



DEPARTMENT OF THE ARMY  
INTERSERVICE POSTAL TRAINING ACTIVITY  
SOLDIER SUPPORT INSTITUTE  
2375 BRAGG STREET  
FORT JACKSON, SOUTH CAROLINA 29207-5015

2 August 2023

SUBJECT: Postal Operations Course Welcome Letter

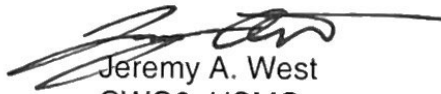
Students,

On behalf of the Inter-Service Postal Training Activity (IPTA) Staff, Congratulations on your selection to attend the Postal Operations Course. According to ATRRS records, you are slated to attend the **Postal Operations Course (F5)** at **The Inter-Service Postal Training Activity, Fort Jackson, South Carolina**.

Our diverse staff of Soldiers, Marines, Airmen, and DA Civilians are dedicated to training personnel from all branches of service and DoD civilians in basic postal skills involved in the operation of a military postal facility. Upon graduation from this course, you will be armed with the knowledge necessary to provide outstanding military postal support to Service Members around the world. Our team is committed to your success and bringing credit to the reputation the military postal community.

In order to help assist in your onboarding process, please ensure that you read all sections of your services' welcome aboard package. For questions regarding your enrollment, contact your unit ATRRS representative or unit training team FIRST as they will answer most questions not explained in the welcome aboard package. For schoolhouse specific questions please contact your service specific liaison at (803)-751-3390.

Thank you and welcome to the Inter-Service Postal Activity (IPTA)!

  
Jeremy A. West  
CWO3, USMC  
Director



# Interservice Postal Training Activity Army Detachment



Welcome to the Interservice Postal Training Activity. The following information will assist you in preparing for the Postal Operations (F5) and Postal Supervisor (F4) Courses. While in training all Department of the Army personnel report to the Army Detachment, Interservice Postal Training Activity.

**Attachment Orders:** All Soldiers, regardless of rank or component, attending the Interservice Postal Training will arrive to the course with a temporary assignment created in IPPS-A and their attachment order in hand.

## **ADTS Order:**

- **National Guard and Reserve** Soldiers will arrive with their ADTS (Active-Duty Training School) Order.
- Entire course duration should be covered under 1 ADTS Order.

## **National Guard and Reserve Pay:**

- National Guard and Reserve Soldiers who are authorized BAH or any other entitlements must ensure that TPU (Troop Program Unit) is updated PRIOR to school report date.
- National Guard and Reserve Soldiers who are authorized BAH or any other entitlements must bring supporting documents to the course for pay processing. (i.e., completed DD Form 5960 and a copy of your housing lease agreement or mortgage)
- National Guard and Reserve Soldiers will arrive with DD Form 1610/TDY Orders, DD 93, and SGLI.

**Height/Weight:** All Soldiers, regardless of rank, attending this course will conduct height/weight at 0915 on the first day of training. Soldiers not within Body Composition standards, will be administratively dismissed from the course IAW AR 350-1 and AR 600-9.

Initial height/weight will be conducted in the 369 Bravo Company in summer APFU's (all students). The address is BLDG 2307 Magruder Ave.

- Soldiers not within height/weight standards will be reassessed on the 8th working day from the initial height/weight day using the one-site tape test.

## **Lodging/Meals:**

Army SSG (E6) and below on TDY status not assigned to Fort Jackson are required to reside in the Echo Company Barracks, located in building 2301 Sumter Ave, Ft. Jackson, SC.

- All Soldiers SSG and below on TDY status will report with their CAC to the Bravo Co. CQ Desk, Bldg. 2307, Magruder Avenue, at 1800-2000 on the report date to be issued room keys.
- Soldiers residing in the barracks who are scheduled to arrive after barracks

check-in must contact Bravo Co. CQ desk at (803) 751- 5383 or Army Detachment prior to arrival.

Army SFC (E7) and above (including Officers) on TDY status from outside of the local Fort Jackson area must reside in on post lodging through IHG. The on-post lodging office is located at, 7550 Benning Road, Ft. Jackson, SC, (803) 782-9802. Reservations are coordinated by the school prior to your arrival.

**Meals are provided for all Soldiers** at the Dining Facility (DFAC). All Soldiers to include E7 and above (including officers) are required to perform MEM to CAC at Bravo Company in order to use the DFAC.

### **Evaluations:**

Students attending the Postal Operations Course (F5) and Postal Supervisor Course (F4) will receive either a DA Form 1059 (AER) or DA Form 87 upon completion of the course. NCOs (CPL and above) and Officers will receive DA Form 1059 (AER) upon completion of training and all other soldiers will receive a DA Form 87, Certificate of Training. Students receiving DA Form 1059s who are disenrolled from the course for adverse academic or non-academic reasons will receive referred report IAW AR 623-3. Students who are attending the **PHASE II, F5 Postal Operations Course** must have completed **PHASE I before attending the PHASE II course**. Ensure you have your 1059 annotating that you have completed the PHASE I course as it will be asked for during in-processing.

### **Other Information:**

Daily accountability: Formation is held at 0515 in front of the barracks on all training days in APFU for the remainder of the course.

Graduation: Students are NOT authorized to depart before 1200 on graduation day. Students who schedule earlier travel will be required to adjust their itineraries.

### **Uniforms:**

- Students are required to have OCP and PT uniforms. **Dress uniforms are not required.**
- The Army Physical Fitness Uniform (APFU) is the required uniform for all morning formations so ensure you have a full and complete set at the time of your arrival.

### **Course Requirements:**

- Army students must be in the 42 series Career Management Field.
- Army ENLISTED students must be F5 ASI qualified priors to attending the Postal Supervisor Course.
- Students are required to attend the entire course and pass all graded events. Excessive absences and failure to achieve 80% will lead to disenrollment for failure to meet course requirements.

Weapons: All privately owned weapons will be registered with the Provost Marshal, Building 5499, on the corner of Jackson Blvd and Hill St, in accordance with Fort Jackson policy and must be stored in the company's arms room. If bringing a weapon to the course notify the Army Detachment prior to your arrival.

### **Mailing Address:**

- United States Postal Service (USPS):  
Last Name, First Name  
Echo Company, 369th AG BN 2301 Sumter Avenue  
Fort Jackson, SC 29207

- UPS, FEDEX, DHL, etc.  
Last Name, First Name  
Interservice Postal Training Activity  
2375 Meuse Argonne St.  
Fort Jackson SC 29207

**Contact Information:**

- Interservice Postal Training Activity, Army Detachment  
Commercial: 803-751-6810  
DSN: 803-751-3237

369TH AG BN, Bravo Company  
Commercial: 803-751-5383

If you require assistance with your orders or ATRRS reservation, please contact your unit training or S1 for assistance. If you have questions about the upcoming course, contact the Interservice Postal Training Activity, Army Detachment. We look forward to your attendance in the upcoming course.

Braxton Gordon, SFC, USA  
Senior Postal Instructor  
Inter-Service Postal Training Activity

\*\*\* Due to recent street name changes, APPLE/GOOGLE/WAZE Maps and other navigation tools may not reflect updated new addresses. See below for a list of street/address changes. \*\*

**OLD ADDRESS**

2301 Sumter Ave,  
Ft. Jackson, SC.

2307 Magruder Avenue  
Ft. Jackson, SC

7550 Benning Road  
Ft. Jackson, SC

2375 Bragg Street  
Fort Jackson SC 29207

**NEW ADDRESS**

2301 Sumter Ave,  
Ft. Jackson, SC.

2307 Century Division Ave.  
Ft. Jackson, SC

7550 Cherbourg St.  
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