DEPARTMENT OF THE ARMY
ALPHA COMPANY, TRAINING SUPPORT BATTALION
10,000 HAMPTON PARKWAY
FORT JACKSON, SOUTH CAROLINA 29207-7025

REPLY TO
ATTENTION OF

ATSG-SB-A

12 August 2010

MEMORANDUM FOR Alpha Company Students

SUBJECT: Policy Memorandum # 10 – Expectations of Early Arrivals and Holdovers

1. The purpose of this memorandum is to explain the Alpha Company duty policy for Early Arrival ("Snowbird') students awaiting the start of a training course and Holdover ("Blackbird") students awaiting transition to a follow-on assignment.

2. Snowbird in-processing:

a. Early arrivals with PCS orders will receive 3-days to in-process Ft. Jackson, and they may request an additional 10-days for PTDY.

b. Following any in-processing, PTDY, and ordinary leave, all snowbirds with less than 30-days remaining until their course begins will work for A Co, TSB. All snowbirds with more than 30 days remaining will report to Ms. Armstrong, SSI G1, for a pinpoint assignment within SSI. Students must provide a copy of these assignment orders to A Co.

3. Blackbird eligibility:

a. Students must sign-out/depart after graduation (same day). Exceptions are granted on a case-by-case basis.

b. Requests to Blackbird require A Co Commander approval AT LEAST 30-days prior to graduation.

c. Transportation and/or Household Goods pick-up are NOT valid reasons. These events should be coordinated to allow students to sign-out/depart on graduation day.

d. Exceptions may be granted (on a case-by-case basis) for the following reasons (non-inclusive): awaiting orders; Family hardship; medical reasons; or additional training (such as Postal or Recruiting School).

4. All Snowbirds and Blackbirds are subject to serving Funeral Detail duty. Students must have their Class A or Army Service Uniform ready at all times.

5. Unless on pin-point orders from SSI G1, all Snowbirds and Blackbirds must do the following:

a. Report for physical fitness training with A Co on **Mondays, Wednesdays,** and **Fridays,** NLT **0545 at Tank Hill**. The uniform is the improved physical fitness uniform (IPFU) with reflective belt and subdued rank on the right side.

b. Report to the A Co TSB orderly room **at 0830 each duty day** to sign in for accountability. The authorized lunch period is from 1200-1300 and students will be dismissed at 1700, unless told otherwise.

(1) If A Co cannot utilize students that morning, they will be released from the unit area, but must **sign in again at 1300**. The students will remain on-call until completion of the duty day.

(2) Students must inform the commander or first sergeant of any appointments or obligations they have during the duty day.

(3) Leave and pass requests must be submitted 72-hours prior to request date (45-days prior if the request is for OCONUS travel).

6. Students with pinpoint orders are still required to conduct PT.

a. If assigned to a battalion other than the TSB (such as 369 AG BN), they will conduct PT with that battalion.

b. If assigned to Bravo Company, TSB, or Charlie Company, TSB, they will conduct PT with their respective company.

c. All students assigned to the Adjutant General School, Financial Management School, Capabilities Development and Integration Directorate, Combined Arms Department, Training Development Directorate, SSI or TSB Staff/Command Group, or any other SSI directorate/department will conduct PT with HHC, TSB.

7. The point of contact for this memorandum is the undersigned at (803) 751-8188/8141 or via email at nicole.gross@conus.army.mil.

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Commanding