



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY, STATE, AND ZIP+4 CODE

REPLY TO
ATTENTION OF

OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander (AFZB-GT-T-AA/ATTN TSAAS Operations), The Sabalauski Air Assault School, Building 6883 Air Assault Street, Fort Campbell, KY 42223

SUBJECT: The Sabalauski Air Assault School (TSAAS) Request

1. (Your unit designation here) requests an ATRRS reservation to The Sabalauski Air Assault School for the following Soldier(s):

- a. Last, First MI, Rank, SSN, requested course with class number and dates
- b. Last, First MI, Rank, SSN, requested course with class number and dates

2. I understand the above Soldier(s) require(s):

- a. Official Temporary Duty Assignment (TDY) orders on a DD Form 1610.
- b. Lodging: Service members need to make their own lodging reservations. There are no available barracks for students on post. On post lodging can be located at 77 Texas Avenue, Fort Campbell, Kentucky 42223. Contact Turner Army Lodging by phone (270) 439-2229 or by internet at <http://www.fortcampbellmwr.com/lodging/index.html> for all lodging issues or statements of non-availability.
- c. Transportation: This includes to and from the course and to and from class daily. TSAAS does not provide shuttles to the airport or any type of shuttle service.
- d. A meal plan to include a partial or full meal rate. TSAAS has no assigned dining facility, but dining facilities are available on Fort Campbell at the student's expense.
- e. All equipment IAW the current TSAAS packing list on the Air Assault Homepage.

5. Point of contact for this memorandum is (rank and last name) at (phone number) or by email at (email address).

NAME (Commander/Approval Authority)
RANK, BRANCH
Duty Position