damage does occur it will be assessed and cost to the individual will be charged accordingly. Lost keys incur a \$25.00 charge. Conserve electricity and water as much as possible. Be courteous to classmates who may be studying. **Quiet hours are 2200-0600 hours.** Students will enforce quiet hours. If someone refuses to comply, contact the 1SG. Clean up after yourself in the common areas.

Entry doors will be closed and locked from 1600 to 0700 daily. Students may either use the keypad entry code or their key (if a resident of that building) to enter.

Report maintenance problems promptly to PLTCE staff located in the admin office, room 001. Occasionally, PLTCE cadre may escort maintenance personnel into a student’s room. Rooms will be kept locked and clean at all times. There are informal room

inspections conducted by the 1SG so keep your room neat and maintain a healthy living environment. Do not rearrange the furniture in the rooms. Keep rooms aired out to avoid mold.

**Grill Use:**

There is a BBQ grill provided by the smoking pavilion for your use. There are grill utensils located in the kitchen of Building 253. Clean grill and utensils after use; ensure ashes are **completely extinguished** before disposal.

**Smoking/Smokeless Tobacco Policy:**

Tobacco use of any kind is not allowed in the barracks or any PLTCE building. The smoking area is located between bldg 252 and 253 in the gazebo area, students are responsible for ensuring that these areas are kept in a high state of police at all times. At the discretion of the 1SG or Class Leader, unannounced police call will be conducted.

**Dining Facilities (DFAC):**

Rations in kind are available. Statements of non-availability for meals will not be issued. Meals are served in the dining facility on Artillery Kaserne, which is a contracted service. The first meal available to the students will be dinner on the Sunday prior to class. It will be served from 1730 to 2000. The last available meal will be dinner on the Friday following graduation.

**DFAC Hours:**

Changes to meal hours and location will be announced during the orientation

Monday through Saturday	Sunday
Breakfast: 0630-0800	0730-0900
Lunch: 1130-1300	1130-1300
Dinner: 1730-2000	1730-2000

Clean and serviceable clothing is appropriate. Inappropriate clothing includes shower shoes, T-shirts with lewd or otherwise objectionable themes and soiled or unserviceable clothing.

All meals must be consumed inside the dining facility. Students may not request takeout boxes or remove food from the dining facility.

**Mail:**

Mail is provided for morale purposes. Do not attempt to have a post box issued to you, do not have PLTCE changed to your forwarding address, and please do not order items from catalogs (the post office is a small operation and does not have the means to deal with the junk mail and catalogs that will arrive after you depart). Mail call is normally posted by 1500hrs daily on the student bulletin board.

There is a small APO post office (bldg 251) next to PLTCE barracks. Hours are Mon 1130-1430, Tue-Fri 1030-1430. While attending courses, students can have mail sent to the following addresses:

APO address: Student Name Marshall Center, PLTCE class # \_\_\_\_ CMR 409, Box 410  
APO AE 09053

Civilian address: Student Name Marshall Center, PLTCE class # \_\_\_\_ Breitenauer str.  
16 geb. 253, 82467 Garmisch-Partenkirchen, Germany.

**Telephone Services:**

PLTCE, students have access to Local DSN lines (all DSN lines are for official use only) in the basement of bldgs 252 & 253. Bldg 253 = (314) 440-3520 or 440-3604. Bldg 252 = (314) 440-3604 or 440-3381. To gain access to the local Garmisch community dial 99 and the number. There are no phones inside the rooms.

Telephone instructions are provided to connect to most major calling card companies.

Someone wishing to contact a PLTCE student during duty hours can call the administrative office 440-3641. A message will be posted on the Student Information board. Unless there is a bona fide emergency, students will not be removed from class to accept a telephone call. In the event of an emergency, individuals should contact their local Red Cross chapter and the 1SG. AT&T phones are located at the AFRC Camp Store Bldg 258, and in the PX complex next to SUBWAY on Artillery Kaserne. German Public Phones are located right outside the Artillery Kaserne gate.

**Personnel Administration Center (PAC):**

PAC is in bldg 102, rm 319, Sheridan Kaserne, DSN 440-2572. It is manned to handle permanent party. The next nearest personnel service-company is in Stuttgart (Four hours from Garmisch). Students are strongly urged to complete any on-going administrative actions, including drawing advance TDY pay, before departing their home station. Any personnel administrative needs will be coordinated with the 1SG.

**Medical (Sick Call) and Dental Services:**

There are no US military medical services in Garmisch. Service members with medical problems will be treated by local German doctors that are familiar with treating Americans. Sick Call – students need to inform their class leader before reporting to the administrative office, room 001 at 0830. National Guard, Reserve, DOD civilian and foreign students must have a valid medical and dental coverage while TDY to PLTCE. Active duty personnel will automatically be covered by TriCare Overseas. Medication – Ensure you bring Euros to purchase medication as most pharmacies do not accept credit card.

**In the case of an emergency or medical issues after duty hours, contact the 1SG and the MPs. The MPs will provide transportation to the hospital or call an ambulance. Ensure you see the staff the next available workday.**

If the student needs to go to a local civilian doctor in Garmisch he or she will need to first set up an appointment through the course coordinator, located in the room 001.

Reimbursement is handled through TRICARE. Ensure that you use your permanent address on your claim form for proper routing. Do NOT use the PLTCE address.

## **ADMINISTRATIVE POLICY**

### **Admin Support:**

Students should check the electronic bulletin board located in building 253 frequently each daily for information and messages. There are also bulletin boards on the ground floor hallway that provide hours of operation for many installation facilities and services. (See attached maps for locations.)

There are maps, pass forms, ration card request forms, hotel information, local area information, taxi and train information and bus schedules located in the admin office, room 001.

Admin office can provide worldwide DSN/Civilian phones to contact your unit. Phones are for Official business only.

### **Classroom Rules:**

At the discretion of the instructor, food and drink may be permitted in the classroom. Neither food nor drink is permitted in the hallways.

At the end of the day, the senior member of each classroom will ensure that the windows are secured, the room straightened and lights and other electrical appliances are switched off.

### **Student Support Chain:**

During orientation, class leaders and the overall PLTCE class leader will be identified. The PLTCE class leader is the senior enlisted member and class leaders are the senior enlisted members of each language section.

### **Student Accountability:**

The student support chain is the primary means of accountability and is used as an alternative to daily formations. Each language section leader will account for their personnel to the PLTCE class leader every morning before class. The PLTCE class leader will report any problems to the PLTCE administration each morning by 0900.

### **Student Absence:**

Students must request an absence from class BEFOREHAND by coordinating with the 1SG.

All out of area travel must be approved by the 1SG. Students wishing to travel outside the Garmisch area or across international borders must have an approved DA Form 31 (Request for Leave/Pass) approved and in their possession prior to departure. Forms are located in the admin office. Fill out form using the posted example and place in the

approval box. Passes must be submitted by 1200 on Thursday for approval. Valid passport is mandatory when traveling outside of Germany.

**Early Release:**

Student's parent unit should contact the PLTCE administration to request an early release from the course. The PLTCE Director is the approval authority.

**Conduct and Appearance:**

PLTCE students will maintain high standards of appearance and conduct. The duty uniform is business casual attire. Please refer to PLTCE's dress code policy for additional guidance.

In the dining facility, rucksacks and books will be arranged neatly below the coat racks mounted along the walls. Casual attire is appropriate hotel attire. Trousers and a sport shirt are recommended. Inappropriate clothing includes cut-off shorts, halter-tops, shower shoes, T-shirts with lewd or otherwise objectionable themes and soiled or unserviceable clothing.

Instructors frequently conduct class outings during the afternoon. Students will follow the business casual.

US military students will adhere to the standards of AR 670-1, Army Uniform Policy (or service equivalent) with regard to civilian clothing and jewelry. Additionally, PLTCE has established further dress code guidelines:

**Acceptable Clothing during duty hours:**

- a. Slacks, pants and jeans – must be clean and wrinkle free. Women's Capri pants are authorized as long as they extend below the knee.
- b. Shirts – casual shirts with collars (for men) or women equivalent, polo shirts, sweaters, and turtlenecks are allowed.
- c. Skirts and dresses – length should be no shorter than 1 inch above the knee
- d. Footwear – loafers, boots, flats, clogs, dress heels and leather deck shoes are acceptable.

**Prohibited Clothing during duty hours:**

- a. Military uniforms or any other official military clothing
- b. Clothing that either directly or indirectly affiliates the wearer with any service or DoD element (e.g., Navy Football shirts, Agency Polos, morale shirts, etc)
- c. Clothing that advertises, condones, depicts, or promotes alcohol/tobacco/drug use
- d. Clothing with vulgar, offensive, provocative, or obscene pictures or language
- e. Clothing with holes or tears
- f. Shorts of any kind

- h. Workout/gym apparel (sweat pants, skin tight leggings, etc..)
- i. Pajama garments
- k. Backless tops, elongated armholes, low-cut neckline, and over-sized shirts
- l. Halter tops, strapless tops, tank tops, and see-through clothing
- m. Kilts, visible undergarments and exposed midriffs
- n. Slippers, athletic shoes, flip-flops, shower shoes, bare feet or open-toed shoes for males  
Note: Women's open-toed shoes must conform to standard business casual dress. Footwear with open toes which would be worn to the pool, the beach, or worn for other recreational purposes are NOT authorized, including but not limited to Vibram Five-Finger shoes.
- o. Hats, gloves and sunglasses will not be worn indoors

**Appearance:**

- a. Hair and fingernails must be clean, neat and conservative
- b. Men: faces must be clean-shaven, with mustaches and sideburns neatly trimmed
- c. Personal hygiene must be maintained daily
- d. Earrings: No enlarged or stretched out holes in the ears.
- e. Other body piercings: military men and women will not have any visible piercing other than one set of earrings for women.

Civilians are expected to conform to the same clothing policy while attending PLTCE.

While off duty, all personnel will ensure that their dress and personal appearance are commensurate with the high standards associated with military service. Due to Force Protection concerns, personnel will not wear clothing that directly or indirectly affiliates the wearer with any service or DoD element (e.g., Navy Football shirts, Agency Polos, morale shirts, etc)

Full version of the dress code policy can be found online @ <http://www.marshallcenter.org/mcpublicweb/en/nav-main-pltce-instructions-en.html>

**Safety:**

Students who ride bicycles must wear a bicycle helmet at all times on and off post. Bicycles will be parked in the racks between buildings 253, 252 or in the basement bike rooms.

Any areas declared "off limits" will be posted on the Student Information bulletin boards.

**Student Misconduct:**

Student misconduct during his or her assignment to PLTCE will be evaluated by the 1SG and the Director of PLTCE to determine whether the student will be returned to their unit. Violations of military or civilian law will be reported to the student's commander, the Garmisch community commander and local authorities as appropriate.

### **Graduation:**

Graduation is usually conducted at 1500 in the PLTCE Auditorium, Room K01 on the last Friday of the course, unless otherwise informed. The instructors will distribute diplomas and DA Form 330s to their students. Unless otherwise instructed, students are then released to out-process. Graduation is part of the duty day so appropriate civilian clothing is required.

### **DLPT:**

Students will DLPT on Thursday and Friday morning the last week of class. Students must realize that the 1SG will drop them from the course and process paperwork for their unit if they are found to be drunk on duty even on the last day of class.

All Students must be cleared of their rooms by Saturday 0900 unless other arrangements have been made and cleared with the 1SG. The students must make arrangements for travel to the train station/airport. There is shuttle information available on the student information board.

### **Out-processing:**

Turn in all linen first, rooms will be inspected after, your key and meal card will be turned in immediately following inspection.

Out-processing Briefing: A briefing will be conducted on the Monday prior to graduation at 1600 in the PLTCE Auditorium, Room K01.

NOTE: Students who need to secure personal belongings until after graduation may bring them to the administrative office, room 001 in Building 253.

Out-processing inspections will be conducted normally after graduation on Friday. All students will be out of the barracks by 0900 on Saturday. All room inspections will be conducted on the hour or quarter hour.

In the event a student has plane tickets for later than Saturday, they will need to visit SATO to have them changed or they will have to get a hotel on the economy. Special cases will be handled by the 1SG.

### **Room Inspection Standard:**

Doors and walls will have nothing attached to them and be wiped clean inside and out. Refrigerators will be defrosted, wiped clean inside and out and unplugged. Top window will be open (canted inward), window sill will be dusted, bottom window will be closed and curtains will be left open. Radiator will be off in summer and set on 2 in winter. The carpet will be cleaned and dusted, drawers will be staggered. Mirrors and sinks will be cleaned. The trashcan will be empty, clean, and dry.

Excess items such as alarm clocks, hangers and umbrellas can be left in the room; the 1SG will make a determination during inspection for all other items. One box/bottle of

laundry detergent can be left in the room. The class leader may do a walk through with the 1SG prior to graduation to ensure cleanliness.

Rented items: Return all library books, AAFES videos/DVDs, Bicycles, and all other rented items on the Wednesday preceding graduation.

## **PLTCE STAFF**

PLTCE administration will coordinate the following:

### **Ration Cards:**

Tobacco, coffee and alcohol are rationed items. You must have a ration card in order to purchase rationed items at the commissary or PX. If you need a ration card, bring a copy of TDY orders to PLTCE administration.

### **Pass Requests:**

Students intending to travel outside the Garmisch area or across the German border on weekends are required to submit a Pass Request. These must be filled out completely and accurately as the information provided may be used in the event of an emergency. Students traveling outside of Germany will require a tourist passport.

### **Staff Contact Information:**

The following is a list of PLTCE/LEC POC's.

Director, PLTCE- Mr. Keith Wert- DSN 440-3831, COM 49-08821-750-3831, cell: +49 162 296 1861, email [wertk@marshallcenter.org](mailto:wertk@marshallcenter.org)

Registrar- Mr. Gregory J. Davis - DSN 440-3641, COM 49-08821-750-3641, email: [gregory.davis14@marshallcenter.org](mailto:gregory.davis14@marshallcenter.org)

1SG / Military Language Instructor- SFC Ekaterina Belova - DSN 440-3487, COM 49-08821-750-3487, cell +49 162-267-7894, email [ekaterina.belova@marshallcenter.org](mailto:ekaterina.belova@marshallcenter.org)

FAX- DSN- 440-3671, COM 49-08821-750-3671 [PLTCE@marshallcenter.org](mailto:PLTCE@marshallcenter.org)

## **COMMUNITY FACILITIES AND SERVICES**

**Military Police:** The MPs are located on Artillery Kaserne, Bldg 209, on the left as you come into the front gate, DSN 440-3801.

**Fitness Center:** The Mueller Fitness Center is located in Bldg. 119, on Sheridan Kaserne. (See attached map for location.) Hours are posted on the bulletin board.

**Libraries:** The Marshall Center academic library is located on the ground floor of bldg. 101, Sheridan Kaserne. The Garmisch community library, bldg 725, is located on the second floor of the Peter Burke Community Center on Artillery Kaserne.

**PX Complex:** The PX complex is located on Artillery Kaserne. It includes an AAFES, shopette, retail store, a sports store, bank (with ATM), laundry and photo pickup point, thrift store, barbershop, bookstore and the commissary. The closest Military Clothing Sales Store is in Stuttgart three-four hours by car northwest of Garmisch.

**Bank:** The Community Bank and the Service Credit Union are the only military community banks in the Garmisch area. There is one walk up ATM and one drive through ATM on post. They are located outside the bank in the PX complex and behind the Credit Union respectively. You can buy Euro currency or US currency. Other currencies can be requested inside the bank.

As a courtesy to PLTCE students, the Edelweiss Hotel will also cash a personal check up to a limit of \$100 per day. You can also request up to 150 Euro per day.

**Automotive Services:** An auto craft shop is located on Artillery Kaserne. Minor maintenance and car washing can be done there. No automotive work will be done in the PLTCE area.

There is an AAFES fuel station on Artillery Kaserne. Fuel cards for rentals can be obtained from the PX via the MP station. The cards can be used at any Esso station and at BP stations on the autobahn. There is one Esso station in Garmisch, located on Zugspitzstrasse about a block from the old Patton Hotel.

**Religious Services:** Worship services are conducted in the Chapel, Building 127 on Sheridan Kaserne. Catholic masses are held on Saturday at 1800 and Sunday at 0900. Protestant services are held on Sunday at 1100. Bible studies can be arranged through the Chapel DSN 440-3819.