

August 2019

Student Handbook



Defense Language Institute English
Language Center (DLIELC)
Joint Base San Antonio-Lackland, Texas

DLIELC VISION

*An innovative, world class military organization providing superior
English Language training around the globe.*

DLIELC MISSION

Provide effective English language training and maximize resources to enable US and International students to communicate proficiently in support of Department of Defense Security Cooperation goals.

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



TABLE OF CONTENTS

Commandant's Welcome Letter	Page 3
DLIELC Contact Information	Page 4
Introduction to DLIELC	Page 5
Preparation and Arrival Instructions	Page 6
Dependent Information	Page 8
Life at DLIELC	Page 9
Driving in the United States and on Military Installations	Page 19
Parking at DLIELC	Page 22
Inappropriate/ Illegal Behavior	Page 23
Training Overview	Page 27
Military Customs and Courtesies	Page 30
Departing DLIELC	Page 32
Frequently Used Acronyms	Page 33
New Student Orientation Information	Page 36
Rank Insignia Guide	Page 37
JBSA Lackland Map	Page 40



DEFENSE LANGUAGE INSTITUTE ENGLISH LANGUAGE CENTER

JOINT BASE SAN ANTONIO LACKLAND, TX 78236-5259

Current and Future DLIELC Students,

It is a pleasure to welcome you to the DLIELC. I am sure that you will feel the sense of pride that we share in belonging to this world-class military 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 daily activities 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 language interoperability

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.

DLIELC Commandant

CONTACT INFORMATION

International Support Squadron (ISS)	(210) 671-2929
Emergency	(210) 671-0911
Wilford Hall 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
	(210) 671-0880
	(210) 925-0876
Country Program Managers	(210) 671-4212
DLI Website	www.dlielc.edu
DLIELC Official Mailing Address (Official government mail only)	DLIELC 2235 Andrews Ave JBSA-Lackland TX 78236- 5514
Calling with a non US phone	add 001 to the phone number

*Family members may call 001-210-675-5050 and enter room number

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 firstday.

DLIELC 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 AND ARRIVAL INSTRUCTIONS

PREPARATION

In order to ease students' transition into DLIELC 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 (SANWeb)-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 DLIELC.
- **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.

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 the Wilford Hall urgent care facility. 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.

ARRIVAL IN SAN ANTONIO

Upon arrival at the San Antonio International Airport, report to the United Service Organization (USO), located in the Terminal B baggage claim area. A USO representative will direct you to the Lackland AFB Shuttle (free of charge). Students can also call the DLIELC International Support Squadron (ISS) Service Desk (210-671-2929) at Lackland from any courtesy telephone near the baggage center in the airport. Students will be

directed to take either the Lackland AFB Shuttle during duty hours or the Yellow Cab taxi after hours (210-222-2222) at the students' expense to the base.

Duty Hours: Monday thru Friday 0700-2010 (USO) or 0700-2200 (Lackland AFB Gate) except for Federal Holidays and Base Down Days

Transportation for dependents is NOT allowed in US government vehicles.

ARRIVAL ATDLIELC

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 DLIELC, students will be responsible for the information provided in these briefings and in this handbook. Failure to follow DLIELC rules procedures will result in academic or disciplinary issues.

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, completed in English.
- 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 and will be returned homeland within fifteen days unless the SCO at the US Embassy can email or fax them to DLIELC.

INVITATIONAL TRAVEL ORDERS (ITO)

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**

authorize 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 JBSA Security Forces will not allow base access. Students will have to stay at a local motel or hotel at their own expense, and DLIELC 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. (**DLIELC does not authorize bringing dependents, SAMM Ch. 10)**)

DEPENDENT INFORMATION

DLIELC **does not authorize bringing dependents** or make accommodations for students' 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, DLIELC will delay class entry by one week.

There is no adult medical care available on base for dependents.

For off base care, students must find doctors who accept their insurance. DLIELC does not assist students with scheduling medical appointments for dependents. **Students are NEVER authorized to use class time for dependent medical care.**

If dependents are listed on your ITO, take the ITO and the insurance card (if applicable) to the medical facility. These documents will determine responsibility of payment for treatment.

LIFE AT DLIELC

CONTACTING YOUR EMBASSY

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

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.

LIVING ONBASE

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. **(DLIELC does not authorize bringing dependents, SAMM Ch. 10)** 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 Operations building.

STUDENT LODGING AT GATEWAY INN AND SUITES

Gateway Inn and Suites are not under the authority of or managed by DLIELC 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 room upon arrival. Each room has "The Inns of Lackland" folder with general information, guidelines, rules, and regulations for JBSA-Lackland lodging.

ROOM ASSIGNMENT/INSPECTION

Depending on availability, lodging rooms are assigned based on rank. Report any room damages to the front desk of lodging within 24 hours of arrival; after 24 hours fines may be charged. Do not move room furniture. Students not following lodging rules and regulations could receive disciplinary action and be removed from the room.

Pets are not allowed in lodging rooms.

BILLETING AND PHONE CHARGES

Room charges must be paid to the lodging front desk once a month.

US Army and Navy-sponsored students receiving TLA do not receive funds to pay for their rooms. Instead, charges for their rooms will be billed directly to the sponsoring agency.

TELEPHONE USE

DLIELC highly discourages using lodging phones for long distance calls since the usage charge is very high (however, local phone calls in San Antonio are free). DLIELC recommends using personal mobile phones or phone cards. To leave voicemail on lodging phones, call 210-671-5050. Phone charges apply whenever 1-800, 1-888, or 1-900 phone numbers are called. The lodging office is authorized to collect student telephone charges; however, they have no control of the rates or quality of service. For any room telephone issues, notify the lodging front desk.

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. Place clothing in closets and drawers and dirty clothing in a proper container.

Throw away spoiled food and do not keep open containers of food in room to prevent attracting insects and other pests.

COOKING

Cook only with the microwave provided in rooms and clean after each use; other cooking devices (hot plates, rice cookers, crock pots, steamers, etc.) are not allowed.

Housekeeping will remove any of these other cooking devices since they are a fire hazard. NEVER use metal objects in the microwave which damages it and could cause fires and bodily injury.

ROOM AND LAUNDRY CARDS

Lodging provides room and laundry cards. Report any lost or stolen cards to the lodging front desk; students must pay to replace lost card. Do not share room or laundry cards with others. Room and laundry cards must be returned upon checkout.

LAUNDRY ROOMS

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. DLIELC is not responsible for clothing that is stolen from the machines.

Rooms are equipped with irons and ironing boards. Unplug irons from the wall after use.

QUIET HOURS

Quiet hours in all lodging rooms are 2230-0800 Sunday-Thursday and 2400-0800 Fridays and Saturdays. During these hours, please be quiet and do not disturb others. Possible disciplinary actions and removal from lodging can occur if lodging receives noise and other room complaints from other customers.

TEMPERATURE CONTROL

Air conditioning and heating temperatures may be adjusted in each room. However, it's not possible to change from either air conditioning to heating or heating to air conditioning. Each room is equipped with a portable fan or ceiling fan.

ENERGY CONSERVATION

To conserve energy, please turn off lights, televisions, coffee pots, irons, etc. when not in use. Also, close doors and windows when the air conditioning or heating is in use.

Report leaky faucets and broken windows immediately

FLAMMABLE ITEMS

Do not store highly flammable liquids (gasoline, lighter fluid, etc.) in rooms. **Never have any open flame in the rooms.** Hot coffee pots, irons, or curling irons should never be stored in drawers, lockers, or on the carpet; unplug these devices from the walls before leaving the room.

SMOKING

Smoking is strictly prohibited in base lodging; students will be charged for professional cleaning if the room smells of smoke. If this rule is violated, students could be fined, removed from the room, and receive disciplinary action. Students may only smoke in designated areas. These areas are clearly marked. There is no smoking within 50 feet of any entrance/exit (to include windows) of a government building.

PEST CONTROL

The control of pests (roaches, ants, etc.) is a constant issue in the rooms. These pests are attracted to food and water. Proper food storage in sealed containers and clean rooms will reduce pest problems. Properly discard waste food and store food in the refrigerator. If food has been properly stored and there are still pest problems, report this to the lodging front desk.

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.

DINING HALL

The DLIELC 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 1100-1300; Dinner at 1700-1900.

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

LIVING OFF BASE

Students who bring dependents must plan to cover all living expenses off base. DLIELC does not authorize bringing dependents and cannot assist with leasing with leasing an apartment or terminating a contract. Students must be prepared to cover ALL EXPENSES of living out in town including rent, security deposit, damage deposit, meals, utility bills, and transportation. Students are encouraged to review lease contract thoroughly and understand payment dates, renter requirements, and cancellation fees.

DLIELC cannot assist students with early lease cancellation. If students choose to cancel their lease early, they must pay the full cost for cancellation. Students should not sign a lease for longer than the duration of their training. DLIELC will not reimburse any costs if students are removed from training for any reason. The military clause that allows US military to terminate their lease early does not apply to international students.

If a student receiving US Government allowances chooses to live off installation for any reason, all allowances will be forfeited. Students not receiving US government allowances may stay where they choose; however, transportation will not be provided. **All students must maintain a current address with the MTM office at all times.**

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, have a connection fee, and bill monthly based on utility usage.

Students are encouraged to read contracts to understand set-up and termination fees.

TRANSPORTATION IN SAN ANTONIO

San Antonio VIA buses are public transportation that run throughout the city. Bus schedule and routes can be found at www.viainfo.com. Taxis and ride sharing companies, such as Uber and Lyft, can also provide transportation but may have limited access to JBSA-Lackland. If you need to reach San Antonio Airport, JBSA-Lackland provides free shuttle service to/from the airport every 1-2 hrs. (0455-2010).

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.

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 1230 – 1500 Monday 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. All mail/packages must be sent to your P.O. Box. DLIELC **will not** receive mail/packages for students.

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 Country Liaison Officer (CLO)/ Country Program Manager (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, please be fully dressed when outside lodging rooms.

The dining facility (AMIGO Inn), Gateway Club, and fitness centers have strictly enforced dress codes. Dress appropriately when using these facilities.

STORING VALUABLES

Secure any valuables (money, personal or DLIELC-issued laptops, jewelry, etc.). **It is the student's responsibility to protect these items at all times, including in the classroom and dining facilities.** Lock boxes are provided in the base lodging facilities. If the DLIELC-issued laptop is damaged in any way, students are responsible for paying repair or replacement costs. DLIELC technicians can repair DLIELC-issued laptops, but NOT personal laptops.

Neither DLIELC nor lodging will replace lost or stolen valuables. If something is missing from the 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 DLIELC and near the BX. The hours of operation are Monday-Friday 0900-1600 and Saturday 0900-1300.

US Army or Navy sponsored students that receive a living allowance through 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. Follow the directions provided by the bank to activate a bank debit card.

Air Force-sponsored students are not required to open bank accounts since they will be issued debit cards into which funds will be deposited.

PAYMENTS

Students receiving US government travel & living allowance (TLA) are paid monthly. The first payment is approximately four weeks after all in- processing paperwork is completed and turned in to finance. Payments are in accordance with all authorized training listed on the ITO.

Any advance pay received before leaving country is deducted from the first payment. 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.

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 personal days. 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.

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 weekend travels will be declared AWOL and returned to their homeland.

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 clothing and other items.
- The **Commissary** (grocery store) is located across from the BX.

MEDICAL CARE WHILE AT DLIELC

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 do not have an 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 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 their ID card.

EMERGENCY

Call 911 for a serious or life threatening situation.

If students are physically incapable of getting to Operations, call (210) 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.

DENTAL CARE

Dunn Dental is the only dental facility located on JBSA Lackland. Dunn Dental does not offer dental care to DLIELC 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 Dunn 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 DLIELC.

FLIGHT PHYSICALS

Flight and specialty physicals are required for students attending high-risk Follow on Training (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 students must have a return to work/school form from the medical providers' office.** 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 have a return to work/school form from the medical providers' office to return to class. Students must give the note to an MTM who can authorize absences from class.

Students who are absent without authorization will be declared Absent Without

Official Leave (AWOL) after no more than 24 hours of continuous unauthorized absence and could be returned to their homeland.

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

DRIVING IN THE UNITED STATES AND ON MILITARY INSTALLATIONS

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 stopped by the police, remain in the vehicle and listen to instructions; NEVER argue, offer money, or fight with a police officer.

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.

Obey all traffic laws both on and off JBSA-Lackland. The speed limit on JBSA-Lackland is 30 mph in most areas, but drops to 20 mph in selected areas. 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 DLIELC.

Driving while in the United States and on any US Military installation is a privilege. Be aware that this privilege maybe taken away at any time.

TRAFFIC TICKETS

Traffic tickets received on or off base will often result in a fine, and/or an appearance in court and on-base driving privileges will be taken away for a minimum of 30 days up to one year.

Students must take traffic tickets to an MTM as soon as possible. The most common tickets are for:

- Speeding
- Parking in fire lanes or on the side of the road
- Not stopping completely at stop signs or traffic lights
- Illegal right turns
- Open containers of alcohol

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.

DRINKING AND DRIVING

DLIELC has a **ZERO tolerance** policy for driving under the influence of alcohol or drugs. Any student arrested, detained and/or issued a ticket for driving under the influence will be **DISENROLLED FROM DLIELC IMMEDIATELY.**

Texas law states that it is against the law for any person to drive a motor vehicle while under the influence of alcohol or drugs with a blood alcohol concentration level of .08% **OR** demonstrate signs of impairment, regardless of blood alcohol concentration level.

Any person entering, exiting, or driving on base that is believed to be operating a vehicle under the influence of alcohol or drugs will be detained and given a field sobriety test and a breathalyzer test.

If you violate these laws, the United States Government can have you jailed, require payment of monetary fines, seize your vehicle, revoke your drivers' license and/or strip you of driving privileges on all military bases.

DO NOT DRINK ALCOHOL AND DRIVE!

MAKE A PLAN. All students are encouraged to have a plan when going out and to utilize the buddy system (always have a person with you).

1. Have a designated driver. A designated driver DOES NOT DRINK ALCOHOL and is responsible for driving any individuals who have consumed alcohol home at the end of the night. This can also be a person that you can call to come pick you up.
2. Call a cab. San Antonio has several cab companies that you provide rides in addition to common ride sharing companies such as Uber and Lyft.
 - a. Yellow Cab San Antonio: (210) 222-2222
 - b. National Cab: (210) 434-4444
 - c. San Antonio Cabs: (210) 900-2151
 - d. Uber and Lyft can be accessed by downloadable apps on a smart phone
3. Use public transportation. San Antonio VIA bus information can be found at www.viainfo.net or can be found on their downloadable app for smart phones.

BE SMART, BE SAFE, HAVE A PLAN!

RECKLESS DRIVING

Reckless driving is a serious crime in the state of Texas and can result in fines, loss of driving privileges, and detainment by law enforcement. Reckless driving refers to an individual's indifference to others' safety. When a driver ignores the safety of others on the road, law enforcement officers may consider that he or she demonstrates reckless, careless, or dangerous driving. The following may be considered reckless driving:

- Operates a motor vehicle at an excessive or dangerous speed
- Running stop signs or red lights
- Fails to yield the right-of-way to other drivers and pedestrians
- Drives under the influence (DUI) or drives while intoxicated (DWI) (Note: it's possible to be charged and convicted of a DUI/DWI as well as reckless driving)
- Races with other motor vehicles
- Evades law enforcement
- Passes over a double yellow line on a two-lane highway
- Texts or talks on a mobile device and drives
- Passes a stopped school bus
- Fails to provide electronic or hand signals
- Drives in such a way that he or she fails to maintain reasonable or proper control of the vehicle. (Note: if the driver operates the vehicle with mere negligence—i.e., without “willful” disregard for the consequences of others—he or she can argue against reckless driving)

Driving while in the United States and on any US Military installation is a privilege. Be aware that this privilege maybe taken away at any time.

PARKING AT DLIELC

Parking spaces for students on campus are limited to designated areas only; refer to map handout for designated student parking lots. Students found parking in unauthorized locations will receive a ticket, points, and may lose military base driving privileges. You must park in a space with white lines!

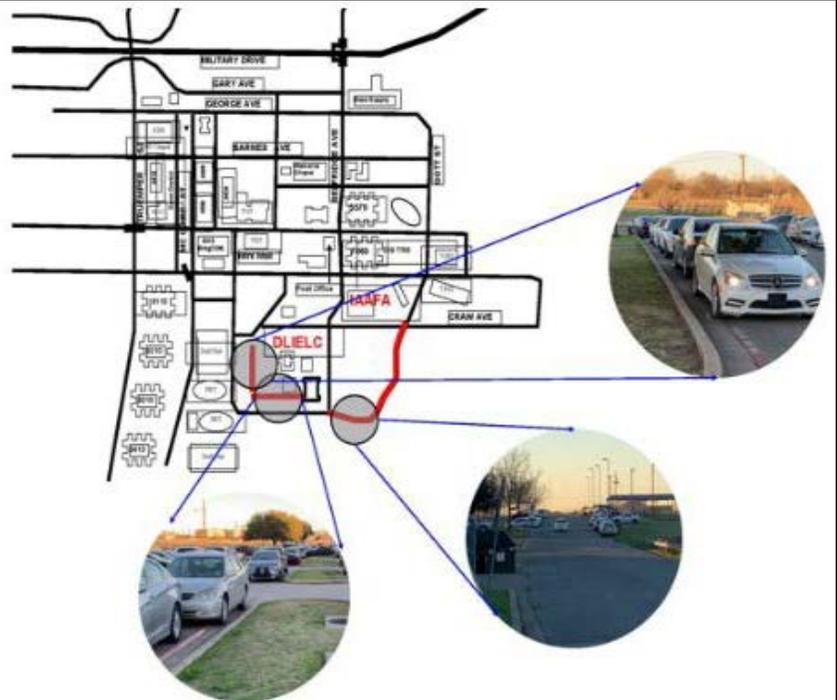
DO NOT PARK in the following places:

- Fire lanes or near a fire lane (curbs/ground marked in red)
- Reserved spaces
- Side of the road
- Grass
- Next to or near No Parking Sign
- Unmarked space (no white lines)



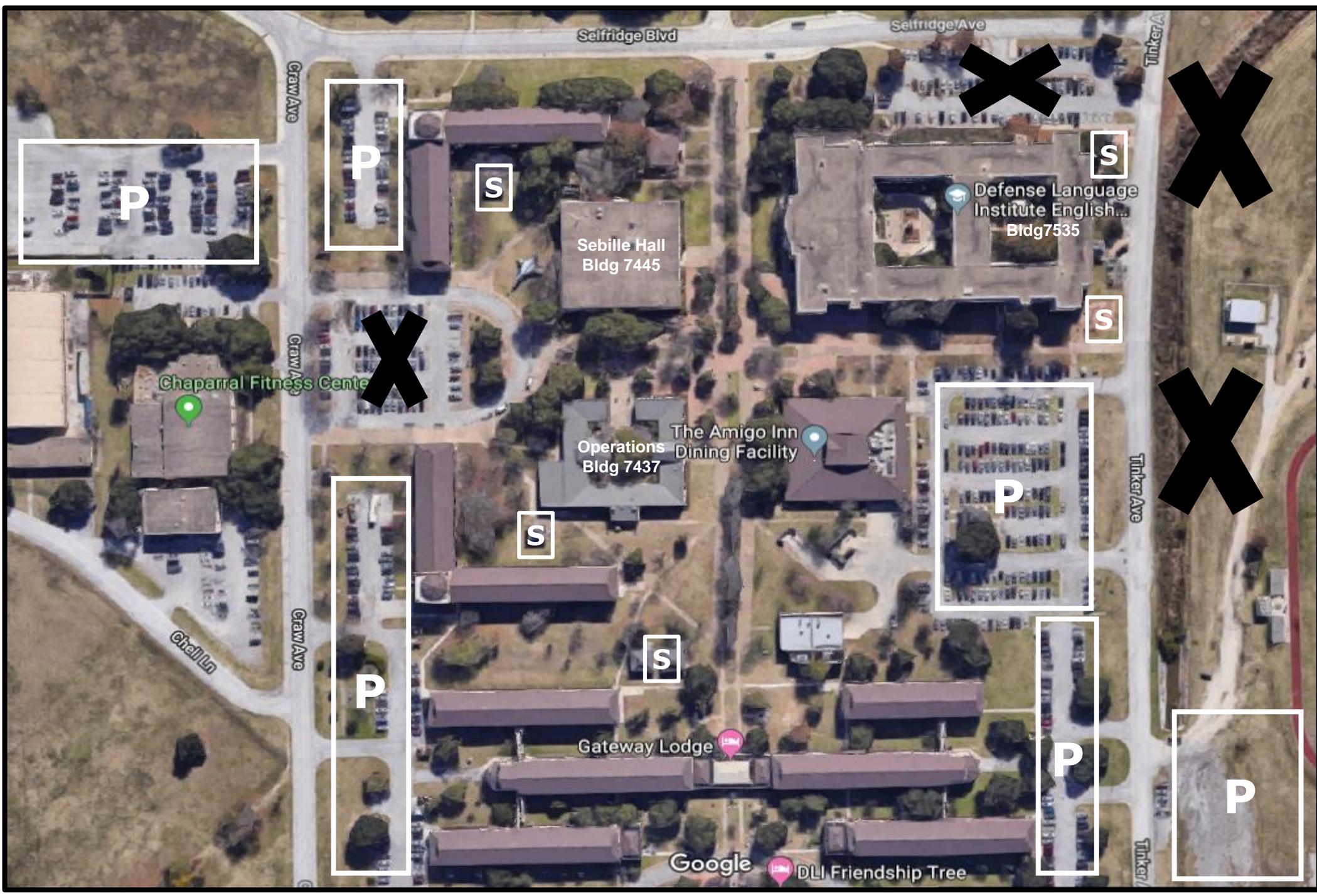
PARKING AT DLIELC

- DO NOT PARK ON **RED** LINES MARKED **FIRE LANES**.
- DO NOT PARK IN FRONT OF NO PARKING SIGNS.
- IF YOU PARK IN THESE SPOTS → YOU WILL BE ISSUED A TICKET FROM BASE SECURITY.
- **AT 3 TICKETS, YOUR BASE DRIVING PRIVILEGE WILL BE REVOKED!**
- **ISS COMMAND CAN REMOVE BASE DRIVING PRIVILEGES AT ANY TIME. OBEY ALL TRAFFIC LAWS.**



Defense Language Institute English Language Center

Designated Parking and Smoking Areas



P – STUDENT PARKING

S – SMOKING AREA

X – NO STUDENT PARKING

❖ Only park in spaces with lines

❖ DO NOT park on or near RED FIRE LANES

❖ DO NOT park on street or in grass

INAPPROPRIATE/ILLEGAL BEHAVIOR

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

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

DRUGS AND ALCOHOL: NEVER

- Buy, use, and/or sell illegal drugs, including marijuana
- Accept medication that is not yours even if it is prescribed by a doctor
- Drive when you have been drinking alcohol 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 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.

No means NO, do not ask again. American women do not always dress in a way that is considered modest in other countries, but it acceptable in the United States. **Do Not** touch a female or male unless she/he gives you permission and do not make inappropriate comments or gestures. It can be considered sexual harassment and/or sexual assault if an individual is touched or spoken to in an unprofessional manner, both on and off base.

Behaviors such as smiling or showing cleavage is also considered ordinary and acceptable in most cases. **This does not necessarily mean that a man/woman wants sexual attention or that they want to be touched.**

Women are legally, politically, and professionally equal to a man in the United States. The way a man or woman dresses is a sign of his or her style. **Do not make an assumption that they are trying to get your attention with the way they are dressed.** If you attempt to make advances at an individual and they react with surprise or negativity it means they are offended and you should apologize and leave the person alone. **Do not continue to try to flirt with the individual or talk to the individual. Leave the individual alone because they have expressed they are not interested in having you around them.**

Prostitution (exchanging sex for money or other items of value) and patronizing (paying someone for sex) are both illegal in Texas. This is true even if you are caught merely *offering* to buy or sell sex. A massage therapist will never offer any services that are illegal, and you should not ask them to provide any illegal services. Never expect more than a professional massage. **If you make an inappropriate proposition you are asking him or her to break the law and you could be arrested.**

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.)

RULES AND EXPECTATIONS

While at DLIELC, students will:

- 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 1 hour for lunch. Fridays have a shortened schedule, and classes end by 1230. Classes at DLIELC are approximately 50 minutes long with a short break after each period.

Students must attend all classes and be on time. **Students not inside the classroom by 0730 are marked absent for 1st period.** For periods 2-6, students are tardy if not inside the classroom when the bell rings. Students who miss more than 5 minutes of class are marked absent for that class period.

****MTMs assign disciplinary points for unauthorized absences and tardies.****

REPORTING PROCEDURES FOR ABSENCES

If a student will be absent from class, they are to call the MTM office at 210-925-0880 and leave a message with the following information:

- Name
- Student Control Number
- Clinic they are or will be attending
- Good contact number that students can be reached at

****Students are still required to bring a doctor's note in order for absences to be marked as authorized. Students reporting to class late still require slip from Operations Desk. ****

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 after class at 1500. Bring the following documents to the briefing:

- Copy of the ITO
- Copy of all Travel / Transportation / Airline Ticket Receipts
- Detailed Lodging Receipt (Gateway Inns and Suites on base)
- 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.
- US Air Force sponsored students will receive a MetaBank Debit Card.

TUESDAY: Students take the entry English Comprehension Level (ECL) test. Dates 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 DLIELC .
- **332 TRS Commander/Dean of Academics:** USAF Lieutenant Colonel responsible for overseeing all instruction, curriculum development, testing and academic support issues.
- **International Support Squadron (ISS) Commander:** USAF Lieutenant Colonel responsible for support to International Military Students at DLIELC.
- **Country Program Manager (CPM):** Civilians 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 for student support 0800-1530 Monday- Thursday and 0800-1400 on Fridays.
- **Training Technicians:** Training technicians manage all orientation requirements, flight itineraries, and graduation documents.
- **Information Receptionists:** Information receptionists 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

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

- **GET:** Students learn and practice general reading, writing, listening, and speaking English language skills using the DLIELC American Language Course (ALC) materials. Students advance based on individual progress with book quizzes, performance evaluations, and ECL tests.
- **SET:** Students learn and practice functional aspects of language, learning strategies, and terminology associated with technical training and professional military education skills that prepare them for follow-on-training (FOT).
- **AET:** Students improve language proficiency skills through advanced language development courses and/or develop their skills as English language specialists to work in their countries' English language training programs as instructors, managers, and curriculum/test developers.

DLIELC 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

DLIELC supports responsible social media as a way to communicate and share pictures, events, and memories at DLIELC. Pictures or information about other students or DLIELC personnel are not to be posted without first gaining their written permission. The permission form is available in the Field Studies/fours office.

Another note to remember: students should not post pictures of their Common Access Card (CAC), passport, ITO, etc. 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

DLIELC personnel and students are official representatives of their countries. Students are not encouraged or asked to give gifts to any Americans, although it is common and customary for many people of other countries to do so. Any gifts given to any DLIELC personnel are received on behalf of the US and DLIELC. Gifts that are presented at graduation to DLIELC must be vetted and approved by the protocol office prior to presentation. **No gifts will be accepted at graduation without prior approval.**

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.

DLIELC personnel will:	DLIELC Students will:
<ul style="list-style-type: none"> • Be respectful. • Maintain professionalism in all interactions with students. • Maintain a professional image. • Never shout or yell at students. • Respect cultural differences. • Call students by rank and last name. • Address student concerns, answer student questions, or direct students to the best source of information or a supervisor. • Plan and deliver effective English lessons. • Provide a comfortable learning environment. • Assist all students with class assignments. • Provide students with many opportunities to use English during class. • Encourage student participation rather than use lecture-style teaching. 	<ul style="list-style-type: none"> • Be respectful. • Maintain professionalism and military bearing at all times in their interactions with other students and DLIELC personnel. • Call others by their rank/title and last name. • Obey all US laws and DLIELC rules. • Never shout or yell at fellow students or DLIELC personnel. • Be on time for class and appointments. • Come to class with all of the required materials to participate. • Speak English in class. • 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.

FIELD TRIPS AND AMIGOS

As part of the Joint Security Cooperation Education and Training Program, DLIELC 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.

MILITARY CUSTOMS AND COURTESIES

DLIELC 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 DLIELC 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 DLIELC 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 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 DLIELC and returning homeland, students will be required to return their CAC and 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. They will also 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.

DEPARTING DLIELC

When leaving DLIELC to go to FOT or to return homeland, students must attend two scheduled briefings: DLIELC out-processing briefing and Finance briefing. DLIELC will not issue graduation documents, final pay vouchers, or 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. DLIELC will not issue graduation certificates to students who do not attend graduation.

On the day of departure, pick up the departure package from the Training Technician assigned to each country. Students continuing to FOT will keep ID cards until completion of FOT. Students with FOT at a contractor training site on a non-military installation and those returning homeland will return ID cards and dependent ID cards at graduation.

STUDENT FEEDBACK

Students have an opportunity to provide feedback at DLIELC. This feedback is about the quality of training provided from arrival to graduation and it is welcomed from the first day.

DLIELC Student Comment Forms are available electronically at www.dlielc.edu/olc/dlicomments and in paper form in all classrooms, the ISS building, Learning Resource Center, and other locations.

Approximately 2 weeks before graduation, students complete an End-of- Course Survey and rate all areas of DLIELC. DLIELC may also contact students at FOT to inquire how they are doing and determine the quality of training received at DLIELC. Student comment reports are prepared for the DLIELC Commandant using data collected from the Comment Forms, End-of-Course Survey, and FOT contacts.

POSSESSION OF OFFICIAL TESTS WARNING

The only students with 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.

FREQUENTLY USED ACRONYMS AT DLIELC

AET:	Advanced English Training American Language Course
ALC:	American Language Course Placement Test As Soon As Possible
ALCPT:	American Language Course Placement Test
ASAP:	As Soon As Possible
BQ:	Book Quiz
BX:	Base Exchange
CAC:	Common Access Card (ID 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
OPSAV: 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.

NEW STUDENT ORIENTATION INFORMATION

New students **must** attend the mandatory Group Briefings in bldg. 7437 room 106 on Thursday and Friday. You must be seated 10 minutes prior to the start of the briefing.

Thursday: briefings begin at 0800 **Friday:** briefings begin at 0730

After the Group Briefing, please report to your Country Program Manager (CPM) in bldg. 7437 for your individual country entry briefing.

Medical In processing Appointments Monday – Wednesday at 1000 Monday – Wednesday at 1330 Thursday at 0730

You must select one of the available times listed above.

Bring your United States medical documents to all in processing appointments.

If you receive Living Allowances through the US Government, you must attend the mandatory finance briefing in bldg. 7437 room 106 on Mondays at 1445.

US MILITARY OFFICER RANK INSIGNIA

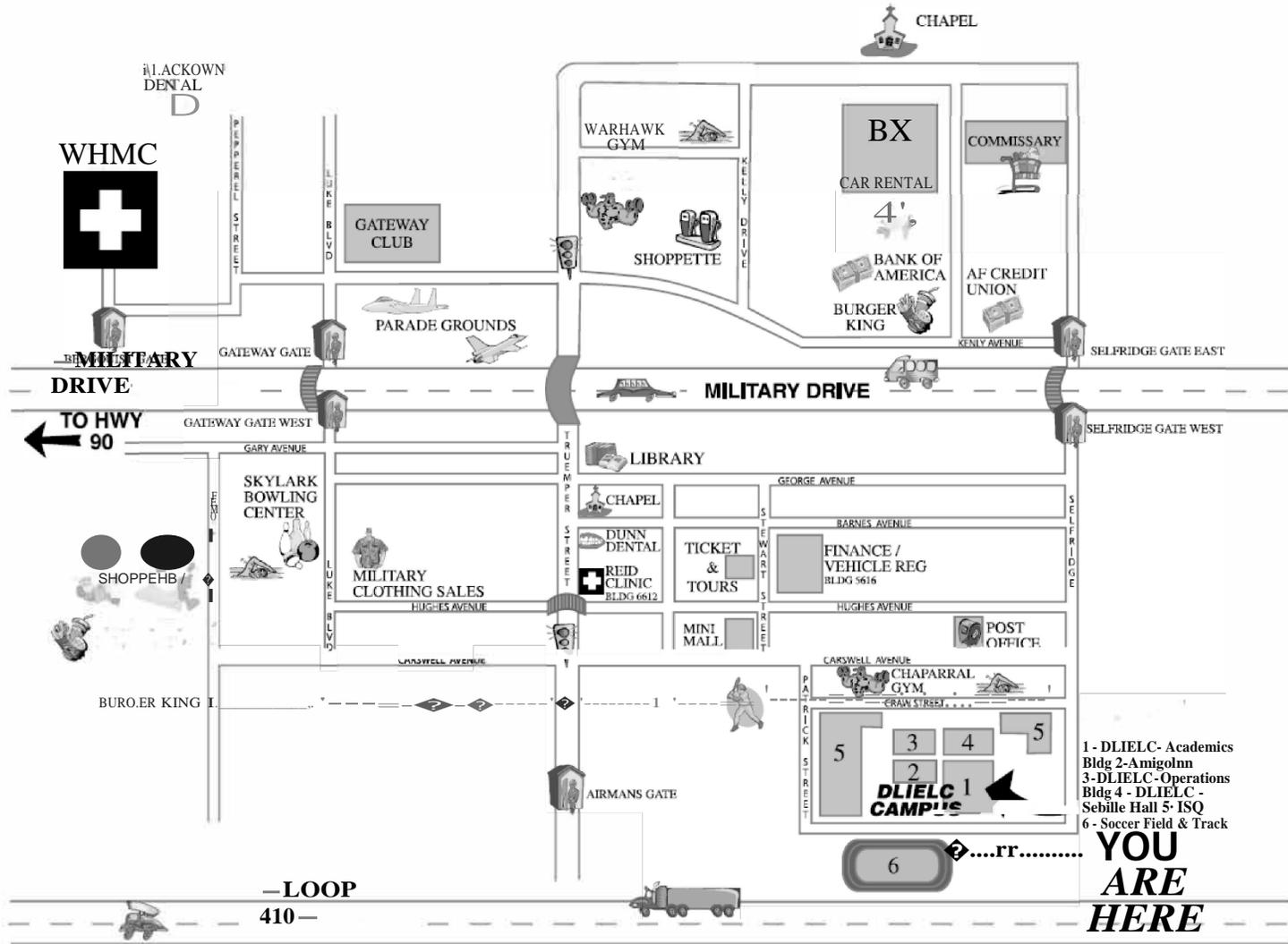
	AIR FORCE	ARMY	MARINES	NAVY
O-10	 GENERAL General	 GENERAL General	 GENERAL General	 ADMIRAL Admiral
goes by	General	General	General	Admiral
O-9	 LIEUTENANT GENERAL General	 LIEUTENANT GENERAL General	 LIEUTENANT GENERAL General	 VICE ADMIRAL Admiral
goes by	General	General	General	Admiral
O-8	 MAJOR GENERAL General	 MAJOR GENERAL General	 MAJOR GENERAL General	 REAR ADMIRAL (UPPER HALF) Admiral
goes by	General	General	General	Admiral
O-7	 BRIGADIER GENERAL General	 BRIGADIER GENERAL General	 BRIGADIER GENERAL General	 REAR ADMIRAL (LOWER HALF) Admiral
goes by	General	General	General	Admiral
O-6	 COLONEL Colonel	 COLONEL Colonel	 COLONEL Colonel	 CAPTAIN Captain
goes by	Colonel	Colonel	Colonel	Captain
O-5	 LIEUTENANT COLONEL (SILVER OAK LEAF) Colonel	 LIEUTENANT COLONEL (SILVER OAK LEAF) Colonel	 LIEUTENANT COLONEL (SILVER OAK LEAF) Colonel	 COMMANDER (SILVER OAK LEAF) Commander
goes by	Colonel	Colonel	Colonel	Commander
O-4	 MAJOR (GOLD OAK LEAF) Major	 MAJOR (GOLD OAK LEAF) Major	 MAJOR (GOLD OAK LEAF) Major	 LIEUTENANT COMMANDER (GOLD OAK LEAF) Commander
goes by	Major	Major	Major	Commander
O-3	 CAPTAIN (SILVER BARS) Captain	 CAPTAIN (SILVER BARS) Captain	 CAPTAIN (SILVER BARS) Captain	 LIEUTENANT (SILVER BARS) Lieutenant
goes by	Captain	Captain	Captain	Lieutenant
O-2	 1ST LIEUTENANT (SILVER BAR) Lieutenant	 1ST LIEUTENANT (SILVER BAR) Lieutenant	 1ST LIEUTENANT (SILVER BAR) Lieutenant	 LIEUTENANT JUNIOR GRADE (SILVER BAR) Lieutenant
goes by	Lieutenant	Lieutenant	Lieutenant	Lieutenant
O-1	 2ND LIEUTENANT (GOLD BAR) Lieutenant	 2ND LIEUTENANT (GOLD BAR) Lieutenant	 2ND LIEUTENANT (GOLD BAR) Lieutenant	 ENSIGN (GOLD BAR) Lieutenant
goes by	Lieutenant	Lieutenant	Lieutenant	Lieutenant

US MILITARY WARRANT OFFICER RANK INSIGNIA

	ARMY	MARINES	NAVY
W-5			
goes by	CHIEF WARRANT OFFICER Mister	CHIEF WARRANT OFFICER Gunner	CHIEF WARRANT OFFICER Warrant
W-4			
goes by	CHIEF WARRANT OFFICER Mister	CHIEF WARRANT OFFICER Gunner	CHIEF WARRANT OFFICER Warrant
W-3			
goes by	CHIEF WARRANT OFFICER Mister	CHIEF WARRANT OFFICER Gunner	CHIEF WARRANT OFFICER Warrant
W-2			
goes by	CHIEF WARRANT OFFICER Mister	CHIEF WARRANT OFFICER Gunner	CHIEF WARRANT OFFICER Warrant
W-1			
goes by	WARRANT OFFICER Warrant	WARRANT OFFICER Gunner	

US MILITARY ENLISTED RANK INSIGNIA

	AIR FORCE	ARMY		NAVY	MARINES	
E-9	 Chief Master Sergeant of the Air Force	 Sergeant Major of the Army		 Master Chief Petty Officer of the Navy	 Sergeant Major of the Marine Corps	
goes by	Chief	Sergeant Major		Master Chief	Sergeant Major	
E-9	 Chief Master Sergeant	 Command Ser- geant Major	 Sergeant Major	 Master Chief Petty Officer	 Sergeant Major	
goes by	Chief	Sergeant Major		Master Chief	Sergeant Major	
E-8	 Senior Master Sergeant	 First Sergeant	 Master Ser- geant	 Senior Chief Petty Officer	 First Sergeant	 Master Ser- geant
goes by	Sergeant	First Sergeant	Sergeant	Senior Chief	First Sergeant	Sergeant
E-7	 Master Sergeant	 Sergeant First Class		 Chief Petty Officer	 Gunnery Sergeant	
goes by	Sergeant	Sergeant		Chief	Gunny	
E-6	 Technical Sergeant	 Staff Sergeant		 Petty Officer First Class	 Staff Sergeant	
goes by	Sergeant	Sergeant		Petty Officer	Staff Sergeant	
E-5	 Staff Sergeant	 Sergeant		 Petty Officer Second Class	 Sergeant	
goes by	Sergeant	Sergeant		Petty Officer	Sergeant	
E-4	 Senior Airman	 Corporal	 Specialist	 Petty Officer Third Class	 Corporal	
goes by	Airman	Corporal	Specialist	Petty Officer	Corporal	
E-3	 Airman First Class	 Private First Class		 Seaman	 Lance Corporal	
goes by	Airman	Private		Seaman	Corporal	
E-2	 Airman	 Private		 Seaman Apprentice	 Private First Class	
goes by	Airman	Private		Seaman	Private	
E-1	(no insignia) Airman Basic	(no insignia) Private		(no insignia) Seaman Recruit	(no insignia) Private	
goes by	Airman	Private		Seaman	Private	



- 1 - DLIELC - Academics
- Bldg 2 - Amigo Inn
- 3 - DLIELC - Operations
- Bldg 4 - DLIELC - Seville Hall
- 5 - ISO
- 6 - Soccer Field & Track

**YOU
ARE
HERE**