DEPARTMENT OF THE ARMY
US ARMY FINANCIAL MANAGEMENT SCHOOL
10000 HAMPTON PARKWAY
FORT JACKSON SC 29207-7025

REPLY TO
ATTENTION OF

ATSG-FMS-FMTD 9 December 2011

MEMORANDUM FOR Financial Management Transition Course Students

SUBJECT: Financial Management Transition Course (FMTC) 001-12 Welcome Letter

1. On behalf of the Commandant, US Army Financial Management School, welcome to Fort Jackson and the Financial Management Transition Course. Congratulations on reaching this milestone in your career. This course will familiarize you with the Financial Management Corps structure and functions.

2. Reporting.

a. Initial arrival to Fort Jackson. Between the hours of 0830-1700 on duty days, sign in at Alpha Company, Training Support Battalion (TSB) Orderly Room (#2044) in Building 10000 for in-processing instructions. Building 10,000 is the US Army Soldier Support Institute (USASSI), Gates-Lord Hall, on Hampton Parkway, Fort Jackson, SC 29207. On weekends or after normal duty hours, sign in at the SSI SDO, Building 10,000. For additional information about Fort Jackson, you may visit the Fort Jackson Home Page for newly assigned Soldiers at http://www.jackson.army.mil/NewAssigned/assigned.htm. The **only authorized absence** throughout the duration of the course is **emergency leave**, which we will manage on a case-by-case basis.

b. First day of class: **09 January 2012**. Report to Room 408 (1st floor, middle wing) of Building 10,000 at **0800** in the Army Combat Uniform (ACU).

3. Things to bring for the first day of class include the following:

a. 2 Copies of your orders

b. Copy of ORB

c. Army Accident Avoidance Certificate. Go to the following site and follow the instructions:

https://safety.army.mil/training/ARMYACCIDENTAVOIDANCECOURSE/tabid/982/Default.aspx

4. Routine Absences. We do not grant absences for TDY, passes, leaves, conferences, conventions or special projects. Only the course director may approve routine absences from class. We generally do not approve absences for recreational or social events. Additionally, we do not approve absences to get a head start on or lengthen a weekend.

a. AR 600-8-10, *Leaves and Passes,* governs all absences.

b. Ordinary Leave. We do not grant regular leave during scheduled periods of instruction.

c. Passes. We will grant passes as long as they do not interrupt course events or result in missed classes.

d. We reserve emergency leave procedures for situations meeting the requirements of AR 600-8-10.

e. Absence from Instruction. Students must obtain advance permission for excusal from scheduled instruction. Course director in coordination with instructors, may normally approve absences from class of 2 hours or less.

NOTE: *Do not purchase any tickets (e.g., airline, concert, sports events, etc.) or make non-refundable deposits or reservations until you have fully coordinated your absence and received final approval. Even though we publish schedules in advance, they may change and without a previously approved absence, you may lose money. Use of "I've already purchased my tickets" is not a valid reason for excusal from instruction.*

5. Please read the Soldier Support Institute (SSI) Regulation 350-11, Student Dispositions, dated 1 Sep 05.

SSI Reg 350-11
Student Disposition.p

6. I look forward to meeting you and stand ready to assist you in any way possible as you proceed to Fort Jackson. Feel free to call me at work (803) 751-8670, DSN 734-8670 or e-mail: heather.diane.doran@us.army.mil.

//ORIGINAL SIGNED//
HEATHER D. DORAN
MAJ, FC

Course Director