



DEPARTMENT OF THE ARMY
UNITED STATES ARMY TRANSPORTATION SCHOOL
2221 ADAMS AVENUE
FORT GREGG-ADAMS, VIRGINIA 23801-2102

ATSP-TDD

01 September 2023

MEMORANDUM FOR TRANSPORTATION MANAGEMENT TRAINING
DEPARTMENT (TMTD) FUNCTIONAL COURSES

SUBJECT: Transportation Management Training Department Functional Courses
(FGAV)

1. **WELCOME:** On behalf of the U.S. Army Transportation School, welcome to Fort Gregg-Adams, 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 Gregg-Adams, VA. All classes will be taught at 711 Barfoot Avenue, BLDG 2300 Fort Gregg-Adams, VA. The courses are listed as follows:

SCHOOL	SCHOOL NAME	COURSE	COURSE TITLE
551L	TRANSPORTATION SCHOOL (FT GREGG-ADAMS)	8C- F17/553- F5 (MC)	UNIT MOVEMENT OFFICER DEPLOYMENT PLANNING
551L	TRANSPORTATION SCHOOL (FT GREGG-ADAMS)	8C- F46/553- F21 (MC)	TC-AIMS II FUNCTIONAL USER
551L	TRANSPORTATION SCHOOL (FT GREGG-ADAMS)	8C- F35/553- F18	TC-AIMS II THEATER OPERATIONS (TOPS)
551L	TRANSPORTATION SCHOOL (FT GREGG-ADAMS)	8C- F50/553- F25	SENIOR TRANSPORTATION OPERATIONS
551L	TRANSPORTATION SCHOOL (FT GREGG-ADAMS)	8C- SI3S/553- F4(MC)	JOINT AIRCRAFT LOAD PLANNING

3. **TRAVEL TO FORT GREGG-ADAMS:** Fort Gregg-Adams 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 Gregg-Adams and the Richmond Airport (RIC). Taxis from several miles

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outside the local area may deliver customers to Fort Gregg-Adams, 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 Gregg-Adams entrance. It is recommended that you always carry your ID card and a copy of your orders while on post.

LODGING AND MEALS: Military Students attending functional courses should apply for lodging in The Defense Travel System (DTS) using the lodging portal. YOU WILL CHOOSE LODGING OFF OF THE INSTALLATION. A statement of non-availability is no longer required. Please use the Fort Gregg-Adams Training Directed Lodging and Meal policy. Use of DFAC is not authorized for TDY students attending functional courses.

On-post government transportation (i.e., buses) for other than AIT students, IS NOT AVAILABLE. Sending Commanders are required to authorize Compact Rental cars for their Soldiers traveling by air.

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

4. **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).

5. **GENERAL INFORMATION:**

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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 ATRRS MANAGER. Instructors nor course managers can cancel your reservation for the course. Course managers are always here to assist, please contact the Course Managers at DSN 539-1934 or COMM (804) 765-1934, or DSN 539-1964 or COMM at (804) 765-1964.

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 into consideration when making your travel arrangements.

c. Parking – The only parking lot that is designated for students is the 2/94th Transportation Brigade parking lot located at Building 2609 Clarke Avenue, Fort Gregg-Adams, VA, 23801. As you enter the parking lot, park to the RIGHT. The following information about your vehicle will be required when you in-process:

Make:

Model:

Color:

License Plate #:

License Plate State:

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 the summer and cold in the winter; please plan accordingly. Civilian students may wear normal casual business attire. Personnel attending some of these courses (UMODPC/JALPC) have practical exercises that are conducted outdoors and must dress appropriately.

e. Absences – Except for emergencies, leave is not authorized during these courses. If a situation not requiring emergency leave but requiring your personal attention occurs, provide details to a faculty member or the class leader. Students 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 telephones for official use only. Faculty members will provide telephone numbers to students upon arrival.

g. Email – There is limited availability of internet service in the classroom. Most military computers will not access Yahoo Mail, MSN Mail, Hotmail or any commercial email. Use your Microsoft Teams account to send/receive email.

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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 to class.

6. On behalf of the staff and faculty of the Transportation School, we are delighted that you will be attending one of the TMTD Functional Courses at the Transportation School. We are sure that you will find the courses both challenging and rewarding. The point of contact for this memorandum is the TMTD Office at 804-765-1934 or 804-765-1964.