Current and Future DLIELC Students,

It is a pleasure to welcome you to the Defense Language Institute English Language Center. I am sure that you will feel the sense of pride that we share in belonging to this world-class organization. Since 1954, approximately one-third of the international students that have come to the United States for training began their “American experience” here at DLIELC, the “Gateway to America.” Our mission and purpose at DLIELC is “Training Global Security Partners,” and you are a vital part of our mission.

I hope that you will take advantage of the many opportunities to learn or improve your English skills while at DLIELC. During your stay in San Antonio, I sincerely hope that you will enrich your life and career by learning about many cultures from all over the world and making lasting friendships. Your learning experience at DLIELC is an important step in enhancing your military or civilian career, as well as personal growth. By applying good and disciplined study skills at DLIELC, you will be better prepared to tackle the challenges of your particular follow-on training assignment in the US.

Our faculty and staff come from many parts of America and many may have worked in your countries. They bring their own individual experiences and skills to the classroom and everyday experiences at DLIELC. I encourage you to become actively involved in the classroom and to take every opportunity to learn about Americans and people from all over the world. You have a very unique opportunity to learn and share ideas while here, thus establishing a common respect for all by “building bridges through communication and peace through understanding.”

There are a variety of people at DLIELC who can help you with any issues, both academic and non-academic. Our instructors, supervisors, and country program managers can answer any academic questions that you may have, and our military training managers and other International Support Squadron personnel can address your non-academic questions.

Your presence here is important to me and all the staff and faculty at DLIELC. We want to help you have a positive and unforgettable experience in the United States while strengthening and enhancing our international partnerships.

With sincere respect,

JREFREY T. COOPER, Colonel, USAF
Commandant
CONTACT INFORMATION
INTERNATIONAL SUPPORT

SQUADRON (ISS) SERVICE DESK: (210) 671-2929, 671-2927
Emergency: 911
Urgent Care Clinic: (210) 292-7331
DLI In/Out-processing: (210) 671-4212
Lodging/Billeting: (210) 675-5050*
Military Training Managers (MTM): (210) 925-2895, 671-0880, 925-0876
Country Program Managers: (210) 671-4212
DLI Internet Web site: www.dlielc.edu
DLI Mailing Address: 2235 Andrews Ave
JBSA-Lackland, TX 78236-5514
Calling with a non-US phone add 001 to phone number
*Family members may call 001-210-675-5050 and enter room number

COUNTRY PROGRAM MANAGERS (CPM)

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DLIELC VISION
A world-class English language institute, building bridges through communication and peace through understanding.

DLIELC MISSION
DLIELC prepares US and international military and civilian personnel to communicate in English and provides English Language Training and services to programs around the world in support of Security Cooperation objectives.

DLIELC ACCREDITATION
The Defense Language Institute English Language Center (DLIELC) is accredited by the Commission on English Language Program Accreditation (CEA) for the period 2015-2025 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the US Secretary of Education as a national accrediting agency.

For further information about this accreditation, please contact the Commission on English Language Program Accreditation, 1001 N. Fairfax St., Suite 630, Alexandria, VA 22314, (703) 665-3400.

www.cea-accredit.org
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Welcome to DLIELC

Welcome to the Defense Language Institute English Language Center, DLIELC or DLI. This handbook provides information about DLI training and basic US military customs and courtesies.

About DLIELC

The Defense Language Institute English Language Center is a world-renowned institution in the field of English Language Training. Our mission is to teach, monitor and conduct the Defense English Language Program. This includes all programs for US Armed Forces and for International Military Students (IMS) and Civilians. We provide English Language Training to students sponsored by the US Air Force, Army, Navy, Marine Corps and Coast Guard.

US military training and professional military education courses are challenging. Therefore, each student must be able to speak and understand the English language in order to successfully complete his or her training. Each year, up to 12% of the international military students who come to the US for training, start their journey at DLIELC. Their purpose is to study English, to improve their English ability, to learn to be English instructors, or to become English language school administrators for their respective ministries of defense. Students are immersed in an English-only environment from the very first day.

DLI is a gateway to the US An average of 100 Partner Nations are in residence every day. The student body can exceed 1,300 students daily. Approximately 25,000 military students are in classrooms throughout the world studying the DLIELC American Language Course.

Preparation

In order to ease students’ transition into DLI, the following will be discussed: arrival procedures, documents, money, housing, additional transportation, climate, and medical care.
**Pre-Arrival**

- The Security Cooperation Officer (SCO) must enter the Invitational Travel Order (ITO) and travel itinerary into the Security Assistance Network (SAN Web)—the data management system.

- Hand-carry an authorized ITO (NOT a planning ITO or an ITO pending authorization--see line 8 on the ITO). Only students with an authorized ITO are allowed to enter JBSA-Lackland.

- Officers should have a maximum of $500.00 and enlisted $250.00 in cash for any expenses during the trip and for the initial weeks at DLI.

- **Students must arrive in San Antonio NO later than Tuesday of the week prior to the scheduled start date at 1600.**

- Students must be present at the in-processing briefing on Thursday beginning at 0800 or they will not enter English Language Training.

- SCOs should check the DISAM website for DLIELC Alternate Arrival Date Calendar for US holiday weeks.

**Arrival**

Upon arrival at the San Antonio International Airport, students will report to the United Service Organization (USO), located in Terminal B near the baggage claim area. A USO representative will direct you to the Lackland AFB Shuttle (free of charge). Students may also call the DLIELC International Support Squadron (ISS) Service Desk (671-2929) at Lackland from any courtesy telephone near the baggage center in the airport. Generally, students will be directed to either take the Lackland AFB Shuttle or a taxi (your expense) to Joint Base San Antonio (JBSA)-Lackland.

Transportation of authorized or unauthorized family members or dependents is **NOT** allowed in US government vehicles.

**Documents**

Students should hand-carry the following documents:

- Three (3) copies of the ITO
• Passport
• Visa
• Signed and stamped medical DD Forms 2807-1, Report of Medical History and DD 2808, Report of Medical Examination
• Any other required medical documents with officially certified translations in English.

If students do not bring these medical forms, they will not be able to in-process or start training. Students will be returned homeland within fifteen days unless the SCO at the US Embassy can email or fax them to DLI.

The ITO is the official document for authorizing all training and entitlements while in the US. Students should verify that the ITO:
• is not a pending or planning ITO
• reflects all the expected training
• identifies any periods of authorized travel and leave
• lists all family members authorized to accompany you (DLIELC does not encourage bringing dependents, SAMM Ch. 10)
• states any additional pay entitlements, and baggage limits
• provides passport information, including transit Visa requirements. The US visa is the authority to travel to the United States during the valid period of training; it has no relation to the period of stay in the United States.

If the ITO does not reflect all authorized training or is a pending or planning ITO, JBSA Security Forces will not allow base access. Students will have to stay at a local motel or hotel at their own expense, and DLI will delay class entry, entry ECL test, medical clearance initiation, and ID card issuance.

Family members or other dependents will only be allowed onto JBSA Lackland or any other US military base if they are listed by name and relationship on the ITO which must include the date of birth, passport and
visa information. Unauthorized family members or other dependents will NOT be permitted onto any US military base.

**Money and Dependent Care**

Students should bring enough money for any unplanned travel expenses, food, and possible lodging costs. DLI does not make accommodations for students’ dependents and strongly discourages students from bringing dependents. If students choose to bring dependents, then they are personally responsible for their dependents’ needs and costs. For dependents who will attend US schools, students are required to bring copies of immunization and academic history records in order to enroll them in school. Students are not authorized to use class time for dependents’ personal or medical needs. These activities must be conducted after in-processing briefs and after class time. If students miss the in-processing briefs, DLI will delay class entry by one week.

**Living and Eating On Base**

Unaccompanied students may live on base at the Gateway Inn and Suites. Base lodging does not reserve rooms in advance. The Gateway Inn and Suites charges per night and the cost may change every year. Officers and enlisted personnel pay different rates for rooms. Suites are limited and are reserved for General Officers/Admirals. Officers O-6 and below may use suites if they are not occupied by General Officers/Admirals. If students bring dependents, they cannot live on base. Temporary family housing is not available. On base, students can purchase affordable meals at the international dining facility, the Amigo Inn, located across from the ISS building.

**Living Outside of JBSA-Lackland**

Students who bring dependents must plan to cover all living expenses off base. Typically, three meals off base will cost a minimum of $30 per person per day which does not include Texas sales tax and tips. Students may rent a furnished or unfurnished apartment. Students will sign a legal contract (lease) to rent the apartment. Generally, rent is usually due by the 1st of
the month, and there is usually an additional charge if the rent is not paid by the 5th of the month. Students should plan to pay the first month’s rent and a “security” or “damage deposit” equal to one month’s rent before they move in to the apartment. Apartment managers will inspect the condition of the apartment when the student moves out. If the apartment is in good condition, they may return some or all of the “damage deposit” depending upon the management’s rules. The military clause that allows US military to terminate their lease early does not apply to international students.

DLI cannot assist students in canceling their lease early. If students choose to cancel their lease early, they must pay the full cost for canceling the lease. The lease contract lists the amount of money that students must pay to cancel the lease early. Students should not sign a lease for longer than the duration of their training. DLI will not reimburse any costs if students are removed from training for any reason.

**Utilities**

In addition to apartment rental costs, students also pay for utilities such as electricity, gas, water, sewer, trash collection, telephone, internet, and cable/satellite television. In most cases, these extra costs will not be included in the rent. Most utility companies require a deposit before starting the service and bill monthly based on utility usage. Land-line telephones are not included in the rent. Service connection charges vary, depending on the number of phones and type of service desired. Most students use mobile phones for their telephone service.

**Transportation in San Antonio**

If living off base, transportation to JBSA-Lackland is another expense. City bus service is available in most parts of the city, but there is no scheduled service from many parts of the city to JBSA-Lackland. Although the city bus runs a limited on base schedule, a short walk off base provides access to a bus stop to different parts of the city. JBSA-Lackland provides free shuttle service to/from the airport every 1-2 hrs. (0400-2000).
There are also many rental car agencies in the city. To rent a vehicle, you must have a valid State driver’s license. Driver’s licenses from some countries are not recognized by the State of Texas. Rental rates vary by company and will depend on the type of car rented. Students must pay for their own gas and maintenance. Since living off base and driving in the US are privileges, absences due to transportation problems will not be authorized.

**Health Care Coverage**

Prior to departure from country, students must make arrangements for health care insurance and ensure there is an agreement with their government to cover any medical expenses. Limited medical care is available to military service members at JBSA-Lackland clinics and urgent care facility; however, dependents may have to be treated at off-base health care facilities at the students’ expense.

**Climate and Weather**

San Antonio has a moderate, subtropical climate. The average daily temperature varies from 43° Fahrenheit (6° Celsius) in the winter to 105° Fahrenheit (45° Celsius) in the summer. Summer is long and hot, and winter is usually mild, but below-freezing temperatures can suddenly occur. Humidity varies from 35% to 80% or higher.

**Arrival and In-Processing**

**Upon arrival to DLIELC from the airport:** students must report to building 7437, International Support Squadron (ISS). The International Support Flight (ISF) within the ISS is commonly called Operations. Students must attend the mandatory in-processing briefings at **0800 Thursday** and **0730 Friday** the week of arrival. During their stay at DLI, students will be responsible for the information provided in these briefings and in this handbook. Failure to follow recommended procedures may result in academic or disciplinary issues. Ensure these things are done before the first Monday of class.
• **First Monday of class**: If the United States government pays for any portion of the students’ travel or living allowances, students must attend a finance (living allowance) briefing. Students must bring the following documents to the briefing:

1. Copy of the ITO
2. Copy of all Travel / Transportation / Airline Ticket Receipts
3. Detailed Lodging Receipt (Gateway Inns and Suites on base)
4. Students sponsored by the US Army or Navy must have a Post Office (P.O.) Box address which they will need to open an account in a US Bank. They will also need a copy of the bank account number and a blank check.
5. US Air Force sponsored students will receive a JP Morgan Chase Bank Debit Card.

• **Tuesday**: Students take the entry English Comprehension Level (ECL) test. This may vary due to US holiday schedules.

**TRAINING OVERVIEW**

The following key people work with students during their training:

• **Commandant**: United States Air Force (USAF) Colonel who is responsible for students’ training at JBSA-Lackland.

• **332 TRS Commander**: USAF Lieutenant Colonel who is the Dean of Academics and oversees all instruction, curriculum development, testing and academic support issues.

• **International Support Squadron (ISS) Commander**: USAF Lieutenant Colonel who is the International Support Squadron Commander responsible for the health, morale, discipline and welfare of students.

• **Country Program Manager (CPM)**: CPMs are responsible for all matters involving the management of students’ language training. CPMs are available 0715-1600 Monday-Friday.
• **Military Training Manager (MTM):** MTMs assist with the personal and professional needs of students, including attendance, accountability, and disciplinary issues. MTMs are available 0800-1600 Monday-Thursday and 0800-1500 on Fridays.

• **Training Technicians:** Training technicians manage all orientation requirements, flight itineraries, and graduation documents.

• **Information Receptionists:** Information receptionists who work in ISF (Operations) are responsible for student in-processing and accountability, transportation requests, living arrangements, and subsistence allowance.

• **Classroom Instructors:** Instructors improve students’ English language skills. Instructors are generally not specialists in any field.

**ACADEMIC TRAINING AND BUILDING FRIENDSHIPS**

The DLIELC curriculum is divided into three academic areas: **General English Training (GET)**, **Specialized English Training (SET)**, and **Advanced English Training (AET)**.

• **GET:** Students practice all the basic English skills using the DLI American Language Course materials. Students learn the essential skills of reading, writing, listening, and speaking and advance based on individual progress, on book quiz, and ECL tests.

• **SET:** Students are trained in a variety of specialty areas. Students study specialized terminology and practice the reading, writing, listening, and speaking skills that prepare them for FOT.

• **AET:** Students become more familiar with DLI’s ALC materials in preparation to become an English instructor or manager of an English language program in their respective countries. These courses involve studies in English language structure, speaking and writing, teaching and management methods, and American culture.

DLI instructors combine educational expertise with teaching techniques and technology. Academic training includes computer-based instruction
such as Smartboards and interactive multimedia language lessons as a part of the curriculum.

After class, students can continue their studies independently in the DLI Library and the **Learning Resource Center (LRC)**. The LRC offers eighty multimedia stations, as well as additional audio and TV/DVD stations. LRC personnel can guide students in using a wide variety of in house and commercially produced audio, video, and CD programs.

**Social Media**

Social media is a common way to share pictures, events, and memories of good times in the US. Students should remember that the internet is open to all the world and to also be respectful to anyone else in any social media posts. Students may post pictures of themselves on their social media websites; however, students should never post any pictures of or information about any other person without specific permission from all of the people in the post first. If a student wants to post a picture of another or tag someone else, the student must gain written permission of each person within the post material. This form is available in the Field Studies/Tours office. Remember: this is for the safety of everyone in the picture or post. Students may not post pictures of DLIELC personnel or other DLIELC students without clear permission in writing. Another note to remember: students should not post pictures of their Common Access Card (CAC), Identification (ID) Card, passport, ITO, credit cards, wads of cash, etc. Lastly, please keep Operational Security in mind at all times: do not post any locations or “check in” to identify any location.

**Gifts for DLIELC Personnel**

Students are official representatives of their countries while studying in the US, and DLIELC personnel officially represent the United States of America - both in the US and overseas. Students are not encouraged or asked to give gifts to any Americans, although it is common and customary for many people to do so. Any gifts given to any DLIELC personnel are received on behalf of the US and DLIELC. DLIELC personnel who find or receive any gift which costs more than $10 USD will be accepted for
the US and then given to the commandant for official reception. DLIELC personnel must not accept a gift that costs more than $20 USD from a group of two or more students and must not accept a gift from any individual student that costs more than $10 USD. DLIELC personnel and students are all official representatives of their countries and work together to professionally and exceptionally help one another succeed.

**PROFESSIONAL RELATIONSHIPS AND CONDUCT**

At DLIELC, students interact with people from many different cultures. In order for everyone to have a positive experience, DLIELC personnel and students must maintain professional and respectful relationships. Students can expect professional and respectful behavior from all DLIELC personnel, and DLIELC personnel expect students to behave professionally and respectfully at all times also.

<table>
<thead>
<tr>
<th>DLIELC personnel will:</th>
<th>DLIELC Students will:</th>
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<tr>
<td>• Be respectful.</td>
<td>• Be respectful.</td>
</tr>
<tr>
<td>• Maintain professionalism in all interactions with students.</td>
<td>• Maintain professionalism and military bearing at all times in their interactions with other students and DLIELC personnel.</td>
</tr>
<tr>
<td>• Maintain a professional image.</td>
<td>• Call others by their rank/title and last name.</td>
</tr>
<tr>
<td>• Never shout or yell at students.</td>
<td>• Obey all US laws and DLIELC rules.</td>
</tr>
<tr>
<td>• Respect cultural differences.</td>
<td>• Never shout or yell at fellow students or DLIELC personnel.</td>
</tr>
<tr>
<td>• Call students by rank and last name.</td>
<td>• Be on time for class and appointments.</td>
</tr>
<tr>
<td>• Address student concerns, answer student questions, or direct students to the best source of information or a supervisor.</td>
<td>• Come to class with all of the required materials to participate.</td>
</tr>
<tr>
<td>• Plan and deliver effective English lessons.</td>
<td>• Speak English in class.</td>
</tr>
<tr>
<td>• Provide a comfortable learning environment.</td>
<td>• Be responsible for their homework even if they are absent from class.</td>
</tr>
<tr>
<td>• Assist all students with class assignments.</td>
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• Provide students with many opportunities to use English during class.
• Encourage student participation rather than use lecture-style teaching.

• Be responsible for their homework even if they are absent from class.
• Ask for help.
• Make and follow a study plan.
• Be respectful of cultural differences.
• Not have any official testing materials.

FIELD TRIPS AND AMIGOS

As part of the Joint Security Cooperation Education and Training Program, DLI has a Field Studies Program (FSP). This learning program is designed to bridge the traditional classroom language training and the real world. The FSP advances awareness and understanding of American culture and increases language proficiency through a variety of activities which promote community interaction. These activities include mandatory weekday field trips, voluntary weekend trips and the sponsorship program.

• Weekday field trips are designed to enhance the traditional classroom and are known as the Classroom on Wheels.

• To participate in weekend trips, students sign up at the FSP office room G030 in the International Hall (Bldg 7535) on Mondays. Participants are chosen randomly through a computer program.

• Students will also have an opportunity to build friendships and further their understanding of American life as they take part in DLI’s sponsorship program known as American Members of International Goodwill towards Others (AMIGO). This program allows students to meet American families and make friends through events and activities. For information call 671-2167 or go to room G030.

DLIELC LIFE

DLI POST OFFICE (P.O.)

The postal center on the DLI campus is located at Building 7437 and the office is open to issue P.O. boxes to students from 1130 to 1330 Tuesday
through Friday. It handles all incoming mail and packages. The students’ postal address will be:

Student First and Last Name  
PSC 2, 2220 Andrews Ave  
Unit # (P.O. Box)  
JBSA-Lackland, TX 78236  

**Do NOT allow anyone to use your Postal Address / Box. It is a Federal Crime.**

**CONTACTING YOUR EMBASSY**  
While at DLI, students may ask the ISS Information Reception Desk (IRD) to assist them in calling or faxing documents to their Embassy in Washington, D.C.

**MILITARY COURTESIES**  
DLI is a military school on a US military base and students must comply with US military customs and courtesies at all times.

- **MILITARY UNIFORMS AND SALUTING**  
  Students must wear the complete military uniform to class and all designated scholastic events. Hats/caps (covers) should not be worn inside buildings, but **must be placed on the head as soon as the student steps outside**. Military covers and salutes are required while at DLI and other US military installations.

- **NAMETAGS**  
  Nametags are prepared and issued to all military and civilian students when checking in at IRD, but no later than 24 hours after arrival. Nametags are worn on the uniform at all times.

- **RANK INSIGNIA**  
  An equivalent US rank insignia and a DLI insignia are issued to military and civilian students when they receive their ID cards. These are worn at all times on the right side shirt pocket on either side of the nametag.

- **IDENTIFICATION (ID) CARD**  
  A military Common Access Card (CAC) will be issued and must
be carried AT ALL TIMES. The PASS and ID staff will instruct the students on how to register the CAC in the Defense Biometric Identification Database System (DBIDS). This card authorizes students to access the base, the Base Exchange (BX), the Commissary, military clinics and hospitals, the school building, and the ECL testing laboratory. Without the CAC students will be denied access.

**Do NOT allow anyone to use your CAC.**

If the CAC is lost or stolen, report it immediately to the PASS and ID office (Bldg. 7437, room 103). Duplicates are only issued in case of loss.

Upon leaving DLI and returning homeland, students will be required to return their CAC and the dependents’ ID cards.

**Military Customs**

- **Reveille:** At approximately 0630 every morning the base plays music to awaken military personnel and to alert them for assembly.

- **Retreat:** At approximately 1730 every afternoon the base has an official ceremony to lower the US flag while music is playing. It is a US military custom to stop activities, turn toward the flag or music, and come to attention (salute if in uniform) until the music stops. If students are walking or driving during this time, they must stop until the music ends.

- **Taps:** At approximately 2100 the base plays music as an order to extinguish all lights.

**Senior Student**

The senior ranking student from each country will enforce military standards among his/her countrymen; observe disciplinary and academic boards; conduct student meetings; attend quarterly senior student meetings; monitor the morale and welfare of countrymen; and represent his/her country and students at social events.
**Medical Care**

Students may use the medical care facilities provided on base. Students must have their ID card and their ITO must be registered in the medical database.

If students or their authorized dependents do not have a dependent ID card and require medical attention, the passport and ITO are acceptable for verifying that they may receive medical services at the San Antonio Military Medical Center (SAMMC) Emergency Room or the Wilford Hall Urgent Care Center (WHUCC).

**If students or their authorized dependents have a medical emergency** and are taken to one of the civilian hospitals in San Antonio, **students must present the copy of the ITO with the FIN # and amendments, along with personal and dependents’ ID cards.**

**Emergency**

Call 911 for a serious or life threatening situation.

If students are physically incapable of getting to Operations, call 671-2929 to leave notification. Upon return, students must provide the ISF Front Desk with an update of their condition and medical documentation to justify the absence. The ISF Front Desk will notify an MTM and make a report.

**Family Medical Care**

For a dependent to receive medical care on base, he/she must be authorized on the ITO. There are no Family Practice providers or OB/GYN (doctors who provide specialized care only for females and pregnant women) on base for dependents.

For off base care, students must find doctors who accept their insurance. The base provides pediatric care and immunizations for children. For any on-base specialty clinic referrals, students must first have a consultation with a medical provider to obtain a referral.
DLI does not assist students with making medical appointments for dependents. **Students are NEVER authorized to use class time for dependent medical care.**

Remember to take the ITO, the CAC and the insurance card (if applicable) to the medical facility. These documents will determine responsibility of payment for treatment.

**DENTAL CARE**

Dunn Dental is the only dental facility located on JBSA Lackland. Dunn Dental does not offer dental care to DLI students other than routine screenings. Screenings will be performed at dental sick call, Monday-Friday 0700-1200. Recommendations are provided for off-base dental care. Only urgent care will be referred off base.

Students who have a CLO and have a referral for off-base dental care will take the Dunn Dental Evaluation Sheet to the CLO to request authorization for care. Once approved, the CLO office will make the arrangements for off-base care.

Students without a CLO will take the dental evaluation sheet to their CPM who will request authorization from country for approval of the care and cost of the dental treatment. If approved, further arrangements will be made by the Nurse Case Manager at DLI.

**FLIGHT PHYSICALS**

Flight and specialty physicals are required for students who will attend high-risk FOT. The SCO at the US Embassy will inform students of this requirement.

While at DLIELC, students may need additional medical tests, or the doctor may determine that a student needs a flight/specialty physical. In either case, students will be notified and scheduled for several mandatory appointments. Students must bring a copy of the DD 2807-1/2808 medical forms, lab results, and X-rays to the appointment.
Students should arrive at least 10 minutes early to these appointments. Students must attend all scheduled appointments; otherwise, the FOT may be delayed or canceled.

**AUTHORIZED MEDICAL APPOINTMENTS**

Students will receive a medical appointment notification from ISF. ISF will inform the instructor of the appointment. When leaving class, students must sign out at the ISF Front Desk and receive an appointment slip before going to the appointment. To receive an authorized absence from class, this slip must be signed, dated, and have the time noted by the examining medical authority. Students must sign in after the appointment before returning to class. If students have a medical appointment during class hours and do not sign out and in, their absence will be marked unauthorized.

Only approved medical providers can authorize bed rest and will give students a written note to justify the absence. Students must give the note to an MTM who can authorize absences from class.

Students who are absent all day without authorization will be declared Absent Without Official Leave (AWOL) after 24 hours of continuous unauthorized absence and could be returned homeland.

If students choose to have a procedure that is not medically necessary, they must receive authorization from the CPM BEFORE having the procedure.

**RELIGIOUS SUPPORT**

The US Air Force, 37th Training Wing, and DLIELC respect everyone’s cultural and religious/spiritual beliefs and practices. DLIELC may accommodate specific needs with appropriate approval through the CLO/CPM or the appropriate chain of command. Religious activities are ONLY permitted in approved areas such as chapels, mosques and prayer rooms.
CIVILIAN CLOTHING

Outside of class hours, students may wear appropriate civilian clothing. In order to respect others, students should be fully dressed when outside their lodging rooms.

The dining facility (AMIGO Inn), NCO/Officer Club, and fitness centers have strictly enforced dress codes. Students should always dress appropriately when using these facilities.

STORING VALUABLES

Students are expected to secure their valuables whether it is money, personal or DLI-assigned laptops, jewelry, or any item of value in their rooms. **It is the student’s responsibility to protect these items at all times, including in the classroom and in the dining facilities.** Lock boxes are provided in the base lodging facilities.

If the DLI-issued laptop is damaged in any way, students will be responsible for paying the repair or replacement costs. DLI technicians can repair DLI-issued laptops, but they **DO NOT** repair personal laptops.

Neither DLI nor lodging will replace lost or stolen valuables. If students discover something missing from their room, report it immediately to the lodging office, civilian police, or make a report with Security Forces (the base police).

BANKS

There is one bank and one credit union located on the base within walking distance from DLI and near the BX. The hours of operation are Monday through Friday 0900 to 1600 and Saturday 0900 to 1300.

US Army or Navy sponsored students who are paid a living allowance by the US government must open a bank account. Students need their ID card, ITO, P.O. Box address, and minimum of $30 to open a new bank account. Students should follow the directions provided by the bank to activate a bank debit card.
Air Force-sponsored students are not required to open bank accounts because they will be issued debit cards where their funds will be deposited.

**Paychecks**

Students are paid monthly. The first payday is approximately four weeks after all in-processing paperwork is completed and turned in. Students will be paid in accordance with all authorized training listed on the ITO.

Any advance pay received before leaving country is allocated for the payment of the first month of living expenses.

**On-Base Student Lodging at Gateway Inn and Suites**

Gateway Inn and Suites do not belong to DLI and are open to all international and US military personnel and civilians. Rooms are provided on a first come, first served basis and are located throughout the base.

Lodging assigns each student a room upon arrival. Each room has a folder, “The Inns of Lackland”, that has information about the guidelines, rules, and regulations for lodgings at JBSA-Lackland.

**Room Assignment/Inspection**

Depending on availability, lodging rooms are assigned based on rank. Students must report any damages to the lodging office within 24 hours of arrival. After 24 hours fines may apply.

Students must not move the furniture in the room. Students who do not follow lodging rules and regulations will receive disciplinary action and could be removed from the room.

Pets are NOT allowed.

**Billeting and Phone Charges**

Room charges must be paid to the lodging office at least once a month.

US Army and Navy-sponsored students will not receive the funds to pay for their rooms. The charges for their rooms will be billed directly to the sponsoring agency.
Phone charges must be paid every two weeks and are not included in the direct bill.

**TELEPHONE USE**

Local phone calls are free; long distance calls are charged by the minute. When making a long distance call, students can incur very high phone charges if they are not carefully watching how many minutes they use. **DLI highly discourages using lodging phones for long distance calls since the charges are very high (up to thousands of dollars).** It is better to use a personal mobile phone or purchase phone cards at the Mini Mall or Base Exchange. Voice messages may be left on the room phone voicemail (Phone number on p.1 of this handbook next to *). Students are charged each time they dial 1-800, 1-888, and 1-900 numbers, even if they do not reach their party. The lodging office is authorized to collect for telephone charges, but they have no control of the rates or the quality of service. If students have a problem with the telephone in their room, they should notify the lodging office.

**If students do not pay their phone bills, their rooms may be locked or their phones may be turned off until payment arrangements are made.**

**HOUSEKEEPING SERVICES**

Housekeeping services are provided seven days a week during the hours of 0800-1530, Monday-Friday and 0900-1530 on Saturday and Sunday. If a “DO NOT DISTURB” sign is posted on the door, housekeeping will not clean the room. “DO NOT DISTURB” signs may not be posted for more than 72 hours (3 days). Housekeeping WILL NOT ENTER untidy rooms that have trash, clothing, and towels on the floor. Students should place clothing in closets and drawers and put dirty clothing in a proper container.

Students should throw away spoiled food and not keep open containers of food in their rooms. This will attract ants, insects, and other pests.
**Cooking**

Students may only cook with the microwave provided in their room. **Students MUST NEVER use metal objects in the microwave.** This will damage the microwave and cause injury. Students are responsible for cleaning the microwave after each use. **Other cooking devices (hot plates, rice cookers, crock pots, steamers, etc.) are not allowed.** Housekeeping will remove any of these devices that are found in a student’s room because these devices are a fire hazard.

**Room Card**

Students are given a card to the lodging and laundry rooms. Students must report any lost or stolen cards to the lodging front desk immediately. Students must pay to replace lost cards. Students must not share their room or laundry cards with anyone. Room cards must be returned upon checkout.

**Laundry**

Laundry rooms are for lodging students only. **Students who live off base are not permitted to use the laundry rooms.** When using the laundry rooms, students must stay with their clothes and remove them from the machines as soon as the washing or drying cycle finishes. **DLI is not responsible for clothing that is left in the machines.**

Students may use the irons and ironing boards that are in their rooms. **Students MUST unplug the iron from the wall after using it.**

**Quiet Hours**

Quiet hours in all dormitories are 2230 to 0800 Sunday through Thursday and 2400 to 0800 on Friday and Saturday. During these hours, students must be quiet so that others may get their rest. Students should not disturb other residents at any time. Students can be disciplined and possibly removed from lodging if other housing customers bring complaints against them.
**Temperature Control**

Air conditioning and heating temperatures may be adjusted in each room. Students may not change from air conditioning to heating or from heating to air conditioning. Students should use the portable fan or ceiling fan in their rooms to circulate air as needed.

**Energy Conservation**

To conserve energy, students should turn off lights, radios, televisions, coffee pots, irons, and other devices when not in use. Students should close doors and windows when the air conditioning or heating is on.

Leaky faucets and broken windows should be reported immediately.

**Flammable Items**

Students must not store highly flammable liquids (gasoline, kerosene, lighter fluid, etc.) in their rooms. **Students must NEVER have any open flame in their rooms.** Hot coffee pots, irons, or curling irons should never be stored in lockers, drawers, or on the carpet. Students should always unplug these devices from the wall before leaving the room.

**Smoking is strictly prohibited in base lodging. Students will be charged for professional cleaning if their room smells of smoke. If students violate this rule, they may be fined, removed from the room, and receive disciplinary action.**

**Pest Control**

The control of pests (such as roaches and ants) is an ongoing problem. These pests are attracted to food and water. Proper storage of food in sealed containers and keeping the rooms clean will reduce pest problems. Students should properly discard waste food and store food properly in the refrigerator. If students have properly stored food and still have problems with pests, they should report this to the lodging front office.
**INTERNET USE**

High speed internet is available in every room. Unplugging the modem will disconnect the telephone line.

The DLI campus has free Wi-Fi service in the student courtyards but the service does not have coverage into every billeting room. Students may bring their own laptop computers and use Wi-Fi service free of charge.

**MOVING OFF BASE**

If students have previously lived in Lodging and want to move off base, they must notify ISS, complete the proper forms, and have prior authorization from an MTM and CPM before making any arrangements.

Students who receive a living allowance from the US Government **MUST live on base** or they will not receive a living allowance.

**DINING HALL**

The DLI dining facility is called the Amigo Inn. A variety of food is served daily and is affordably priced. The Amigo Inn staff makes every effort to meet the variety of culinary expectations, and cultural and religious needs of students. If students have any questions or suggestions, they should see the AMIGO Inn manager.

**DINING HALL HOURS**

**Weekdays:** Breakfast at 0530-0800; Lunch at 1100-1330; Dinner at 1700-1900.

**Weekends/holidays:** Breakfast at 0730-0900; Lunch at 1100-1230; Dinner at 1730-1900.

**LEAVE AND HOLIDAYS**

Each country’s embassy in Washington, D.C. selects two authorized country holidays each year in addition to US federal holidays. Students will not attend classes on these holidays. The MTM or CPM will tell
students which country holidays are authorized holidays. **MTMs and CPMs cannot grant other days off, including a personal day.** If students choose to miss class for an unauthorized holiday or a personal day, they may be declared AWOL in accordance with the Joint Security Cooperation Education and Training (JSCET) regulations.

**Driving in the US**

The following documents are required before students can legally drive in the US:

- A current state, a current international, or another country’s current driver’s license that is recognized by the state of Texas
- Proof of vehicle ownership (a title, a bill of sale, or a rental contract)
- Proof of current vehicle insurance

Police will ask students to show these documents during a traffic stop. If students do not have these documents, police may give them a ticket and/or arrest them. If students are stopped by the police, they should remain in the vehicle with their hands on the steering wheel. **Students should NEVER leave their vehicle, argue, offer money, or fight with a police officer.**

Students should always obey traffic laws both on and off JBSA-Lackland. The speed limit on JBSA-Lackland is 30 mph in most areas, but it drops to 20 mph in selected areas. Students should always look for speed limit signs, school crossings, construction work sites, and other posted traffic signs. It is illegal to use a mobile phone while driving on JBSA-Lackland and in San Antonio. Seatbelts are mandatory for everyone in the vehicle. All children less than 57 inches (1.45 meters) tall are required to be restrained in an appropriate car seat. **Motorcycles are NOT authorized for students attending DLI.**

**Traffic Tickets**

Traffic tickets received on or off base will often result in a fine, and/or an appearance in court. Students will be counseled, a notation will be put into
the student’s record, and on-base driving privileges will be taken away for a minimum of 30 days up to one year. The most common tickets are for:

- open containers of alcohol
- speeding
- parking in troop walks
- not stopping completely at stop signs or traffic lights
- illegal right turns

Students must take traffic tickets to an MTM as soon as possible. If students are involved in a vehicle accident, **they are required to stay at the location of the accident until the police arrive** and the report is written.

**TRAVEL**

On holidays and weekends, students are free to travel within the US. At least 15 days before leaving the San Antonio-metro area, students must complete a leave form, receive authorization from the ISS Commander, and notify his/her CPM of the intent to travel. Students who use Friday class time to extend travels may be declared AWOL and returned homeland.

**EMERGENCY MANAGEMENT**

Emergency weather conditions in the San Antonio area include:

- tornados
- hurricanes
- icing on roads
- flooding
- extreme drought
- fire conditions

JBSA-Lackland has the USAF Emergency Notification System. Each building has the USAF notification warning tones posted on bulletin
boards. Also, emergency notification information is located in each lodging room.

In the event of an emergency, DLI’s emergency management (EM) representatives, Staff, or the CLO/Senior Students will give instructions; students may be required to Shelter-in-Place. Sheltering-in-place actions are for tornado and hurricane conditions. Each DLI building will have Emergency Management Signs (turtle picture) directing students and staff to the Shelter In-Place location when required.

If in base lodging when extreme weather occurs, the bathroom is considered an acceptable sheltering area. The Lodging front desk personnel will go door-to-door to explain the need to shelter. Remain in place until contacted by the CLO, senior student, or DLI staff.

If students drive during inclement weather conditions (rain, snow, ice), they should reduce speed. Local TV stations will announce any road closures.

**Fire Safety**

Students must follow safety procedures in the event that there is a fire drill or an actual fire. If a fire alarm sounds, students should calmly exit the building. While exiting the building, students should notify others of the emergency or drill. If doors are blocked, students should leave the building through a window. In normal circumstances, students will move to a location that is 300 feet from the building. If students are in an academic building during a fire or fire drill, they should go immediately to the designated pavilion on the IAAFA campus.

Students should call 911 and pull a fire alarm in the event of an actual fire. Fire alarms and fire extinguishers are located in many areas of the DLI campus. **Activating a fire alarm when there is no fire is a serious crime, and students will be punished for it.** After pulling the fire alarm, students should notify the ISF Front Desk as soon as possible.
**Pedestrian Safety**

Student should always use crosswalks, sidewalks, and/or troop walks where available. Students should walk or run on the left side of the street facing traffic if there is no sidewalk. Joggers/runners MUST wear reflective material during hours of darkness. To cross the street safely, students must use the painted crosswalks and activate the flashing lights by pressing the button located on a nearby pole.

**Climbing over fences to enter JBSA-Lackland or to enter a private residence is illegal, and violators will be arrested. Students must NEVER go onto anyone’s property without a specific invitation from the owner.**

**Smoking**

Smoking is only allowed in designated areas on all US military bases. Students may not smoke or allow anyone else to smoke in their lodging on JBSA-Lackland. Smoking is forbidden in government buildings and in government-owned vehicles. This includes e-cigarettes.

**Firearms and Ammunition**

Weapons, including firearms (guns) and ammunition, are strictly forbidden on US military bases. Knives with blades over 3 inches (7 cm) in length are also prohibited.

**Additional Lackland Facilities**

There are many recreational facilities on JBSA-Lackland that are available for students to use:

- The **Base Exchange** (BX) is within walking distance and sells clothes and other items.
- The **Commissary** (grocery store) is located across from the BX.
- The **Mini-Mall** near the DLI campus is also convenient for shopping trips and dining.
• The **Gateway Officer and Enlisted Club** has restaurants, bars, and meeting rooms.

• For recreation, the following are available: a movie theater located near the BX; several swimming pools open from May to September, and an indoor pool for year-round swimming; two gyms (Chaparral and Warhawk) near the DLI campus; a golf course; bowling alley, soccer field and running track.

**Illegal Behavior**

Illegal actions are taken very seriously and will likely result in disciplinary probation and/or a recommendation to return homeland. **Behavior on and off base can result in termination of training, arrest, and/or criminal charges.**

A Disciplinary Evaluation Board (DEB) that includes military service members and civilians who monitor a student’s disciplinary performance while at DLI **investigates all reports of illegal behaviors.**

• **Drug and Alcohol: Never**
  - Buy, use, and/or sell illegal drugs, including marijuana or medication that is not yours even if it is prescribed by a doctor
  - Drive when you have been drinking or are under the influence of drugs
  - Drive with an open container of alcohol in the vehicle
  - Be drunk in a public place
  - Purchase alcohol for or drink alcohol with anyone under 21 years of age

• **Sexual Misconduct: Never**
  - Solicit or pay a prostitute for sex
  - Force a sexual act on another person
- Have a sexual relationship with anyone under 18 years old, even if he/she agrees to it
- Grab or touch a person sexually while in a public place
- Follow someone without permission

**Driving:** *Never*
- Drive without a valid driver’s license
- Use a cell phone while driving
- Disobey traffic laws
- Drive aggressively or respond to aggressive drivers

**Shoplifting:** *Never*
- Take items from a store without paying for them
- Switch the contents of a more expensive container for a less expensive container
- Throw away sales receipts. (You need them to prove that you paid for your items when leaving a shop.)

**US Military and DLIELC Rules**
Students must:
- Maintain a professional image in speech and dress
- Wear a complete neat, clean uniform
- Wear hats (covers) when outside
- Salute higher ranking officers when wearing a hat
- Always tell the truth
- Never cheat on tests, quizzes, or homework
- Smoke only in designated areas
- Be on time and attend all classes, appointments, and formations
CLASS ATTENDANCE

Class attendance is mandatory for ALL students. Classes begin at 0730 and dismiss at 1435 Monday through Thursday with one hour for lunch. Fridays have a shortened schedule, and classes end by 1230. Classes at DLI are approximately 50 minutes long with a short break after each period.

Students must attend all classes and be on time. Students who are not inside the classroom by 0730 are marked absent for 1st period. For periods 2-6, students are tardy if they are not inside the classroom when the bell rings. Instructors are required to mark students tardy or absent as soon as the bell rings to start class. Students who miss more than 5 minutes of class are absent for that class period. ISF assigns disciplinary points for unauthorized absences and tardies.

POSSESSION OF OFFICIAL TESTS

WARNING

The only students who may have official test materials should be in the process of taking a test with an instructor or test monitor present. If a student has practice test materials but is not sure if the test materials are official or not, the student should show the materials to an instructor or supervisor. If the student turns the materials in and the items are official tests, the student will not be penalized. However, if a student is in possession of official test materials and does not report them, he/she will undergo an academic or disciplinary board with a recommendation to return homeland.

DEPARTING DLI

When leaving DLI to go to FOT or to return homeland, students must attend two scheduled briefings: DLI out-processing briefing and Finance briefing. DLI will not issue graduation documents, final pay vouchers, and baggage allowance (for US government purchased tickets) if students do not attend these briefings and complete the appropriate paperwork on time.
Students MUST attend the graduation ceremony. DLI will not issue graduation certificates to students who do not attend graduation.

On the day of departure, students should pick up their departure package from the training technician assigned to their country. Students traveling to FOT will keep their ID card until they finish FOT. Students who have FOT at a contractor training site on a non-military installation and students who are returning homeland will return their ID cards and their dependent ID cards at graduation.

**STUDENT FEEDBACK**

Students have an opportunity to provide feedback at DLIELC. Students’ opinions on the quality of training provided are welcomed from the first day.

Students may use the DLIELC Comment Sheets which are available electronically at [www.dlielc.edu/olc/dlicomments](http://www.dlielc.edu/olc/dlicomments). DLIELC Comment Sheets are also available in paper form in classrooms, the ISS building, the Learning Resource Center, and other locations.

Approximately two weeks before graduation, students are asked to complete an End-of-Course Survey and rate all areas of DLI. DLI may also contact students at FOT to see how they are doing and to determine the quality of training received at DLI.

In all instances, student comment reports are prepared for the Commandant who oversees all areas of DLIELC.
FREQUENTLY USED ACRONYMS AT DLIELC

AET: Advanced English Training
ALC: American Language Course
ALCPT: American Language Course Placement Test
ASAP: As Soon As Possible
BQ: Book Quiz
BX: Base Exchange
CAC: Common Access Card
CC: Commandant
CLO: Country Liaison Office/Officer
CPM: Country Program Manager
DBIDS: Defense Biometrics Identification Database System
DEB: Discipline Evaluation Board
DLIELC: Defense Language Institute English Language Center
ECL: English Comprehension Level
EFL: English as a Foreign Language
ELT: English Language Training
ELTP: English Language Training Program
ESL: English as a Second Language
FMS: Foreign Military Sales
FOT: Follow-on Training
GET: General English Training
ID: Identification
IMET: International Military Education and Training
IMI: Interactive Multimedia Instruction
IMS: International Military Student
IMSO: International Military Student Office/Officer
IRF: International Resident Flight
ISF: International Support Flight
ISQ: International Student Quarters
ISS: International Support Squadron
ITO: Invitational Travel Order
JSCET: Joint Security Cooperation Education and Training
LOA: Letter of Agreement
LOC: Letter of Counseling
LOP: Letter of Probation
LOR: Letter of Reprimand
LOW: Letter of Warning
MASL: Military Articles and Services Listing
MILDEP: Military Department
MPH: Miles Per Hour
MTM: Military Training Manager
NLT: No Later Than
OPI: Oral Proficiency Interview
OPSA V: Oral Proficiency Skills for Aviation
RIM: Retainable Instructional Material
SAMMC: San Antonio Military Medical Center
SCO: Security Cooperation Organization/Office
SET: Specialized English Training
SF: Security Forces
SI: Special Inquiry
TCO: Test Control Officer
TOEFL: Testing of English as a Foreign Language
US: United States
USAF: United States Air Force
USO: United Service Organizations
V/R: Very Respectfully
WHUCC: Wilford Hall Urgent Care Center
# US Military Officer Rank Insignia

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<thead>
<tr>
<th>Rank</th>
<th>Air Force</th>
<th>Army</th>
<th>Marines</th>
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<td>2nd Lieutenant (Gold Bar)</td>
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### US Military Warrant Officer Rank Insignia

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<th>Navy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>W-5</strong></td>
<td>CHIEF WARRANT OFFICER</td>
<td>CHIEF WARRANT OFFICER</td>
<td>CHIEF WARRANT OFFICER</td>
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<tr>
<td>goes by</td>
<td>Mister</td>
<td>Gunner</td>
<td>Warrant</td>
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<tr>
<td><strong>W-4</strong></td>
<td>CHIEF WARRANT OFFICER</td>
<td>CHIEF WARRANT OFFICER</td>
<td>CHIEF WARRANT OFFICER</td>
</tr>
<tr>
<td>goes by</td>
<td>Mister</td>
<td>Gunner</td>
<td>Warrant</td>
</tr>
<tr>
<td><strong>W-3</strong></td>
<td>CHIEF WARRANT OFFICER</td>
<td>CHIEF WARRANT OFFICER</td>
<td>CHIEF WARRANT OFFICER</td>
</tr>
<tr>
<td>goes by</td>
<td>Mister</td>
<td>Gunner</td>
<td>Warrant</td>
</tr>
<tr>
<td><strong>W-2</strong></td>
<td>CHIEF WARRANT OFFICER</td>
<td>CHIEF WARRANT OFFICER</td>
<td>CHIEF WARRANT OFFICER</td>
</tr>
<tr>
<td>goes by</td>
<td>Mister</td>
<td>Gunner</td>
<td>Warrant</td>
</tr>
<tr>
<td><strong>W-1</strong></td>
<td>WARRANT OFFICER</td>
<td>WARRANT OFFICER</td>
<td>Warrant</td>
</tr>
<tr>
<td>goes by</td>
<td>Warrant</td>
<td>Gunner</td>
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</table>
# US Military Enlisted Rank Insignia

<table>
<thead>
<tr>
<th>Rank</th>
<th>Air Force</th>
<th>Army</th>
<th>Navy</th>
<th>Marines</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-9</td>
<td>Chief Master Sergeant of the Air Force</td>
<td>Sergeant Major of the Army</td>
<td>Master Chief Petty Officer of the Navy</td>
<td>Sergeant Major of the Marine Corps</td>
</tr>
<tr>
<td></td>
<td>goes by Chief</td>
<td>Sergeant Major</td>
<td>Master Chief</td>
<td>Sergeant Major</td>
</tr>
<tr>
<td>E-9</td>
<td>Chief Master Sergeant</td>
<td>Command Sergeant Major</td>
<td>Sergeant Major</td>
<td>Master Chief Petty Officer</td>
</tr>
<tr>
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<td>goes by Chief</td>
<td>Sergeant Major</td>
<td>Master Chief</td>
<td>Sergeant Major</td>
</tr>
<tr>
<td>E-8</td>
<td>Senior Master Sergeant</td>
<td>First Sergeant</td>
<td>Master Sergeant</td>
<td>Senior Chief Petty Officer</td>
</tr>
<tr>
<td></td>
<td>goes by Sergeant</td>
<td>First Sergeant</td>
<td>Senior Chief</td>
<td>Sergeant Major</td>
</tr>
<tr>
<td>E-7</td>
<td>Master Sergeant</td>
<td>Sergeant First Class</td>
<td>Chief Petty Officer</td>
<td>Gunnery Sergeant</td>
</tr>
<tr>
<td></td>
<td>goes by Sergeant</td>
<td>Sergeant First Class</td>
<td>Chief Petty Officer</td>
<td>Gunnery Sergeant</td>
</tr>
<tr>
<td>E-6</td>
<td>Technical Sergeant</td>
<td>Staff Sergeant</td>
<td>Petty Officer First Class</td>
<td>Staff Sergeant</td>
</tr>
<tr>
<td></td>
<td>goes by Sergeant</td>
<td>Staff Sergeant</td>
<td>Petty Officer First Class</td>
<td>Staff Sergeant</td>
</tr>
<tr>
<td>E-5</td>
<td>Staff Sergeant</td>
<td>Sergeant</td>
<td>Petty Officer Second Class</td>
<td>Sergeant</td>
</tr>
<tr>
<td></td>
<td>goes by Sergeant</td>
<td>Sergeant</td>
<td>Petty Officer Second Class</td>
<td>Sergeant</td>
</tr>
<tr>
<td>E-4</td>
<td>Senior Airman</td>
<td>Corporal</td>
<td>Petty Officer Third Class</td>
<td>Corporal</td>
</tr>
<tr>
<td></td>
<td>goes by Airman</td>
<td>Corporal</td>
<td>Petty Officer Third Class</td>
<td>Corporal</td>
</tr>
<tr>
<td>E-3</td>
<td>Airman First Class</td>
<td>Private First Class</td>
<td>Seaman</td>
<td>Lance Corporal</td>
</tr>
<tr>
<td></td>
<td>goes by Airman</td>
<td>Private First Class</td>
<td>Seaman</td>
<td>Lance Corporal</td>
</tr>
<tr>
<td>E-2</td>
<td>Airman</td>
<td>Private</td>
<td>Seaman Apprentice</td>
<td>Private First Class</td>
</tr>
<tr>
<td></td>
<td>goes by Airman</td>
<td>Private</td>
<td>Seaman Apprentice</td>
<td>Private First Class</td>
</tr>
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<td>(no insignia)</td>
<td>(no insignia)</td>
<td>(no insignia)</td>
</tr>
<tr>
<td></td>
<td>goes by Airman</td>
<td>(no insignia)</td>
<td>(no insignia)</td>
<td>(no insignia)</td>
</tr>
</tbody>
</table>
NEW STUDENT ORIENTATION INFORMATION

Please report to your country Program Manager (CPM), BLDG 7437 for your individual Country Entry Briefing

(BRING YOUR US MEDICAL DOCUMENTS TO ALL INPROCESSING APPOINTMENTS)

Select one of the available times below:

MONDAY - WEDNESDAY at 1000
Or
MONDAY - WEDNESDAY at 1330
Or
THURSDAY at 0730

You must attend the mandatory Group Briefings in BDLG 7437 room 106 on Thursday and Friday:

You must be seated 10 minutes prior to the start of the briefing.

THURSDAY briefings will start promptly at 0800
AND
FRIDAY briefings will start promptly at 0730

If you receive Living Allowances from the US Government, you must attend the mandatory finance briefing in BLDG 7437 Room 106, on Monday at 1445.