

PLTCE

DO NOT SEND YOUR STUDENTS EARLY WITHOUT PRIOR COORDINATION.

REPORTING INSTRUCTIONS for attending PLTCE students

Bring a cell phone that can be used to contact you in case of an emergency while at PLTCE.

It is *highly recommended* that Students travel with a tourist (blue) passport. Orders and ID card work to get into Germany but if other travel is planned most countries do not recognize the ID card and orders.

PLTCE is located on Artillery Kaserne in Garmisch-Partenkirchen, Germany, which is about 95KMs south of Munich, Germany, A95 autobahn.

PLTCE in-processing is on the Sunday before the start of class. Hours are 1100-1700. Reporting to PLTCE any other time **must** be pre-arranged two weeks in advance with the Course Coordinator. If not pre-arranged, the student will have to stay a night on the economy at the unit's expense. Statements of Non-Availability will not be provided.

The airport closest to Garmisch is Munich International
<http://www.munich-airport.de/EN/index.html>

Traveling from the airport to Garmisch by train: Option 2

There is a train from the airport to Garmisch via the Munich Bahnhof.
Do **NOT** take a taxi. The cost is about \$200.00. PLTCE will not reimburse.
<http://www.bahn.de/i/view/USA/en/index.shtml>
MUC to Garmisch-Partenkirchen bahnhof

Traveling from the MUC airport (Munchen Flughafen) to Garmisch by bus: Option 1

Bus tickets must be purchased online in advance at <http://meinfernbus.de> Ticket cost one-way approximetly 15€/person (Approx \$17.00)

LOST Luggage: KEEP a copy of the luggage receipt attached to plane voucher. Use the German address for deliveries:
Breitenauerstr. 16, Geb. 253, zim. 001, Garmisch, 82467.
Contact Phone: 0049 162 267 7894

There are taxis available at the train station in Garmisch. Tell the driver, Breitenauerstr or Artillery Kaserne, bldg 253.

In-processing takes place in Room 001, bldg 253 between 1100 and 1700. Students will be asked for a copy of their DA 330s and orders in a DA 1610 format (PLTCE has copiers), and if the unit has sent a MIPR. The student will have to check the "Student Information" sheet for accuracy and sign it. Linen will be issued. An inventory sub-hand receipt and a key log will have to be signed.

PLTCE

Dinner will be at 1730 Sunday night in the dining facility and breakfast will start at 0630 Monday morning.

There will be a briefing Monday 0900 in BLDG 253, Room K01. Please report in appropriate business casual attire. (See PLTCE's civilian dress code for guidance)

REPORTING INSTRUCTIONS: WHEN MONDAY IS A HOLIDAY

Participants will report according to the instructions above. You will still be required to report on the Sunday preceding the class start date. However, on Monday, participants will have their In-briefing and after that briefing will be released for the remainder of the day. Tuesday will be the first official day of classes.

REPORTING INSTRUCTIONS: AFTER HOURS

In the event you will arrive to PLTCE after normal in-processing hours (11:00-17:00), you will need to follow the After Hours instructions posted on the Building's Front Door. This procedure will require getting a door code from the MP Station, Bldg 209. Once you gain access to BLDG 253, locate a white envelope on the left hand side with your name on it. Your room key and meal card will be inside this envelope. Linen will already be placed in your room.

Should a student encounter issues please have them call SFC Wolfanger @ 0049 162 267 7894

Please check the Marshall Center Web site, PLTCE tab, for updates.

<http://www.marshallcenter.org/?pltce>