



DEPARTMENT OF THE ARMY
U.S. ARMY TRANSPORTATION SCHOOL
FORT LEE VIRGINIA 23801

REPLY TO
ATTENTION OF:

ATSP-TDD

February 22, 2023

Subject: Transportation Management Training Department (TMTD) Functional Courses (FLVA)

1. **WELCOME:** On behalf of the U.S. Army Transportation School, welcome to Fort Lee, the Home of The Transportation School.
2. **INTRODUCTION:** This Welcome letter provides reporting information on the Functional Courses listed under the school 551L in the ATRRS catalog and managed by the Transportation Management Training Department (TMTD), USATSCH Fort Lee, VA. All classes will be taught at 711 B Avenue, BLDG 2300 Fort Lee, VA. The courses are listed as follows:

551L	TRANSPORTATION SCHOOL (FT LEE)	8C-F17/553-F5 (MC)	UNIT MOVEMENT OFFICER DEPLOYMENT PLANNING
551L	TRANSPORTATION SCHOOL (FT LEE)	8C-F35/553-F18	TC AIMS II THEATER OPERATIONS (TOPS)
551L	TRANSPORTATION SCHOOL (FT LEE)	8C-F50/553-F25	SENIOR TRANSPORTATION OPERATIONS
551L	TRANSPORTATION SCHOOL (FT LEE)	8C-F46/553-F21 (MC)	TC-AIMS II FUNCTIONAL USER
551L	TRANSPORTATION SCHOOL (FT LEE)	8C-SI3S/553- F4 (MC)	AIR DEPLOYMENT PLANNING

3. **TRAVEL TO FORTLEE:** Fort Lee is easily accessible by plane, bus, rail, or privately owned vehicle (POV). If traveling by plane, be sure your reservations are to the Richmond International Airport (RIC). You must obtain transportation from the airport. Ground transportation is the authorized shuttle service to and from Fort Lee and the Richmond Airport (RIC). Taxis from several miles outside the local area may deliver customers to Fort Lee, but many may not make any pickups once on the base. Regional bus service is provided by Greyhound Trail Ways. The local terminal is located at 100 West Washington Street, Petersburg, VA. Additionally Petersburg Area Transit (PAT) provides services to and from the installation to Petersburg with connections to the surrounding community. Regional and national rail service is provided by AMTRAK. The AMTRAK station is located at 3516 South Street, Ettrick Station Petersburg, VA 23803. Remember that you must keep receipts for all incurred expenses to file for government reimbursement. If traveling by POV, be aware that a 100 percent ID card check is in effect at the Fort Lee entrance. It is recommended that you always carry your ID card and a copy of your orders while on post.

4. **Lodging and Meal:** Military students attending functional courses should apply for lodging in the Defense Travel System (DTS) using the lodging portal. Once your reservation is confirmed, if you are housed off the installation, a statement of non-availability is no longer required. Please use the Fort Lee Training Directed Lodging and Meal Policy link to assist you in preparing your DTS authorization. Please copy and paste the links into your browser:

<https://g357.army.pentagon.mil/tr/TRI/ITTG/Travel%20Guidance/Forms/AllItems.aspx?RootFolder=%2Ftr%2FTRI%2FITTG%2FTravel%20Guidance%2FFort%20Lee%20VA&FolderCTID=0x01200088DFCB861BD3F14F9D26C2DE499D2304&View=%7B5A859D62%2D368C%2D4CF5%2D913F%2D4CE52ACD3ADF%7D>

Additional information is available at the Institutional Travel Training Travel Guidance (ITTG) website.

<https://g357.army.pentagon.mil/tr/tri/ittg/default.aspx>

Choose the Joint Service Provider as your log on provider.

You are to report to building 2300 at 711B Avenue, Fort Lee VA not later than 0800 the first day of class which is routinely a Monday.

5. ADMINISTRATIVE IN-PROCESSING:

- a. All personnel with a reserved “R” seat in ATTRS are scheduled for Sunday arrival for travel.
- b. During in processing at the school, you will be required to turn in the following documents:
 - (1) One copy of your approved TDY orders. Extra copies of orders will be required if you are an IMA/IRR with orders attaching you to the Reserve Component Support Division
 - (2) A SF 182 (Request, Authorization, Agreement, Certification of Training and Reimbursement) is required for all civilian personnel (pages 1 & 2).

6. GENERAL INFORMATION:

- a. **Arrival - Do not arrive more than one day before the class start date. Classes start on Mondays. IF YOU ARE UNABLE TO ATTEND THE COURSE, PLEASE CONTACT YOUR OPERATIONS/TRAINING NCO OR YOUR ATTRS MANANGER. Instructors nor course managers can cancel your reservation for the course. Course managers are always here to assist, please contact Mrs. Tanya L. Grayson, tanya.l.grayson.civ@army.mil, DSN 539-2009 OR COMM (804) 765-2009, or Mr. Rudolph A. Moffatt, Rudolph.a.moffatt.civ@army.mil, DSN 539-1934 OR COMM at (804) 765-1934.**
- b. **Class Times - Classes are scheduled from 0800 to 1630 hrs Monday-Friday. On the last day of classes, graduation will normally be completed by 1600. Please take this in consideration when making your travel arrangements.**

c. **Parking** - Sufficient student parking is available in the vicinity of bldg. 2300. Do not park in reserve spaces or the parking lot at the east end of bldg. 2300 (Faculty Parking only). Students use the parking area on the right when entering the parking lot at F Company directly across the street from the main entrance of bldg. 2300.

d. **Attire** - Military students will wear their service battle uniform during class periods. Please remember that Virginia is a very climate-oriented region, in that it is hot and humid in summer and cold in winter, please plan accordingly. Civilian students may wear normal casual business attire. Personnel attending some of these courses (UMODPC/ADPC) have practical exercises that are conducted outdoors and must dress appropriately.

e. **Absences** - Except for emergencies, leave is not authorized during the course. If a situation not requiring emergency leave but requiring your personal attention occurs, provide details to a faculty member or the class leader. Student must not miss more than the time allotted in their Individual Student Assessment Plan (ISAP) for the course in which they are enrolled. The director requires prompt notification of student illness, accidents, family crises, or similar situations.

f. **Telephone calls** - Students are not to accept calls during class period unless it is an emergency. Students are authorized use of the facility's telephones for official use only. Faculty members will provide telephone numbers to students upon arrival.

g. **E-Mail** - There is limited availability of online service in the classroom. Most military computers will not access Yahoo mail, MSN mail, Hotmail or any commercial email account. Use your TEAMS account to send/receive email.

h. **Equipment** – Most courses require students to bring a standard calculator and writing material to be used during the course.

i. **GUEST Account** – Please obtain a computer guest account through your IT/G6 personnel prior to reporting for class.

7. On behalf of the staff and faculty of the Transportation School, I am delighted that you will be attending one of the TMTD Functional Courses at the Transportation School. We are sure that you will find our courses both challenging and rewarding.