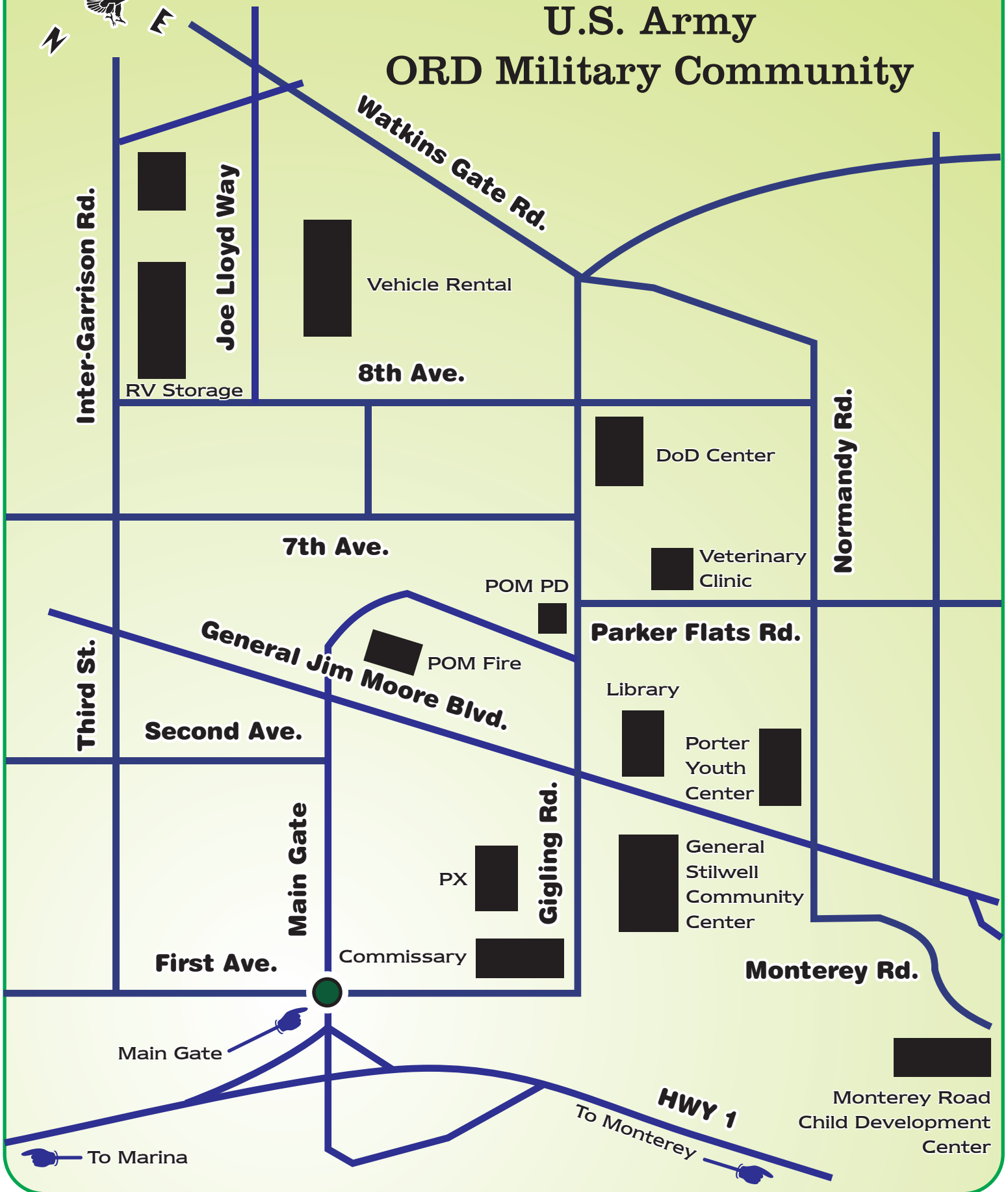




# U.S. Army ORD Military Community



### **Installation Access Control Measures**

As of 19 December 2014 100% hands-on ID check or DBIDS scan will occur at all DLIFLC POM gates. Security Personnel will require physical access to ID cards. All IDs must be removed from wallets, purses, backpacks, plastic ID card holders and handed to Security Personnel. No exceptions to this policy will be made. Expect possible delays in getting through the installation gates. **No access will be permitted if no ID is presented.**

All non-DoD visitors must be escorted on the installation at all times. No more than four (4) people will be allowed escort. Non DoD visitors without escort are required to obtain clearance 10 days in advance of visit.

For current information on DLIFLC Presidio of Monterey gate hours and gate access information please utilize the following link: [http://www.monterey.army.mil/About/gate\\_hours.html](http://www.monterey.army.mil/About/gate_hours.html)

### **Vehicles:**

The Presidio of Monterey (POM) is a closed installation. At the gate, personnel reporting for training are required to present proper ID and copy of orders assigning them to Defense Language Institute Foreign Language Center (DLIFLC). Guard Security will issue a temporary vehicle pass and direct all personnel accordingly. Required documentation for POVs includes valid state driver's license, vehicle registration, and proof of insurance. Entry will be prohibited for all persons not having provided documentation.

### **Visitor Passes:**

Pvt. Bolio Gate is open 24 hours per day, 7 days per week for vehicle and pedestrian access. Visitor passes are issued 24 hours a day for authorized visitors with license, proof of insurance and vehicle registration.

### **Parking on the Installation:**

As parking on the Presidio is at a premium due to several building projects, commuting via the FREE Monterey Salinas Transit (MST) bus service is highly recommended (*See "Military Transit Benefit Program" for more information*). If you cannot take the bus, carpools are recommended as parking tickets are expensive on the Presidio.

### **Identification Cards:**

Identification cards for Service Members, Family Members and NAF employees can be obtained at the ID Card Section in Building 616, Taylor Hall, Suite 111.

**NAF** employees must bring a completed DD Form 1172 from their unit-verifying official, who has a signature card on file with the ID Card Section.

**Military Family Members** must meet one of the following criteria to obtain an ID card:

- Be accompanied by their sponsor; or
- Present a notarized DD Form 1172; or
- Present a DD Form 1172 verified by any ID card issuing facility.

**Retirees** may also get a new ID card from the ID card issue facility. They must show either the old ID card or bring photo identification such as a driver license if the ID card has been lost or stolen.

For further information contact the ID card facility at 831.242.5209 or visit the ID card webpage at: [http://www.monterey.army.mil/Human\\_Resources/id\\_card.html](http://www.monterey.army.mil/Human_Resources/id_card.html).

## Temporary Lodging

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466 Cabrillo Street, Bldgs. 366 & 367  
831-645-1199

Positioned on the hills of Monterey, IHG Army Motels on the Presidio of Monterey is located within walking distance of many attractions both on and off post: the California coastline, Monterey's famed Cannery Row, the Presidio of Monterey Museum, and many more. A variety of accommodations ranging from suites to single rooms come completely furnished, and feature microwaves and refrigerators, with select rooms offering kitchens. Complimentary breakfast is served daily. Check in time is 1600 hours. Check out time is 1100.

IHG Army Hotels is taking convenience to a whole new level whether you're on long-term assignment or just visiting the area. Enjoy our great rates and convenient locations along with popular amenities including free guest Internet access, complimentary breakfast, on-post shuttle service, free local phone calls and a host of weekly social events. What's more, you can earn IHG® Rewards Club points with each stay.

For reservations, go to the IHG Army Hotels site:

<http://www.ihg.com/armyhotels/hotels/us/en/presidio-of-monterey/zypra/hoteldetail>



**Naval Postgraduate School Guest Lodging Site:**

[http://www.nps.edu/Visitors/guest\\_lodging.html](http://www.nps.edu/Visitors/guest_lodging.html)

### Combined Bachelor Quarters

The Naval Postgraduate School offers newly renovated rooms in the historic Del Monte Hotel, now Herrmann Hall, the university's main administration building. The CBQ prioritizes reservations for military and DoD civil service on TAD or PCS orders. Space-A rooms will be offered at 1500 each day, for the current night only.



Reservations can be made at 831-656-2060 or 831-656-2069. Visit our website at <http://www.nps.edu/Services/NGIS/>. It is our goal that you enjoy your stay with us while visiting the Naval Postgraduate School. We look forward to serving you soon.

### **Navy Lodge - Monterey**



The Navy Lodge-Monterey is located in the La Mesa Village housing community. The property offers rooms with fully-equipped kitchenette (dishes, pots, pans, etc.), microwave, dining table, cable TV, DVDs, free daily in-room coffee, free local telephone calls, free daily newspaper, complimentary Breakfast To Go, hairdryer, radio/clock, snack vending, ice machines, on-site laundry facilities, playground and picnic grounds. Also available at no charge are cribs, highchairs, rollaways, irons and ironing boards. The Lodge offers a limited number of pet friendly rooms

at a nominal fee.

The Navy Lodge - Monterey is located at 1100 Farragut Road, Monterey, CA 93940. Contact the facility at (831) 372-6133 or 800-NAVY-INN, or you may make a reservation online at <http://www.navy-lodge.com/>

## Local Motels and Hotels

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This listing is for reference only and does not constitute endorsement by the US Army Garrison, Presidio of Monterey (POM). The POM is not responsible for services provided by these establishments or that the information contained herein has not been changed.

A more extensive listing may be found by following this link: <http://www.seemonterey.com/hotels/full-service/>

HOTEL	PHONE	WEBSITE	ADDRESS	PETS
Bay Park Hotel	831-649-4258/800-338-3564	<a href="http://www.bayparkhotel.com">www.bayparkhotel.com</a>	1425 Munras Ave, Monterey	Yes
Best Western Monterey Inn	877-373-5345	<a href="http://www.montereyinnca.com">www.montereyinnca.com</a>	825 Abrego St, Monterey	No
Best Western Beach Resort	831-394-3321	<a href="http://www.montereybeachresort.com">www.montereybeachresort.com</a>	2600 Sand Dunes Dr, Monterey	Yes
Clarion Hotel	831-373-1337	<a href="http://www.clarionhotel.com">www.clarionhotel.com</a>	1046 Munras Ave, Monterey	No
Days Inn Monterey	831-375-2168	<a href="http://www.daysinnmonterey.com">www.daysinnmonterey.com</a>	1288 Munras Ave, Monterey	No
Embassy Suites	831-393-1115	<a href="http://www.embassymonterey.com">www.embassymonterey.com</a>	1441 Canyon Del Rey, Monterey	No
Fireside Lodge	831-373-4172	<a href="http://www.firesidemonterey.com">www.firesidemonterey.com</a>	1131 Tenth St, Monterey	Yes
Hilton Garden Inn	831-373-6141/800-234-5697	<a href="http://www.monterey.stayhgi.com">www.monterey.stayhgi.com</a>	1000 Aguajito Rd, Monterey	No
Holiday Inn Express	831-394-5335/800-995-7666	<a href="http://www.hiexpress.com/montereybayca">www.hiexpress.com/montereybayca</a>	1400 Del Monte Ave, Seaside	No
Hyatt Regency Monterey	831-372-1234	<a href="http://Monterey.hyatt.com/hyatt/hotels/index.jsp">Monterey.hyatt.com/hyatt/hotels/index.jsp</a>	1 Old Golf Course Rd, Monterey	Yes
La Quinta Inn	831-373-4813/800-531-5900	<a href="http://www.themontereylodging.com">www.themontereylodging.com</a>	2401 Del Monte Ave, Monterey	No
Monterey Fireside Lodge	831-373-4172		1131 10 <sup>th</sup> St, Monterey	Yes
Motel 6	831-646-8585	<a href="http://www.motel6.com">www.motel6.com</a>	2124 N. Fremont St, Monterey	Yes

Travelodge-Monterey Downtown	831-373-3381	www.travelodge.com	2030 N. Fremont St, Monterey	Yes
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If you are looking for something in particular for your pets, try: <http://www.petswelcome.com/>

## ***In Processing and Reporting Procedures***

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### **Service Members**

Documents required as part of reporting-in procedures are: for Army, Air Force, Marines, and Navy, you must report with your orders. For National Guard and Reserves, you need 10 copies of your orders: all amendments and Title 10 or Title 32 orders.

#### ***Army:***

Army personnel reporting to POM MUST bring their complete 201 File (Military Personnel Record Jacket). All Soldiers arriving from BCT should report to B Company, Bldg. 622, 3<sup>rd</sup> Floor immediately upon arrival. All Careerist personnel and incoming cadre may contact the 229th Military Intelligence Battalion S1 in Bldg. 616 (Taylor Hall), or by telephone at DSN 3531/5617 or commercial (831) 242-3531/5617 between 0900 and 1700 or the Battalion Staff Duty Officer by telephone at (831) 402-4839 24hrs for specific instructions.

If you arrive during duty hours, report for duty with the 229<sup>th</sup> Military Intelligence Battalion (MIBN). Report to the Taylor Hall, Bldg. 616, 2<sup>nd</sup> Floor, Room 216 (229<sup>th</sup> MI BN S-1) between 0900 and 1700, telephone 831-242-3531. If you arrive after duty hours or on weekends, WITHOUT pinpoint orders, report to the respective Company's CQ to which your language is assigned. All careerist Soldiers arriving after duty hours WITH pinpoint orders, report to the respective Company listed below:

A Company: Arabic-Iraqi, Bldg. 622 – CQ 831-242-5224

B Company: All Soldiers coming from Basic Training, Spanish, French, Portuguese, Italian, Russian, Hebrew, German, Serbo-Croatian – Bldg. 622, 3<sup>rd</sup> Floor – CQ 831-242-5224

C Company: Arabic, Bldg. 630A – CQ 831-242-5645

D Company: Japanese, Chinese, Thai, Tagalog, Indonesian, Korean – Bldg. 834 – CQ 831-242-5645

E Company: SFCs and above; all Officers and all others – Bldg. 830 – CQ 831-242-5645

F Company: Persian Farsi, Pashtu, Urdu, DTRA Students – Bldg. 830 – CQ 831-242-5645

***Air Force:*** Air Force personnel should check in with the Commander's Support Staff located in Bldg. 627, Rm 147 between the hours of 0700 – 0900 Monday - Friday.

If you are reporting to the 311<sup>th</sup> or 314<sup>th</sup> Training Squadron, check in with the Commander's Support Staff located in Bldg. 627, Rm. 147 between the hours of 0700-0900 Monday-Friday.

If you need more information and help about getting to the Presidio of Monterey please call DSN: 768-5115 or (831) 242-5115. For incoming staff members, if you did not receive a sponsor package and would like to request one, please call 768-5875 or 5730.

**Navy:** Navy personnel reporting to the DLIFLC should proceed to the Center for information Dominance Detachment (CIDU) quarterdeck located in Building 629A Rifle Range Road. Both staff and students follow the same check-in process. The quarterdeck is manned 24 hours a day 7 days a week. Bring your orders with you so that they may be stamped and you will receive further instructions. You are required to be in uniform if checking in during normal working hours. The CIDU quarterdeck may be reached at DSN 768-7135 or commercial (831) 242-7135 for specific instructions.

**Marines:** All Marines attending training at either Naval Postgraduate School and/or Defense Language Institute Foreign Language Center are assigned to the Marine Corps Detachment, Presidio of Monterey and will report to Commanding Officer, MARCORDET Presidio. The Marine Corps Detachment is prepared to receive new-joins 24 hours a day. Normal working hours are from 0730-1630 Monday-Friday. During this time, check-in will be conducted at the Detachment S-1. After normal working hours and during the weekend and holidays, check-in with the Detachment Duty NCO located in the Marine Corps Detachment, building 629B. If you experience any problems you can reach the Duty NCO at 831-242-6855. Uniform for check in is Service "A" for all personnel.

### ***In-processing Procedures***

All new Service Members are required to attend the Joint Services Inprocessing Briefs (JSIB) which are held each Tuesday morning. During the JSIB Service Members are given installation information regarding all agencies on post and services available for Service Members and Family Members. A Re-entry Workshop is offered for those returning from OCONUS. Spouses are encouraged to attend the JSIB and also invited to the quarterly Newcomer's Welcome Fair sponsored by Army Community Service.

### **Sponsors**

If you know your unit assignment on the Presidio, you may contact that unit to see whether there is a sponsorship program available. Service Members coming directly from basic training will not be assigned sponsors.

POC for the 229<sup>th</sup> MI BN TASP coordinator; SPC Blanco, Joahanna Email: [Johanna.j.blanco.mil@mail.mil](mailto:Johanna.j.blanco.mil@mail.mil) DSN: 831-242-3531



## **What To Do If You Get Married Enroute**

If you get married before you PCS, you must inform your Commander and follow the procedures exactly as they are given. The Military *will not pay* for your Spouse's travel and housing if you do not follow procedures.

### ***For Further Information on Service Branches:***

- Army 229<sup>th</sup> Military Intelligence Battalion:  
[http://www.monterey.army.mil/Tenant\\_units/229th\\_mib.html](http://www.monterey.army.mil/Tenant_units/229th_mib.html)
- Air Force 517<sup>th</sup> Training Group:  
[http://www.monterey.army.mil/Tenant\\_units/517th.html](http://www.monterey.army.mil/Tenant_units/517th.html)
- Navy Center for Information Dominance Detachment:  
[http://www.monterey.army.mil/Tenant\\_units/cidd.html](http://www.monterey.army.mil/Tenant_units/cidd.html)
- Marine Corps Detachment:  
<http://www.tecom.usmc.mil/MCIS/dli/home.html>



## HISTORY OF THE PRESIDIO OF MONTEREY

The military has played a vital role on the Monterey Peninsula since the area was “discovered” and claimed for Spain by Sebastian Vizcaino in 1602. Vizcaino named the bay Monterey, in honor of his benefactor, Gaspar de Zuniga y Acevedo, Conde de (Count of) Monterrey, then viceroy of New Spain (Mexico).

The Monterey Bay area was colonized by a small Spanish expedition that reached Monterey Bay in May 1770. Captain Don Gaspar de Portola commanded the military component of this expedition, and Franciscan Father Junipero Serra was in charge of the religious element. Portola officially took possession of Alta (Upper) California for Spain, and Serra celebrated a Thanksgiving mass on 3 June 1770. Portola established a presidio (fort) and mission at the southern end of Monterey Bay the same day, in accordance with his orders to “erect a fort to occupy and defend the port from attacks by the Russians, who are about to invade us.” Portola’s actions were spurred by the Spanish fear that other nations, particularly Russia, had designs upon her New World Empire. Spain then moved to occupy that portion of the western American coast that she had previously neglected. The Monterey Peninsula was one of four presidios and 21 missions established in California by Spain.

The original Presidio consisted of a square adobe building located near Lake El Estero in the vicinity of what is now downtown Monterey. The fort’s original mission, The Royal Presidio Chapel, established in 1770, was renovated and reopened in 2008. The original Presidio was protected by a small fort with 11 cannons, called El Castillo. It was built in 1792 on land now part of the present Presidio of Monterey. The original Presidio fell into disrepair, as Mexican rule replaced that of Spain in California in 1822.

## FORT MERVINE

Commodore John Drake Sloat, commanding the U.S. Pacific Squadron, seized Monterey in July 1846 during the Mexican War. He landed unopposed in Monterey accompanied by a small force and claimed the territory and the Presidio for the United States. He left a small garrison of Marines and seamen who began improving defenses near the former El Castillo, to better protect the town and the harbor. The new defenses were named Fort Mervine in honor of Captain William Mervine, who commanded one of the ships in Sloat’s squadron.



Company F, 3<sup>rd</sup> Artillery Regiment arrived in Monterey in January 1847, and the U.S. Army then assumed responsibility for the continuing construction of Fort Mervine from the Navy. Two of the artillery lieutenants, William Tecumseh Sherman and E.O.C. Ord, in addition to Engineer Lieutenant Henry W. Halleck, who were destined to become prominent generals during the Civil War, assisted with the project.

During its early history, this fortification seemed to have many names, including Fort Halleck, Fort Savannah and the Monterey Redoubt. In 1852, the Monterey Redoubt was renamed the Monterey Ordnance Depot and used until 1856 as a military storehouse. From 1856 to the closing months of the Civil War the fort, which was then called Ord Barracks, was abandoned. It was manned again in 1865, and abandoned a second time the following year, although the U.S. Government “reserved” for possible use as a 140-acre military reservation surrounding the redoubt.

## THE MODERN PRESIDIO OF MONTEREY

Near the end of the Philippine Insurrection in 1902, the Army recognized it needed additional forts, particularly on the West Coast. As possible sites were being surveyed, the Army “discovered” that it already owned a large area in Monterey that would be suitable for a military post. In July 1902, the Army announced plans to build a cantonment area and station one infantry regiment in Monterey. The 15<sup>th</sup> Infantry Regiment, which had fought in China and the Philippines, arrived in Monterey in September 1902 and began building the cantonment area around what is now known as Soldier Field. The 1<sup>st</sup> Squadron, 9<sup>th</sup> Cavalry, “Buffalo Soldiers,” arrived shortly thereafter and built four cavalry barracks above Soldiers Field.

In 1902, the Army renamed the new post the Monterey Military Reservation. In 1903, the troops moved into the new wooden barracks, allowing the old campgrounds to be cleared as a parade ground. On 13 July 1903, the Monterey Military Reservation was officially renamed Ord Barracks, only to have its name changed again one year later on 30 August 1904 to the Presidio of Monterey, in honor of the original Spanish fort. Various infantry regiments rotated through the Presidio of Monterey, including the 15<sup>th</sup> Infantry (1902-06), 20<sup>th</sup> Infantry (1906-09), and 12<sup>th</sup> Infantry (1909-17), frequently with supporting cavalry and artillery elements. The 15<sup>th</sup> Infantry was replaced by the 20<sup>th</sup> Infantry in 1906 in time to be ordered to San Francisco to establish order after that city’s earthquake and fire. It returned to Monterey and remained there until 1909 when it was replaced by the 12<sup>th</sup> Infantry, joined in 1914 by the 1<sup>st</sup> Cavalry. The Army School of Musketry, the forerunner of the Infantry School, operated at the Presidio of Monterey from 1907 to 1913. In 1917, the U.S. War Department purchased a nearby parcel of 15,609.5 acres of land, called the Gigling Reservation, to use as training areas for Presidio of Monterey troops. This post, supplemented by additional acreage, was renamed Fort Ord on 15 August 1940. Between the two World Wars, the post was garrisoned by the 11<sup>th</sup> U.S. Cavalry, posted at the Presidio from 1919 to 1940, and the 2<sup>nd</sup> Battalion, 76<sup>th</sup> Field Artillery Regiment, from 1922 to 1940. This period speaks more of maneuvers, horse shows and parades than skirmishes and campaigns. Holding themselves in readiness for a war that never came, they drilled at Gigling Reservation, riding to and from the area along Del Monte Beach. During the summer months, Presidio Soldiers organized and led Civilian Conservation Corps, Citizens’ Military Training Corps, and Reserve Officer Training Corps (ROTC) camps in the local area. Some older area residents still recall taking the horse trolley out to the Presidio to see the parades on Soldier Field. Many young Monterey and Pacific Grove boys learned to ride horses by helping the troopers exercise their mounts.

In 1940, the Presidio became the temporary headquarters of the III Corps, and served as a reception center until 1944. Declared inactive in late 1944, the Presidio was reopened in 1945 and served as a Civil Affairs Staging and Holding Area for civil affairs Soldiers preparing for the occupation of Japan.



To view old videos of the Presidio of Monterey, please use this link:

<https://vimeo.com/118283556>

To view exhibits of DLIFLC history, please use this link:

<http://www.dliflc.edu/onlineexhibithis.html>



## HISTORY OF THE DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER

The Defense Language Institute traces its roots to the eve of America's entry into World War II when on 1 November 1941, the U.S. Army established the Fourth U.S. Army Intelligence School at the Presidio of San Francisco to teach the Japanese language to Japanese-American (Nisei) Soldiers to use in a possible conflict with Japan. The school began with four instructors and 60 students in an abandoned airplane hangar at Crissy Field. Nisei Hall is named in honor of these students. The headquarters building and academic library bear the names of the first commandant, COL Kai E. Rasmussen, and the director of academic training, John F. Aiso.



War broke out in December 1941. When Japanese-Americans on the West Coast were moved into internment camps in 1942, the school was moved to temporary quarters at Camp Savage, Minnesota and renamed the Military Intelligence Service Language School (MISLS). During the war the MISLS grew dramatically. By 1944 the school had outgrown these facilities and moved to nearby Fort Snelling. Almost all of the 6,000 wartime MISLS graduates were trained in Japanese, and served throughout the Pacific Theater during the war and subsequent occupation of Japan.

In 1946 the MISLS was transferred to the Presidio of Monterey and was renamed the Army Language School (ALS) in 1947. The renamed Army Language School expanded rapidly in 1947-48 to meet the requirements of America's global commitments during the Cold War. The size of the faculty and student classes and number of languages taught increased through the Cold War years. Instructors, including native speakers of more than thirty languages and dialects, were recruited from all over the world. Russian became the largest language program, followed by Chinese, Korean, and German. Following the Korean War (1950-53), the school developed a national reputation for excellence in foreign language education. The Army Language School was



a leader in the audio-lingual approach to language education and the application of educational technology such as the language laboratory. In 1963, these programs were consolidated into the Defense Foreign Language Program, when the ALS was re-designated the Defense Language Institute, West Coast Branch (DLIWC), with its headquarters in Washington, D.C. The Navy school became the Defense Language Institute East Coast Branch. The Air Force programs were phased out by 1970. The U.S. Air Force English Language School for foreign military personnel at Lackland Air Force Base, Texas became the Defense Language Institute English Language Center.

During the Vietnam conflict the need for Vietnamese language training was so great that a special branch, the Defense Language Institute Southwest Branch, was established at Biggs Air Force Base near El Paso, Texas. This branch was phased out in 1973, but not before DLI had exposed more than 20,000 Service Members to the Vietnamese language.



When the U.S. Army Training and Doctrine Command was established in 1973, DLI was placed under its control. In 1974, the DLI headquarters and the East Coast Branch merged with the West Coast Branch at the Presidio of Monterey. In 1976, the English Language Center was separated from the rest of DLI, and the school at Monterey became the Defense Language Institute Foreign Language Center (DLIFLC).



## PRESIDIO OF MONTEREY TENANT UNITS

### DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER (DLIFLC)

The Defense Language Institute Foreign Language Center (DLIFLC) provides culturally based foreign language education, training, evaluation, and sustainment for DoD personnel in order to ensure the success of the Defense Language Program and enhance the security of the nation.

#### **U.S. ARMY – 229<sup>TH</sup> MILITARY INTELLIGENCE BATTALION (229<sup>TH</sup> MI BN)**

For many of the student Soldiers stationed at the Presidio of Monterey, this is their first duty assignment following Basic Training. Upon completion of their assigned language course, they will continue on to another training installation to obtain their military occupational specialty (MOS) training. Those student Soldiers with prior service are here to gain training for a change in their MOS or to receive additional language training.

The 229<sup>th</sup> Military Intelligence Battalion is the unit responsible for the following aspects of Soldier life on the Presidio of Monterey:

- Physical readiness training.
- Formations.
- Soldier training.

#### **U.S. AIR FORCE – 311<sup>TH</sup> AND 314<sup>TH</sup> TRAINING SQUADRONS**

For many of the student Airmen stationed at the Presidio of Monterey, this is their first MOS training received after Basic Training. Other student Airmen are either prior service, here to gain a new MOS, or to receive additional language training.

#### **U.S. NAVY – CENTER FOR INFORMATION DOMINANCE UNIT (CIDU)**

For many of the student Sailors stationed at the Presidio of Monterey, this is their “A” school, the first field specialty training received after Boot Camp. Other student Sailors are fleet returnees, here to cross-rate or receive additional language training.

#### **MARINE CORPS DETACHMENT**

For many of the student Marines stationed at the Presidio of Monterey, this is their first military occupational specialty (MOS) training received after Basic Training. Other student Marines are either prior service, or are here to gain a new MOS or to receive additional language training.





Presidio of Monterey 517<sup>th</sup> Training Group Website:  
[http://www.monterey.army.mil/Tenant\\_units/517th.html](http://www.monterey.army.mil/Tenant_units/517th.html)

## Mission

The mission of the 517th Training Group is to train Airmen as linguists, develop airmen skills and instill Air Force Values. Airmen are not only taught a language but also the values and military skills necessary to excel as Airmen and linguists.

## First Week In-Processing (Non Prior Service Students)

Your first week, called In-Processing Week, is designed to introduce you to the rules and ways of the Defense Language Institute Foreign Language Center and the 517<sup>th</sup> Training Group. Your duties include both academic and military training. Our Group is divided into two separate squadrons. A list of their respective languages is as follows:

311<sup>th</sup> TRS: Arabic, Russian, Spanish, Hebrew, Urdu, Hindu, Indonesian, Uzbek

314<sup>th</sup> TRS: Chinese, Korean, Persian Farsi, Pashto, Dari, Turkish, Japanese, Tagalog, Thai

You will receive several briefings during this week, so be prepared. Make sure you bring pen and paper to take notes. Our in-processing MTL will give you your schedule for the first week. You will be released for lunch between briefings – you may split up from the group if authorized, but be sure you know where to go next.

You will receive a meal card and your mandatory paperwork during this week. You must have a phase card, two properly completed Forms 341, a copy of your orders, and your Common Access Card (CAC). Carry them with you at all times, even in civilian clothing.

When you first arrive you will be assigned to a dormitory. Co-ed visitation is not allowed at any time. Throughout the building you will find Airmen with Squad Leader, Bay Chief, Etc. written on their accountability boards. These are the Airmen that have volunteered and have been trained to help you. Ask them any questions that your roommates or floor mates can't answer.

At the main entrances to the building you will find a hallway board. These boards often have important information. Failure to read these boards could result in missing an important briefing or formation, so read them every time you pass by.

## Officers/Prior Service Airmen

Officers and prior-service Airmen should check in with the respective Squadron Commander Support Staff between the hours of 0800-1500 Monday – Friday to receive further instructions on in-processing. Before forwarding mail to the squadron, please request a General Delivery address from the mailroom. This will ensure that your name is added to the roster and will prevent your mail from being returned to sender.

## Housing

You are required to coordinate with the Housing Services Office serving your new duty station before you make arrangements for renting, leasing, or purchasing any off-post housing.

Single or unaccompanied non-prior service Airmen are not to rent or visit on- or off-post lodging, housing, or apartments. EXCEPTION: Airmen in Advanced Transition Period may visit on- or off-post lodging, housing, or apartments with written approval of the assistant flight chief or higher.

Airmen who desire and meet eligibility requirements are authorized to reside off post. Moving off-post is considered a privilege and any abuse or misuse may be grounds to be moved back into the dormitory. Once eligibility has been determined, Airmen will be issued the Moving Off-Post Checklist from the Assistant Flight Chief or Flight Chief. Airmen will also receive a copy of the legal discussion regarding the “Military Clause,” if the lease is not signed with Pinnacle. Airmen will have 5 duty days to complete the checklist after clearing the dormitory.

**Note: NPS Airmen residing off-post who are recently married or have had a new child under their care must report to their MTL to schedule an appointment with the First Sergeant to file a Family Care Plan.**

## Dress and Personal Appearance

AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, is the only official guidance on AF Dress and Personal Appearance. It can be found at <http://www.e-publishing.af.mil>. It also states what you can and cannot do to your body as a member of the United States Air Force; active duty, USAFR Members on active duty or inactive duty for training and ANG Members in Federal service. Failure to observe these mandatory provisions and prohibitions is a violation of Article 92, Uniform Code of Military Justice (UCMJ). Information on Dress Code Standards can be found at the following link: <http://www.monterey.army.mil/517th/dress.html>.

To learn more information regarding Academic Training information, the Enlisted Transition program, the Physical Conditioning program, Dormitory Standards, Medical/Clinic Safety Information and other miscellaneous information pertaining to the 517<sup>th</sup> Training Group, please utilize the link below and see the lower right hand side bar on the website: [http://www.monterey.army.mil/Tenant\\_units/517th.html](http://www.monterey.army.mil/Tenant_units/517th.html).