



**DEPARTMENT OF THE ARMY  
U.S. ARMY TRANSPORTATION SCHOOL  
FORT LEE VIRGINIA 23168**

REPLY TO  
ATTENTION OF:

ATSP-AC

September 6, 2016

Subject: Deployment & Deployment Systems Department (DDSD) Functional Courses (FLVA)

1. **WELCOME:** On behalf of the U.S. Army Transportation School, welcome to Fort Lee, the Home of The Transportation School.

2. **INTRODUCTION:** This letter welcomes you to all of the Functional Courses listed under the school 551L in the ATRRS catalog and managed by the DDSD, USATSCH Fort Lee, VA. All classes will be taught at 711 B Avenue, BLDG 2300 Fort Lee, VA. The courses are listed as follows:

551L	TRANSPORTATION SCHOOL (FT LEE)	<a href="#">8C-F12/553-F1</a>	BASIC FREIGHT TRAFFIC			
551L	TRANSPORTATION SCHOOL (FT LEE)	<a href="#">8C-F17/553-F5 (MC)</a>	UNIT MOVEMENT OFFICER DEPLOYMENT PLANNING			
551L	TRANSPORTATION SCHOOL (FT LEE)	<a href="#">8C-F31/553-F12</a>	GLOBAL AIR TRANS EXEC SYS (GATES) SURFACE			
551L	TRANSPORTATION SCHOOL (FT LEE)	<a href="#">8C-F35/553-F17</a>	TC-AIMS II SYSTEM ADMINISTRATOR			
551L	TRANSPORTATION SCHOOL (FT LEE)	<a href="#">8C-F43/553-F18</a>	TC-AIMS II THEATER DISTRIBUTION			
551L	TRANSPORTATION SCHOOL (FT LEE)	<a href="#">8C-F45/553-ASIM9</a>	MASTER DRIVER TRAINER QUALIFICATION			
551L	TRANSPORTATION SCHOOL (FT LEE)	<a href="#">8C-F46/553-F21 (MC)</a>	TC-AIMS II FUNCTIONAL USER			
551L	TRANSPORTATION SCHOOL (FT LEE)	<a href="#">8C-F9/811-F1</a>	DEFENSE TRANSPORTATION REG (DTR)			
551L	TRANSPORTATION SCHOOL (FT LEE)	<a href="#">8C-SI3S/553-F4</a>	AIR DEPLOYMENT PLANNING			

3. **TRAVEL TO FT LEE:** Fort Lee 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. Groom Transportation is the authorized shuttle service to and from Fort Lee and the Richmond Airport (RIC). Taxis from several miles outside the local area may deliver customers to Fort Lee, 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 108 East 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 expenses in order to file for government reimbursement. If traveling by POV, be aware that a 100 percent ID card check is in effect

at the Fort Lee entrance. It is recommended that you always carry your ID card and a copy of your orders while on post.

**4. Lodging and Meal:** Military students attending functional courses should apply for lodging in the Defense Travel System (DTS) using the lodging portal. Once your reservation is confirmed, Ft Lee Intercontinental Hotels Group (IHG) will send you an email explaining where you will be housed. If you are housed off of the installation, a Statement of Non-availability is no longer required, as long as you apply for lodging through DTS. If you have not received an email confirmation from Ft Lee IHG at least 30 days prior to the course report date, contact IHG Fort Lee Lodging office 804-733-4100 for further instructions. Please use the FT Lee Training Directed Lodging and Meal Policy Link to assist you in preparing your DTS authorization. Please copy and paste the links into your browser:

<https://g357.army.pentagon.mil/tr/TRI/ITTG/Travel%20Guidance/Fort%20Lee%20VA/Fort%20Lee%20Training%20Travel%20and%20Administrative%20Support%20Guidance.pdf>.

#### **5. ADMINISTRATIVE IN-PROCESSING:**

a. All personnel with a reserved “R” seat in ATTRS are scheduled for Sunday arrival for travel/billeting purposes. You are to report to Building 2300 at 711B Avenue, Fort Lee VA not later than 0800 the first day of class which is routinely a Monday.

b. During in processing at the school, you will be required to turn in the following documents:

(1) One copy of your 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 DD Form 1556 (Request, Authorization, Agreement, Certification of Training and Reimbursement) when applicable.

#### **6. GENERAL INFORMATION:**

a. **Arrival** - Do not arrive more than one day before the class start date. Classes start on Mondays. **PLEASE CALL THE TRAINING SPECIALIST/COURSE MANAGER IF YOU ARE UNABLE TO ATTEND THE COURSE, DSN 539-1923 OR COMM (804) 765-1923.**

b. **Class Times** - Classes are scheduled from 0800 to 1630 hrs - Monday through Friday. On the last day of classes, graduation will normally be completed by 1500. Please take this in consideration when making your travel arrangements.

c. **Parking** - Sufficient student parking is available in the vicinity of Bldg 2300. Do not park in reserve spaces or the parking lot at the east end of Bldg 2300 (Faculty Parking only). Students will use the parking area on the right when entering the parking lot at T Company directly across the street from the main entrance of Bldg 2300.

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

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

g. **E-Mail** - There is limited availability of online service in the classroom. Most military computers will not access Yahoo mail, MSN mail, Hotmail or any commercial email account. Use your AKO account to send/receive email.

h. **Equipment** – Most courses require students to bring a standard calculator and writing material to be used during the course.

7. On behalf of the Staff and Faculty of the Transportation School, I am delighted that you will be attending one of the DDS Functional Courses at the Transportation School. We are sure that you will find our courses both challenging and rewarding.

STEVEN M. GEORGE  
COL, LG  
Assistant Commandant