



DEPARTMENT OF THE ARMY
COMPANY J, 262D QUARTERMASTER BATTALION
BUILDING 11107 E STREET
FORT LEE VIRGINIA 23801

ATSM-TPD-J

29 January 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Welcome Letter

1. Welcome to the Juliet Company "JAGuars," at which our company motto is "We Are The Standard;" I expect you to live up to our motto. To help you prepare for your extended stay at Juliet Company, please refer to the following information:

a. Soldiers must report in compliance with Army grooming standards, e.g., haircut, fingernails, and body piercing, set forth in AR 670-1, Wear and Appearance of Uniform and Insignia, 10 April 2015.

b. Soldiers attending 27D Paralegal Specialist AIT at The Judge Advocate General's Paralegal Specialist Training Center are required to bring the following items and equipment:

(1) Initial issue items, to include a complete and serviceable Army Service Uniform (ASU)- no skirts.

(2) Females will wear pants with low-quarter shoes as part of their ASU uniform (see encl 1 for packing list). Replace missing and, or, unserviceable initial issue items prior to arrival.

(3) Clothing inventory, completed DD Form 93, SGLV signed by the Soldier and a witness, six copies of orders and amendments, if applicable, and six copies of DA Form 1610, if applicable.

c. Reporting and in-processing: Soldiers need to report to Headquarters and Headquarters Company, 23d Quartermaster Brigade, Building 3406 (corner of Sisisky Street and A Avenue) no later than 1400 on the report date. For questions pertaining to times to report, please call Headquarters and Headquarters Company CQ at (804) 734-7626. For Soldiers flying into Richmond International Airport, go to the USO for shuttle information. Soldiers reclassifying to 27D will be billeted in Building 8401.

d. Additional requirements for Soldiers reclassifying to 27D:

(1) Staff Sergeant (E6) and above require a grade waiver to attend 27D Paralegal Specialist AIT. Staff Sergeant (E6) and above must provide a grade waiver signed by the Regimental Command Sergeant Major of the JAG Corps. Staff Sergeant (E6) and

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above who report without an approved grade waiver will be dis-enrolled from the course. For questions, contact the 27D Course Director, MSG Anthony D. Rausch, at (804) 765-3628 or anthony.d.rausch.mil@mail.mil.

(2) Provide most recent DA Form 705, APFT Scorecard, and DA Form 5500, Body Fat Content Worksheet; both of which should be administered within 30 days of reporting to AIT. Juliet Company will screen Soldiers reclassifying to 27D for compliance with AR 600-9, The Army Body Composition Program, 28 June 2013. The Course Director will dis-enroll and issue a DA Form 1059, Service School Academic Evaluation Report, reflecting noncompliance, for Soldiers failing to meet body composition standards. In addition, Juliet Company will administer a record APFT during the course; Soldiers must pass their record APFT to meet the course standards for graduation.

(3) Soldiers with a permanent profile must provide a copy of their DA Form 3349, Physical Profile, and may not have PULHES greater than 222121.

(4) Soldiers must meet the following requirements to be awarded the 27D MOS IAW DA Pam 611-12, Military Occupational Classification and Structure, 22 January 2007:

- (a) Type a minimum of 25 words per minute;
- (b) No punishment under formal Article 15 proceedings;
- (c) No record of civil conviction other than minor traffic offenses;
- (d) No pattern of undesirable behavior as evidence by civilian or military record;
- (e) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10, Military Justice, 3 October 2011, Chapter 24, or otherwise required to register as a sexual offender under chapter 24.

(5) Reclassifying Soldiers are billeted in separate barracks from IET Soldiers; Reclassifying Soldiers will stay in permanent party barracks located in Bldg 8401 (A Avenue next to Kenner Treatment Facility); questions pertaining to permanent party barracks should be directed to the barracks manager at (804) 734-6156.

(a) Fort Lee does not provide bed linen for reclassifying Soldiers. Ensure that you bring your own or be prepared to purchase upon arrival. Any bed linen is authorized. (see encl 1 for packing list)

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(b) Reclassifying Soldiers staying in the permanent party barracks will be required to perform CQ. Shifts are 2hrs and will vary depending on number of Soldiers staying in the barracks.

(6) Juliet Company does not provide transportation for reclassifying Soldiers to and from PT, class, or the DFAC. Therefore, I strongly recommend obtaining authorization to rent a passenger car for the duration of the course or to bring your POV. Soldiers authorized a POV or rental car should be allotted 15 miles per day for in and around mileage.

2. Once again, welcome to the Juliet Company "JAGuars." I hope you will find this course challenging, yet rewarding. I look forward to welcoming you into the JAG Corps.

3. Points of contact for this memorandum are the 27D Course Director, MSG Anthony D. Rausch, at (804) 765-3628 or anthony.d.rausch.mil@mail.mil; or the Senior Platoon Sergeant, SFC Nekeda Boggs, at (804) 734-7961 or nekeda.d.boggs.mil@mail.mil.

Encl

1. Packing list
2. Post Map

HUGH MURRAY

CPT, JA
Commanding