



**DEPARTMENT OF THE AIR FORCE
INTERSERVICE POSTAL TRAINING ACTIVITY
Detachment 1, 336th Training Squadron
Ft Jackson, South Carolina**

All students will report to Fort Jackson one day prior to class start date, unless proceeding from an overseas location then it would be two days. Class start dates are usually on a Monday and you must check into Billeting sometime on the prior Sunday.

Call 1-800-276-6984 for room reservation/assignment immediately upon notification of orders/class start date. **If unsuccessful obtaining room reservations prior to your arrival they will still set up a room for you when you arrive.** Please keep in mind all students will reside on base providing space is available.

All Army Lodging front desk and reservations business will be conducted at their facility.

Upon arrival at the Columbia Metropolitan, Airport, you will acquire commercial transportation via taxi or shuttle and proceed to the Welcome Center inside of Fort Jackson Billeting, Bldg. 7550 Benning Road. The Fort Jackson Military Liaison Office is located within the Columbia Airport baggage claim area for your assistance. Since you will be arriving in civilian clothes please have your orders ready, ID card in hand and let them know you are TDY to Ft Jackson for Postal School Training, are Active Duty Air Force and you are not a "Pipe Line Student." AF Students are not authorized to stay in army dorms. Request to be placed in billeting on Magruder Ave. This is the billeting closest to the school house.

If for some reason billeting is full and they instruct you to stay off post; it will be **your** responsibility to arrange transportation for in-processing at Bldg 2375 Beauregard St. on day one of class. (If you did not arrive via POV, you can call Capital City Cabs 803-233-8294 or Blue Ribbon Cabs 803-754-8163. These are the only two cab services authorized to proceed onto Ft Jackson.)

Rental cars are not authorized via AETC funds.

On the First Day, report to **Bldg 2375 Beauregard St., (Across the street from the Army NCO Academy)** Interservice Postal Activity School, **Room 107** (Air Force Office) for in-processing at 0800 in **ABU's**. Bring one copy of orders (TDY and PCS) and any amendments (front and back) along with lodging information.

All AF Students who are attending classes must have the following uniforms:

PT uniform (minimum of 3 shirts long/short sleeves and pants/shorts pending on weather temp.),

One set of blues (short and or long sleeve pending on the weather temp) with flight cap to include all ribbons and AFSC devices (**Excluding Service Jacket**),

Uniform of the day will be ABUs with ABU cap.

NOTE: IF YOU ARE DEPLOYING AND NOT PCSing DO NOT BRING YOUR BLUES!

ATTENTION: JET Deployment Members, ALL WEAPONS MUST BE SHIPPED DIRECTLY TO CST DESTINATIONS.

Shaw AFB is 30-45 minutes away and is the nearest AFB to get uniform items. Shaw AFB Clothing sales does has a limited selection and many items are on standard backorder.

Ft Jackson Clothing Sales **DOES NOT MAINTAIN ANY AIR FORCE UNIFORM ITEMS.**

Physical Training (PT) will be conducted at either 0530 or 1630 on Mondays, Wednesdays and Thursdays (unless otherwise told. Location will be determined by the Senior Air Force Instructor. All personnel will wear the Air Force physical training uniform for PT. Attendance is mandatory. **If you are on a profile, ensure that you have your profile with you and present it to lead Air Force instructor at the time of inprocessing.**

Normal school hours are:

Class Starts:	0830
Lunch:	1200-1300
Class Ends:	1630

Class hours may vary due to training and holiday schedules.

All Air Force Students must have an activated Citi Bank Government Travel Card for lodging.

Transportation requirements for students who are TDY are assigned according to the scheduled graduation date but are not set in stone, as on occasion, classes may graduate early if all academic requirements are met.

Students will ensure TMO/CTO has obtained government funded commercial airline tickets prior to departure and should ensure the ticket can be changed without penalty because of the aforementioned possible early graduation.

Adjustment to flights can be done here, if necessary. Adjustments to government procured tickets can be done from the Fort Jackson Travel Office (Carlson Wagonlit) for last-minute changes due to early graduations.

During Operational hours of 0700-1730 (Eastern Standard Time) questions may be addressed to TSgt Earl Norwood at (803) 751-6810 or DSN 734-6810, for inquiries after normal duty hour please use the cell phone number at (803) 415-1526.

Detachment telephone numbers:

Det 1 Chief, and Senior Air Force Instructor: TSgt Earl Norwood

Email: earl.k.norwood.mil@mail.mil

Comm: (803) 751-6810

DSN: 312-734-6810

Cell: (803) 415-1526

Fax Comm: (803) 751-5013

DSN: 312-734-5013

IPTA school link: <http://www.ags.army.mil/jpta/index.html>

IPTA Organization Email: jacksonssipostalschool@us.army.mil