

WELCOME GUIDE USASSD



United States Army Signal School Detachment
8606 6th Armored Cavalry Road
Fort George G. Meade, MD 20755

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Commander's Welcome Letter

Dear Students,

I would like to congratulate you on your selection to attend the Defense Information School (DINFOS) and earn an MOS of 25M, 25R, 25V, or 46S. The U.S. Army Detachment is the home to all Army Soldiers, attending initial entry training or reclassification courses at the DINFOS. Because the DINFOS is a Department of Defense (DoD) asset, it is Student Company's task to ensure that Army standards are met during your training at Fort Meade. Student Company will administer ACFTs, conduct random Alcohol and Drug testing, perform Common Task Testing (CTT) and respond to student administrative needs.

The company maintains barracks Building 8606, which is designated for MOS-I Soldiers and Building 8609, which is designated for MOS-T Soldiers. MOS-I Soldiers are Initial Entry Training (IET) Soldiers who have recently completed Basic Combat Training (BCT), and are here to earn their first Military Occupation Specialty (MOS). MOS-T (Non-IET) Soldiers, are Soldiers that have been awarded an Army MOS under a previous enlistment, or are prior service from one of the other U.S. Military Services.

If it is reflected on orders, married Soldiers whose training exceeds 180 days, are authorized to bring their family with them to live on post. It is imperative that you read all the different sections in this guide, it covers vital information that you should be aware of. It will answer most of your questions and improve your transition. If you have any questions that cannot be answered by looking through this guide, please ask your Drill Sergeant.

You will receive a one of a kind experience while at Student Company. You will train side by side with service members from other services and countries while attending classes at the DINFOS, and you will be able to hone your skills as a Soldier while at the company. Again, congratulations and I look forward to your arrival and successful completion of the course.

JOHN C. JENSEN
CPT, SC
Commanding

Prior to Arrival

TEMPORARY DUTY ORDERS

Reclassifying Soldiers on Temporary Duty (TDY) orders will use Military Training Service Support (MTSS) funding.

TDY orders will include the following statement **"Government meals and lodging are available and directed at no cost to the Soldier."**

Meals will fall under the MTSS-7 program, which pays for all meals, seven days per week. Per Diem and any other form of reimbursement for lodging and/or meals is not authorized. Use of government travel cards for the purchase of lodging and meals while on TDY status is not authorized. Travel vouchers will not be filed for the purpose of reimbursement of lodging and/or meal costs during the orders period at Ft. Meade. The reimbursement coverage period under the MTSS program will be the duration of the orders period for the purpose of military training at the Defense Information School (DINFOS). Travel vouchers may be filed at your next permanent duty station (PDS) or the station of departure upon your completion of training. You will not have to file travel vouchers monthly.

Please note, Soldiers requesting BAH must provide orders that annotate the same home address as that listed on the support lease agreement (**Leasing agreement must be dated prior to start of active duty training status**).

PERMANENT CHANGE OF STATION ORDERS

Soldiers in Permanent Change of Station (PCS) status traveling WITH dependents, will receive basic housing allowance (BAH) and are required to make on/off post living arrangements. Helpful PCS checklists and information are available on the <https://move.mil/> website.

Single Soldiers in PCS status traveling WITHOUT dependents will confirm barracks room availability prior to making any housing arrangements.

Reporting/Billeting

Incoming Soldiers will report to the Staff Duty NCO in Building 8606. Single MOS-T Soldiers will be assigned a barracks room in Building 8609. Soldiers in PCS status traveling with dependents, will receive basic housing allowance and are required to make on/off post living arrangements. Due to early formations and traffic congestion it is suggested that Soldier live no further than a 20-mile radius of Fort Meade.

Building 8609 Policy

Visitors: All visitors will sign the visitor's log located in Building 8606. Visitors are not authorized in barracks room overnight or after visiting hours. When a federal holiday falls on a Friday, Saturday visiting hours may be observed. Visiting hours are as follows:

Monday-Thursday 1800 – 2100

Friday 1800-0100
Saturday 0900-0100
Sunday 0900-2100

Quiet hours: Quiet hours will begin 2100 weekdays and 0100 weekends.

Room etiquette: Soldiers will not hang any items on the walls. Candles, incense, and fragrance plug-in devices are unauthorized. Music will be kept to a minimum volume and will not be offensive. Any request made to lower volume must be honored. Barrack rooms will be inspection ready; beds will be made and rooms will be clean. Pets nor plants, of any type, are not authorized in the barracks.

Common areas: Common areas will be clean and clear of personal items. Every Sunday, all MOS-Ts will clean every common area (day room, laundry rooms, computer lab, kitchenette, utility closets); sweep and mop stairways/hallways; police call around the building.

Alcohol: MOS-T Soldiers, 21 years of age or older, may have alcohol in the barracks. Class VI items will be limited to ONE-six-pack of beer (12oz cans or bottles) and ONE- 750ml bottle of liquor. Abusing alcohol will not be tolerated. Public intoxication is strictly prohibited. Any alcohol consumed outside the barracks (BBQs, etc.) must be in an unidentifiable container.

Off limit areas: MOS-T Soldiers are not authorized to interact with MOS-I Soldiers outside of a DINFOS/Detachment organized training activity. MOS-Ts will not utilize Building 8606's smoke area or BBQ area with the exception of company-sanctioned functions. MOS-T Soldiers will not hold conversations with MOS-I Soldiers across 6th Armored Cavalry Road.

Smoking: MOS-T Soldiers will only smoke in designated areas. The shared gazebo located outside of building 8609 is the only authorized smoking area. Vaping and the use of e-cigarettes is prohibited.

Linen: MOS-T Soldiers are encouraged to bring civilian linen. Army-issued linen will be hand receipted upon request. Barracks bed sizes are Twin.

In Processing / Out Processing

IN-PROCESSING

When in-processing, all students will have in their possessions the following materials:

- Medical and Dental records (unless assigned to Fort Meade; Fort Meade records remain in respective clinics)
- Identification tags and identification card
- 10 copies of orders
- DA Form 1610, if applicable
- DA Form 31
- DA Form 3349, permanent profile if applicable

- DD Form 214, if applicable
- 4-1 & 4-2 of enlistment paperwork, if applicable
- Enlistment Extension, if applicable
- Waivers required to attend DINFOS training

In processing will take place over the first three days at Fort Meade. The general schedule for in-processing is as follows:

- Day 1: Report day; complete in-processing packet; barracks room assignment in Building 8609.
- Day 2: 0615 HT/WT at company; 0800 platoon in-brief; 1000 in-process company, S1, S3; 1300 in-process dental and Kimbrough.
- Day 3: Military Personnel Operations (MILPO) by appointment only.

In-processing locations are as follows:

- MILPO (By appointment only – scheduled thru unit S-1, Huber Road & Ernie Pyle Street).
- Finance and Pay Processing will be completed by the Company S1.
- DEERS @ In/Out Processing Building (at Huber Road & Ernie Pyle Street).
- TRICARE @ Kimbrough Ambulatory Care Ctr. located on Llewellyn Ave & Ernie Pyle Street.
Tricare benefits must be switched to Kimbrough Ambulatory Care Center on Fort Meade before Soldiers and/or dependents are eligible for medical assistance.
- Dental at Epes Dental Clinic (across the street from the Freedom Inn dining facility)

OUT-PROCESSING

A Drill Sergeant will brief each class about out-processing procedures.

- 10 Days Prior: Begin out processing post with company clearing sheet. Schedule out-processing with S1 for finance.
- 5 Days Prior: Begin out processing DINFOS.
- Day Prior/Day of: Out processes MILPO by appointment.
- Following graduation: Clear barracks room, Sign out with Drill Sergeant, PT Card, Orders.
- Final out with S1

NOTE: All in-processing and out-processing will be conducted in duty uniform.

Packing List

Item	Qty
Army Combat Uniform Coat	4EA

Army Combat Uniform Trousers	4EA
Undergarments	7EA
T-Shirt, Coyote	7EA
Cap, Patrol	1EA
Socks, Black/Green/Brown	7EA
Field Jacket, OCP	1EA
Jacket, Fleece	1EA
Boot, Combat Coyote	2EA
Black Beret (For ASU, or equivalent authorized headgear)	1EA
Belt, Coyote	1EA
Gloves, Black Work	1PR
Inserts, Gloves Wool (Green/Black/Brown)	2PR
Shoes, Running (No High Tops)	1PR
Pants, Black, APFU	1EA
Shorts, Black, APFU	2EA
T-Shirt, APFU (2 Short Sleeve/2 Long Sleeve)	4EA
Jacket, APFU	1EA
Reflective Belt, Yellow	1EA
Socks, White/Black (must cover ankle)	5EA
Cap, Black Fleece	1EA
Army Service Uniform w/ Ribbons (Class A & Class B)	1EA/Complete
Tags, Identification w/Chains (DoD Numbers)	2EA
Ear Plug Case and Ear Plugs	1Set
ID Card	1EA

Optional Items

- Spandex Shorts (Black, NO LOGOs)
 - Gortex Jacket
 - Laptop Computer
 - Water Source
 - Professional Civilian attire for class field trips
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Standards and Expectations

FIRST DAY OF CLASS

Report to the DINFOS main entrance between 0730 and 0745 on the first day of class. Instructors will be at the entrance to direct Soldiers to the appropriate classroom. It is critical that you do not attempt to go to sick call or any other appointment on the first day of class. Failure to report at the beginning of the course, may nullify reserved training status.

FORMATIONS

Accountability/PT formation takes place Monday through Friday at 0500 (except for certain training and/or federal holidays). AR 350-1 training is conducted weekly. Attendance for both is mandatory unless otherwise excused.

ACFT REQUIREMENTS

According to FRAGORD 5 to TRADOC Tasking Order IN191691, the prerequisite for all Soldiers to pass the ACFT as a graduation requirement beginning in FY21 is suspended until further guidance is published. In order to meet TRADOC's familiarization objection, anticipate to train and test on the ACFT with a goal to pass.

HT/WEIGHT REQUIREMENTS

Height and Weight screening for all MOS-T Soldiers will take place the day after arrival and monthly thereafter.

For Soldiers on TDY orders, the initial screening is for entrance into the course. Soldiers on TDY orders who do not meet the standards outlined in AR 600-9, will be retested on the class start date. If the subsequent retest remains outside of compliance, the Soldier will be denied enrollment.

Soldiers on PCS orders who do not meet the standards outlined in AR 600-9, will be flagged under the provisions of AR 600-8-2 and enrolled into the Army Body Composition Program. Additionally, failure to meet height/weight standards prior to graduation will result in the following:

- Item 11C on DA 1059 will read "Failed to Achieve Course Standards"
 - Item 14 will read "Failed to Meet Body Fat Composition Standards"
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HEALTHCARE

1. **Call Tricare or go to [Tricareonline.com](https://www.tricareonline.com) to confirm medical benefits have been transferred to Kimbrough Ambulatory Care Center**
2. Sick-call
 - a) Sign up on sick call roster at CQ (0400 – 0445) and get a Sick Call Slip, if applicable
 - b) Kimbrough Sick Call is open between 0600-0630 hrs. Dental Sick Call starts at 0730 at Epes Dental Clinic. Do not be late!!!
 - c) Soldier **MUST** return to the Detachment, sign in from sick call, and provide Drill Sergeant with sick call slip
 - d) If placed on quarters, make a copy of sick call slip and provide to Drill Sergeant on duty
 - e) If place on profile, make two copies. Give one to your Drill Sergeant or place it in the clear plastic box outside his/her office door and place the other one in the S-3 box.
3. Emergencies
 - a) Call SDNCO to notify (301) 677-6167
 - b) Utilize ER or local urgent care clinic after confirming with Tricare

Soldier will inform Drill Sergeants of all medical appointments in order to be excused from class. It is highly recommended to consult with instructors prior to selecting an appointment time to avoid missing vital coursework.

MEDPROS

All Soldiers are expected to maintain individual readiness. Cadre will regularly monitor MEDPROS and offer reminders, however, permanent party Soldiers are expected to take the initiative.

PHA, immunizations, hearing, vision and HIV testing, etc., can all be conducted on a walk-in basis at Kimbrough through the Force Health department after 0730. Dental is on an appointment basis only.

LEAVE & PASSES

- Leave and Pass requests must be submitted at least **14 days in advance**.
 - Mileage passes (required for destinations within a 250-350 radius) require a coversheet, DA Form DA 31, LES, Safety Pledge, and the USASSD POV Inspection Sheet
 - Travel passes (for destinations outside of a 350-mile radius) require a coversheet, DA Form DA 31, LES, Safety Pledge, and a print-out of your proposed itinerary
 - **Soldiers on PCS orders** need to turn in a **PCS Leave** packet at least **30** days before graduation
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MOS-I/MOS-T INTERACTIONS

As initial entry trainees, the MOS-I Soldiers are still in a transition from civilian to professional Soldier. Any Soldier can offer a on the spot correction, but only Drill Sergeants, the 1SG, and the Commander may enforce physical corrective action. **Absolutely NO dropping MOS-I Soldiers for push-ups or other corrective training.** If an on the spot correction is not followed, or an issue continues to escalate, let a Drill Sergeant know.

Interactions with MOS-I Soldiers will be an everyday occurrence through classwork and training. All MOS-I/MOS-T relationships must remain professional and be directly related to the training mission. Social interactions are prohibited while assigned to the Detachment.

Any accusation or suspicion of fraternization will result in a commander's inquiry of 15-6 investigation. Depending on the findings, you could be released from your course with a derogatory evaluation, recommended for UCMJ and/or separation.

DISCIPLINE ISSUES

Soldiers will conduct themselves with the utmost professionalism and will be held responsible for their actions.

Soldiers absent without leave (AWOL) will automatically be eliminated.

Soldiers Drunk on Duty (over .05 BAC) will automatically be eliminated. **Do not drink within 8 hours of duty.**

Soldiers found guilty of a DUI or DWI will automatically be eliminated. Maryland is a zero-tolerance state. Any BAC over 0.02 will result in a DUI.

Fraternization could lead to elimination. Soldiers previous unit of assignment and/or face UCMJ action.

Missing formations/Late for formation will lead to additional weekend duty. Repeat offenses could lead to elimination from your course and/or UCMJ action.

Purposely misleading or disrespecting a commissioned officer or noncommissioned officer will result in UCMJ action.

VOLUNTEERING

There are many opportunities to excel in Student Company. The company's student load is around 200 Soldiers at any given time. The company has only a few Drill Sergeants, so we depend greatly upon student leadership and the real-world experience of the MOS-T Soldiers to bolster the training of MOS-I Soldiers in Warrior Task and Battle Drills and physical fitness. You can expect to hold a squad leader position once during your tour. The best and brightest are chosen to be platoon guides, same as a platoon sergeant.

Volunteers who regularly go above and beyond their basic duties of attending classes are frequently recognized through leadership bullets on their DA Form 1059 and or through impact awards.

Additional Information

DINING FACILITY

Weekdays:

0600-0800 hrs. (Breakfast)

1115-1245 hrs. (Lunch)

1700-1830 hrs. (Dinner)

Weekends:

0800-0930 hrs. (Breakfast)

1130-1300 hrs. (Lunch)

1700-1830 hrs. (Dinner)

PRIVATELY OWNED VEHICLES (POV)

MOS -T Soldiers are authorized POVs. Driver's license, registration, and insurance must be valid.

PERSONAL MAIL

Mail call times vary, but typically fall between 1800 and 2000, Mon-Fri.

Incoming mail may be addressed as follows:

RANK, NAME (Last, First) MOS / Course

USASSD

8606 6th Armored Cavalry Road

Fort George G. Meade, MD 20755-5155

Outgoing letters can be sent out from the mailbox located at the entrance of DINFOS parking lot.

LAUNDRY AND DRY CLEANING

Washers and dryers are provided on each floor of the barracks. AAFES dry cleaning and laundry services are available on post, if desired. Facilities are located at the PX/Commissary Town Center.

BANKING FACILITIES

There is one banking facility on Fort Meade, the Navy Federal Credit Union. This facility does not normally cash checks without an established account. ATM machines are located at the Freedom Inn auto teller, and the 24 hours Shoppette. Check cashing is available at the Post Exchange.

SMOKING

Students will smoke only in designated areas. Smoking indoors within the barracks (building 8606 or 8609) and billeting is prohibited. Vapes and E-cigarettes are prohibited.

CRIME PREVENTION

Crime prevention is the responsibility of all personnel assigned or attached to the USASSD. In the event of a break-in or theft, the individual suffering and/or discovering the loss should immediately report the violation to a Drill Sergeant and the Military Police. Unauthorized weapons will be confiscated and could lead to dismissal from the course.

IMPORTANT NUMBERS

Staff Duty NCO 8606 Sixth Armored Cavalry Rd, Fort Meade, MD 20755 (301) 677-6167

Drill Sergeant Galdones: Office: 301-677-4067 email: lolita.e.galdones.mil@mail.mil

Drill Sergeant Price: Office: 301-677-3798 email: matthew.e.price.mil@mail.mil

Drill Sergeant French: Office: 301-677-4067 email: edward.f.french2.mil@mail.mil

Drill Sergeant Geiger: Office: 301-677-3798 email: justin.d.geiger.mil@mail.mil

CANDLEWOOD SUITES

4690 Cooper Ave, Fort Meade, MD 20755

(301) 677-5590

KIMBROUGH AMBULATORY CARE

2480 Llewellyn Ave, Fort Meade, MD 20755

(301) 677-8800

CORVIAS

4998 2nd Corp Blvd, Fort Meade, MD 20755

(410) 672-4061

CHILD & YOUTH SERVICES

Bldg 4725 Ruffner Rd, Fort Meade, MD 20755

(301) 677-1104

ARMY COMMUNITY SERVICE

830 Chisholm Ave, Fort Meade, MD 20755

(301) 677-5590

DEERS

830 Chisholm Ave, Fort Meade, MD 20755

(301) 677-3342
