

SUBJECT: Watertown Airport/Bus Station Transportation Procedures

1. **Purpose:** This memorandum outlines Fort Drum Reception Activity procedures and requirements for picking up all incoming Soldiers and their Families.
2. **Arriving at Watertown Airport or Bus Station:** Soldiers will call the Fort Drum Reception Activity for transportation.
 - a. The Watertown Airport will look at the Soldier's DA Form 31 to ensure the Soldier is in-processing.

**** Only in-processing will be pick up from the Airport or Bus Station. ****

 - b. In-processing Soldiers have priority over other Soldiers when it comes to transportation from the Watertown Airport or Bus Station. If room permits, other Soldiers will be afforded transportation to Fort Drum as seating allows.
3. **Special Situation:** Soldiers who arrive at the Watertown Airport/Bus Station for in-processing will get picked up immediately. This is to ensure that Soldiers aren't left sitting at the Airport/Bus Station, as they do close for the evenings around 2000hrs.
4. **Transportation Procedures:** During the day, all personnel at the Reception Activity are authorized to go to Watertown Airport/Bus Station alone; however, during night time/winter driving, there must be two personnel in the van. Additionally all transportation activities will be log in the Duty Log Book, including the number of passengers.
5. POC is the Fort Drum Reception Activity at comm (315) 772-2564 or DSN 772-2564.