DO NOT SEND YOUR STUDENTS EARLY WITHOUT PRIOR COORDINATION.

NO ONE WILL BE ALLOWED TO LEAVE GARMISCH BEFORE GRADUATION (FRIDAY AT 1500) MAKE ARRANGEMENTS TO LEAVE ON THE NIGHT OF THE LAST DAY OR THE NEXT MORNING

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 (1610) and ID card work to get into Germany but if other travel is planned most countries do not recognize the ID card and orders.

**COVID-19 Note Make sure you have your original vaccination card with you while you travel, also make sure you bring disposable masks since Germany does not allow cloth masks**

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:
There is a train from the airport to Garmisch via the Munich Bahnhof.
http://www.bahn.de
MUC to Garmisch-Partenkirchen bahnhof

Traveling from the airport to Garmisch by bus:
The Flixbus can take you from the Airport to Garmisch Train Station. The cost is approximately 20 Euros. You will need to book your bus in advanced in the following website. https://global.flixbus.com/

Do NOT take a taxi.
The cost is about $200.00. PLTCE will not reimburse.

LOST Luggage: KEEP a copy of the luggage receipt attached to plane voucher. Use the German address for deliveries:

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There are taxis available at the train station in Garmisch. Tell the driver, Breitenauerstr or Artillery Kaserne, bldg 253. You can also take bus #2 right outside the train station to Zugspitzstrasse. A One-way fare is EUR 2.40. The bus may run every 30 mins based on the arrival time.

In-processing takes place in Room 001, Bldg. 253 between 1100 and 1700. Students will be asked for a copy of their orders in a DD 1610 format try to bring copies since NIPR printing is very limited, also bring copies if the unit has sent a MIPR. Linen will be issued including towels. An inventory sub-hand receipt and a key log will have to be signed.

Dinner will be from 1730 to 2000 Sunday night in the dining facility (DFAC) and breakfast will start at 0630 Monday morning. If you arrive after 2000 due to delays, it is advised to grab some dinner on the way since there are no other means to get meals in the base after the DFAC closes.

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 in PLTCE after normal in-processing hours (11:00-17:00), due to delays or emergencies, you will need to contact SFC Martinez.

Should a student encounter issues please have them call SFC Martinez@ 0049 162 267 7894, this number also has WhatsApp and Signal if that is easier for you to communicate.

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

http://www.pltce.org
Direct Link

PLTCE form as of 3 June 2022