



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

24 May 2011

SUBJECT: Locomotive Engineer Re-Certification Course

1. WELCOME - On behalf of the US Army Transportation School, Congratulations on your selection to attend the Locomotive Engineer Re-Certification Course, and welcome to Fort Eustis.
2. INTRODUCTION - The Locomotive Engineer Re-Certification Course is designed to recertify your skills and update you with the most current information necessary to be a successful Locomotive Engineer operating any locomotive or prime mover in the Army's inventory. This course will challenge you mentally; it is advised that you review the General Code of Operating Rules (GCOR) and TC 55-88-1 Rail Handbook for Air Brake and Train Handling Rules prior to arrival for the course.
3. LOCATION – The class will meet together in the upstairs classroom A, Building 2750 Taylor Avenue at 0830 on the first day of class.
4. 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, or to Norfolk International Airport. You must obtain transportation 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).
5. WHERE TO REPORT – If you are reporting on Sunday or after duty hours, proceed to the *General Smalls Inn located at 1700 Madison Ave. Ft. Eustis VA 23604 (757) 878-5807*. If your orders authorize you lodging off post there is no need to report to *General Smalls Inn* (generally this applies only to civilian attendees). If an emergency arises that will delay your arrival contact 2ND Staff and Faculty Company during duty hours, Monday through Friday 0800-1700, at (757) 878-1371/1358/5592. If you are calling during non-duty hours contact Post Staff Duty Located in Building #210 (757) 878-5050.
6. IN-PROCESSING – In-processing will begin on the 1st day of class, in Classroom A, Bldg. 2750 Taylor Avenue. The reporting uniform is ACU or appropriate civilian attire. Soldiers will bring five copies of their orders for in-processing. During the in-processing an information sheet will be filled out with emergency point of contact information by each student regardless if a

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Soldier, civilian, or contractor. For accountability purposes, Soldiers in TDY status will belong to 2ND Staff & Faculty Company Located at *BLDG# 650 Monroe Ave* across from the 7TH SB DFAC. Soldiers should bring their Improved Physical Fitness Uniform (IPFU) with them when attending this course. Although, a weigh in is not normally conducted when attending this course, if a Soldier is of the appearance of not meeting Army Standards, a weigh-in may be conducted at the discretion of the 2ND Staff & Faculty Company. If a weigh in is deemed necessary and the winter PT uniform is worn, shorts and T-shirt underneath pants and jacket are mandatory for the weigh in.

7. BILLETING – Soldiers arriving to Fort Eustis in a TDY status are required to reside at the Fort Eustis Lodging, General Smalls Inn, *1700 Madison Avenue, Fort Eustis, VA, (757) 878-5807* for room assignments. The General Smalls Inn rooms come complete with a queen size bed, refrigerator, microwave, coffeepot, iron and housekeeping. It is highly encouraged that all students call ahead for reservations, as space is limited. To check in you will be required to have a copy of your orders and your ID card. Students can check on per diem rates at <http://www.dfas.mil/>

8. ON POST TRANSPORTATION - Government transportation is not available to or from off-post hotels to the classrooms at Fort Eustis. Students usually ride with other students driving POV's or rental cars. Before you report, check your orders to see if you are authorized a POV or rental car. 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>

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 uniform will be worn as prescribed in AR 670-1. The Army Combat Uniform (ACU) is the prescribed uniform while attending class. Civilian attire will be clean and present a professional appearance. *Students need to bring approved steel toe lace up boots with a defined heel as prescribed in the IMCOM/AMC safety rules.*

10. 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 Fort Eustis. Although no organized physical training is conducted through the school, the senior NCO of the class is highly encouraged to organize and perform physical training daily. A suggested time would be from 0600-0715.

11. EMERGENCY TELEPHONE NUMBERS - During your stay here, calls during duty hours should be directed to the Course Manager at (757) 878-5536. After duty hours, calls should be directed to Post Staff Duty (757) 878-5050

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12. SICK CALL – There is no such thing as sick call anymore. 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). All Soldiers will make appointments to see a care provider at McDonald Army Health Center, located at 576 Jefferson Avenue, Fort Eustis.

13. POINTS OF CONTACT FOR FURTHER INFORMATION:
Marine Engineering Division (757/878-5536/2740/0400/1338/5653).

14. CLOSING - The Locomotive Engineer Re-Certification course is an extremely arduous and challenging course. Keep in mind that there is much to learn. Be flexible! The key to success is ATTENTION TO DETAIL. Class is scheduled for a full day of training on the last day of class. DO NOT PLAN airline or travel accommodations earlier than 1800 hours on the end date. We look forward to seeing you soon.