

WELCOME PACKAGE

WELCOME TO THE DEFENSE INFORMATION SCHOOL (DINFOS)

REPORT DATE

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.

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

REPORTING IN / BILLETING

Candlewood Suite IHG Lodging is the on base hotel. It is located in Bldg. 4690 Cooper Avenue, Ft. Meade, MD 20755. Within 20 days prior to your class report date, you should call Candlewood Suites (410) 674-7700 to determine availability. If you have any questions or concerns regarding your reservation or billeting, please contact the appropriate military detachment. Students whose orders authorize them to travel with their families (i.e. students traveling TDY en route to a new duty station) should contact their respective military support detachment.

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 [DINFOS Registrar](#) 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.

Transportation: Rental cars are recommended for students attending intermediate and advanced courses. DINFOS is not responsible for funding rental cars. DINFOS provides a shuttle service from the Candlewood Suites to DINFOS.

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

On the class start day, **all students must report to DINFOS, NLT 0755, for class registration.** Please view the DINFOS Information monitor in the student entrance lobby for room location. If you have any questions, please call Academic Records, 301-677-6590.

MEALS AND LODGING

All Army military personnel who are attending DINFOS in a student status are required participants in the Military Training Service Support program or MTSS. This program will pay for all lodging and meal expenses while you are on student status at Ft. Meade as indicated on your orders. Your orders need to read the following statement in order for you to be properly enrolled in this program:

Government meals and lodging are available and directed at no cost to the Soldier. Early arrivals of more than three (3) days are not authorized.

***It is very important that your orders read with the above statement in order for your meals and lodging to be paid for by the Army! It will also eliminate hassles for you later with having to do amendments for your orders.**

For more information regarding the MTSS program, contact your service detachment.

***Under the MTSS program, use of the dining facilities is mandatory 7 days per week while you are on orders at Ft. Meade. You will not get reimbursed for any meals you purchase, unless your orders state otherwise.** Present your orders in the DFAC as the payment method. A class roster will be issued to the DFAC once attendees are verified.

Civilian students may use the dining facilities from 12:00 PM to 1:00 PM.

UNIFORM AND ATTIRE

All military students must bring their Class B (Army), Service A/B/C (USMC), Service Khaki or Service White (Navy), Service Blue (Air Force) to DINFOS. Civilians should bring professional attire equivalent to that worn by the military officers (e.g.: what you would wear to work). Appropriate attire includes suits, blazers, sports coats, business dress/casual pants, dresses, pant suits, blouses, collared shirts, sweaters, dress or walking shoes and dress boots. In addition, civilians should bring clothes suitable for an outdoor environment during any Field Training Exercise.

MAIL INFORMATION

When you process in the first day of class, you will be told specifically how to get mail while you're here. **DO NOT SEND MAIL OR PACKAGES TO THE SCHOOL.** Doing so will only delay you receiving that mail.

COMPUTER ACCESS

Computers are available in classrooms and the library. Library computers are accessible Mondays through Fridays, 0700 until 1700. Classroom computers are accessible until 1800. The school is closed on weekends.

MILITARY HEALTH CARE

Kimbrough Ambulatory Care Center on post is not a full-service hospital. It may not be able to provide the health care you require. However, Walter Reed National Military Medical Center and the hospital at Andrews Air Force Base are within driving distance. If you have specific health care issues, it would be best to call Kimbrough before you get here: (301) 677-8800. ***If you are attending a course longer than three weeks in length and are enrolled in TRI-CARE, it is recommended you change your enrollment to the Tri-Care North Region.***

DINFOS Academic Records

We are available to answer questions that you might have about DINFOS courses and reservations, Monday through Friday, 0730-1600, 301-677-6590. Questions should be sent to [DINFOS Registrar](#) Military related questions should be directed to the student detachments. Questions/concerns. For general information and directions to Fort Meade, please visit <http://www.ftmeade.army.mil>: