



DEPARTMENT OF THE ARMY
UNITED STATES ARMY WAR COLLEGE AND CARLISLE BARRACKS
CARLISLE, PENNSYLVANIA 17013-5237

March 1, 2004

REPLY TO
ATTENTION OF

SSC Fellowship Program Office

Dear 2005 Senior Service College Fellow:

Congratulations on your selection as a Senior Service College Fellow (SSCF). The U.S. Army Senior Service College Fellowship Program (SSCFP) is a Military Education Level-1 (MEL-1) producing program. A total of 49 Army officers were selected for a senior fellowship education in Academic Year 2005 and assignment to the U.S. Army War College (USAWC).

The USAWC and Carlisle Barracks are gearing up for your arrival, orientation, and in-processing. The USAWC Fellowship Program Office, under my direction, is your primary point of contact; however, the Human Resources Directorate (HRD) will provide military personnel records and administrative support.

New SSC Fellows attend a mandatory Fellowship Orientation Program. Orientation is a week long and conducted in two parts. Although spouses may attend both parts, there are no informative briefings or activities designed for them and no reimbursable possibilities for their travel and lodging.

This year, orientation will be conducted from 24 July to 30 July 2004. The first 5 days are conducted at Carlisle Barracks (24 through 28 July) and the last 2 days in Washington, DC at the Pentagon (29 to 30 July). SSCF will depart Carlisle the afternoon of 28 Jul 04 and arrive in Washington, DC the evening of 28 Jul 04.

Please plan to **arrive in Carlisle NLT Saturday, 24 July**. An earlier arrival must be approved by me. If traveling by air, you will arrive at the Harrisburg International Airport, approximately 40 minutes from Carlisle Barracks (I-76/PA Turnpike). Limousine and taxi services are available. A rental car for this travel is not authorized. Harrisburg International Airport customer support number is 888-442-5387. I've schedule an arrival social at the Day's Inn on Sunday evening. Pre in-processing will begin at 1500 – 1700 on 25 July to prepare for your 26 July in-processing. Only a copy of your orders and any amendments along with your DA 31 (Leave Form) are required on 25 July. The social will begin at approximately 1700 following pre in-processing. In-processing will take a full day and is scheduled for Monday, 26 July.

A schedule of individual appointment times for in-processing will be developed and provided during your pre in-processing on Sunday, 25 July. For in-processing on 26 July, please hand carry your APFT score card, personnel and finance records, plus extra and legible copies of PCS, TDY, and amendments orders. You will also need your APFT uniform if you require to be taped.

Upon receipt of your PCS orders to the Fellowship you must contact Ms Cynthia Coffee by email at Cynthia.Coffee@carlisle.army.mil and FAX your PCS orders to her at commercial (717) 245-3988. Regular Army officers must initiate and coordinate their TDY orders from and to the Fellowship Site to the USA War College Fellowship Orientation Program with Ms Coffee as well. RC (USAR & ARNG) officers must coordinate PCS and TDY travel with their orders issuing authority. RC officers must coordinate with their orders issuing authority for any extended service beyond graduation for accrued leave use and ensure it is included in their orders.

Lodging at the two orientation sites is arranged. However, to secure a room at each location, we request that you:

a. Telephone the Days Inn-Carlisle at 717-258-4147 **NLT 31 May** to confirm a name reservation as an arriving SSC Fellow and member of the USAWC Senior Service College Fellowship. Because this is a block reservation, you cannot confirm toll-free, but you can claim the confirmation call on your PCS travel voucher. Checkout will be in the a.m. of 28 July, and your VISA charge will be \$58.50 per night for both a single or double. The Carlisle Days Inn is located at 101 Alexander Spring Road, Carlisle, Pennsylvania (Exit 45, I-81). A courtesy shuttle will be available at the Days Inn each morning for scheduled trips to and from Carlisle Barracks. However, car-pooling is recommended.

b. Telephone the Marriott Gateway, 1700 Jefferson Davis Hwy, Crystal City, Virginia at **1-800-228-9290 NLT 31 May** to reserve a room in your name as an arriving SSC Fellow and member of the USAWC Senior Service College Fellowship group. A block of rooms is available for 28-29 July and will only be open for your confirmed reservation through 31 May. Checkout will be in the morning of 30 July, and your VISA charge will be \$150.00 per night. Complimentary shuttle service will be available. If you need to stay an additional day you will need approval from the SSCF Program Director prior to your orders being published. Arrangements for group travel to the Pentagon will be finalized after your arrival in Carlisle. Although Carlisle Barracks will have shuttle transportation available Car-pooling from Carlisle Barracks to Washington, DC is preferred. If you are planning a self-drive to Carlisle, please consider driving one or more of your classmates to the Pentagon Orientation in Washington, DC. Departure from Carlisle Barracks is tentatively scheduled at 1600, 28 July, and a rental car for this travel is not authorized. In order to confirm meals and other expenses, you must register for this event online at <http://www.eisenhowerseries.com/armyfellows/> **NET 15 Jul**. Registration questions or concerns can be addressed to Mr. Adam Morgan, Operations Director at 703-452-3861.

Arrangements for group travel to the Pentagon will be finalized after your arrival in Carlisle. Although Carlisle Barracks will have shuttle transportation available, Car-pooling from Carlisle Barracks to Washington, DC is preferred.

If you are planning a self-drive to Carlisle, please consider driving one or more of your classmates to the Pentagon Orientation in Washington, DC. Departure from

Carlisle Barracks is tentatively scheduled at 1600, 28 July, and a rental car for this travel is not authorized.

c. At the close of the Pentagon Orientation Program, you will be released for travel to your assigned fellowship location or the destination specified in individual travel orders. Orientation is schedule to end NLT 1600 on 30 Jul 04. Early release from the Pentagon must be approved in advance by Army G-3, POC is CPT Jim Craig at james.craig@hqda.army.mil or 703-693-1048.

Additional Requirements:

Administrative: To accommodate your enrollment, we have provided an easy-to-follow checklist of all in processing requirements at the following link: http://www.carlisle.army.mil/usawc/hrd/inprocessing_overview.html. All requirements must be completed **NLT 31 May**. The following Log-in **«LOGIN»** and Password **«PASSWORD»** will enable you to complete **online** your Biographical Sketch and Name Tag Applications @ <https://daa.carlisle.army.mil/isol.cfm>.

If you have questions concerning these administrative requirements you may contact CW3 Landy Flowers or SSG Fuatia Bair, telephone 717-245-3615/3362 or email ATWC.CHR@carlisle.army.mil.

b. **Security:** Please read, comply, and establish early contact with Ms. Cindy Arnold at telephone 717-245-4440 or at email Cindy.Arnold@carlisle.army.mil. By so doing, you will ensure validation of your security clearance in advance of arrival in Carlisle, as well as inclusion of your name in the USAWC database for future clearance verification requirements. In addition, if you are currently serving in a SCI position, your SSO must contact the Carlisle Barracks SSO at 717-245-3551 to transfer your status. All requirements must be completed **NLT 31 May**.

c. **Wellness Assessment:** Provided by the Army Physical Fitness Research Institute (APFRI) who will conduct 25 voluntary wellness assessments by appointment during in processing. Time constraints limit this opportunity to the first 25 SSC fellows who volunteer. If interested, you must complete a blood test analysis in advance of arrival in Carlisle. For additional instructions and information concerning wellness testing, see the wellness memorandum provided at the link above or contact Ms. Gwen Kuntz, (717) 245-4511 or gwen.kuntz@carlisle.army.mil **NLT 31 May**.

A program directive and procedural handbook will be distributed and briefed during the Carlisle Orientation. In concert, these two publications provide almost everything you need to know about your individual academic responsibilities and the procedures in place for obtaining support and assistance from the USAWC Program Office and the HRD. In addition, relevant briefings and handouts will be provided during Orientation and will explain other available services and sources of care for yourself and your family during the fellowship year.

You should arrive fully prepared to comply with Class A, B, and PT uniform requirements and with civilian attire for informal options—no cutoffs, shorts, or jeans. The Class B military uniform is standard wear for orientation and in processing. The Class A uniform is required for official photographs and could be designated for a DC social. If the Pentagon requests informal attire, gentlemen should wear a coat and tie and ladies, a business suit or dress. If casual attire is requested, gentlemen should wear a coat, but no tie, and ladies, a dress, skirt, or appropriate slacks and blouse. For reasons beyond our control, the Pentagon does not announce the clothing requirements for DC socials in advance.

Please feel free to contact any of the following for more information:

COL Kevin T. Connelly, USAWC Program Director
Directorate of Academic Affairs (DAA)
Kevin.Connelly@carlisle.army.mil
Telephone: 717-245-3907

Ms Mary Jo Weishaupt, USAWC Program Assistant
Directorate of Academic Affairs (DAA)
Telephone 245-3044

CW3 Landy C. Flowers, Personnel Officer
(for/Student Military-Related Support)
ATWC-CHR@carlisle.army.mil
Telephone: 717-245-3615 (DSN 242)
FAX: 717-245-3002

Mr. Terence P. Henry, Director MPD HRD
Directorate of Military Personnel
Carlisle Barracks
Terence.Henry@carlisle.army.mil
Telephone: 717-245-3889 FAX: 717-245-3988

Ms. Cindy Coffee
Reassignments Specialist (for/PCS/TDY, Amendments)
Cynthia.Coffee@carlisle.army.mil

Mrs. Cindy W. Arnold, USAWC
Security Office (Clearance Validation)
Cindy.Arnold@carlisle.army.mil
Telephone: 717-245-4440

We all hope that you will find this to be an informative mailing and that many of your questions will be answered by its contents. Also included in it are the best wishes of all who will support you during the fellowship year. A second informational mailing from me may be expected prior to commencing travel for Carlisle and Carlisle Barracks.

Thank you for giving this mailing and our requests for compliance your attention and action by **31 May 2004**.

Sincerely,

Kevin T. Connelly
Colonel, QM
Director, Senior Service
College Fellowship Program