



DEPARTMENT OF THE ARMY
ECHO COMPANY, 71st TRANSPORTATION BATTALION
2307 JACKSON AVENUE
JOINT BASE LANGLEY EUSTIS (JBLE), VIRGINIA 23604-5476

ATSP-TDM

6 June 2023

MEMORANDUM FOR Transportation AIT Students

SUBJECT: Welcome Letter for all Incoming Transportation Students

1. **WELCOME** - On behalf of the US Army Transportation School, Congratulations on your selection to attend Transportation AIT, and welcome to Joint Base Langley-Eustis (JBLE).
2. **INTRODUCTION** - The Transportation AIT Course is designed to teach you the skills and information necessary to be a successful Transporter. The course will challenge you both physically and mentally.
3. **TRAVEL TO JBLE** - JBLE is easily accessible by plane, bus, or Privately Owned vehicle (POV). If traveling by plane, be sure your reservations are to the Newport News/Williamsburg Airport, or to Norfolk International Airport. You must obtain transportation from the airport. Taxis are available. Remember, you must keep receipts for all expenses to file for government reimbursement. If traveling by bus, the Greyhound line has a bus terminal at 14407 Warwick Blvd, Newport News, VA 23608; taxis are available for transportation to JBLE from there. If traveling by POV, the military police stops each vehicle and ask for identification (always carry your CAC (ID) card, copy of your orders, proof of insurance and registration while on post).
4. **WHERE TO REPORT** – As an MOS-T, you will first report to Echo Company, 2307 Jackson Avenue, JBLE, VA 23604 for in-brief. If an emergency arises that will delay your arrival, contact Echo Company (E Co.) at (757) 878- 8222.
5. **IN-PROCESSING** – In-processing will begin the same day you arrive. Report to E Co, 2307 Jackson Ave, Fort Eustis, VA 23604 with your AIT orders to E CO, 71st Transportation Battalion, ID card/tags, DD Form 4 (if applicable), and any prior service documentation. Bring any medical or dental documentation you were provided. If you are a Reserve or National Guard Soldier switching over to Active Duty, it is paramount to ensure your component properly discharged you so you will not run into financial issues during the training. You will be provided with further instructions during in-processing.

5. **BILLETING** – Male MOS-Ts are housed in Bldg 805 Lucas Place, Fort Eustis, VA 23604 and will receive their keys at Echo Company, 71st Transportation Battalion, 2307 Jackson Avenue, Fort Eustis VA 23604 (the GPS will take you further than the destination; search for Echo Company on Google Maps to be directed to the correct address). Female MOS-Ts are housed in Bldg 664 Darcy Place, Fort Eustis, VA where the keys are issued by Hotel Company, 1-222 Aviation Regiment, Fort Eustis, VA. Ensure you comply with the barracks SOP.

6. **ON POST TRANSPORTATION** - Government transportation is **NOT** available. Before you report, check your orders to see if you are authorized a POV or rental car. ARNG students or students on AT orders should consider getting them amended before reporting. Local taxi cab service is provided on post as well as public bus service. Below are links for some of these services.

<http://www.orangecabco.com>

<http://www.gohrt.com>

7. **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 uniform will be worn as prescribed in AR 670-1. The Army Combat Uniform (OCU Pattern) is the prescribed uniform while attending class and the Army Service Uniform (ASU)/Army Green Service Uniform (AGSU) is **REQUIRED** for all graduations.

8. **PHYSICAL TRAINING POLICY** - Physical training and readiness are essential to all Soldiers and are one of the cornerstones of all military training. Soldiers should participate in a training program prior to arriving at JBLE. Classes will conduct organized physical training Monday thru Friday from 0500 – 0630. The Army Combat Fitness Test will be conducted upon arrival in accordance with the Individual Student Assessment Plan for your class.

9. **EMERGENCY TELEPHONE NUMBERS** –
E CO, 24 hours at (757) 878-8222.

10. **SICK CALL** – Sick call slips will be turned in NLT 0430hrs to the Echo Company. Charge of Quarters Noncommissioned Officer (CQNCO) located at Bldg 2307 Jackson Avenue, Fort Eustis, VA 23604. Injuries that are of severe nature and require emergency room visit will be brought to attention immediately.

11. **LEAVE DUE TO BONA FIDE EMERGENCY** - Leave is only granted through Red Cross notification. If you desire to take leave, your Class Manager and the Echo Company Commander must approve it during duty hours.

12. **CLOSING** - On behalf of the Staff and Faculty of the U.S. Army Transportation School, Joint Base Langley-Eustis, VA, we are delighted that you will be attending the Transportation AIT. Keep in mind that there is much to learn. Be flexible! The key to

success is **ATTENTION TO DETAIL**. Graduations are scheduled normally for 1000 or 1400 hours on the specified date. Do **NOT** plan airline or travel accommodations earlier than 1800 hours on graduation day. We look forward to seeing you soon.