

SUBJECT: Syracuse Airport Transportation Procedures

1. **Purpose:** This memorandum outlines Fort Drum Reception Activity/ procedures and requirements for all incoming soldiers and their families.
2. **Arriving at Syracuse Airport:** Soldiers will pick up their bags from baggage claim 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. The Syracuse Airport has a military courtesy room, the CPL Gregory J. Harris Military Courtesy Room, which is staffed by local community volunteers and is open from 0700-2300hrs, 7 days a week.
  - b. SM may call their sponsor and/or gaining unit to request a ride.
  - a. 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.
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.