



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY QUARTERMASTER SCHOOL
Joint Culinary Center of Excellence
1630 BYRD AVE, B4200
FORT LEE, VIRGINIA 23801-1601

ATSM-JCCOE-AFSTD

09 July 2012

MEMORANDUM FOR Enlisted Aide Training Course Students

SUBJECT: Welcome Letter

1. Congratulations for being selected to attend the Enlisted Aide Training Course. This is a challenging but rewarding course. We have a dynamic staff here that is excited to train, teach, mentor, and share their experiences with you. Below you will find some helpful information to get you here and to get you prepared for the course. Before arriving you are strongly encouraged to read DODI 1315.09 and Culinary Fundamentals (*ISBN 0-13-118011-8*). Also practice your classical cuts by referencing the following link:

http://www.acfchefs.org/Content/NavigationMenu2/Resources/Video/Knife/knife_04.htm

2. **Army Personnel:** When reporting for the Enlisted Aide Training Course (EATC) you must first complete the **mandatory height and weigh-in** which will be conducted in building 4200, room 153 at 0530 on the start date. The POC is MSG Gray. The weigh-in uniform will be your PT uniform and according to current weather conditions. IAW AR 350-1, Soldiers who fail to meet the body fat standards of AR 600-9 will be considered an academic course graduate, but item 11C. of their DA Form 1059 will be marked "Marginally Achieved Course Standards" and item 14 will be marked "Failed to Meet Body Fat Composition Standards". In addition, a copy will be furnished to the Chief, Academic Records Branch, for necessary posting in the Army Training Requirements and Resource System (ATRRS). Once weigh-in is complete, students will proceed to Soldier Support Center Building 3400, room 136 at 0730 for completion of in-processing. Students must be in ACU's when reporting to Soldier Support Center and must also provide copies of orders (10ea), DD93 (1ea) and SGLI (1ea).

3. **Navy Personnel:** It is highly recommended that you request Advanced Travel prior to leaving your current duty station to pay for your lodging. Please follow these steps for the advance pay: Call the Army Lodging facility @ 866-363-5771 to request a Non Availability Letter. Second, make hotel reservations outside the base and request a "projected lodging receipt" from the hotel with projected check-in and check-out dates as well as the room rate. Third, take these documents to your local PSD to request the Advance Pay. Report on Monday 0800 to building 2300, room 118 Navy Admin Support with the following: Non Availability Letter from Army lodging, Projected Lodging Receipt, Updated Page 2, Updated SGLI (if you have dependents), Original Orders, Port Call, (if you have one), and a Loss Document showing that you have been detached from your command. Side note: Rental vehicles are limited and a challenge to have added to your

ATSM-JCCOE-AFSTD
SUBJECT: Welcome Letter

orders. For those who need one, it is highly recommended that you request an order mod for the rental before you arrive. It is still possible to request a rental car be added to the funding; however, only one rental car will be allotted per 5 members, due to the expense involved. It has been advised that the member with the rental must drive the other members without a vehicle, to and from the schoolhouse). Any questions or concerns please call 804-765-1845

4. **All Students:** Will report to Building 4200 Room 158 at 1000 on start date with two copies of orders and in the following daily uniform ACU's for Army, NWU's for Navy, Utility for Marine Corps, ABU's for Air Force and Operational Dress for Coast Guard. In addition you will be required to bring no less than **2 sets of black chef pants, white chef coat with name and rank insignia, white undershirt, black shoes, black socks and headgear** for the lab portion of the course. **Note:** Students are required to have name and rank insignias on their chef jackets (embroidered, pin on, or name tapes). Also, bring a business casual outfit for a class field trip (slacks (no jeans), button down shirt, or blouse, and appropriate shoes)

5. Graduation uniform will be ACU's for Army, NWU's for Navy, Utility for Marine Corps, ABU's for Air Force and Operational Dress for Coast Guard.

6. **Travel and Hotel Recommendations:** Ensure lodging and transportation is scheduled prior to arrival. Hotels in the Hopewell, Chester, and Colonial Heights area are preferred. The following link is an extended stay hotel suggestion near post, Execustay Marriot at www.execustay.com. **Note:** When making flight arrangements your return flight should be scheduled after 1600 on graduation day (end date).

7. The POC for this memorandum are SCPO Frank Davila and SFC Ronald Stafford at 804-734-3112 or usarmy.lee.tradoc.list.jccoe-advanced-culinary@mail.mil.

//Originally Signed//
RUSSELL D. CAMPBELL
CW4, QM
Chief, Advanced Food Service
Training Division