

PLTCE

**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 PLTCE German address for deliveries:

PLTCE form as of 6 February 2023

## PLTCE

Breitenauerstr. 16, Geb. 253, Garmisch, 82467.

Contact Phone: 0049 162 267 7894

DO NOT TELL THEM MARSHALL CENTER if you do your luggage come to Garmisch and be sent back

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 (or the day after report date). Please report in appropriate business casual attire. (See PLTCE's civilian dress code for guidance)

### **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.

### **Other Tips**

Remember you are coming to Europe bring adapters or get some before arriving at Garmisch. You will arrive on Sunday and everything will be closed.

We provide barracks make sure you bring your own toiletries. There may not be anything open on post if you come too late. PX is closed Sundays do not plan on getting anything there. Commissary will be open Sunday. Both will be clothes Monday plan accordingly before coming.

## PLTCE

\*\*\*There have been many issues with lost baggage. Plan to have a carry-on with a few days of basics clothes and at least a few socks and underwear. \*\*\*

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

<http://www.pltce.org>

Direct Link

<https://www.marshallcenter.org/en/academics/partner-language-training-center-europe-pltce>

Reach out if you have additional questions