



DEPARTMENT OF THE ARMY
ECHO COMPANY, 369TH ADJUTANT GENERAL BATTALION
BLDG 2301 SUMTER AVENUE
FORT JACKSON, SOUTH CAROLINA 29207

ATSG-AGT-E

16 August 2018

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

SUBJECT: Welcome Letter

1. Congratulations on your assignment to Echo Company, 369th Adjutant General Battalion, Solider Support Institute (SSI), Fort Jackson. Our mission is to train and equip all of our Service Members with the skills and knowledge to support the force by educating them in the areas of Postal Operations, Executive Administrations, Human Resources, Financial Management, and Chaplain Assistance training. I am sure you will find your assignment here both challenging and rewarding.
2. Please note that you are coming to a “schoolhouse” environment with Drill Sergeants. Drill Sergeants are highly trained in training Soldiers and upholding US Army standards. Please ensure you brush up on your customs and courtesies, your drill and ceremony, and your personal appearance/wear of the uniform standards prior to attending this course. Please also ensure you are physically fit and meet Army Body Composition standards. Drill Sergeants will not take it easy on you simply because you’re an “MOS-Trained” individual. In fact, our expectations for your performance are higher than the expectations we have for Initial Entry Training (IET) Soldiers.
3. As part of Echo Company we expect you to be highly trained, motivated, and disciplined. You are pivotal in executing the SSI’s training mission and Army mission overall. 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 will be administratively eliminated from the course if it’s an additional skill identifier (ASI) producing course and will be enrolled in the Army Body Composition Program if they’re reclassifying (but will remain in the course). All Soldiers reporting to attend a MOS-producing course (36B, 42A, or 56M) are required to take and pass the Army Physical Fitness Test (APFT) within 1-7 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.

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4. The normal duty day will consist of Physical Readiness Training every day from 0530-0700, school from 0830-1700, and a close-out formation at 1715. You will be housed in Army barracks that utilize an intercom system to communicate due to low cadre numbers. We recommend that if you have a sensitivity to noise you bring some ear plugs.
5. All Soldiers in the rank of SFC and above attending the Executive Administrative Assistant, Postal Supervisor, Postal Operations or Postal Operations, Phase I and Phase II 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 Echo Company, 369th AG BN to in-process prior to 1800hrs on your report date.
6. Echo 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 and United States Marine Corps.
7. South Carolina weather is extremely hot in the summer and 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).
8. Once again, welcome and congratulations on your upcoming temporary assignment to the Soldier Support Institute and Echo Company, 369th Adjutant General Battalion.
9. Please read the attached policy letters concerning height/weight screening, civilian clothing, and alcohol use. I highly recommend reading all of the policy letters (located in the day-room) upon arrival to the Echo Company barracks.
10. Point of contact for this memorandum is SFC Banson at (803) 751-6904/6803.

ERIC T. HURLEY
CPT, FI
Commanding