



DEFENSE INTELLIGENCE AGENCY

UNITED STATES ARMY INTELLIGENCE CENTER AND FORT HUACHUCA
FORT HUACHUCA, ARIZONA 85613-6000

ATZS-BDI-DSDC

12 October 2002

MEMORANDUM FOR Incoming Department of Defense Strategic Debriefing Course Students

SUBJECT: Welcome Letter

Congratulations on your selection to attend the Department of Defense Strategic Debriefing Course (DSDC). We, the faculty at DSDC, are certain that you will enjoy the course and your stay at Fort Huachuca. Upon successful completion of the DSDC course of instruction, you will be able to understand and demonstrate competency in the information and procedures contained within DIAM 58-11, DIAM 58-12, DIAM 58-16, and DoDD 5105.61. The following paragraphs address administrative and information areas which will help you plan your stay here in the "high desert" country of southeastern Arizona.

Attendance prerequisites: Your command has been sent a list of prerequisites for attendance at DSDC. They are summarized below.

- ✓ Read, write and speak English: Your control and mastery of basic English vocabulary and grammatical structure is essential in the collection and dissemination of information at the national level.
- ✓ Understand military organizations/terminology and the Intelligence Community: Prospective students should attend, for example, the Military Familiarization Course and the National Intelligence Course.
- ✓ Be on orders for, or currently assigned to a strategic debriefing assignment or position or related TIARA billet.
- ✓ Type a minimum of 35 words per minute.
- ✓ Have a working knowledge of windows based software including basic word processing software: We use Microsoft Word and both SPRNET and Internet for reference.
- ✓ Agree to be recorded on either video or audio medium for instructional reference during the course.
- ✓ Hold a required minimum security clearance.

Security Clearance: This course requires a Secret collateral security clearance. Two weeks before departing for Fort Huachuca, have your local security office fax confirmation of your security clearance directly to the DSDC Security Manager.

Fax: COM (520) 533-4036 or DSN 821-4036
Phone inquiries: COM (520) 533-8638

ATZS-BDI-DSDC

SUBJECT: Welcome Letter

Arrival: You should arrive on a Tuesday, one day prior to the first day of the course. Class begins at 0700 hours Wednesday, in Mashbir Hall, building 62715 near the corner of Cushing and Cibique streets. A convenient map can be found on the Fort Huachuca web page: <http://huachuca-www.army.mil/>.

Travel Arrangements: We recommend you fly into Tucson International Airport; located 75 miles northwest of Fort Huachuca. If you depend on the shuttle bus for ground transportation from the airport, please ensure you arrive by 1900 hours the day before class begins. The last shuttle bus to Fort Huachuca departs Tucson Airport at 2025 hours.

Rental Car: A rental vehicle is mandatory. Throughout the course you will be traveling between training locations, to and from billeting and for meals. Public transportation is unreliable and extremely limited on Fort Huachuca. In these times of heightened security, all vehicles must be registered with the Provost Marshal in Whitside Hall. In order to obtain a temporary vehicle pass bring a driver's license, vehicle registration and proof of current insurance and rental agreement for rental vehicles.

Billeting: Report to the Billeting Office in building 43083 (near the Lakeside Activity Club). Inform the desk that you are attending the DOD Strategic Debriefing Course. Please confirm your reservation; phone Billeting at COMM (520) 533-5361/222 or DSN (821) 5361/222 and inform the reservation clerk that you are a Department of Defense Strategic Debriefing Course student. The telephone number for registered guests at Billeting is (520) 458-9066. In the unlikely event that lodging has double booked your room and is full, be sure to receive a non-availability statement number before leaving the Billeting Office! .DSDC will then issue the proper documentation in order for you to receive reimbursement to live off-post upon in-processing on day one.

In-processing: You will in-process the first day of class in Mashbir Hall, building 62715; be sure you have at least five copies of your orders with you when you arrive. You need two copies to in-process. During your stay here, you will be administratively assigned to HHC 306th MI Battalion, 112th MI Bde.

Uniform Policy: The uniform policy for all military personnel for the first and last days of the course is as follows: Army - Class A uniform; Marine Corps - Service A; Air Force and Navy - Service dress, with all awards and decorations. Fort Huachuca prohibits any service member in uniform from displaying pierced body parts, except for female service members with pierced ears. Professional, casual civilian business attire is recommended for most other days of the course. While on duty in civilian clothing, all military personnel will conform to the appearance standards in their respective service organization regulations. This includes personal appearance policies, hair and fingernail standards, grooming policies, and wearing of jewelry.

ATZS-BDI-DSDC

SUBJECT: Welcome Letter

Clothing Policy: The policy for civilian personnel attending the course is professional business attire. By DSDC definition, professional, casual business attire is conservative in nature. Any questions about appropriate business attire should be directed to the Operations NCO, DSDC, DSN 821-4043.

For male students, appropriate attire includes business suit or sports coat, conservative slacks and collared shirt, socks and dress shoes. At least two business outfits are required for portions of the training.

For female students, appropriate attire includes skirt or pants with coordinated blouse and dress shoes. At least two dresses or suits (matching jacket or vest and skirt or pants) are required for portions of the training. Shoe heels will be no more than three inches.

Prohibited attire includes denim (jeans), spike-heeled shoes or Birkenstock styled sandals, sweat suits, shorts, miniskirts, T-shirts, muscle shirts, tube tops, halter tops, torn or excessively faded slacks, jeans, jogging suits, tennis shoes and sneakers, and any excessively revealing clothing.

Early Departure: If early departure is needed due to mission essential requirements or a family emergency, please have your unit inform the Chief of DSDC. All students departing early must meet the normal graduation criteria in order to gain full graduation credit.

Graduation and Out-processing: Graduation and out-processing should be completed no later than 1300 hrs on the last day of the course. It takes just under two hours to reach the Tucson Airport from Fort Huachuca, so make your reservations accordingly.

Fitness Notes: If you plan to work out, keep in mind the local geography. The post elevation is approximately 5,000 feet and you will need a period of acclimation. The weather during the summer months should be very hot during the day with daily rain showers July-September, and cooler temperatures at night. During winter months you can expect cool mornings, warmer afternoons and chilly nights.

Student Contact Information: Should someone need to contact you while attending DSDC, student telephone numbers are: DSN 821-4046 or COM (520) 533-4046. Additionally, have your mail addressed as follows:

DIA/DO-7 (ATZS-BDI-DSDC)
ATTN: (*Your Rank and Name*)
Fort Huachuca, AZ 85613-6000

ATZS-BDI-DSDC

SUBJECT: Welcome Letter

DSDC Contact Information: If you have any questions or run into any difficulties, don't hesitate to call our office. The DSN prefix for DSDC is 821-XXXX. The commercial duty phone numbers are:

DIA Students: (520) 533-4034, Training Officer

Army Students: (520) 533-4039, Operations Officer

USMC Students: (520) 533-4037, NCOIC

DSDC Security Manager, (520) 533-8638

Chief, DSDC, Lawrence Counciller, STU III (520) 533-8656

FAX: Unclassified (520) 533-4036, Classified (520) 533-8652

The DSDC staff, faculty and I look forward to working with you.

//--Original Signed--//

LAWRENCE COUNCELLER

GS-14, DIA

Chief, DSDC