

ATTENDANCE 812-F1 (CT) INFO (FY22)

**TO ALL THAT PLAN TO ATTEND THIS RAILWAY OPERATIONS CREWMEMBER CIVILIAN COURSE AT FORT EUSTIS, VA PLEASE PASS THIS INFORMATION ON TO YOUR UNIT ADMINISTRATOR OR ORDERS ISSUING AUTHORITY TO ASSIST WITH REQUESTING ORDERS PROPERLY.**

FY: 2022      School: 551      Course: 812-F1 (CT)      Phase:  
Course Length: 2 Weeks 0.0 Days  
Course Title: RAILWAY OPERATIONS CREWMEMBER CIVILIAN  
Class Maximum: 12    Class Optimum: 12    Class Minimum: 6

All students will report and depart IAW the establish dates in ATRRS. The COVID-19 mitigations has changed to a pre-arrival Self-Declaration screening document that will be sent to students with reservations in the course 2 weeks prior to start of training. The attached pre-screening completed and signed by the student needs be emailed back to [william.g.armstrong.civ@army.mil](mailto:william.g.armstrong.civ@army.mil) **seven** days prior to course start. Once students arrive **into** installation for course and on the first morning of training (Monday) they will be screened and inspected (to include daily temperature checks). Any students suspected of potential COVID-19 illness will have to be placed in isolation/submitted for testing by medical personnel. Any suspected or positive test COVID-19 will require the individual to go into a Restriction of Movement/isolation and most likely cause the entire class and cadre also to go into the same until testing can prove otherwise. This depends at what point and to what extent of exposure at the time of identification of a probable case of COVID-19 virus.

**TDY STUDENTS MUST USE TAYLOR ROAD ENTRY TO RAIL SECTION OF BLDG 2750 ONLY**

Students will report to Classroom A, Room 203, **on the second floor of** Bldg 2750 Taylor Road on Start Date listed in ATRRS at 0800 hours for COVID19 screening, signing into the school and initial enrollment. Updates to current Fort Eustis COVID19 mitigations for Fort Eustis will be provided weekly or as significant adjustments are known. Students will report to Classroom A, Room 203, Bldg 2750 Taylor Road as described below and in compliance with all current COVID19 mitigation requirements.

Recommend that you maintain contact with your returning unit for specific guidance upon your return to Home Station or Follow-on assignment concerning COVID mitigations.

**If you know that you are sick or showing signs of COVID19 prior to your departure from home station please address this with your chain of command for further guidance and necessary actions.**

**PLEASE ENSURE THAT ORDERS ALLOW FOR A COMPLETION OF TRAINING AND DEPARTURE NO EARLIER THAN 1600 HOURS ON LAST DAY OF TRAINING LISTED IN ATRRS.**

**ALL PACKING LIST ITEMS MUST BE IN STUDENTS POSSESSION AND BROUGHT TO CLASS ON THE FIRST DAY OF TNG. ALL STUDENTS MUST PROVIDE UPON ARRIVAL A COPY OF SIGNED APPROVED ORDERS OR DD FORM 1610, FACIAL MASK/COVERING.**

**ALL STUDENTS UPON ARRIVAL MUST BRING A COPY OF THE FOLLOWING TO THE FIRST DAY OF CLASS:**

- **ALL MILITARY PERSONNEL MUST PROVIDE A COPY OF THEIR APPROVED ORDERS**
- **ALL WG/GS GOVERNMENT EMPLOYEES MUST PROVIDE A COPY OF THEIR APPROVED DD FORM 1610 ORDERS**
- **ALL DoD CONTRACTED EMPLOYEES MUST PROVIDE A COPY OF THEIR APPROVED SF 182.**

WELCOME - On behalf of the US Army Transportation School, Congratulations on your selection to attend the RAILWAY OPERATIONS CREWMEMBER CIVILIAN Course, 812-F1 (CT) and welcome to Fort Eustis.

**COURSE PURPOSE:** To provide skills needed to perform the duties of a Railway Operations Crewmember Civilian under varying field conditions. To provide initial entry training for DOD civilian personnel who are retrained or who are hired to perform railway duties.

**COURSE PHASE SCOPE:** Course includes air brake and train handling rules and safety rules for locomotives and rail cars, movement of equipment, and safety within the general area and during use of equipment. Technical skills include operation of engine controls; observing, interpreting, and executing instructions received from signal towers, switches, other trains, and train crewmembers; signaling with fuses, hand flags, lamps, and engine whistles; performing car coupling and uncoupling operations; inspecting rail cars at stops.

**COURSE PHASE PREREQUISITES:** This course is provided to military, civilian DoD, or civilian contracted DoD personnel who are assigned to or on orders to perform railway operations crewmember type jobs (Railway Crew, Switch Tender, etc.) or hired to work in any capacity with railway equipment at any DOD installation.

**LOCATION –** The class will meet on the second floor of Bldg. 2750 in Classroom A, Room 203, Taylor Road at Ft. Eustis.

**TRAVEL TO FORT EUSTIS -** Fort Eustis 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 (Airport code PHF), or to Norfolk International Airport (Airport Code ORF). You must obtain transportation to/from the airport. Taxis and limousines 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 outside Fort Eustis; taxis are available for transportation to Fort Eustis from there. If traveling by POV, the military police stop each vehicle and ask for identification (always carry your ID card, copy of your orders, proof of insurance and registration while on post). If you do not have a military I.D. to get onto Ft Eustis, you must call the Ft. Eustis Welcome Center at 757-878-1878 to acquire a temporary base pass prior to arrival at Ft. Eustis.

**WHERE TO REPORT –** Upon arrival to Fort Eustis, VA on the report day (Sunday):

For Military:

Report to the Major-General Smalls Inn building 1700 Madison Avenue Ft. Eustis VA 23604 (757) 878-5807 for lodging assignment or non-availability voucher if necessary or to lodging as authorized in your travel orders.

For Civilians:

Lodging arrangement should be made IAW your TDY orders/DTS reservations.

If an emergency arises that will delay your arrival please use contact numbers below:

Rail Instructor office: 757-878-2740 or 757-878-1311

Course Manager Office: 757-878-6412 or 757-878-6411

**IN-PROCESSING –** In-processing will begin on the 1st business day after your ATRRS report date. Report to Classroom A, Room 203 on the second floor of Bldg 2750 Taylor Road Ft. Eustis VA 23604. Students will be asked for the following:

Bring CAC ID, five copies of your TDY orders (For Soldiers), or five copies of your DD Form 1610 (WG/For GS Government Employees), or SF 182 (For DoD Contractors) for in-processing. Students are expected to bring Personal Protective Equipment (PPE) to include eye & ear protection, leather gloves, steel toed boots, and the Army Fitness Uniform (for military personnel only - appropriate for season).

All standard PPE that is used for this course is compatible with mandatory masking procedures and guidance from headquarters and Installation (JBLE).

Hand sanitation requirements are adequately provided at all training areas and will be available directly to each functional course iteration group for their use only.

Soldier will be monitored continually for COVID19 symptoms during the course of their stay. Any sign or indicators will be address thru perspective channels:

LODGING – For Soldiers report to the Major-General Smalls Inn building 1700 Madison Avenue Ft. Eustis VA 23604 (757) 878-5807 for lodging assignment or non-availability voucher if necessary or to lodging as authorized in your travel orders. For Civilians Lodging arrangement should be made IAW your TDY orders/DTS reservations.

If an emergency arises that will delay your arrival please use contact numbers below:

Rail Instructor office: 757-878-2740 or 757-878-1311

Course Manager Office: 757-878-6412 or 757-878-6411

TRANSPORTATION - Government transportation is not provided for any portion of the training, specifically none for any movements between lodging, classroom, dining or training site. 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. Transportation is not provided for any portion of this course. Travel between local airports, classroom, lodging or dining facilities for this course is at the cost and responsibility of the student.

Students should resolve this need with their commands prior to requesting orders/departure from home station. Auto rental agents and taxi services are located at Airports.

**DO NOT SCHEDULE YOUR RETURN FLIGHT NO EARLIER THAN 1600 HOURS ON LAST DAY OF TRAINING.**

TAXI SERVICE NEAR FORT EUSTIS: There is practical taxi service outside the gate of Fort Eustis but not a practical means of transportation in and around the installation between training sites, lodging or dining facilities/areas. There is no taxi stand on the installation in which taxis are dispatch from to operate on the installation to move persons around nor a shuttle service. All taxi dispatch must be dispatched from off post so personnel would have to be very lucky that a taxi or an even an Uber/Lift driver type service has the means (CAC ID) to get on installation thru the gate. Due to the fact that there is no transportation provided for this course and the taxi service within the installation is not very supportive I would recommend the students be provided/authorized a rental service if possible during their travel/duration of the course.

Below are links for some of the Taxi services in the area.

<http://www.orangecabco.com>

<http://www.gohrt.com>

UNIFORM AND APPEARANCE - Students must maintain a neat, orderly appearance at all times and Soldiers must conform to the standards outlined in AR 670-1. Military personnel uniforms will be worn as prescribed in AR 670-1.

All students military and civilian should bring Personal Protective Equipment as these will be needed daily.

Civilian student's attire will be appropriate clothing for heavy equipment operations/preventive maintenance services and/or casual dress. Also inclement weather items as necessary. (NO OBSCENE, DERAGATORY LANGUAGE OR LOGOS/SYMBOLS ON OUTER GARMENTS WILL BE DISPLAYED,).

PHYSICAL TRAINING POLICY - Physical training and readiness are essential to all Soldiers and are one of the cornerstones of all military training. Soldiers will be required to participate in organized physical training with complete authorized physical training uniform as seasonally required.

EMERGENCY TELEPHONE NUMBERS - During your stay here, calls during duty hours should be directed to Rail Instructor office (757) 878-2740/1311 or Cargo Handling Division central office Monday through Friday, 0800-1700, at (757) 878-6411/6412/8515. After duty hours, refer to your STUDENT recall roster generated for class.

SICK CALL – There is no sick call. All students are required to call the Hampton Roads appointment line to make appointments to see a care provider. The appointment line number is (1-866-645-4584).

LEAVE DUE TO BONIFIED EMERGENCY - Emergency Leave is only granted through Red Cross notification or by home unit Commander's request. If you desire to take leave, your instructor and the 510<sup>th</sup> TC Company Commander must approve it during duty hours.

**AIRPORTS:**

There are (2) Airport in the Hampton Roads area provides reasonable service to Fort Eustis.

**Newport News Williamsburg International Airport (PHF)** is approximately 6 mile from Fort Eustis.

1. Exit Airport -Head southwest on Bland Blvd toward Jefferson Ave 0.4 mi
2. Turn left onto Jefferson Ave 0.7 mi
3. Merge onto I-64 W via the ramp to Williamsburg/Richmond 5.0 mi
4. Take exit 250A for VA-105 W/Fort Eustis Boulevard toward Fort Eustis 0.2 mi
5. Merge onto VA-105 W/Fort Eustis Blvd 1.1 mi

Must show valid Military/Federal Government photo identification to get thru gate.

6. Continue onto Washington Blvd. Go .9 mi
7. At the traffic circle, take the 2nd exit and stay on Washington Blvd. Go 1.0 mi
8. Turn left onto Taylor Road. Go .2 mi
9. Turn right onto Taylor Road. Rail Section bldg. 2750 on the left. 358 ft.

**Norfolk International Airport (ORF)** approximately 35 miles from Fort Eustis:

Directions to Bldg 839 Lee Blvd from Norfolk Airport 34.3 mi – about 46 minutes (without traffic delays)

Start Norview Ave

1. Head west on Norview Ave toward Azalea Garden Rd. Go 1.1 mi
2. Turn right to merge onto I-64 W. Go 29.4 mi
3. Take exit 250A toward VA-105 W/Fort Eustis, Blvd toward Fort Eustis. Go 0.2 mi
4. Merge onto VA-105/Fort Eustis Blvd. Go 1.1 mi

Must show valid Military/Federal Government photo identification to get thru gate.

5. Continue onto Washington Blvd. Go .9 mi
6. At the traffic circle, take the 2nd exit and stay on Washington Blvd. Go 1.0 mi
7. Turn left onto Taylor Road. Go .2 mi
8. Turn right onto Taylor Road. Rail Section bldg. 2750 on the left. 358 ft.

Coordinates/Web Addresses:

Street addresses are often wrong for military installations, so here are coordinates recorded from Google.

Google Map Coordinates:

MG Smalls Inn  
1700 Madison Ave Fort Eustis, VA 23604  
=> 37.152582,-76.573618

Bldg. 2750 Taylor Road  
Fort Eustis, VA 23604  
=> 37.14884,-76.58548

Consolidate Dining Facility Permanent Party Bldg 649 Monroe Avenue Fort Eustis, VA 23604 => 37.161900,-76.586100

Troop Dining Facility (AIT) with section for Permanent Party Bldg 2300 Madison Avenue Fort Eustis, VA 23604 => 37.153006, -76.578258

Newport News/Williamsburg International Airport,  
900 Bland Blvd Newport News, VA 23602  
=> 37.130376, -76.503028

Norfolk International Airport (ORF), Main Terminal Departure, ORF  
2200 Norview Ave, Norfolk, VA 23518  
=> 36.898267, -76.204777

This is the web address to Major General Smalls Inn:

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

Newport News Airport Information:

<http://www.nnwairport.com/airport-information>

USO Norfolk Airport:

<http://www.norfolkairport.com/airport-services/military-travel-and-services>

WHAT TO BRING TO CLASS:

**FOR SOLDIERS**

Valid State Driver's License  
5 copies of Orders  
OCP Uniform  
OCP Cap  
Physical Fitness Uniform  
Wet Weather Parka (Military)  
Wet Weather Trousers (Military)  
Steel Toed Boots (Military)  
Cold Weather Jacket/Fleece  
Glasses or contacts

**FOR USG WG/GS EMPLOYEES**

Valid State Driver's License  
5 copies of DD Form 1610  
Appropriate work clothing  
Hat  
N/A  
Wet Weather Parka (Civilian)  
Wet Weather Trousers (Civilian)  
Steel Toed Boots  
Cold Weather Clothing (Seasonal)  
Glasses or contacts

**FOR USG DoD CONTRACTORS**

Valid State Driver's License  
5 copies of SF 182  
Appropriate work clothing  
Hat  
N/A  
Wet Weather Parka (Civilian)  
Wet Weather Trousers (Civilian)  
Steel Toed Boots  
Cold Weather Clothing (Seasonal)  
Glasses or contacts

Leather Gloves  
Eye and Hearing Protection  
ACH or KEVLAR Helmet

Leather Gloves  
Eye and Hearing Protection  
ACH or KEVLAR Helmet

Leather Gloves  
Eye and Hearing Protection  
ACH or KEVLAR Helmet

POINTS OF CONTACT FOR FURTHER INFORMATION:

Cargo Handling Division: (757)-878-6411/6412

KURT MURPHY  
COURSE MANAGER, CHD/MTD  
US ARMY TRANSPORTATION SCHOOL  
BLDG 839 LEVY STREET  
FORT EUSTIS, VA 23604  
COM: (757) 878-6412  
DSN: 826-6412  
Email: [kurt.murphy.civ@mail.mil](mailto:kurt.murphy.civ@mail.mil)

CLOSING - The Railway Operations Crewmember Course, 812-F1 (CT) course is a challenge to most students. Keep in mind that there is much to learn. The key to success is ATTENTION TO DETAIL.

Training continues through the afternoon on the last day so do not plan airline or travel accommodations earlier than 1600 hours on graduation day. We look forward to seeing you soon!