



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY TRANSPORTATION SCHOOL
MARITIME & INTERMODAL TRAINING DEPARTMENT
461 KERR ROAD
FORT EUSTIS, VIRGINIA 23604-5458

ATSP-TDM

4 April 2022

MEMORANDUM FOR: Maritime Training Division Students

SUBJECT: Welcome Letter

1. **WELCOME**. On behalf of the U.S. Army Transportation School, congratulations on your selection to attend training with the Maritime Training Division and welcome to Joint Base Langley-Eustis.
2. **INTRODUCTION**. The training provided by the Maritime Training Division includes: Marine Deck Warrant Officer Basic and Advanced courses; Non-commissioned Officer functional and Non-commissioned Officer Education System Courses for both 88K and 88L career fields; and Initial Entry Level Advanced Individual Training for junior enlisted students, and junior enlisted career field transfer students. The training is designed to teach you the skills and provide the information you will need as you enter the US Army Maritime career field. The course will challenge you both physically and mentally, and it will require a lot of self-study and motivation to succeed.

Throughout the course you will meet a diverse population of Army Mariners currently serving in the Army Watercraft field. Start building your network in the schoolhouse to ensure you have fellow Army Mariners that you can contact and seek insights and guidance from when you encounter challenges.

Course dates can be viewed on ATTRS website: <https://www.atrrs.army.mil> and use the 551 School Code for IET and WOES courses and 601A for NCOES courses. There you will find a detailed course overview and schedule for when you report on Day 1. We look forward to having you!

3. **LOCATION**. Maritime Training Campus, 461 Kerr Road, Fort Eustis, VA 23604.
4. **TRAVEL TO JBLE**. Joint Base Langley-Eustis (JBLE) is easily accessible by plane, bus or privately owned vehicle (POV). If traveling by plane, ensure that your destinations are to the Newport News and Williamsburg International Airport (PHF), or to Norfolk International Airport (ORF). You must obtain transportation from the airport. Taxis are available. Remember, you must keep receipts for all expenses to file for government reimbursement. There are no special requirements for your POV entry; your Military ID will give you access to the base. NOTE: Initial Entry Training personnel will be greeted and provided transportation to Echo Company upon arrival.

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5. **LODGING.** Non-permanent party personnel must contact the General Smalls Inn to verify availability before obtaining lodging off post. Ensure that you receive a statement of non-availability if there are no rooms available on JBLE, and bring it with you when you in-process. Initial Entry Training personnel will reside in government provided billets within the Echo Company footprint. Non-Initial Entry students will not be provided billets, your unit must fund lodging while you are attending school.

Email: <http://www.eustislodging.com/>

Address: Building 1700 Fort Eustis, VA 23604

Phone: (757) 878-5807/2337 or (757) 969-5777 ext. #0 for operator.

Fax: (757) 878-3251

6. **IN-PROCESSING.** If you are an attending Warrant Officer, on Day 1 you will report to Building 464, Room 2 at 0830 for your welcome brief. At the completion of your brief we will proceed to 510th Transportation Training Detachment (510th TTD) to complete in-processing requirements. You will report in OCPs and bring your PTs for the afternoon in-processing to get your height and weight. If you are attending a LNCOA course you will receive additional guidance on your day 1 requirements from the Academy. Initial Entry Training personnel will be in-processed at Echo Company.

The number to the finance office is (757) 878-2526. For active duty personnel you will be processed through finance using a voucher. The directions will be sent to you by the 510th TTD administrative office after you in-process with them. Bring the following documents:

Orders and all amendments (10 copies)
PCS DA Form 31

The Reserve Liaison finance briefing for Reserve and National Guard Soldiers is a MANDATORY briefing and it is only given at 0900 on Mondays at Building 650, Room 114. You must bring the items listed below to this briefing:

Orders and all amendments (10 copies)
PCS DA Form 31

7. **HOUSING.** Students that are coming to JBLE on Permanent Change of Station (PCS) orders must proceed to Building 650 for information on housing (both on and off base). If you are PCS'ing to JBLE from another service, or installation, you should report a minimum of two weeks prior to the course.

8. **MEALS.** Meal cards are provided to Initial Entry Training AIT students during in-processing with Echo Company; they will dine at the Dining Facility. TDY and PCS personnel WILL NOT have meals provided, or meal cards issued. Students on TDY, or PCS orders MUST ensure that their orders depict this.

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9. **UNIFORM AND APPEARANCE**. Students must maintain a neat, orderly appearance at all times and conform to the haircut standards outlined in AR 670-1. The duty uniform for this course is the Army Combat Uniform (OCP) and it will be worn as prescribed in AR 670-1. Students will graduate in the Class A uniform, either the Army Service Uniform (ASU), or Pinks and Greens (PG).

10. **PHYSICAL TRAINING POLICY**. Physical training (PT) and readiness are essential for all Soldiers and is one of the cornerstones of the basic course. PT will be conducted after the morning accountability formation, or you will be required to conduct PT on your own during non-class hours before, or after the duty day. You will complete height and weight assessments at the beginning and the end of the course prior to graduation. You will also be required to complete the Army Combat Fitness Test (ACFT) at the beginning and end of the course. This ACFT score will not affect your position in the school nor will failure prevent you from graduating until the ACFT is fully mandated from higher headquarters.

11. **EMERGENCY TELEPHONE NUMBERS**. During your stay here, calls during duty hours should be directed to 510th TTD Company. The Commander's number is (757) 878-4198, and the First Sergeant's number is (757) 878-2753. After duty hours, calls should be directed to the Staff Duty Desk at (757) 878-5050 or DSN 826-5050.

12. **MAIL ROSTER**. If you would like to receive mail while in school, you will need to fill out a mail card (DA Form 3955) to forward your mail. Your mail will be sent to one of the addresses below. The 510TH TTD will deliver your mail to the Maritime Training Campus and distributed to you during class hours, or you will receive mail during mail call at Echo Company.

SAMPLE MAILING ADDRESS:

Name/Rank
WOBC / Class Number
510TH TTD
2743 Madison Ave
Fort Eustis, VA 23604

Name/Rank
88K10 / Class Number
Echo Company
2307 Jackson Ave
Fort Eustis, VA 23604

13. **SICK CALL**. Sick Call is by appointments only through the Tri-Care appointment line. The toll free phone number is (866) 645-4584. Students must coordinate with the Class Manager to determine the best time to schedule an appointment. You are required to keep your MEDPROS updated throughout the duration of the course; this is each individual's responsibility to monitor and remain up to date and current. You will receive reminders via 510th TTD channels. No appointments will be scheduled critical task time blocks of instruction, examination reviews, or when there are tests scheduled. All AIT students will request sick call through their Drill Sergeant at Echo company. The COVID Hotline (757) 314-8037, or (757) 314-8031.

14. **EMERGENCY LEAVE**. Emergency Leave is only granted through Red Cross notification. If you desire to take leave, your instructor, the designated Course Manager, the Maritime Training Division Chief, and the 510th TTD Commander, or the Echo Company Commander

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must approve it during duty hours. After duty hours, upon receipt of the Red Cross message the Base Staff Duty Office will contact the 510th TTD, or Echo Company to process the emergency leave. The Base Staff Duty Office phone number is (757) 878-5050. Due to ever changing COVID restrictions the packet may need additional approval depending on the location and COVID activity at the proposed leave location.

15. **POINTS OF CONTACT FOR ADDITIONAL INFORMATION.**

Course Managers:

MEB: (757) 878-5536

MOB: (757) 878-6237

Functional, Simulations and Accreditation: (757) 878-6240

Senior Instructors:

MEB: (757) 878-6439

MOB: (757) 878-6224

WOAC POC Contact information:

MEB: (757) 878-7861

MOB: (757) 878-7030

WOBC POC Contact information:

Engineers: (757) 878-5945

Operations: (757) 878-7030

16. **CLOSING.** The WOBC is an arduous and challenging course. There is no time during the course to set up a household; this should be done prior to the course start date. Keep in mind that there is a lot to learn. Be flexible! The key to success is ATTENTION TO DETAIL! We look forward to seeing you soon.

17. Any additional information concerning in processing not covered in this letter can be obtained by accessing the JBLE Internet Home Page: <https://www.jble.af.mil/>

RICHARD C. HUBBARD
Chief, Maritime Training Division
Maritime and Intermodal Training Directorate
U.S. Army Transportation School