DEPARTMENT OF THE ARMY
ALPHA COMPANY, 369TH ADJUTANT GENERAL BATTALION
FORT JACKSON, SOUTH CAROLINA 29207-7025

ATSG-AGT-A 9 June 2015

MEMORANDUM FOR Soldiers assigned or attached to Alpha Company, 369th Adjutant General Battalion, Fort Jackson, South Carolina 29207-7025

SUBJECT: Welcome Letter

1. Congratulations on your assignment to Alpha Company, 369th Adjutant General Battalion, Soldier Support Institute (SSI), Fort Jackson. Our mission is to train and equip all our Service Members with the skills and knowledge to support the force by educating them in the areas of Postal Operations, Executive Administration, Human Resources, Financial Management, and Chaplain Assistance training. I am sure you will find your assignment here both challenging and rewarding.

2. All Soldiers in the rank of SFC and above attending the Executive Administrative Assistant, Postal Supervisor, Postal Operations or Postal Operations, Phase 1 and Phase 2 courses will report to the IHG Lodging, Building 7550, phone number (803) 782-9802, for room assignment in accordance with ALARACT Message 078/2013. Once you have obtained your room assignment you will report to Alpha Company, 369th AG BN, Building 2301, Sumter Street for in-processing. You must report to Alpha Company, 369th AG BN to in-process prior to 2200hrs on your report date.

3. Our Soldiers are highly trained, motivated, disciplined, and pivotal in executing the SSI's training mission. All Soldiers are required to meet Army height and weight standards in accordance with (IAW) AR 600-9 upon arrival; Soldiers that do not meet the standards IAW AR 600-9 can be administratively eliminated from the course. Additional time will not be given to meet the standard. All Soldiers reporting to attend a MOS-producing course (36B, 42A or 56M) are required to take and pass a record Army Physical Fitness Test (APFT) within 7-14 days of arrival; passing the APFT is a graduation requirement in accordance with TRADOC Regulation 350-6. I highly encourage you to arrive in top physical condition in order to pass the APFT. I also expect you to arrive imbued in the Warrior Ethos, a positive attitude, and prepared to contribute toward our mission accomplishment.

4. Alpha Company, 369th AG BN is composed of the four functional courses listed above and Advanced Individual Training (Reclassification only), for PMOS 36B, 42A and 56M for service members from the United States Army, United States Air Force, United States Marine Corps and United States Navy.

5. South Carolina weather is extremely hot in the summer and cold in the winter. It also fluctuates unpredictably during the spring and fall. Temperatures range from 85 to 110 degrees in the summer months (1 April – 30 September) and 20 to 50 degrees in the winter months (1

October – 31 March). Ensure that you have all required gear IAW the company packing list for the course you are here to attend. You will be required to purchase the items that you do not

have during your clothing inspection on day one. All Soldiers will have 72 hours to comply with the packing list or are subject to an administrative elimination from the course; see Company Policy Letter# 16 for specific details.

6. All privately owned weapons will be registered with the Provost Marshal (Building 5499, on the corner of Jackson Blvd and Hill St) on Fort Jackson within 24 hours of arrival and stored in the arms room.

7. Once again, welcome and congratulations on your upcoming temporary assignment to the Soldier Support Institute and Alpha Company, 369th Adjutant General Battalion. Please take the time to check out our company webpage and Facebook page; you will find information there to make your transition smoother. http://www.ssi.army.mil/369/ and on Facebook https://www.facebook.com/#!/CCoTSB.

8. Point of contact for this memorandum is the undersigned at 751-6616.

DOMECA O. HENDERSON
CPT, FI
Commanding

6 Encls
1. ALARACT 078/2013
2. Contact Numbers
3. Strip Map
4. In-Processing Timeline
5. Policy Memorandum #16
6. Packing List