DEPARTMENT OF THE ARMY
U.S. ARMY TRANSPORTATION SCHOOL
FORT LEE VIRGINIA 23801

REPLY TO
ATTENTION OF:

ATSP-AC 23 February 2011

Subject: Transportation Coordinator - Automated Information and Movements Information System II (TC-AIMS II-FU/TD/SA)

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

2. **INTRODUCTION:** The Functional User (FU) course serves as the Army's functional hands on computer training for unit level Unit Movement Officer's, NCOs or Installation personnel. The Theater Distribution (TD) course covers actions taken to support RSO&I activities in a Theater of Operations setting. The System Administrator (SA) course gives you a system overview and system processes associated with system administration.

Course dates and general can be viewed on ATTRS website:
http://www.transchool.lee.army.mil/New_web_site/ResidentCourses1A.htm

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 Trailways. 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, VA. 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 and you are required to register your car prior to entering. It is recommended that you always carry your ID card and a copy of your orders while on post.

4. **Institutional Directed Lodging and Meal (ITDLM)**: Due to the temporary duty student load increase resulting from the Base Closure and Realignment changes taking place at Fort Lee, VA, the ITDLM policy has been temporarily suspended at Fort Lee, VA for all classes that begin after 1 August 2009. Students attending Transportation Functional Courses must call the Fort Lee Lodging Office at toll free 1-800-403-8533, commercial (804)733-4100 to secure lodging or obtain a statement of non-availability.

5. **ADMINISTRATIVE IN-PROCESSING**:

a. All personnel with a scheduled seat in ATTRS are scheduled for Sunday arrival for travel purposes. You are to report to Building 2300 room B115 at 711B Avenue, Fort Lee VA no later than 0800 on 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) DD Form 1556, if 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 539-1863 OR COMM (804) 765-1863.**

b. **Class Times** - Classes are scheduled from 0800 to 1650 hrs - Monday through Friday. On the last day of classes, graduation will normally be completed by 1300. 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 G Company directly across the street from the main entrance of Bldg 2300.

d. **Attire** - Military students will wear the ACU 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 business attire. Each student is authorized to wear civilian attire after normal duty/class hours.

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. The director desires prompt notification of student illness, accidents, family crises, or similar situations.

f. **Telephone calls** - Students are not to accept calls during class period unless in case of 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/DKO 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. **Closing** - On behalf of the Staff and Faculty of the Transportation School, I am delighted that you will be attending the TCAIMS-II (FU/TD/SA) Courses. We are sure that you will find the courses both challenging and rewarding.

MARK A. WESTBROOK
Colonel, GS
Assistant Commandant