

ENROLLMENT GUIDE & WELCOME LETTER

JOINT BASE LEWIS-MCCHORD LANGUAGE AND CULTURE CENTER

Welcome to the Joint Base Lewis-McChord (JBLM) Language and Culture Center (LCC). This guide outlines the mission, structure, enrollment procedures, and expectations for Soldiers attending language training at the LCC. Whether you are attending in person or virtually, our goal is to deliver a professional, effective learning environment that fosters language proficiency, cultural understanding, and operational readiness.

MISSION STATEMENT

The JBLM LCC delivers high-impact language training that enables mission language readiness across I Corps, FORSCOM, and beyond. We provide structured, standards-based instruction across all proficiency levels – from foundational through advanced – using flexible, modern learning environments.

As a force multiplier for Army linguists, the LCC empowers Soldiers to meet operational demands through sustained language development, cultural competence, and readiness, in alignment with Army Regulation 11-6 and Department of Defense directives.

ENROLLMENT PROCEDURES

The course schedule and enrollment documents are available under the Training Schedule tab on the JBLM LCC website: <http://jblmflc.com/classes.html/> (Note: This site may be blocked from some government networks. If it doesn't open on NIPR, try to access the website on a personal device.) In addition to the enrollment documents, students must also submit a Defense Language Institute Online Diagnostic Assessment (DLI ODA) at <https://oda.dliflc.edu/> for their CLANG prior to the start of class.

To request a seat, contact one of the enrollment points of contact listed below. All enrollment requests must be coordinated in advance. Soldiers are not permitted to self-enroll without CLPM and unit leadership approval.

Training for lower density languages found in I Corps like Spanish, French, Persian Farsi, Russian, or Arabic can be coordinated based on FORSCOM needs.

ENROLLMENT POINTS OF CONTACT:

- Sean Vu, Command Language Program Coordinator (CLPC) | seanvu@chi-chack.com
- Larisa Jones, LCC Program Manager | larisa.jones@chi-chack.com

TRAINING OVERVIEW

COURSE DURATION

All courses fulfill the 160-hour Significant Language Training Event (SLTE) requirement per AR 11-6. Class hours for virtual classes are dependent on the time participating students. Course duration may vary based on federal holidays or Days of No Scheduled Activities (DONSA). The CLPC will distribute each class's complete schedule in advance of class start.

STANDARD SCHEDULE FOR VIRTUAL CLASSES

Daily Instruction: Six hours/day

Lunch Break: One hour after the first three hours of instruction

Short Breaks: 10 minutes each hour

STANDARD SCHEDULE FOR IN-PERSON CLASSES

Class Hours: Monday-Thursday 0900-1630; Friday 0900-1600

Last Friday of Each Month: Classes will be released at 1500 for classroom cleanup

Daily Instruction: Six hours/day

Lunch Break: Monday-Thursday 1200-1330; Friday 1200-1300

Short Breaks: 10 minutes each hour

COURSE PLACEMENT BY PROFICIENCY LEVEL

Soldiers are placed in classes based on demonstrated proficiency, mission requirements, and instructor availability. Every effort is made to match students with appropriate instructional levels.

Foundational Proficiency – Designed for students developing or rebuilding core language skills. Target audiences include Soldiers who are sub-proficient or Soldiers with DLPT scores of 2/2. Instruction focuses on vocabulary, grammar, reading/listening strategies, and fundamental proficiency tasks.

Intermediate Proficiency – For students at or near 2+/2+ level who are preparing to reach 3-level performance. Instruction emphasizes authentic materials, speed, and accuracy, and abstract comprehension.

Advanced Proficiency – For Soldiers scoring 2+/3, 3/2+, 3/3, or higher. Courses are tailored to sustain and refine high-level performance with emphasis on nuance, formal register, and abstract reasoning.

DELIVERY MODEL

Each class's delivery model (in-person or virtual) is determined on a first-come, first-served basis. The first Soldier to request a seat sets the delivery preference for that class.

Virtual Class: Conducted synchronously via Microsoft Teams.

In-Person Class: The LCC is located at 4292 9th Division Road, JBLM WA 98433. Parking is available behind the LCC and across the street from 7ID HQ.

ACCESS AND TECHNOLOGY

The LCC provides commercial Wi-Fi. Students may bring personal devices or borrow an LCC-issued laptop for the duration of the course.

ATTENDANCE POLICY

Absence requests must be submitted via the LCC Absence Request Form at least 48 hours in advance to the I Corps CLPM and LCC CLPC. Instructors do not approve absence, and unexcused absences are not permitted. More than 12 hours of absence will result in dismissal from the course. Exceptions for extenuating circumstances are considered on a case-by-case basis.

UNIFORM STANDARDS

In-Person Classes: Duty Uniform. Soldiers may remove uniform tops in the classroom.

Virtual Classes: Smart Casual. Clothing must be professional and camera-appropriate. Avoid graphic tees, torn clothing, or revealing attire.

HOT WEATHER CONSIDERATIONS

The LCC is in a historic building and is not equipped with central air conditioning. During periods of excessive heat, training may shift to earlier hours or transition to virtual instruction to ensure student and staff well-being.

EXPECTATIONS FOR CONDUCT

Soldiers are expected to embody Army Values and military professionalism while participating in language training. This includes:

Adherence to Army Values: Military personnel are expected to uphold core values, such as loyalty, duty, respect, selfless service, honor, integrity, and personal courage. These values provide a framework for ethical decision-making and professional behavior.

Professionalism: This includes maintaining a high standard of appearance, demonstrating military bearing, and adhering to regulations and orders.

Respect for Others: Treating everyone with dignity and respect, regardless of rank or position, is essential for a positive learning environment and effective teamwork.

Commitment to Excellence: Striving to achieve the highest standards in all aspects of professional development, including active participation, engagement, and responsible use of resources. Language proficiency is perishable. Each Soldier bears personal responsibility for language maintenance and improvement, both during and outside of formal instruction.

COURSE FEEDBACK

Mid-course and end-of-course evaluations will be conducted anonymously. For urgent concerns, contact the I Corps CLPM directly.

RECOMMENDED LODGING

There are several hotels in the vicinity of JBLM, but we recommend the following hotels for their location and safety.

[Army IHG Rainier Inn](#)

[Hampton Inn & Suites DuPont](#)

[Home2 Suites DuPont](#)

[Fairfield Inn & Suites DuPont](#)

[Best Western Liberty Inn DuPont JBLM](#)

POINTS OF CONTACT

I Corps Command Language Program Manager

Andrea Schreiber | andrea.n.schreiber.civ@army.mil | Office: 253-966-3023 Cell: 253-604-9069

LCC Program Manager (FORSCOM West)

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LCC CLPC

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