

Advanced Culinary Skills Training Course (ACSTC)

McLaughlin BLDG 4200

16th ST & B Ave

Ft. Lee, VA 23801



IN-PROCESSING PROCEDURES / DAY ONE

1. All Army Personal Reporting For The Enlisted Aide Course (EATC) or Advanced Culinary Skills Training Course (ACSTC) must first In process **T Co 266th, QM BN building 3206 at 0530 hrs for mandatory height / weigh-in on start date**. The weigh-in uniform will be PT uniform according to current weather conditions. Students must provide a copy of their orders. The POC for T Co and in-processing procedures will be SSG Fuentes / SFC Rooks at 804-734-6533 / 6977.
2. Once weigh-in is complete, T Co will release the students to proceed to Soldier Support Center Building 3400, room 136 for In-Processing at 0730. Student must be in ACUs or chef uniform (Black Pants, white chef coat, and headgear-ACSTC only) when going to Soldier Support Center. Student must provide copies of orders(10ea), DD93 (1ea) and SGLI (1ea).
3. ACSTC Students will report to Building 4200 Room 262 at 1000hrs on start date. Bring one copy of orders to class. Duty uniform will be **black pants, white chef coat, white undershirt , black shoes and socks**. Students may arrive to class in a polo shirt or other professional shirt and change into the chef coat once in class. When wearing the chef coat, student must have name plate and rank. Rank insignia must be worn with the chef coat. The standard wear of the chef uniform outside the building is, white chef coat/undershirt, name plate, rank, headgear, black shoes and socks. Bring a business casual outfit for a class field trip (slacks, button down shirt, or blouse, and appropriate shoes).
4. EATC Students will report to Building 4200 Room 154 at 1000hrs on start date. Bring a copy of orders to class. Duty uniform will Army Combat Uniform (ACU) or Military Branch equivalent. Bring a business casual outfit for a class field trip (slacks, button down shirt, or blouse, and appropriate shoes).
5. Non Army personnel will report to Building 4200 to appropriate class room.

* Pack according to FT. Lee weather conditions

OUT-PROCESSING PROCEDURES

1. All Army students must out-process **T Co 266th QM BN building 3206** before course graduation. POC is be SSG Fuentes / SFC Rooks / Mr. Boozer @ 804-734-6533 / 6977 / 6534. More information will be given by the course instructor.

Administration

Admin Clerk 804-734-3106
804-931-5157

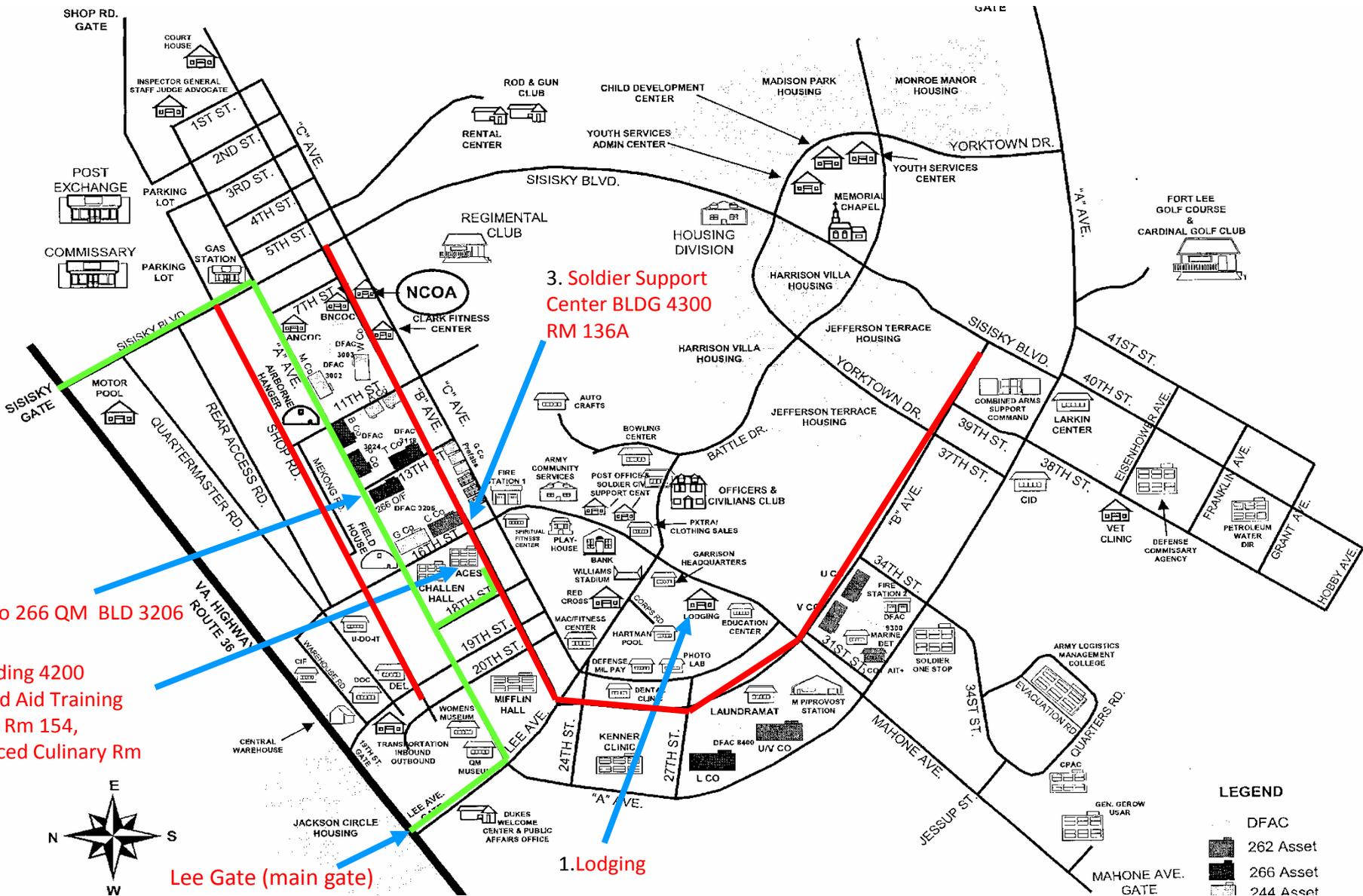
Advanced Culinary Skills Training Course

Office 804-734-3106/3101
Instructor 804-734-3103
Instructor 703-969-9284
Instructor 719-232-4320

Enlisted Aide Training Course

Office 804-734-3112
Instructor 804-243-9205
Instructor 804-638-4421

*Call one of the instructors if any questions arise.



2. T co 266 QM BLD 3206

4: Building 4200
 Enlisted Aid Training
 course Rm 154,
 Advanced Culinary Rm
 263

3. Soldier Support
 Center BLDG 4300
 RM 136A

Lee Gate (main gate)

1. Lodging

Road in red are closed for Pt 0530-0730, green route is the best route to get to Bldg 4200 during PT