

# WELCOME PACKAGE

## WELCOME TO THE DEFENSE INFORMATION SCHOOL (DINFOS)

Students attending MCF, MCF-Graphic Design, MCF-Visual Documentaion, BRTSM, BTVEM courses at DINFOS should adhere to the following guidance. For information on billeting, meals, uniforms, pay and healthcare, contact your respective service below. **For direct links to your service detachments, use [www.dinfos.dma.mil](http://www.dinfos.dma.mil).**

- Air Force:** Bldg. 8478, 6<sup>th</sup> Armored Cavalry Rd., Fort Meade, MD 20755  
Phone: (301) 677-5053/5039/5055  
Website: [www.dinfos.dma.mil/Student-Info/Service-In-processing/Air-Force/](http://www.dinfos.dma.mil/Student-Info/Service-In-processing/Air-Force/)
- Army:** Bldg. 8606(Initial) 8609 (Advanced), 6<sup>th</sup> Armored Cavalry Rd., Fort Meade, MD 20755  
Phone: (301) 677-2386/4062/6899  
Website: [www.dinfos.dma.mil/Student-Info/Service-In-processing/Army/](http://www.dinfos.dma.mil/Student-Info/Service-In-processing/Army/)
- Coast Guard:** Bldg. 8545, 6<sup>th</sup> Armored Cavalry Rd., Fort Meade, MD 20755  
Phone: (301) 677-5188  
Website: [www.dinfos.dma.mil/Student-Info/Service-In-processing/Coast-Guard/](http://www.dinfos.dma.mil/Student-Info/Service-In-processing/Coast-Guard/)
- Navy:** Bldg. 8479, 6<sup>th</sup> Armored Cavalry Rd., Fort Meade, MD 20755  
Phone: (301) 677-6260/6283/6287  
Website: [www.dinfos.dma.mil/Student-Info/Service-In-processing/Navy/](http://www.dinfos.dma.mil/Student-Info/Service-In-processing/Navy/)
- Marines:** Bldg. 8545, 6<sup>th</sup> Armored Cavalry Rd., Fort Meade, MD 20755  
Phone: (301) 677-7662/5188  
Website: [www.dinfos.dma.mil/Student-Info/Service-In-processing/Marines/](http://www.dinfos.dma.mil/Student-Info/Service-In-processing/Marines/)

### ADDITIONAL INFORMATION

**Arrival on Weekends and after Duty Hours:** If arriving on the weekend or after duty hours, please contact your service detachment for further instructions.

**Late Arrivals:** Students arriving late, risk losing their course reservation to a person on the class “stand-by” list. If you plan to arrive late for any reason, email the registrar@dinfos.edu with details of when you expect to arrive.

**Absence Policy:** All absences have to be approved through the service detachment and the DINFOS Directorate of Training. Please determine your priorities before you arrive. If there are existing social/personal commitments that conflict with the class schedule, communicate with leadership ahead of time. Absences for non-emergency, personal reasons are not normally approved; a request will be required from your supervisor.

**Graduation:** Graduation is slated for the last day and attendance is a mandatory. If you’re flying out, do not schedule your flight before 5:00 PM on that date. A supervisor’s memo and Directorate of Training approval will be required for an early release. Diplomas nor certificates will be issued prior to graduation.

**Class Start Date:** On the class start day, all students must report to DINFOS, NLT 0755, for class registration in Room 2161. Students arriving after 0845 should report to Room 2151. If you have any questions, please call the Registrar's Office, 301-677-4343.

**Note:** Students are issued government laptops for use in class, additionally there are computers available for student use in the library during normal working hours.

### DINFOS Registrar's Office

We are available to answer questions that you might have about DINFOS courses and reservations, Monday through Friday, 0730-1600, 301-677-4343 or registrar@dinfos.edu . Military related questions should be directed to the student detachments. For general information and directions to Fort Meade, please visit <http://www.ftmeade.army.mil>.