

SUBJECT: Watertown Airport/Bus Station Transportation Procedures

1. **Purpose:** This memorandum outlines Fort Drum Reception Activity/ procedures and requirements for all incoming Soldiers and their families.
2. **Arriving at Watertown Airport/Bus Station:** Soldiers will pick up their bags and then notify the Welcome Desk at Mountain Reception Company of their status at 315-774-0165.
3. **Transportation Procedures:** Transportation will be the responsibility of the incoming SM with the following options available:
  - a. SM may call their sponsor and/or gaining unit to request a ride.
  - b. SM can get a taxi ride. List of available options in the area can be found on page 4 of the [10th MTN Welcome Packet V4.pdf](#)
  - c. SM can use Uber/Lyft ride services.
  - d. SM can call MRC to request pickup from Welcome Desk staff. Staff will not be able to provide a ride if the driver/vehicle is currently tasked to other MRC operations.
4. **Cost Reimbursement:** Transportation costs will be reimbursed through finance while completing in processing at Ft. Drum. SM will need to save all transportation receipts.
5. **POC:** The Welcome Desk at Mountain Reception Company, 315-774-0165.