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PART I. INTRODUCTION

OVERVIEW: 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 Course (LEC) in Arabic, French, Persian-Farsi, Russian, 5 week Levantine and Moroccan Dialect courses; Specialized Language Programs (SLP), NATO Standardization and English as a Foreign Language course (ESL).

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.

MISSION: The primary mission of the LEC program is to provide advanced language training to US military service members, Department of Defense (DoD) civilians, as well as NATO allies and partners. PLTCE also provides support to individual command language programs.

LOCATION: The Marshall Center is located in Garmisch-Partenkirchen, Germany. Munich lies approximately 70 kilometer/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 mid-80s in the summer. Rain is common throughout the year, and the first snows usually arrive in late October.

PART II. IN-PROCESSING

STUDENT REPORTING INSTRUCTIONS: 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. **PLTCE does not have a 24-hour charge-of-quarters, therefore arrival outside the above times must be coordinated with 1SG or school's registrar at least two weeks prior to the start of the course. Early arrival will only be authorized under emergency circumstances.** Upon arrival, students must provide a copy of their TDY orders (1610 format) and their most recent DA Form 330.

WELCOME BRIEF: An orientation/welcome briefing is conducted on the first Monday at 0900 in Bldg 253, Rm K01 (Auditorium). PLTCE student support, chain of command, course schedule, community activities and religious support services will be addressed.

ENTRANCE GATES:

Sheridan Kaserne: The main entrance and exit for both pedestrian and vehicular traffic to Sheridan Kaserne (Marshall Center and Edelweiss Lodge Resort) is located on Gernackerstrasse and is open 24/7. A pedestrian gate for pedestrian traffic is located on Kreuzeckbahnstrasse and is open from 0600-2200 daily. Show your passport and DoD ID card to the guards to enter the Kaserne.

Artillery Kaserne: The main and only entrance and exit for both pedestrian and vehicular traffic to Artillery Kaserne (Dining Facility, PX/Commissary) is located on Äussere Maximilianstrasse and is open 24/7.

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

Avoid heated political topics. Academic issues need to be brought **immediately** to the attention of the Department Chair or 1SG.

Any, out of class activities, during normal class hours must be approved by the Department Chair and 1SG.

COMPUTERS AND INTERNET ACCESS: During in-processing, students will be issued computer accounts with usernames and passwords. All rules and regulations governing the use of government network apply. Students have a 24/7 access to a computer lab located in the basement of Building 253. **WI-FI ACCESS:** Government (secured) Wi-Fi is available at all PLTCE facilities. On the first day of class, 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. Free government public WI-FI called GuestNet is also available throughout Artillery and Sheridan Kaserne buildings for students use on personal devices. This connection is for personal devices only and cannot be used with Government devices. This Wi-Fi is still run by a government agency so the same rules apply on visiting inappropriate sites. Additionally,

Public Wi-Fi hot spots are located throughout both of the Kasernes. A detailed map of hot spot locations can be obtained during the in-processing.

CLASS SCHEDULE: The academic days for LEC students consist of six 50-minute lessons. Classes 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.

PLACEMENT TESTS AND DLPT: Depending on your language, you will receive a placement exam on the first day class. At the end of the course, you will be given an optional 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. DA/DoD civilians must provide a formal DLPT request from their organization in order to test.

PART IV. PLTCE FACILITIES AND LODGING

LODGING: PLTCE students are housed in renovated German barracks (Buildings 252 and 253). The facilities consist of fully furnished single and double rooms. Each room has a television with satellite hookup and a small refrigerator. Televisions have access to AFN and channels that support majority of languages taught at PLTCE. The showers are gender neutral with a shower, sink, toilet and lockable door on each floor.

PARKING: Limited number of parking spaces is available in front of building 252.

KITCHENS: They are located in the basements of building 252 and building 253. Students are responsible for keeping the kitchens clean and in a good working order. Report any issues to PLTCE staff.

LAUNDRY FACILITIES: Laundry rooms are located in both of the buildings (252 & 253). Ironing boards, irons, and vacuum cleaners are provided for student use.

BEDDING/LINEN: Bed linen will be provided upon arrival, but students may bring their own. There is no linen exchange during the course; students may wash their linen in the provided laundry facilities.

RECOMMENDED ITEMS TO BRING: Umbrellas, Headphones (**for classroom use**), towels, washcloths, bathrobe, hair dryers (220v), shavers (220v), toiletries, shower shoes and personal hygiene products.

VISITORS: PLTCE dorm rooms are exclusively for our students. **No overnight guests are allowed.** This prohibition includes family members.

OPEN FLAME DEVICES OR COMBUSTIBLES: Please DO NOT USE any open-flame device, such as candles, gas cookers and lanterns in the Residence building. Similarly, the use of combustible chemicals, fuels or cleaning fluids in the residence building is also prohibited.

PETS: Animals or pets are not permitted in the PLTCE buildings.

WEAPONS: Firearms, ammunition and other weapons as defined by USAREUR regulations are prohibited.

QUIET HOURS: The rights of those individuals who do not wish to be disturbed during the late evening and early morning must be observed. Not only is this common courtesy, but also German federal law. At the Marshall Center, these hours are reserved for academic study, preparation and rest. Quiet hours are from 2200-0600. Please refrain from holding parties, singing, playing loud music, etc., during these hours. **Entry doors** will be closed and locked from 1700 to 0700 daily. Students may either use the keypad entry code or their key (if a resident of that building) to enter.

MAINTENANCE: Report maintenance problems promptly to PLTCE staff located in the admin office, room 001. PLTCE cadre will escort maintenance personnel into a student's room. All rooms must be kept neat and clean. Room inspections are conducted at the discretion of the First Sergeant or PLTCE Director.

SPORTS EQUIPMENT STORAGE: Bicycles must be stored outside in the provided covered by rack areas. Snowboards, ski equipment, etc...will be stored in the basement storage room.

GRILL USE: A BBQ grill is provided for student use near gazebo between BLDG 252 and 253. There are grill utensils located in the kitchen of Building 253 and 252. Clean grill and utensils after use; ensure ashes are **completely extinguished** before disposal.

TRASH/RECYCLING: **Recycling is a law in Germany.** Recycling bins are located outside of building 252 and 253. Please ensure you put items in the appropriate container and do not leave anything on the ground. Glass recycling station is only located by the dining facility.

SMOKING/SMOKELESS TOBACCO POLICY: In accordance with U.S. federal law, smoking of any type is NOT PERMITTED in any of the Marshall Center buildings, including inside the rooms in the barracks, including all types of e-cigarettes. This also includes public bathrooms, hallways, lobbies, laundry rooms, or other public areas. Designated smoking areas next to all buildings have been identified. Cigarette butts are an unsightly problem, so please remember to put yours in the receptacles. DO NOT smoke in front of the entrances to the buildings. The cigarette smoke and associated litter spoil the clean and healthy environment which has been provided to you here at the Marshall Center.

PART V. MARSHALL CENTER DINING FACILITY

DINING FACILITY AND MEALS: The Marshall Center Dining Facility, building 263, is located a short walk from the Marshall Center complex on Artillery Kaserne. Upon arrival course participants will receive a Meal Card which must be presented at the Dining Facility to the cashier for each meal. Participants are not reimbursed for meals missed at the dining facility. Participants from approximately 50 countries eat at this facility, so the cooks try very hard to select healthy (low fat/low salt) meals from around the world: the Mediterranean, the USA, the Pacific, Eastern and Western Europe, Central Asia, Latin America, North Africa and many other areas. Some of you may find the selections bland while others will judge them to be too spicy. Please report any unsatisfactory conditions, poor service, or recommendations at the dining facility directly to the 1SG

BREAKFAST Work days 0630 – 0800 Weekends and Holidays 0730 – 0900

LUNCH Everyday 1130 – 1300 **DINNER** Every day 1730 – 2000

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

TAKE-OUT: A participant may receive a boxed lunch for the weekend or take out a meal for another participant who is unable due to illness to come to the dining facility. You may not remove food from the dining facility under any other circumstances.

PART VI. ADMINISTRATIVE INFORMATION

DIRECTOR/1SG OPEN DOOR POLICY: Director and 1SG maintain open door policy at all times.

STUDENT NOTICE: Students should regularly check the electronic bulletin board located in building 253 for general information, alerts and student notifications.

CONDUCT AND 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 return to the home station.

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.

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

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:

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

PROHIBITED CLOTHING DURING DUTY HOURS:

- Military uniforms or any other official military clothing
- 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)
- Clothing that advertises, condones, depicts, or promotes alcohol/tobacco/drug use
- Clothing with vulgar, offensive, provocative, or obscene pictures or language
- Clothing with holes or tears
- Shorts of any kind
- Workout/gym apparel (sweat pants, skin tight leggings, etc...)
- Pajama garments
- Backless tops, elongated armholes, low-cut neckline, and over-sized shirts
- Halter tops, strapless tops, tank tops, and see-through clothing
- Kilts, visible undergarments and exposed midriffs
- 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.
- Hats, gloves and sunglasses will not be worn indoors

APPEARANCE:

- Hair and fingernails must be clean, neat and conservative
- Men: faces must be clean-shaven, with mustaches and sideburns neatly trimmed
- Personal hygiene must be maintained daily

- Earrings: No enlarged or stretched out holes in the ears.
- 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 at PLTCE.org under PLTCE Registrar

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

STUDENT ACCOUNTABILITY: The student leadership 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 0840.

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

PASS/LEAVE REQUESTS: 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. Pass forms must be filled out completely and accurately as the information provided may be used in the event of an emergency. Valid passport is mandatory when traveling outside of Germany. Students wishing to travel outside of Germany must enroll in Smart Traveler Enrollment Program (STEP) prior to the start of their pass.

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.

SAFETY: Students who ride bicycles must wear a bicycle helmet at all times on and off post. 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 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. Graduation is part of the duty day so appropriate civilian clothing is required.

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

Room inspections will be conducted immediately after graduation on Friday and/or Saturday. All students will be out of the barracks by 0900 on Saturday.

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.

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.

PART VII. COMMUNITY FACILITIES AND SERVICES

MAIL SERVICES: Mail is provided for morale purposes. While attending courses, students can have mail sent to the following addresses:

APO address: Student Name Marshall Center, PLTCE class # ____ UNIT 24502, APO AE 09053

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

Do not attempt to have a post box issued to you or use or use PLTCE as your forwarding address. PLTCE staff will notify individual students if they received mail.

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 individual barracks rooms.

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. 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 Grafenwöhr (Three hours from Garmisch). Students are strongly urged to complete any on-going administrative actions, 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. For medical/dental needs report to the admin office in building 253/Room 01. PLTCE 1SG will assist students with appointments and TRICARE claims.

Note: 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.

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.

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.

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, 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.

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.

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.

PART VIII. 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

NCOIC – SFC Wolfanger, Rachel - DSN 440-3487, COM 49-08821-750-3487, cell +49 162-267-7894, email rachel.wolfanger@marshallcenter.org

Registrar- DSN 440-3641, COM 49-08821-750-3641, email: PLTCE@marshallcenter.org