



# 637th International Support Squadron



## Military Training Managers

MTM Office: Building 7437 Room 110

Open Hours are Monday – Thursday: 0800 -1530

Friday: 0800 – 1300

[dlielc.mtm.workflow@us.af.mil](mailto:dlielc.mtm.workflow@us.af.mil)

210-925-0880



# TRANSLATION SLIDES



English version QRcode



Japanese version QRcode



Arabic version QRcode



Spanish version QRcode



# Briefing Topics



- What We Do
- Points System
- Going to Class On Time
- Late or Leaving Class
- Good and Bad Actions
- DLI Building Rules
- Military Rules
- Driving in Texas
- Tax Free
- Travel Rules
- Holidays





# What We Do



- Student Attendance
  - Going to class on time
- Discipline Problems
  - Good and bad actions
- Other Help
  - Lost suitcases
  - Tax free
  - Notary services (Legal Papers)
  - Texas driver's license, English translation letter
  - Vacation travel





# Points System



If you are late to class, do not go to class, or  
If you have discipline problems you get **“Points”**

More problems = **More Points** =

**0 points** =





# Student Attendance



## Student Class Hours:

Monday - Thursday: 0730 - 1435

Friday: 0730 - 1220

### Attendance

Date	P1	P2	P3	P4	P5	P6	PPT
8/8/2022	A	A	A				
8/5/2022	A	A	A	A	A		
8/2/2022	A	A	A	A	A	A	
8/1/2022			T				
7/28/2022		T					

## If you are late or do not go to class:

- 1 - 5 minutes late= Tardy (T) = **0.5 Points**
- \*\*Late to first period = **1 Point**
- More than 5 minutes late= Absent (A) = **1 Point**



# Attendance Rules



## Absences That Are OK:

- Doctor's appointments with **SIGNED DOCTORS NOTE**
- Appointments with people who work at DLIELC
- Emergency hospital visit with **SIGNED DOCTORS NOTE**
- Driver's license appointments up to 3 class periods
- Helping your family on ITO up to 12 class periods
- Special Reasons: family in hospital, death in family, car accident



\*If you go to the Emergency Room during, after class, or the weekend, you must tell MTMs

## Absences That Are Not OK:

- Problems with your house or apartment
- Country Liaison meetings during class time
- Staying in your room or house because you feel sick or tired. **YOU MUST GO TO THE DOCTOR IN THE MORNING AND GET A SIGNED DOCTORS NOTE.**





# Check In and Out Rules



## If Late For Class

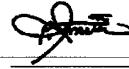
- Go to the Front Desk **BEFORE** you go to class

## Doctors or other Appointment

- Go to the Front Desk **BEFORE** and **AFTER** you go to any appointment.
- If you have an appointment before class (0600-0700), you can sign out the day before.

The Teacher can not let you into the classroom without a paper from the Front Desk.



NAME	GRADE
INSTRUCTOR	ROOM
APPROVED BY	
PRESENT THIS TO YOUR INSTRUCTOR TO RETURN TO CLASS	

*A reminder to ALL Students you must bring your Appointment Slip to Operations within 24 hours after your appointment; if you choose not to bring your appointment slip within 24 hours you will be marked as an Unauthorized Absence.*





# Check In and Out Rules



## IF YOU HAVE AN APPOINTMENT DURING CLASS

1. Tell your teacher you have an appointment
2. Go to Front Desk in the ISS building and sign out
3. Go to your appointment, ask the Dr. to sign the sick note paper
4. After your appointment, go to the ISS building Front Desk and sign in
5. Return to class with paper from Front Desk

## IF YOU HAVE COVID OR THINK YOU HAVE COVID

1. Do not come to DLIELC
2. Call the Front Desk 210-671-2929
3. Go to Reid Clinic, see a doctor, get a COVID test
4. Do not come to DLIELC until you know the COVID test results
5. If you have COVID, call the Front Desk 210-675-2929
6. If you do not have COVID, go to the ISS building front desk, give the sick note to the Front Desk, and sign in

TAKE A PHOTO OF THIS SLIDE TO HAVE WITH YOU

## IF YOU FEEL SICK AND WANT TO GO TO SEE THE DOCTOR DURING CLASS

1. Tell your teacher
2. Go to Front Desk in the ISS building and sign out
3. The Front Desk will give you a sick note paper
4. Go to Reid Clinic and see a doctor, ask the doctor to sign the sick note paper
5. After you see the doctor, go to the ISS building front desk, turn give the sick note to the Front Desk, and sign in
6. Return to class with paper from Front Desk

## IF YOU FEEL SICK AND WANT TO GO TO THE DOCTOR BEFORE CLASS

1. Call the Front Desk 210-671-2929
2. Go to Reid Clinic, see a doctor, and get a sick note
3. If the doctor says it is okay to go to class, go to the ISS building front desk, give the sick note to the Front Desk, and sign in
4. Return to class with paper from Front Desk
5. If the Doctor says to go rest at home, do not come back to DLIELC, call the front desk and tell them that you are on "Quarters" and have a doctor's note



# DLIELC Discipline Points



CODE	REASON	POINTS
A	No Cover/Out of Uniform	1
B	Smoking Outside of Designated Areas	2
C	No Show for Appointments (Medical, Dental, Staff)	3
D	Disrespect	4
E	Warning	0
F	Minor Traffic Violation	2
G	Major Traffic Violation	3
H	No Show Disciplinary Counseling	3
I	No Show Disciplinary Probation	3
J	Other – Minor	1
K	Failure to Follow Travel Request Procedures	3
L	Behavior Student Counseling Record (SCR)	1
M	Morning – Failure to Account (1030)	1
N	Full Day – Failure to Account (1400)	3

This briefing is **UNCLASSIFIED**



# Disciplinary Action



- **15 Points** = Letter of Reprimand (LOR) – Official Warning.
- **30 Points** = Letter of Probation (LOP). Friday afternoon muster. No Travel. No Field Studies Trips.
- **40 Points** = Leave DLI. Recommendation for disenrollment.
- Student Counseling Record (SCR) – Teachers will use SCR to record problems with the student in the classroom.
- Discipline Evaluation Board (DEB) – This is a meeting to discuss a student not following DLIELC rules and the consequences of the student's actions, potentially including disenrollment from DLIELC.



# Discipline Evaluation Board (DEB)



## Reasons for DEB

- Many missed appointments
- Falsifying any official document
- Arrest by police – Jail
- Breaking U.S. Laws
  - Stealing/Shoplifting on Base
  - Sexual Harassment/Assault
  - Serious Traffic Violations – DUI, Reckless Endangerment, Vehicular Manslaughter
- Not paying your bills or debts
- Not following any DLIELC or base rule
- Cheating on a test or quiz



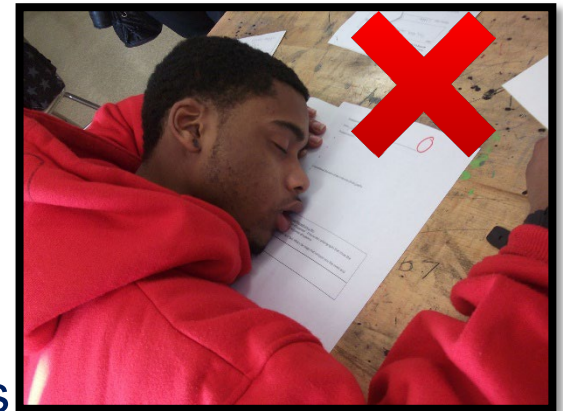
# Respect



All DLIELC teachers are very educated and must be respected. Teachers are the highest authority in the classroom regardless of rank.

## Do Not:

- Use cellphone in class
- Wear earbuds in class
- Sleep in class
- Give your phone or food to U.S. Army students
- Ask for or message your teacher's WhatsApp, Instagram, or Facebook
- Take pictures of teachers or classmates



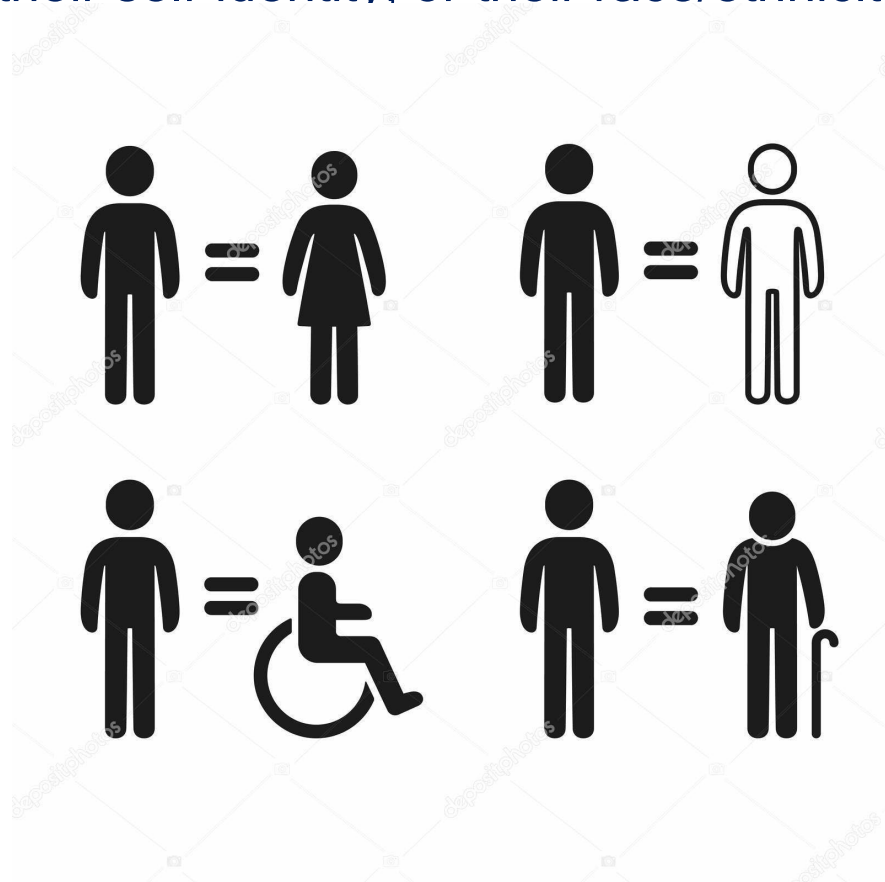
If you break any rules or are disrespectful to a teacher, you will be removed from class and get in trouble



# Respect



You must treat all people at DLIELC with respect, regardless whether they are old or young, man or woman, single or married, gay or straight, their self-identity, or their race/ethnicity.





# Sexual Harassment and Assault



Rude words or touching in a sexual way

## Do Not:

- Touch students, teachers, staff, U.S. military or employees
- Say something about another person's body
- Flirt with students, teachers, staff, U.S. military or employees
- Say rude words about a person because they are gay, lesbian, straight, or transsexual
- Try to date or ask out on a date the following: teachers, staff, U.S. military or employees



If you sexually bother or touch any person at DLIELC you will be disenrolled and sent home



# Sexual Harassment and Assault



## Speak Up!

- If you are sexually harassed, assaulted, or inappropriately bothered **tell someone!**
- If you see someone else being harassed or assaulted **say something!**
- Talk to your teacher, supervisor, MTM, CPM, or 1st Sgt







# Smoking Rules

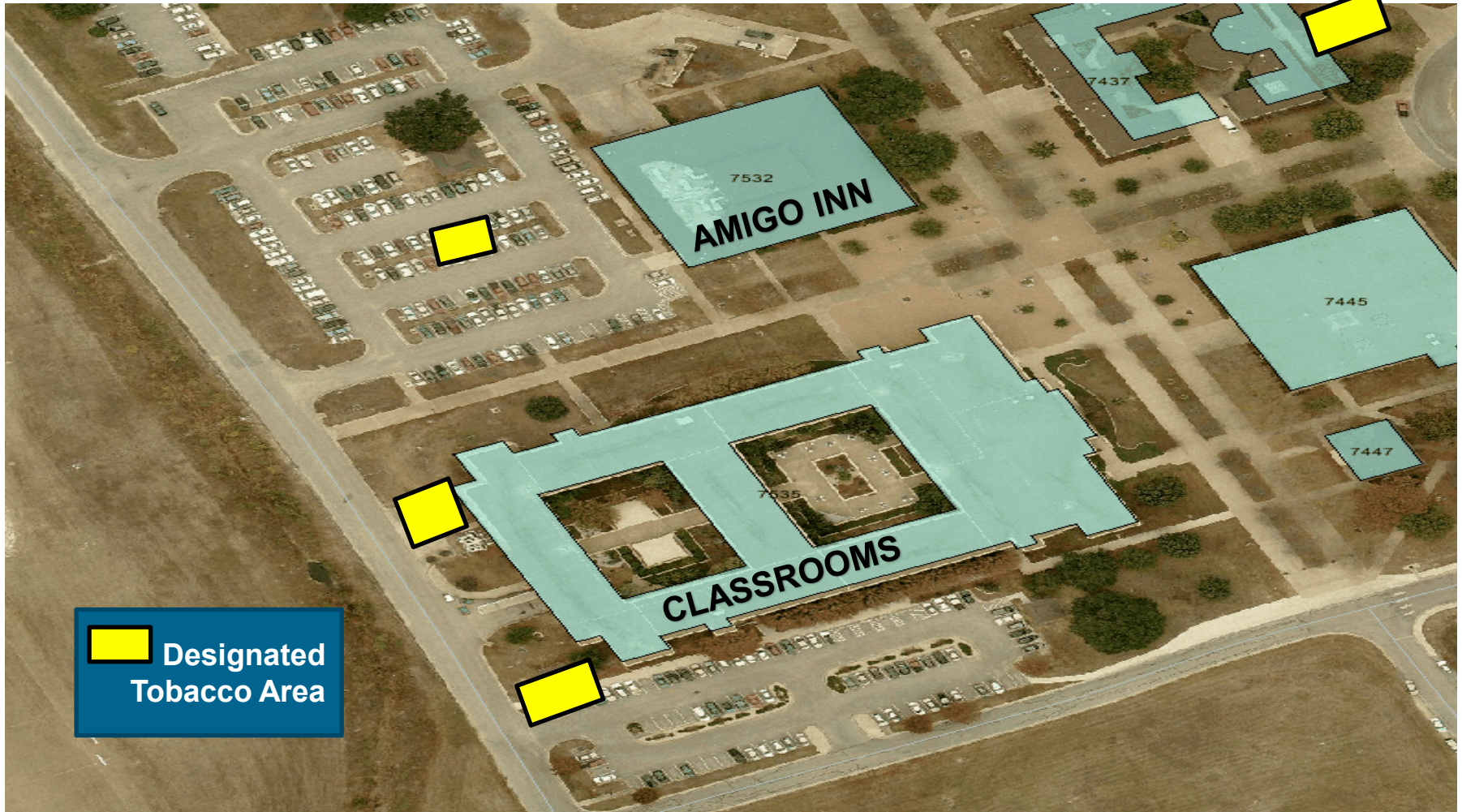


Cigarettes, vape, chewing tobacco, snuff only in allowed areas.



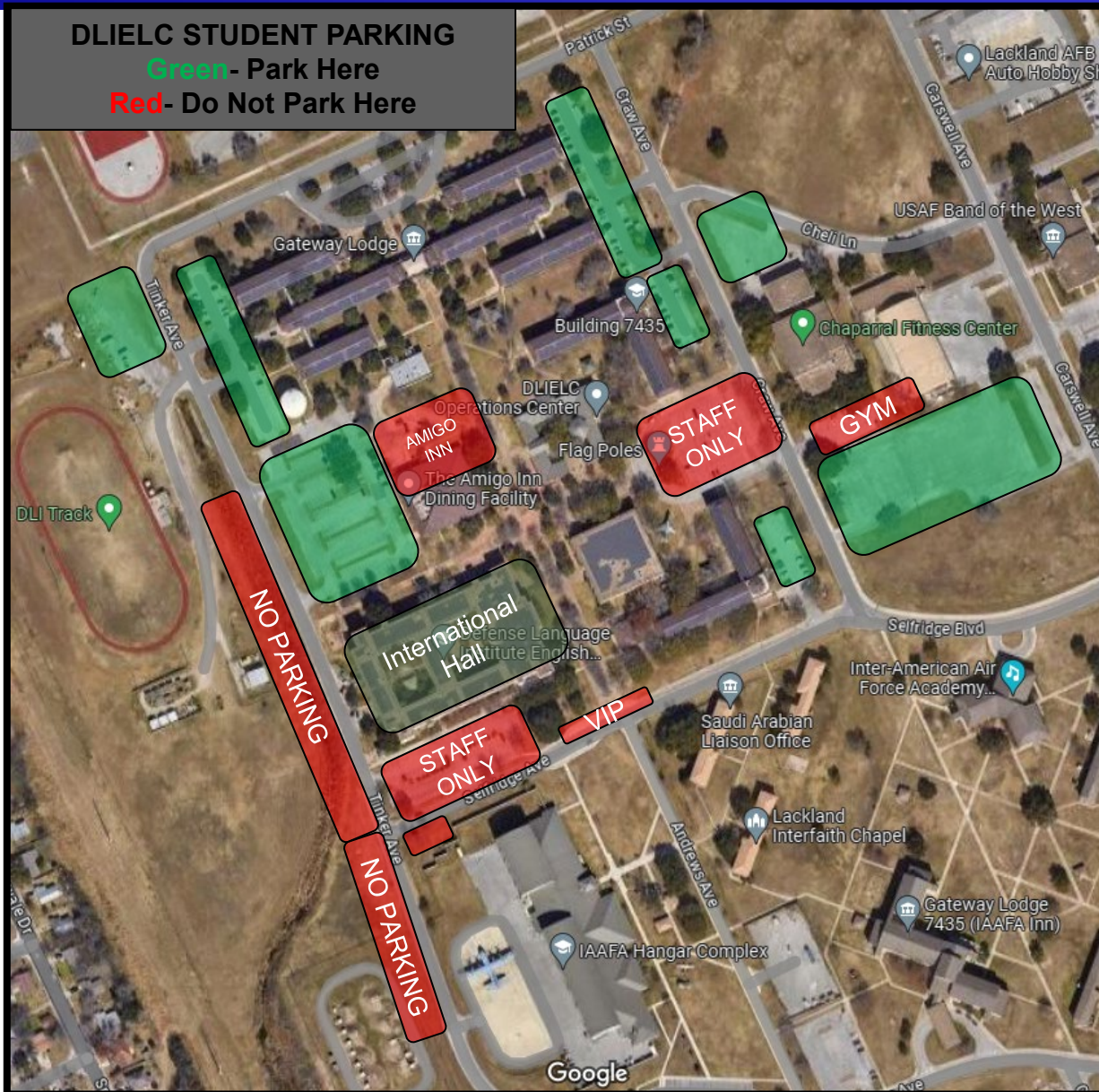


# Smoking Rules





# Parking Rules



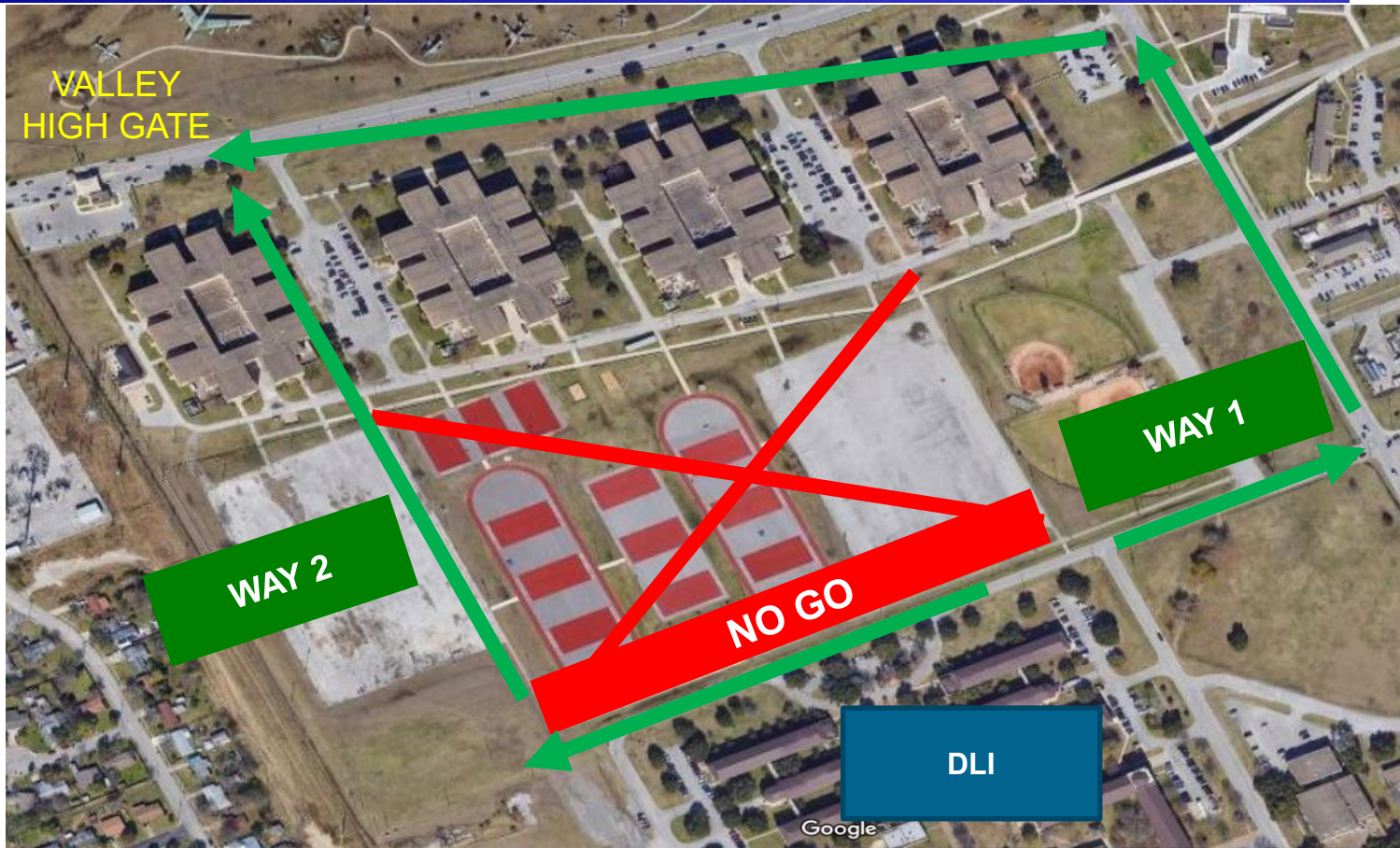


# Parking Rules





# Place You Can Not Walk Across



Basic Military Training Area- Do not walk in this area. Even if it is empty.



# Military Rules



## Uniform

- You must wear your military uniform during class.
- **You must wear your military hat when outside.**

## Saluting

- You are not required to salute while on campus. There are many different countries with different ranks.
- You can still give the proper greeting of the day and salute if you know the other person rank.

## On Base

- No loud music in housing. Police will come and DLIELC will be notified.
- No heating of oil(s) in the microwave.
- No littering. Take your cigarette butts, coffee cups and put in the trash.
- Reveille- 0630. Retreat- 1730. Must stop, stand at attention/salute, stop driving until music stops.

## Base Access

- You can only go to Lackland (this base).
- Do not go to Chapman Annex, Ft. Sam, Randolph, or other U.S. bases



# Firearm Rules



- Do **NOT** use or buy guns or ammunition while in the US.
- Do **NOT** go to a gun range or go hunting.
- If these rules are broken, you will be disenrolled and sent home.





# Driving In Texas



## Texas Drivers License

- See MTM Office for paper form
- Takes about 2 months to get

## Good for 1 Year

- See next slide

## Good for 90 Days

- All other countries not on list

## International Drivers License

- See MTM Office for Translation Letter



Keep a copy of your ITO  
in your car





# 1 Year Driver License Reciprocity With English Translation



ALBANIA	FRANCE	PANAMA
ARGENTINA	GERMANY	PARAGUAY
ARMENIA	GREECE	PERU
AZERBAIJAN	GUATEMALA	POLAND
BELARUS	HAITI	PORTUGAL
BELGIUM	HONDURAS	ROMANIA
BOLIVIA	HUNGARY	SERBIA
BOSNIA AND HERZEGOVINA	ICELAND	SLOVAKIA
BRAZIL	ITALY	SLOVENIA
BULGARIA	KAZAKHSTAN	SPAIN
CANADA	LATVIA	TAJIKISTAN
CHILE	LITHUANIA	TURKEY
COLOMBIA	LUXEMBOURG	TURKMENISTAN
COSTA RICA	MEXICO	UKRAINE
CROATIA	MOLDOVA	UNITED KINGDOM
CZECHIA	MONTENEGRO	URUGUAY
DENMARK	NETHERLANDS	UZBEKISTAN
DOMINICAN REPUBLIC	NICARAGUA	
ECUADOR	N. MACEDONIA	
EL SALVADOR	NORWAY	
ESTONIA		
FINLAND		



# 1 Year Driver's License Reciprocity With International Driving Permit



**Arab Republic of Egypt**  
Republique Arabe d'Egypte

**International Motor Traffic**  
Circulation Automobile Internationale

**International driving Permit**  
Permis Internationale de conduire

**Road Traffic Convention - Geneva 19 September 1949**  
Convention sur la circulation Routiere de Geneve 19 Septembre 1949

**Valid for one year / un an**

No. **0082905**

**Issued by :** EGYPT - CAIRO  
**Delivre a :**

**Valid for one year from:**  
**Valable pour un an de :**  
Automobile & Touring Club of Egypt



Signature

**Not valid to drive in Egypt**  
**Non valable pour conduire en Egypte**

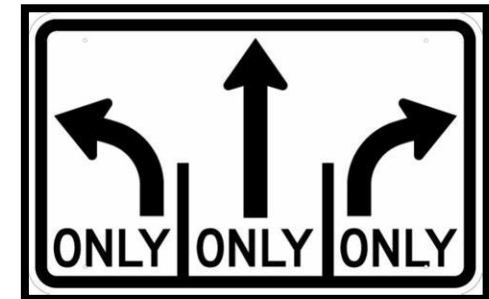
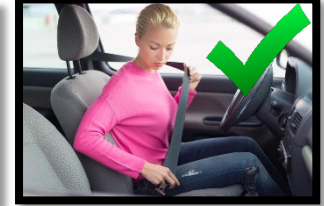
**AUSTRIA**  
**EGYPT**  
**INDIA**  
**ISRAEL**  
**LEBANON**  
**PHILLIPINES**  
**SWEDEN**  
**SWITZERLAND**  
**SOUTH AFRICA**  
**THAILAND**  
**YUGOSLAVIA**

**MUST HAVE VALID HOME COUNTRY LICENSE AND  
INTERNATIONAL DRIVING PERMIT**



# Driving Laws

- Texting or phone in hand = **ILLEGAL**
- Not wearing seatbelt = **ILLEGAL**
- No car insurance = **ILLEGAL**
- Not having a valid driver license = **ILLEGAL**
- An open alcohol bottle or can = **ILLEGAL**
- Drinking alcohol and driving = **ILLEGAL**
- Turning left/right in a straight only lane = **ILLEGAL**
- You cannot drive a motorcycle while at DLIELC
- On Base – if you speed or do not slow down for military formations you will not be allowed to drive on base
- You must transfer the title/official ownership when you sell a car





# Tax (VAT) Free



## If you want to buy a car

- Only for people from a NATO country
- 6.25% tax free
- See MTM Office BEFORE you buy



## Texas Tax Back

- Tax return on many things you buy only in last 30 days before you leave the U.S.
- 8.25% tax return
- See MTM Office for more information

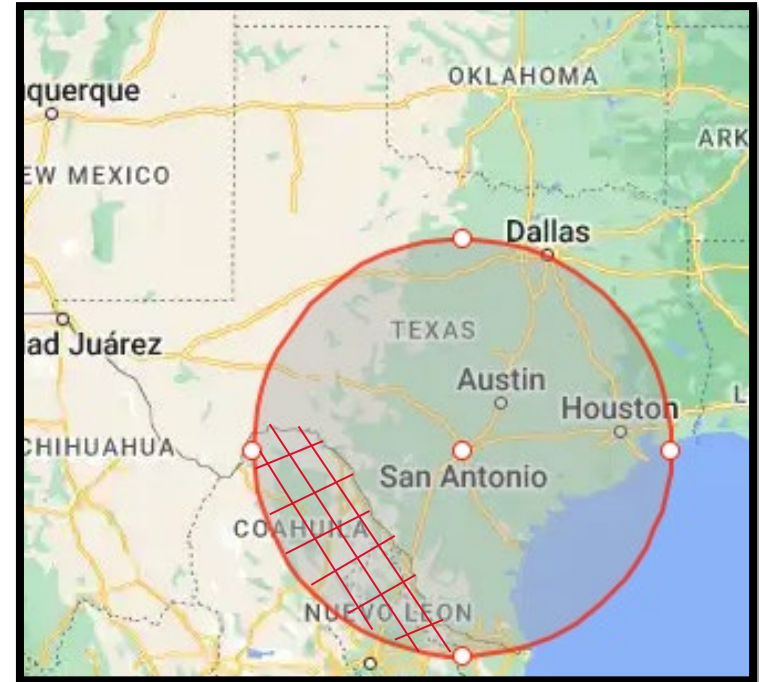
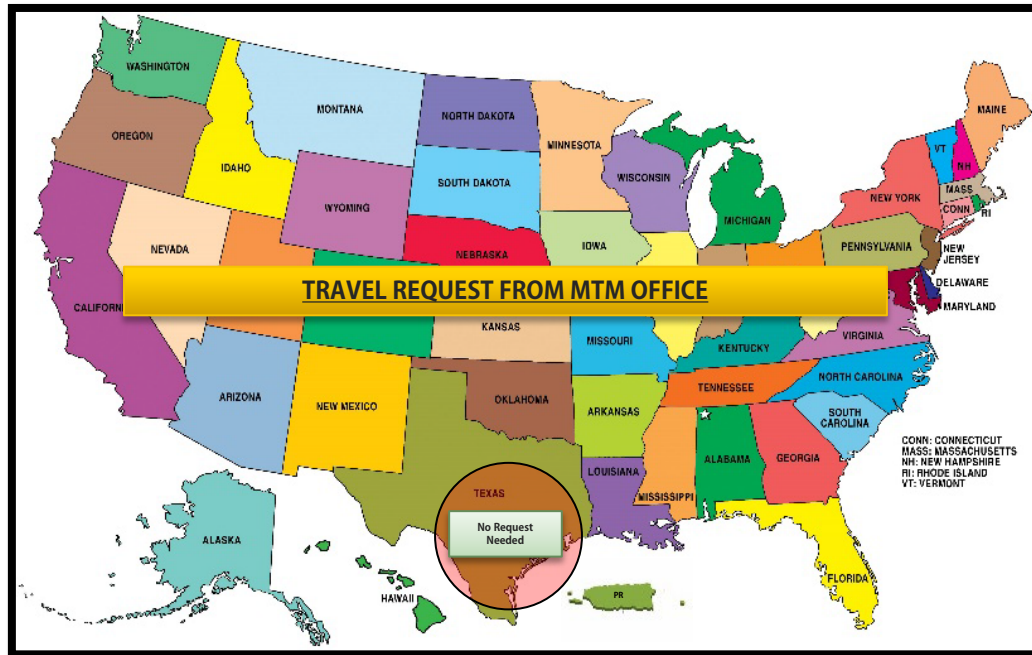




# Asking to Travel



## Travel



- You must ask if you want to travel more than 250 miles (400 kilometers) from San Antonio. Pick up Travel Request form from MTM Office and turn it in 5 days BEFORE travel.
- If you want to travel outside of the U.S. you must have ITO change from your country. NO OUTSIDE COUNTRY TRAVEL ALLOWED. Mexico is not allowed.



# Holidays



- DLIELC celebrates all U.S. Federal Holidays
- Each country has 2 more holidays each year; ask CPM
- MTMs, CPMs, CLOs, or your Embassy cannot give you more holidays or change one holiday for another.





# DLIELC Notifications



To receive all emergency alerts and base closures:

1. Download Signal app
2. Create account
3. Scan QR Code



DLIELC Notifications Signal Group



# Questions



## Military Training Managers



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