Willkommen!

Welcome!

GEORGE C. MARSHALL CENTER
PARTICIPANT HANDBOOK
PREPARING FOR ARRIVAL TO THE MARSHALL CENTER

PASSPORTS
All GCMC Program participants must have a valid passport with an expiration date of at least three months beyond the course completion date.

VISAS
All participants, except military personnel from NATO countries with existing German Status of Forces treaties, must have a valid multi-entry German Schengen State Visa.

All participants requiring a Schengen Visa for entry into Germany, must have a Schengen Visa that is valid three days before the course start date and valid through three days after the date of course completion.

The processing time can be very lengthy for visa applications and we strongly recommend the participant submit the application as soon as the confirmation letter is received. If there are any questions or concerns about visa status, please contact the Registrar’s Office. The Marshall Center will only support visas for the dates required to participate in the course.

HEALTH INSURANCE
Health insurance is a requirement to receive a Schengen States visa and mandatory for attendance at all Marshall Center programs taking place in Germany.

VISA APPLICATION
Documents required for the visa application:

- Signed passport (must be valid until at least 3 months after end of travel)
- Copy of passport’s identity page
- Online Application Form: Must be complete, signed and sent. You can find the application form on the German Embassy website of your Country or the following link http://www.schengenvisainfo.com/download-schengen-visa-application-form/
- 2 biometric passport photos.
- Proof of residence (if you are a resident alien in the country you are applying: residence permit, work permit, or other permit)
- Payment for visa fee
- Proof of travel insurance (provided by the Marshall Center, but you still need to take a copy with you)
- Visa support letter from the Marshall center (You need to take a copy with you)

Only applications containing all necessary documents can be processed within the standard processing time. Incomplete applications will not be accepted. There may be additional documentation required for a specific country, in those cases the Embassy will inform you.
All GCMC funded program participants from developing countries (as defined by the World Bank) will be provided medical insurance through Allianz Worldwide Care Ltd. and paid for by the Marshall Center.

GCMC participants who are European Union (EU) citizens as well as participants from Iceland, Liechtenstein, Norway and Switzerland, are covered by home country health insurance and are not required to purchase additional insurance. However, these participants must obtain and present a European Health Insurance Card (EHIC) or the EHIC provisional replacement certificate. Please contact your insurance company to obtain an EHIC.

GCMC Program participants, who do not fall into one of those two categories or are self-funded, are excluded from the GCMC health insurance coverage.

TRAVEL

Our travel department will work directly with the U.S. Embassy POC to arrange the participant’s travel to the Marshall Center. The participant will receive their travel itinerary from the Embassy POC. Please verify all information to include spelling of the participant’s name and passport number and ensure they are correct on this document.

FINANCIAL ITEMS

TRAVEL REIMBURSEMENT

Travel to and from the Marshall Center, to include per diem, will be paid for each Marshall Center-funded participant. Reimbursement paperwork for travel to Garmisch will be completed during in processing. Expenses for travel and lodging in conjunction with official trips will be paid to Marshall Center-funded participants. The Marshall Center may provide either meals or reimbursement for meals on official trips. This will vary based upon the place the participant visits and the schedule of official visits.

PER DIEM REIMBURSEMENT

Marshall Center funded participants will receive a per diem reimbursement, paid in U.S. dollars, as specified on the College schedule. This travel reimbursement is paid in accordance with U.S. Joint Travel Regulations. The per diem reimbursement is intended to offset the cost of incidental expenses, such as laundry, haircuts, city bus tickets and stationery ($3.50 per day). Each participant’s per diem will vary according to expenses incurred. Participants may be reimbursed for meals during approved seminar outings to a local restaurant. Participants will also receive per diem payments for the week-long field study trips and any other trips where meals are not provided. The amount the participant receives during these
trips will be based on the per diem rate in that city. The amount the participant will receive during a trip also depends upon the number of meals that were provided.

OUT-PROCESSING AND TRAVEL REIMBURSEMENT

Approximately one week prior to the participant’s departure, they will receive a detailed travel itinerary indicating all of the flight connections and the departure time of their transportation to the airport. Costs for the participant’s travel home will be reimbursed with their final per diem payment. If the participant flew to Garmisch and decided to travel home by automobile, the participant will assume all costs for travel to their home country. They will receive only 75 percent of one day’s per diem. When driving a car and an overnight stay is necessary, proof of payment such as a hotel receipt is required for lodging reimbursement. The participant must keep their hotel receipt from the trip home and file for reimbursement at their home country U.S. Embassy. If you have a question about this process, please contact the GCMC Travel Office for an explanation of these procedures. If you came as a passenger in someone’s car, you will receive per diem only.

BAGGAGE

Participant’s baggage allowance is determined by the length of time you are staying at GCMC.

1 Bag: For training less than 4 weeks (PCSS, ESS, SRS, CTOC, SES, COI, etc.)
2 Bags: 4-12 weeks (PTSS, ELEC + PTSS, ELEC + CTOC, PASS)
3 Bags: 12 weeks (ELEC + PASS)
Luggage should not exceed 20 kilos each.

Each participant should confirm limits with the airline to avoid incurring airline fees for exceeding applicable baggage weight allowance. Shipment of baggage in excess of the weight allowance is not authorized and will not be reimbursed. Baggage sizes and dimensions are to conform to carrier guidelines - fees for oversized baggage will not be reimbursed. Lastly, some Embassy International Travel Order (ITO) state two bags when only one is authorized by GCMC, however participants must comply with the GCMC ITO limit, NOT the Embassy ITO. They will not be reimbursed for extra bags if they do not comply with the GCMC ITO.
WHAT TO BRING

WEATHER
Winters in Garmisch can be extreme. Temperatures are typically just below freezing but can reach -12 to -16 degrees Celsius for extended periods. Frigid temperatures are accompanied by an abundance of precipitation in the way of snow, freezing rain or sleet. Please bring suitable clothing such as thick-soled shoes, winter jacket, scarf, winter hat, gloves, etc. Participants should be aware that Garmisch is a winter resort area and as such can be quite expensive when purchasing these items downtown. You will also need to bring comfortable shoes, as participants can walk up to six kilometers a day. Summer weather may also include rain. Participants should be prepared with additional layers of clothing and a waterproof jacket.

TECHNOLOGY
Participants will be issued a GCMC iPad for the duration of their stay. The device is official U.S. Government property, intended for official use only. Participants may check their personal email, surf the web, use Facebook, etc. Participants will also have a desktop computer located in their Residence Hall room. The computer may be used for personal use. Participants are allowed to bring their personal devices for personal use during the course.

WIRELESS CONNECTIVITY (WIFI)
There is free, public wireless connectivity (hotspots) in the Residence Halls where the participants will be residing. There is also WiFi offered in every building on campus. The WiFi code is posted at the entrance of each building.
DRESS CODE

Participants are allowed to wear military or police uniforms while attending a Marshall Center Course, however, due to the current threat level in the European theater IT IS HIGHLY RECOMMENDED to wear civilian attire. The standard dress for class is business attire (coat and tie) or “office” uniform (not field uniform). We ask that the participant wear civilian attire (coat and tie) on certain designated days. The weekly calendar will indicate the dress code for that day.
ARRIVING AT THE AIRPORT

After clearing customs and collecting your luggage, you will pass through automatic sliding glass doors. Once through the doors, please stop and look for a Marshall Center representative holding a sign with the George C. Marshall Center logo.

There are often many people holding signs so please take the time to read them all. You should not move away from the luggage exit area until you see a GCMC representative or your flight has been removed from the arrivals board. The Marshall Center representative may have had to step away for a moment and will return shortly.

IF YOUR FLIGHT IS EARLY OR DELAYED

If your flight is early or delayed, you must stay in your arrival terminal so that the Marshall Center Representative has time to find you. If your flight is no longer on the arrival board and you do not see the Marshall Center representative, you must move to the information desk located in the nearest arriving terminal (1A, 1B, 1C, 2 etc.) and have the Marshall Center representative called at the number provided. You should let the representative know where you are located and remain in the area. The Marshall Center representative will provide assistance as needed and connect you with a contract driver who will take a group of participants departing for Garmisch-Partenkirchen.

IF THE FLIGHT CHANGES EN ROUTE

If your flight changes and you are unable to contact a GCMC representative, go to the “meeting point”, which is the Main Information Desk located in the Arrival Area of Terminal 1 or 2. These information desks close at 23:00. Continue to try and make contact with the Marshall Center POC. If you arrive after this time please call the emergency point of contact provided.

Please tell the information desk personnel that you arrived for a Marshall Center course and you are awaiting transportation. The information desk will call a Marshall Center airport representative who will meet you at the information desk as soon as possible. Please do not move from this location once contact has been made unless you are told to do so.
PARTICIPANT LIFE AT THE MARSHALL CENTER

PARTICIPANT AFFAIRS DIVISION

The focal point for all non-academic participant matters is the Participant Affairs Division, located in Building 101, Rooms 301, 301A and 302B. The telephone number is DSN 440-2426, CIV +49 (0) 8821 750-2426. This phone number and the phone number to the U.S. Military Police are on the back of the Marshall Center identification badge. The Participant Affairs Division is open for participant matters Monday through Friday from 0800 to 1700.

LODGING

Participants will reside in one of two residence halls. Each participant will have a private room that is fully furnished and includes WiFi. Additionally, each room has an attached bathroom, a television, desktop computer, a shared laundry facility, kitchen and communal recreation spaces. Participant’s rooms will have scheduled cleaning. There is a safe located in each room to secure valuables, money, and important documents such as passports and other travel papers. We strongly recommend that participants never leave valuables or personal items unattended at any time. Participants may smoke only in designated smoking areas outside of the building.

Amenities in each room include a television, DVD player, and telephone. Billiards and table tennis are available in the common rooms.
DINING FACILITY AND MEALS
The Marshall Center Dining Facility, Building 263, is located a short walk from the Marshall Center complex on Artillery Kaserne. Upon arrival, course participants will receive a Meal Card which must be presented at the Dining Facility to the cashier for each meal. Participants are not reimbursed for meals missed at the dining facility. Participants from approximately 50 countries eat at this facility, so the cooks try very hard to select healthy meals from around the world.

TAKE OUT MEALS AND BOXED LUNCHES
A participant may receive a boxed lunch for the weekend or take out a meal for another participant who is unable to come to the dining facility.

MAIL

INCOMING MAIL
Mail delivered to the Marshall Center is placed in distribution boxes Monday through Friday, except on German and American holidays. Mail that exceeds the size of the distribution box is held in the Participant Affairs Division and a notice is given to the participant. Additionally, an email may be sent to notify that you have mail and/or a parcel for pick up in Building 101.

OUTGOING MAIL
Outgoing mail must be sent through the international mail system via the German Post. The main post office is located next to the Garmisch Hauptbahnof/Train Station.

PARTICIPANT MAILING ADDRESS
While at the Marshall Center
Your Name
George C. Marshall Center
ATTN: Participant Affairs Class #_____
Gernackerstrasse 2
82467 Garmisch-Partenkirchen
GERMANY

MARSHALL CENTER
DINING FACILITY HOURS
BREAKFAST
Work days 0630 – 0830 Weekends and Holidays 0730 – 0900
LUNCH
Every day 1130 – 1300
DINNER
Every day 1730 – 2000
EMERGENCY MEDICAL TREATMENT

If an emergency arises that requires an ambulance, immediately notify the U.S. Military Police to summon an ambulance tel. 440-3801 or 114.

COMMUNITY SERVICES

PX CARD

Course participants will receive a U.S. Facilities Authorization Card (PX Card) which allows for the use of some facilities in the Garmisch Military Community. The PX Card is only to be used to purchase items for daily needs and personal use while attending the course at the Marshall Center.

The PX Card has no monetary value and is not valid in any other U.S. Military shopping facilities outside of Garmisch. Each participant must present the PX Card to the cashier at the time of purchase. If not presented, the purchase will be denied. Resale of items purchased in military facilities is illegal and could result in the dismissal from the Marshall Center and loss of access to U.S. Military Facilities.

EXCHANGE

The Exchange is located on Artillery Kaserne, buildings 204 and 212. Facilities include a Retail Store (Post Exchange) and Shoppette where limited food and toiletry items can be purchased. There is also a Service Market, Barber Shop, Second Hand Store, and a small sandwich shop.

COMMISSARY

The Commissary (food store) in Garmisch is located in building 212. Food, toiletries and many other items may be purchased at the Commissary.
LOCAL AREA SERVICES
There are also several local super markets, bakeries and restaurants within walking distance from the Marshall Center.

LOCAL TRANSPORTATION
Several local buses run throughout Garmisch. There are two bus stops right outside the main Kaserne. Participants can easily walk or use public transportation to get around town.

PHYSICAL FITNESS
All participants will have the opportunity to engage in physical fitness activities at the Marshall Center. An excellent Fitness Center located in building 119 offers a wide variety of activities, including racquetball, soccer and volleyball tournaments.

PRAYER ROOMS
Muslim prayer rooms are provided in Building 259, Room 022 (basement) and Building 104, East Wing (basement). Prayer rugs and the Koran are available for check out at the front desk.

RELIGIOUS SERVICES
You are encouraged to observe the religious practices of your choice. Numerous churches and religious meeting places exist in Garmisch and in Munich. Weekly services are offered in English at the Marshall Center Chapel, Building 127 (across the street from Building 102).

MARSHALL CENTER CHAPEL
SUNDAY RELIGIOUS SERVICES
Building 127

Roman Catholic Mass - 0900
Protestant - 1100

Please contact the Chaplain for information regarding additional services at 440-2819
RESEARCH LIBRARY

The mission of the Marshall Center Research Library is to support and to collaborate in the education, information access, and research of the participants, faculty, alumni, and staff of the George C. Marshall European Center for Security Studies.

The Library is located in Building 101 on the ground floor, mezzanine and basement levels. The Library provides access to printers and a scanner/copier at no charge. Librarians can assist with questions on copyright and fair use.

ACADEMIC PROCEDURES

WEEKLY CALENDAR

A calendar and course schedule will be posted on the participant Intranet site. As the schedule changes frequently, the electronic schedule should be consulted on a regular basis.

ATTENDANCE

Attendance is mandatory for all events scheduled on the weekly calendar. If voluntary sessions are scheduled, they will be posted. Instructors will take attendance. If a participant is not able to attend a lecture or seminar because of an illness, you must call the Participant Affairs Division prior to the start of the class; telephone 440-2426. Excused absences for personal reasons other than illness must receive approval in advance from the Course Director. Attendance is imperative and an unexcused absence may result in a participant being removed from the program and returned to their home country.
LEAVE AND HOLIDAYS

Participants will not be permitted personal leave while attending courses at the Marshall Center unless specifically authorized in writing by your country and approved by the Course Director. If you will be away from Garmisch during any holiday period or over any Saturday and Sunday, you MUST notify the Participant Affairs Division in advance and sign out in the Weekend Absence Registry in the Participant Affairs office prior to your departure. It is important that we know how to contact you in case of any emergency. If for some reason you are delayed and will not be able to make it back in time for classes on Monday, please call or send an email to the Participant Affairs Division. If you choose to travel away from the Marshall Center during your free time, you are responsible for your actions and any expenses that you incur. Do not announce yourself as representing the Marshall Center or attempt to obligate the Marshall Center to pay for your hotel, car repair, train tickets, etc. You may travel away from Garmisch, but you do so as an ordinary tourist. The Marshall Center and the U.S. and German governments are not financially responsible for your personal expenses.
PROFESSIONAL CONDUCT

SEXUAL HARASSMENT
The George C. Marshall Center follows U.S. federal statutes that govern the standards of acceptable behavior between the sexes. These statutes specifically forbid such unacceptable behavior as: lewd and suggestive language, unwanted physical contact, and actions of a similar nature. Proper behavior toward other course participants, both men and women, is fundamental to all the cultures represented at the Marshall Center. Improper behavior toward other course participants, staff or faculty will not be tolerated. Misconduct could result in dismissal from the Marshall Center and referral to German authorities for possible prosecution. Please report any cases of sexual harassment directly to the Participant Affairs Division immediately. All possible measures will be taken to maintain confidentiality while the proper course of action is being taken.

Alcohol-related incidents will not be tolerated by the Marshall Center leadership and will strengthen the case for sending a participant home. Such incidents include, but are not limited to, drunk and disorderly conduct and driving under the influence of alcohol.

Marshall Center personnel will cooperate fully with the local authorities and request that any investigation be completed without delay. If the result of an investigation determines that a course participant is guilty of a crime, the participant is subject to German Law.

DIPLOMATIC STATUS
If you possess a diplomatic passport, you need to be aware that you do not have diplomatic status while you are a participant at the Marshall Center. Your purpose for staying in Garmisch-Partenkirchen is to attend and participate in Marshall Center hosted programs. Should you be detained for any reason, you must cooperate completely and respectfully with the local police.

SMOKING POLICY
In accordance with U.S. Federal law and German Law, smoking of any type is NOT PERMITTED in any of the Marshall Center buildings, including inside the rooms at the Residence Halls. Designated smoking areas next to all buildings have been identified.
GRADUATION AND DEPARTURE

GRADUATION
Each participant will be issued a certificate of course completion.

LIBRARY
All library materials must be returned to both the Marshall Center and Garmisch Community Libraries by 1700 hours three days prior to graduation.

INCOME STATEMENTS
Many countries’ customs laws require that, upon re-entry, a participant produce a document stating how much money they received while attending the Marshall Center and the purpose for which the money was paid. If this document is required by your home country, you must notify the Budget Office at least two weeks prior to departure.

DEPARTING THE MARSHALL CENTER
A participant may NOT depart the Marshall Center until the conclusion of the course without the express permission of the Course Director. Participants will depart for the airport with the scheduled vehicle. If a participant is driving, they are free to depart after you have completed the above process. All participants are required to check out of the Residence Hall and depart the Marshall Center within 24 hours of graduation unless awaiting air transportation.

DRIVERS
If you are driving instead of flying, please come to the Participant Affairs Division and tell us when you will depart so that we may schedule your out-processing.

ITEMS YOU MUST TURN IN PRIOR TO DEPARTURE:
- Meal Card
- Marshall Center Identification Badge Holder
- PX Card
- Installation Access Card
ALUMNI SUPPORT

Upon completion of a resident course, Marshall Center Alumni will benefit from continuous support from the Alumni Programs Department. Participants recognize the value of the professional network they join by becoming Marshall Center Alumni. The Alumni Programs Department helps alumni keep in touch with each other, as well as to stay connected with the Center and the many resources available exclusively to Marshall Center Alumni.

In several countries, Marshall Center graduates have formed Alumni Associations, where they can continue to grow their network and benefit from further support from the Marshall Center. The Alumni Programs Department can provide details about an organization that may exist in your country.

Marshall Center Alumni are encouraged to keep their contact information up to date so as not to lose touch with the Center.

The Alumni Programs Department is located in Building 105, Rooms 118 – 121. You can reach us via phone at: +49 8821 750 2112, via email at: mcalumni@marshallcenter.org, or through the post at the address found on page 10. Please mark your correspondence: Attention Alumni Programs Department.

Participants are encouraged to stop by and visit while they are in Garmisch-Partenkirchen to catch up with our staff and to learn about additional opportunities available to alumni.

GlobalNET

The Alumni Programs Department operates a members-only web portal for Marshall Center Alumni called GlobalNET. This secure website provides current news and information about Marshall Center Programs, archived course material from resident courses, as well as resources available only to alumni, including links to subscription-only databases and recognition books from Marshall Center courses and participant countries. GlobalNET members may log on at: https://globalnetplatform.org/gcmc. If you already have a GlobalNET logon, and it has been a while since you last logged in, you may need to reset your password. You can do this yourself by clicking on the “forgot password” link just below the username on the login page. GlobalNET will send you an email with instructions on how to reset your password. Please check your spam folder if you do not immediately receive the email. If you need further assistance with GlobalNET, please contact us at: mcalumni@marshallcenter.org.
IMPORTANT PHONE NUMBERS

REGISTRAR’S OFFICE
Civilian: +49 (0)8821-750-2656 (or 2530, 2327)
DSN: 314-440 2656 (or 2530, 2327)
Email: registrar@marshallcenter.org

ARRIVING IN THE AIRPORT:
Transportation Coordinator: +49 172-525-6676* / 0172-525-6676**
Marshall Center airport assistance numbers [late arrivals / problems during travel]:
POC in Airport: +49-162-263-7876* / 0162-263-7876**
*Call

PARTICIPANT AFFAIRS DIVISION
International:  +49 8821-750 242
DSN (from your room):  440-2426
Civ. (in Germany):  08821-750-2426
Cell:  +49 (0)162-261-242

EMERGENCY NUMBERS
Military Police:  440-3801
MILITARY POLICE:  440-3801
CIV. (IN GERMANY):  08821-750-3801/3827
DSN (FROM YOUR ROOM):  440-3801/3827
FIRE:  117
AMBULANCE:  117
POLICE (GERMAN):  110
FIRE (GERMAN):  112
AMBULANCE (GERMAN):  08821-19222
HOSPITAL:  08821-77-0
HOSPITAL ADDRESS:  KLINIKUM GARMISCH-PARTENKIRCHEN
AUENSTRASSE 6 (BUS 1 - 2)
82467 GARMISCH-PARTENKIRCHEN

For all Emergencies – call the Military Police
DSN (from your room) 440-3801
Local Civilian (In Germany) 08821-750-3801/3827

European Emergency Number (mobile)

112

Please contact the Participant Affairs Division in case of any emergency after calling the Military Police.
MAP OF GARMISCH

Additional links to help you explore Garmisch:
https://www.gapa.de/de

Public Transportation