



DEPARTMENT OF THE ARMY
UNITED STATES ARMY TRANSPORTATION SCHOOL
TRANSPORTATION MANAGEMENT TRAINING DEPARTMENT
711 B. AVE, BLDG 2300
FORT LEE, VIRGINIA 23801

ATSP-TDD

28 October 2021

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. COVID - Due to COVID rules for the State of Virginia, You will be required to wear a mask anytime you are outside of your hotel room, this includes the school house. Please ensure you have your mask and proof of COVID vaccination when you report for class each day. Your temperature will be taken when you arrive each morning. You will practice social distancing in the classroom and while on break. **DO NOT REPORT TO FT LEE UNLESS YOU HAVE RECEIVED AN EMAIL OR TELEPHONE CALL FROM YOUR INSTRUCTOR INFORMING YOU THAT THE CLASS WILL BE FACILITATED AT THIS LOCATION. THE CLASS MAY BE VIRTUAL WHICH MEANS YOU WILL TAKE THE COURSE THROUGH TEAMS AT YOUR LOCATION.**

3. INTRODUCTION: This letter welcomes you to all of the Functional Courses listed under the school 551L in the ATRRS catalog and managed by the TMTD, USATSCH Fort Lee, VA. All resident classes (unless otherwise specified) 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-F45/553-ASIM9	MASTER DRIVER TRAINER QUALIFICATION
551L	TRANSPORTATION SCHOOL (FT LEE)	8C-F46/553-F21 (MC)	TC-AIMS II FUNCTIONAL USER
551L	TRANSPORTATION SCHOOL (FT LEE)	8C-SI3S/553-F4	AIR DEPLOYMENT PLANNING

4. TRAVEL TO FT LEE: 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. Groom 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

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any pickups once on the base. Regional bus service is provided by Greyhound Trail ways. The local terminal is located at 108 East 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 expenses in order 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.

5. Lodging and Meal: Military students attending functional courses should apply for off post lodging in the Defense Travel System (DTS) using the lodging portal. **DO NOT BOOK LODGING IN THE FORT LEE IHG, FUNTIONAL COURSES ARE NOT AUTHORIZED TO RESIDE ON POST.** A Statement of Non-availability is no longer required. Please use the FT Lee Training Directed Lodging and Meal Policy Link to assist you in preparing your DTS authorization. Please copy and paste the link below into your browser:

https://g357.army.pentagon.mil/tr/TRI/ITTG/Travel%20Guidance/Fort%20Lee%20VA/Fort%20Lee%20ITTG_30%20SEP%202021.pdf

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

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

You are to report to Building 2300 at 711B Avenue, Fort Lee VA, no later than 0800 the first day of class, which is routinely a Monday.

6. 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).

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7. GENERAL INFORMATION:

a. Arrival - Classes start on Mondays. Please email your instructor if you are unable to attend the course. Please contact your training NCO or ATRRS Manager to cancel your reservation in ATRRS. Failure to do so will cause you to be coded in ATRRS as a NO SHOW. Instructors have no access to ATRRS. If you need to contact the course manager, please call DSN 539-2009 OR COMM (804) 765-2009 during the hours of 0700-1630 EST or the telephone number provided in the email from instructor.

b. Class Times - Classes are scheduled from 0800 to 1630 hrs - Monday through Friday. On the last day of classes, graduation will normally be completed by 1600. Please take this in consideration when making your travel arrangements.

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 will use the parking area across the street from the faculty parking area and will meet the instructor at 0800 at the faculty/staff entrance of the school.

a. Attire - Military students will wear their service duty uniform, i.e. OCPs 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 UMODPC and ADPC must dress appropriately, because some of the practical exercises are conducted outdoors.

b. 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.

c. 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.

d. 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 AKO account to send/receive email.

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

8. On behalf of the Staff and Faculty of the Transportation School, I am delighted that you

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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.