

IMMIGRATION AND CUSTOMS ENFORCEMENT ACADEMY
Enforcement and Removal Operations Training Division
Basic Immigration Law Enforcement Training Program

PRE-ACADEMY ORIENTATION

Graduation Requirements

You will be required to successfully complete both the five-week ERO Spanish Language Training Program (DSP) and the ERO Basic Immigration Law Enforcement Training Program (BIETP) in order to continue in your career as an officer of the U.S. Immigration and Customs Enforcement (ICE) Office of Enforcement and Removal Operations.

In the DSP, you are required to maintain at least a 70% cumulative average score during your training. You will be terminated from training when it is no longer possible for you to achieve the required cumulative average score.

BIETP is a 16-week Federal Law Enforcement Training Center (FLETC) integrated basic training program that consists of both FLETC training and ICE training.

FLETC training includes two written examinations. You are required to obtain a 70% or better on all FLETC written examinations. If you fail one of these examinations, you will be provided with remedial training and will be given the opportunity to take a remedial examination. Should you pass the remedial examination, a score of 70% will be recorded, regardless of your actual score. If you score below 70% twice during the FLETC portion of your training program (either on two different examinations or on one examination and one remedial), you will be considered to have failed the training program. You will be terminated from training and returned to your duty station for further action.

ICE training includes five written examinations. You are required to obtain a 70% or better on all ICE written examinations. If you fail one of these examinations, you will be provided with remedial training and will be given the opportunity to take a remedial examination. Should you pass the remedial examination, a score of 70% will be recorded, regardless of your actual score. If you score below 70% twice during the ICE portion of your training program (either on two different examinations or on one examination and one remedial), you will be considered to have failed the training program. You will be terminated from training and returned to your duty station for further action.

Successful completion of the Physical Abilities Assessment (PAA) is required for graduation from the BIETP program. In order to successfully complete the PAA, you must pass both of its two elements. They are the:

- Criterion Task Testing (CTT): This element represents an obstacle course that must be completed within 1 minute and 45 seconds; and the
- 1.5 Mile Run: This element must be completed within 14 minutes and 30 seconds.

You are required to pass all assigned practical exercises in Operations, Physical Techniques, Firearms, and Driver Training portions of the BIETP program. These each include separate remedial training and testing requirements.

Conduct and Efficiency Reports

Conduct and Efficiency Reports (C&Es) are used to keep you apprised of your progress through the training program. A C&E will be completed by your class coordinator at the end of your training to cover your performance throughout the entire program. Additionally, specific problems involving behavior, incidents, attitude, etc. will be made part of your official training record through additional, or spot C&Es, or through memoranda. You will be counseled on each C&E completed for you. C&Es can be prepared at any time by any instructor at the Academy. An acknowledging signature of the trainee is mandatory and does not indicate concurrence with the evaluation. Your signature is indicative only of the fact that the information contained therein has been reviewed and discussed with you individually.

Standards of Conduct

The consumption of beverages, i.e., water, juice, soft drinks, coffee, or tea in the classroom is allowed under the following conditions:

- All beverage containers must have a lid, top, or cover to prevent spills.
- All containers must be disposed of properly.
- Instructors/supervisors may restrict the possession of these beverages in certain classrooms, such as the computer rooms.

Food and other restricted items are prohibited in the classroom environment.

Smoking or any use of tobacco products, eating (including hard candy), and gum chewing in the classroom is prohibited. Foul language, the use or display of racially or sexually derogatory slang and gestures, off-color remarks, ethnic slurs, discriminatory comments, or rudeness are not tolerated and will subject you to disciplinary action.

Sitting on desktops or propping feet on desks or chairs is not permitted. You are not permitted to record your training by means of any device.

You are expected to be courteous and respectful towards all instructors regardless of agency. You will address all instructors either as "ma'am" or "sir" or by Mr. or Ms., as

appropriate, followed by their last names. You will not address an instructor by his/her first name.

If you have any suggestions regarding changes in training materials (i.e., workbooks, charts, handouts, etc.), you must submit them through your chain of command. Please note that the mass distribution of unauthorized training material by trainees is prohibited.

Class periods are generally two hours long and will start on time. Tardiness to or absence from classes is not tolerated and will subject you to disciplinary action. You may not leave any class in session without first obtaining permission from the instructor, unless there is an emergency. In such an event, you must provide an explanation upon your return.

You may be directed to do some preparation outside of the classroom. Failure to comply indicates a lack of interest and proper attitude. This will be reflected in C&E evaluations.

Unexcused absence from any examination will result in a zero being recorded for the test. Cheating during tests, practical exercises, or graded activities is unacceptable behavior which will subject you to disciplinary action and removal from training. Cheating involves, but is not necessarily limited to, the following activities:

- Looking at someone else's test answer sheet;
- Copying from someone else's work;
- Soliciting, giving, and/or receiving unauthorized aid during an examination or practical exercise;
- Duplication or replication of any part of an examination;
- Exchanging and/or transmitting examination questions or materials from one class/trainee to another;
- Use/possession of duplicated or replicated examination questions/materials;
- Use of unauthorized aids or materials during an examination; and
- Shooting at another individual's target.

Leave

Attendance in all classes is mandatory. Classes start promptly at 7:30 am and conclude at 4:30 pm (excluding occasional after-hour classes or mandatory remedial training), Monday through Friday, except holidays and weekends. Trainees are expected to show up to class on time and remain in class until dismissed by an Instructor. The only legitimate exceptions to this include:

- 1) Medical problems (in this case the trainee should report to the FLETC Health Unit);
- 2) Authorized Emergency Annual Leave; or
- 3) When directed by ICE/FLETC management to report to another location.

Unexcused absences from class are not tolerated and will result in a trainee being carried as

Absent Without Leave (AWOL), in which case you will be subject to disciplinary action. If you leave FLETC over a weekend, it is your responsibility to be in class at 7:30 am on the following workday.

Annual leave and sick leave are granted while in training at the Academy. Recognizing that unforeseen emergencies may arise during your training, emergency annual leave may be requested. Examples of qualifying emergencies include the death of a spouse, child, parent, brother, or sister. Family reunions, weddings, birthdays and graduations are not examples of emergency leave situations.

Requests for emergency annual leave should be submitted through the class coordinator for approval by your supervisor at your official duty station and by the Unit Chief of the ERO Training Division of the ICE Academy. If you have been authorized emergency annual leave, you will remain responsible for instruction or materials presented in class during your absence.

Absence from class (including three two-hour blocks of instruction in an individual class/course) of more than three days will result in your termination from training, regardless of whether leave had previously been approved.

Injuries

While in travel status and attending training at FLETC, you are covered by the government 24/7 for all injuries sustained during your training assignment. You must submit a form OSHA-301 and CA-1 to your class coordinator as soon as possible after the injury but not later than 72 hours following an injury. If a CA-1 is not completed and turned in and/or the case is not accepted by the Office of Workers Compensation Programs as a work/training-related injury, the trainee may be held responsible for all costs incurred from the injury.

Absence or restrictions from class due to injury or illness must be supported by medical certification from the FLETC Health Unit. The FLETC Health Unit is located in Building 252. Clinic hours are from 7:00 am - 6:30 pm Monday through Friday. Absence from class of more than three days (including three two-hour blocks of instruction in an individual class/course) due to illness or injury will result in the trainee's termination from training.

Dress Code and Grooming Standards

ICE maintains a high standard of academic achievement, propriety, decorum, and discipline. The Academy dress and grooming standards are designed to maintain discipline and esprit de corps, to instill pride in oneself and pride in the Agency, and to promote a positive public image of our Agency and officers. **On your first day of training, you must wear business attire and be appropriately groomed.** Be mindful that your first day of training is your opportunity to make a lasting impression.

1. HAIR

Hair will be kept in a neat, clean, and commonly accepted style with the following restrictions (to be considered with the head held erect):

- Males: Hair, when groomed for intended appearance, will not cover any portion of the ear, not touch the shirt collar, and will not cover any portion of the eyebrows. "Greasing" or "slicking" of the hair for the express purpose of accommodating these restrictions is not acceptable. Moderate "natural" type haircuts are permitted if they qualify within the limits described above, provided they do not interfere with wearing required uniform headgear.
- Females: Hair will be worn conservatively and shall not extend below the bottom outer portion of the shirt collar, nor completely cover the ear on the side, nor cover any portion of the eyebrows to the front. Tucking the hair into the shirt collar for the purpose of accommodating these restrictions is not acceptable. The hair shall not interfere with wearing required uniform headgear. If you cannot for any reason put your hair up (if required), then it must be cut to a length that is consistent with the uniform regulations. While barrettes, pins, and combs may be worn, they may not be of a type which could reasonably be considered "conspicuous" or dangerous to the wearer or to other persons.

2. EARRINGS/JEWELRY

While in uniform, female trainees may wear only button or post-type earrings (all other types of earrings are prohibited). Only one button or post earring in an ear is permitted, which should be worn in the ear lobe. Nose, lip, tongue, and eyebrow rings and studs are prohibited. While in uniform, males are not permitted to wear any earrings or studs. Males and females may wear necklaces; however, necklaces must be worn under the shirt and not be visible. Other jewelry will be worn in accord with standards of good taste.

NOTE: Trainees should expect additional requirements while participating in assigned Physical Techniques Training.

3. MAKE-UP/NAIL POLISH

Make-up or nail polish, if worn, shall be conservative and in accord with standards of good taste, as opposed to garish.

4. SIDEBURNS

Sideburns will not extend below the bottom of the earlobe and will end with a clean-shaven horizontal line. The maximum allowable width at the bottom of the sideburns shall be 1 1/2 inches (3.5cm). Sideburns shall be neatly trimmed and the maximum extension of the hair in

the sideburns shall not exceed 1/2" or 1cm.

5. MUSTACHES

Mustaches shall not extend more than one-quarter inch (1/4" or 0.5cm) below a horizontal line through the corners of the mouth, nor below the vermilion border of the upper lip. Mustaches may not be heavily waxed or twisted and must be neatly trimmed.

6. BEARDS

Beards are not permitted except in cases where an employee or applicant for employment is a bona fide and practicing member of a religious group, which specifically prohibits the removal of hair from the face. Personnel with a medical condition which precludes shaving will be required to carry a written statement from a medical doctor verifying that such condition exists at all times and will be required to present such documentation upon request.

Uniforms

Your training uniform consists of a short-sleeved navy blue shirt, lightweight tan cargo-style trousers, a web belt with buckle, and a navy blue lightweight flannel lined jacket. In the winter months, (Oct 31-Mar 1) you may wear the blue FLETC sweatshirt issued with your physical techniques clothing. If the sweatshirt is worn indoors it must be worn over the blue uniform shirt. If you desire to wear the sweatshirt outdoors, the navy blue jacket must be the outermost garment. The uniforms are issued by FLETC at no cost to you, except for replacement of lost or mutilated items. You will wear polished black, plain-toed shoes or boots without caps or stitching. You must provide such a shoe or boot upon arrival at the academy. Sneakers or tennis shoes are not authorized unless specifically directed.

You will wear the ICE Academy uniform in accordance with existing ERO uniform standards.

Shirts will always be worn tucked in and all but the top collar area button will be buttoned. No other apparel, decorative or otherwise, is to be worn with or in lieu of the ICE Academy-issued trainee uniform.

You will wear business attire for the Academy graduation.

You must keep your uniform clean and serviceable at all times. Laundry facilities and irons are available at the FLETC to you free of charge.

The FLETC identification badge will be worn clipped on the left shirt pocket or optionally attached to a cord worn around the neck. It must be visible at all times.

You may not wear your uniform in the FLETC Student Center.

Deportation officers (DOs) are provided with a uniform allowance. This allowance is provided in the form of a credit on an account with the official uniform supplier.

DOs will order an initial set of official uniforms while at the Academy. As part of your uniform order, you may order boots or shoes to wear with your uniform. However, bear in mind that this uniform order may not arrive for some time after you arrive at the academy. In the interim, you are responsible for providing a suitable shoe or boot.

You will be responsible for providing appropriate athletic sneakers for Physical Techniques training.

You are permitted to wear casual civilian clothing during your off-duty hours at the Academy.

Transportation

The ERO Division of the ICE Academy is located at FLETC, which is approximately six miles north of Brunswick, GA at the former Glynco Naval Air Station. The names "FLETC" and "Glynco" are interchangeable.

Once you receive official orders to attend a training session at FLETC, you should immediately make plans for government travel in accordance with agency policy. Please contact your supervisor for more information on arranging government travel.

FLETC is easily reached by air, bus, and automobile. You must telephone your travel itinerary to the FLETC transportation office at (912) 267-2458 or 2468 no later than five working days prior to the beginning of class. This will enable FLETC to prepare for your arrival and schedule appropriate transportation between commercial terminals and the FLETC facilities.

If you travel by air, Jacksonville International Airport (JAX) and the Brunswick/Glynco Jetport (BQK) are the two designated airports serving FLETC.

- Jacksonville International Airport (approximately 67 miles south of FLETC):

Transportation is provided by FLETC only on designated travel days. In most cases bus transportation will be provided at 3:30 pm and 7:30 pm on the day prior to the beginning of class. The bus schedule will be confirmed when you advise FLETC Transportation of your travel arrangements. A FLETC bus will arrive at the airport approximately 30 minutes before the scheduled arrival of the flight and will park at the exit near the baggage claim area. Be sure to include the flight number, date, time, and place of your arrival in your information to the FLETC.

- Brunswick/Glynco Jetport (approximately two miles from FLETC):

BQK is accessible only by commuter flights from Atlanta, GA. FLETC will provide ground transportation for you if they are notified five working days prior to your arrival.

If you plan to drive to FLETC, you will find the main gate entrance located on Chapel Crossing Road. From I-95 take Exit 38 (Golden Isles Parkway/Spur 25) towards Brunswick. Follow the signs to F.L.E.T.C. At the second traffic signal turn left onto Walker Road. Follow this road (continue past the traffic signal at Altama Avenue) approximately two miles. Walker Road ends and Chapel Crossing Road begins at Altama Avenue. The main gate entrance to the FLETC is approximately ¼ mile past Altama Avenue on the left side of Chapel Crossing Road.

Use of Personally Owned Vehicles

If you drive your personally owned vehicle to FLETC, you must register it at the Visitor Center at Building 1 (outside main entrance). You are required to have a valid driver's license, proof of insurance, and the vehicle registration or written permission from the registered owner to operate the vehicle. **Basic students residing at the FLETC are not authorized to drive from 7:30 am to 4:30 pm Monday through Friday.** Vehicles during this time frame should be parked at assigned dormitory parking areas. Basic students residing off-center may drive their vehicle to and from the FLETC during off duty hours. For these students, vehicles are authorized to be parked in the grass lot located at the corner of Artesia Avenue and Records Road (west of Building 216) or in designated student parking areas. Refer to the FLETC map.

Special permission for waivers of parking restrictions can be obtained through Health Services (Building 252) with authorization from the Security Office (Building 95). In these exceptional circumstances, the student may park in designated student (not Staff) parking areas. The student with the medical exception should be alone in the vehicle. Giving rides to other trainees without medical waivers is prohibited.

Shuttle Busses

In general, FLETC is a walking campus. However, buses are provided to reach remote locations (ranges, POE). Shuttle buses operate during inclement weather.

Registration

Arriving trainees must register at Building 1 (outside main gate entrance). Registration is open 24 hours a day, seven days a week. However, the Academy asks that you make arrangements allowing for your arrival no later than midnight on the day prior to the beginning of your class if possible. Be sure you are traveling on your designated travel day as opposed to your first day of class.

Firearms

It is strongly recommended that trainees do not bring any firearms or any other type of weapon to the Academy unless it is Agency-issued and required for training. You must check all weapons at the Security Office in Building 1 (outside main entrance gate) upon arrival at FLETC. Unless otherwise directed, Agency-supplied weapons will be used on the firing ranges. **You are never permitted to keep any kind of personal weapon or ammunition in your room or vehicle.** Weapons may be picked up after graduation before 4:30 pm at the Central Weapons Depository, Building 221.

Training at FLETC does not qualify you for permanent residency of the State of Georgia. You will be in violation of state law if you obtain a Georgia Driver's License for the purpose of purchasing a weapon in the state.

Personal Mail

Personal mail should be addressed as follows:

Your name
FLETC
BIETP-XXX <or> DSP-XXX
1131 Chapel Crossing Road
Glynco, GA, GA 31524

Equal Employment Opportunity

In accordance with Public Laws, Executive Orders, Office of Personnel Management, and Equal Employment Opportunity (EEO) Commission Regulations, it is ICE's intent ICE to continue its strong commitment to equal employment opportunity. If you feel that you have been discriminated against based on race, color, national origin, religion, sex, age, disability (physical or mental), and/or reprisal (for participation in a protected EEO activity), you have the right to file a complaint of discrimination. The class coordinator will arrange for a conference with a designated EEO Counselor. The complaint must be brought to the attention of an EEO Counselor within 45 calendar days of the alleged discriminatory action or personnel action. If the allegations of discrimination are not resolved during the pre-complaint counseling stage then, you have the right to file a formal complaint of discrimination with the Director of EEO at ICE Headquarters within 15 calendar days of the final interview with the EEO Counselor.

Things you should know regarding EEO (29 Code of Federal Regulation 1614):

- 1) You may withdraw from the complaint process at any point in time.
- 2) You have the right to a representative at all stages of the process.
- 3) Days within the EEO process are counted as calendar days, not workdays.

Resignations

In the event you reach the decision to terminate your ICE employment while in attendance at the Academy, you must contact your class coordinator. A number of official forms must be completed, travel arrangements must be concluded, and all government property must be surrendered. Adhering to these procedures protects your interests.

Lodging

While in attendance at the Academy, you will be required to live at FLETC or in specified contract housing during training. It has been held that this requirement promotes a substantial government interest, is not arbitrary or capricious, and does not infringe on your rights.

Dormitory room assignments are made by FLETC with one or two occupants per room. Rooms are cleaned and beds are made weekdays by a housekeeping service. Laundry facilities are available at no cost in each dormitory and in the Laundromat located in Building 86. You must provide your own detergent and fabric softener. Ironing boards and irons are available in each dormitory.

You must take note of and adhere to FLETC lodging restrictions. They are:

1. No pets.
2. No washing of clothes in the rooms.
3. No cooking of food in the dormitories.
4. No housing of your dependents or guests at FLETC.
5. Trainees may not reside in a location room other than the one assigned to them by the FLETC.
6. Smoking inside dormitories or any building on the FLETC is strictly prohibited.

Dining

The Dining Hall is located in Building 75 and serves meals free of charge to trainees. The Dining Hall is open for three meals, seven days a week. Cafeteria-type service is featured with a varied food selection to suit everyone's taste. Qualified cafeteria personnel will assist with your special diet selection upon request. Alcoholic beverages are not allowed in the Dining Hall.

Only fruit may be removed from the Dining Hall. All other food must be eaten on the premises unless it is being provided to a trainee who is ill and confined to his/her room. The Center Health Unit must make arrangements for food for a confined trainee with the dining hall manager.

Dining Hall Hours (subject to change depending upon trainee population levels)

	Daily	Weekends	Holiday
Breakfast	6:00 am-8:00 am	8:00 am-9:15 am	8:00 am-9:15 am
Lunch	11:00 am-1:00 pm	11:30 am-1:30 pm	11:30 am-1:30 pm
Dinner	4:45 pm-7:15 pm	5:30 pm-7:30 pm	5:30 pm-7:30 pm

Check Cashing Services

Personal checks may be cashed at the Convenience Store, the Credit Union (both located in the Convenient Center, Building 86), or the Student Center (Building 260).

The Convenience Store located in Building 86 is open weekdays from 6:30 am-8 pm and from 8 am-8 pm weekends and holidays. There is a \$25.00 cash limit, excluding any purchases. There is a nominal charge for checks written for \$10.00 or more over purchases. Checks returned for insufficient funds will be reported for collection action to your supervisor for potential disciplinary action. For identification purposes, your name and class number must be legibly printed on the check. No second-party checks will be cashed. An ATM machine is also located in the Convenience Store.

The Credit Union located in Building 86 is open weekdays from 10 am-5 pm. A variety of services are available, including cashing checks for a nominal fee. There is a \$100.00 cash limit for personal checks. Notary service is available.

The Student Center located in Building 260 is open Sunday 12:30 pm-11 pm, Monday-Thursday 4 pm-12:30 am, Friday 4 pm-1:30 am, and Saturday 3 pm-1:30 am. There is a \$100.00 cash limit for personal checks but no service charge.

You are required to be enrolled in direct-deposit to a financial institution for the disposition of your salary.

DO NOT WRITE BAD CHECKS. Under Georgia Law, if you write a bad check on an out- of-state bank the offense is a felony that can get you not less than one year, nor more than five years, in jail, plus up to a \$1,000.00 fine or both. The State of Georgia can also jail you for checks written on a closed account, a check that is NSF (non-sufficient funds), or ISF (insufficient funds). (SEE OFFICIAL CODE OF GEORGIA, TITLE 16-9-20). You will also be subject to Agency disciplinary action.

Climate

During most of the year, the weather in Glynco invites outdoor activities. Jogging, bicycling, golfing, fishing, and swimming are among the most popular year-round pastimes. It is not unusual for participants in any of the FLETC programs to want to make their sojourn in

Glynco a “shaping-up” period. Trainees who want to engage in physical activities may check out athletic attire at the FLETC physical training complex (Building 252) and may jog on one of three certified jogging routes.

The area in which the FLETC is located has many insects. Those causing problems are gnats, mosquitoes, chiggers, fleas, ticks, and fire ants. There is hardly a month of the year in which at least one of the insects is not active. Although none of these insects are life-threatening, any one of them can cause severe distress. There is no repellent that will completely eliminate being “pestered;” however, bringing an insect repellent is a good idea. Regardless of the time of the year it is also a good idea to bring a raincoat, an umbrella, or some other kind of weatherproof protection for yourself and for any books or papers you may need to carry. Anything from a refreshing afternoon shower to torrential rain with thunder and lightning may literally appear out of a clear blue sky.

The many bodies of water surrounding the area and the relatively high amount of rainfall cause particularly high humidity. Persons coming from dry areas or those with a low tolerance for humidity should take added precautions. Hydrating with water or sports fluid drinks throughout the day and night has proven to be beneficial.

March through the end of May is normally considered spring. During this period the weather becomes gradually warmer, with occasional lapses into cold nights and cool days. The days in April through May are usually warm enough to invite sunbathing. At the first signs of warm sun, visitors may become anxious to get tanned and may expose their skin to the sun's rays too quickly. Sunbathers should take advantage of the many sunscreens available and should expose their skin to the sun only for short periods of time.

The heat and humidity peak is from the middle of June through the end of August. Electrical storms, torrential rains, and hurricane warnings are most common in summer. The rains are refreshing, but the humidity that precedes and follows can be very uncomfortable. The heavy concentration of pollen in the air decreases, but the danger of heat exhaustion and sunburn becomes more acute. This is especially true for the jogger. During these months, jogging should be practiced in the early morning or late evening hours. The usual precautions i.e., avoiding overexertion and drinking plenty of liquids) will help prevent or alleviate some of the problems.

Glynco's relatively mild winter usually begins around the end of December and may extend through mid or late April. The lowest temperatures normally occur in January and February. Because of the close contact with so many people from all over the United States and abroad, colds, flu, and other winter ailments are more likely to be a problem than would otherwise be the case.

Usually, the climate of Glynco, Georgia is delightful. Knowing what to expect, having appropriate clothing, and taking a few precautions will make your stay a pleasant experience.

Frequently Asked Questions

Q1. WHAT'S GLYNCO? WHERE IS IT?

- A. ERO Basic training sessions are held at "Glynco," an acronym for Glynn County Naval Air Station, a former naval air station. Glynco is located just outside Brunswick, GA, about midway between Jacksonville, FL and Savannah, GA. In the mid-1970's the U.S. Treasury Department converted the closed air station to the Federal Law Enforcement Training Center (FLETC), which has since become an agency of the Department of Homeland Security. FLETC is a primary training site for over 70 federal agencies. **Note:** you will see and hear the terms "Glynco," "FLETC," "Academy," and "basic training" used interchangeably.

Q2. HOW LONG WILL I BE THERE?

- A. The ERO Spanish Language Training Program (DSP) is approximately five weeks in duration. BIETP is approximately 13 weeks in duration. Both are required unless otherwise waived.

Q3. CAN I BRING MY FAMILY?

- A. No. Do not bring family members with you to training.

Q4. HOW DO I GET TO GLYNCO?

- A. It's very important that you coordinate your travel arrangements to Glynco and to return to your official duty station after completing basic training. Your official duty station will provide the following necessary support to get you to and from the Academy.

Keep these guidelines and requirements in mind as you coordinate your arrangements with your duty station:

1. Transportation to and from local airports is provided by the FLETC only on **designated travel days**. These days are:
 - The day before class is scheduled to begin; and
 - The day of or after your graduation from the Academy (you will be required to depart the FLETC on the day of your graduation if your graduation exercises are completed before 12:00 pm).
2. If you are unsure about the dates of the designated travel days for your training session, the day classes start, or of graduation day, ask your duty station supervisor (see the attached training schedule for ICE_D 514).

3. Make reservations to depart the FLETC the day **after** your graduation if your graduation exercises are completed after 12:00 pm. Transportation to local airports will be provided the following morning. Students should arrange for flights, which leave **NO EARLIER** than +8:00 am the following day.
4. Make reservations to depart the FLETC the day of graduation if your graduation exercises are completed before 12:00 PM. Transportation will be provided to local airports at noon for flights scheduled after 2:00 pm.
5. **Make sure you notify the FLETC Transportation Office at (912) 267-2458 of your travel itinerary at least five working days prior to the beginning of class, regardless of your mode of travel.**

Q5. CAN I TAKE MY PERSONALLY OWNED VEHICLE TO GLYNCO?

- A.** Yes. While not encouraged, students who drive vehicles must register them at the Visitor Registration Center at Building 1 (outside main entrance). You are required to have a valid driver's license, proof of insurance, and the vehicle registration or written permission from the registered owner to operate the vehicle. **Basic students residing at the FLETC are not authorized to drive from 7:30 am to 4:30 pm Monday through Friday. Vehicles must be parked at assigned dormitory parking areas during the scheduled workday.**

Q6. WHERE DO I GO WHEN I GET TO FLETC?

- A.** Report to **Building 1** as soon as you arrive on the designated travel day. When you report, FLETC will provide you with necessary documents that include information about your accommodations, dining hours, and starting day of class.

Q7. WHERE WILL I LIVE?

- A.** You are required to live in FLETC-provided housing. **There are no exceptions to this rule.** Accommodations are normally single occupancy. Housing accommodations are not available at FLETC prior to the date of travel to training.

Q8. WHAT'S THE WEATHER LIKE?

- A.** In summer months the weather is hot and muggy, with tropical rains a common occurrence. In winter the weather is more temperate, though still somewhat humid. Rain is not uncommon during winter months, but freezing temperatures are rare.

Q9. WHAT ABOUT FIREARMS?

- A.** FLETC's policy is simple: you are **strictly prohibited** from possessing any firearms or ammunition during your training tour at FLETC. You must check all weapons at the Security Office in Building 1 (outside main entrance gate) upon arrival at FLETC. Academy-supplied weapons will be used on the firing ranges. **You are not permitted to keep any kind of personal weapon or ammunition in your quarters or your vehicle.** Firearms may be picked up from the FLETC central firearms depository after graduation.

Training at FLETC does not qualify you for permanent residency of the State of Georgia. You will be in violation of state law if you obtain a Georgia Driver's License for the purpose of purchasing a weapon in the state.

Q.10 WHAT ABOUT MONEY?

- A.** You will receive your base pay while in training at Glynco. You are allowed \$3.00 daily per-diem while you are in your training status. This reduced per diem is reflective of the fact that your meals and accommodations are provided for.

You should make any necessary financial arrangements prior to your arrival at training. FLETC has no provisions for financial assistance for trainees.

Q11. WILL MY TRAINING INCLUDE PARTICIPATION IN PHYSICAL CONDITIONING?

- A.** Absolutely! Physical fitness directly relates to the ability of law enforcement officers to perform the essential functions of the job, which includes minimizing the risk of excessive or deadly force and the health risks associated with the profession and/or duties. You must pass the ERO Physical Abilities Assessment before you can graduate BIETP.

Q12. WHAT ABOUT MAIL?

- A.** We recognize your stay at Glynco will be an extended one, so we know you'll want to get your personal mail as promptly as possible. To avoid delays, make sure all of your personal mail is addressed to you in this simple format:

Your name
FLETC
BIETP-XXX <or> DSP-XXX
1131 Chapel Crossing Road
Glynco, GA, GA 31524

Q13. ARE THERE TELEVISIONS, TELEPHONES, AND INTERNET CONNECTIONS IN THE DORMITORY ROOMS?

- A.** Every room has a telephone. Only the newest of the dormitory rooms have televisions in place, while all of the rooms have cable connections. None of the rooms have internet connections; however, high-speed Internet is available for your use on the FLETC campus.

Q14. WHAT SHOULD I BRING WITH ME?

- A.** Trainees have found the following items to be helpful to bring to training:

- Travel sized shampoo;
- Toothpaste and toothbrush;
- One or two pairs of good running shoes;
- Telephone calling cards or cell phone;
- Wristwatch;
- Casual clothing for off duty hours;
- Camera and film for personal use;
- Laundry bag;
- Postal stamps, envelopes, and writing paper;
- Prescription drugs in your own name with refill information; and
- USB flash drive.

Notepaper, pens, pencils, etc. are available to students by the Academy for no charge.