



DEPARTMENT OF THE ARMY
UNITED STATES ARMY TRANSPORTATION SCHOOL
711 B AVENUE (BUILDING 2300)
FORT LEE, VIRGINIA 23801-1705

ATSP-TDD

5 April 2022

MEMORANDUM FOR AIR DEPLOYMENT PLANNING COURSE 8C-SI3S/553-F4

SUBJECT: Welcome Letter for Virtual Air Deployment Planning Course

1. On behalf of the Transportation School Assistant Commandant, COL Timothy R. Zetterwall, and Chief of the Transportation Management Training Department (TMTD), Mr. Trenton Lykes, we would like to welcome and congratulate all of you on attending the Air Deployment Planning Course (ADPC).
2. This course is an Air Mobility Command (AMC) affiliated course, and a required certification for air load planners. AMC requires certification every two years for personnel on the responsibilities of unit air movements, strategic airlift operations; planning operations and manifesting; preparation of equipment and personnel; the 463L pallet cargo system; weighing, marking and determining center of balance of cargo; joint inspection procedures; A/DACG procedures; aircraft characteristics and limitations; planning and preparing airlift documentation; and the Integrated Computerized Deployment System (ICODES) Air Domain.
3. **LOCATION:** This will be a **VIRTUAL** course and will be conducted through Army 365 Microsoft Teams. Army Teams 365 is the current platform for the virtual training and is **ONLY** accessible from a **DODIN (NIPRNet) or through Government Furnished Equipment (GFE) with a CISCO AnyConnect Virtual Private Network (VPN)**. A camera and microphone are required for taking this online course. If you are taking the class from home you must have an established IT support network to contact if you have TEAMS or computer issues. Instructors will not troubleshoot TEAMS or software issues. If you are having trouble establishing a TEAMS account please contact your G6 personnel or the Army Enterprise service Desk (AESD) at 1-866-335-2769.
4. **WHEN:** Training will commence at 0830 EST hours during the course.
5. The points of contact (POC) for this course are the undersigned; Mrs. Tanya L. Grayson, tanya.l.grayson.civ@army.mil, and Mr. Anthony Consolo, anthony.consolo.civ@army.mil.

//ORIGINAL SIGNED//
ANTHONY CONSOLO
USA
ADPC Course Manager

//ORIGINAL SIGNED//
TANYA L. GRAYSON
USA
TMTD Course Manager