



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS AND ALPHA COMPANY, 551ST SIGNAL BATTALION**  
**29701 BARNES AVENUE**  
**FORT EISENHOWER, GEORGIA 30905-5735**

ATZH-TBB-A

30 December 2024

MEMORANDUM FOR Incoming Military Occupational Specialty - Transition (MOS-T)  
Students

SUBJECT: Welcome Letter for MOS-T Reclassing to 25B/25H

1. On behalf of CPT Arinze P. Nwachukwu, 1SG Andrea Clayton, Cadre, and Staff from across the Cyber Center of Excellence, welcome to Headquarters and Alpha (HQ&A) Company! HQ&A is a subordinate Company falling under the 551st Signal Battalion, 15th Signal Brigade and Cyber Center of Excellence (CCOE). Our Company is strictly composed of Military Occupational Specialty - Transition (MOS-T) Soldiers and prior service Soldiers attending the 25B and 25H courses. Our motto is: "Transmit the Legacy, Secure the Future."

2. **Expectation:** As an MOS-T, you will lead by example and demonstrate the Army standards to the Initial Entry Training (IET) Soldiers. This welcome letter will provide you with all necessary information to prepare you for arrival to Fort Eisenhower. All information and guidelines are developed IAW various Army publications and the experiences/recommendations from previous classes. We hope your time here will be challenging, rewarding, and significant in the development and progression of your military career!

3. **Desired Training Objective:** Soldiers are trained to proficiency and acquire the requisite skills and technical knowledge to install, operate, maintain, secure, and defend the Army's portion of the Department of Defense Information Networks (DODIN) and Communication Security (COMSEC). Our trained Soldiers will be able to configure various communications and computer networks, to include information services worldwide in support of the United States and multinational forces at all levels of command.

4. **Reporting:** Upon arriving at Fort Eisenhower, you will report to the 15<sup>th</sup> Signal Brigade Staff Duty located at Building 25710, Barnes Avenue, Fort Eisenhower GA (In front of Friendship Chapel). You will "sign in" at the Brigade Staff Duty desk, located on the second floor. Immediately after signing in at the Brigade, you will do **ONE** of the following actions:

- a. If signing in on **Monday – Friday between 0900-1700** you will immediately report

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to the HQ&A Company headquarters located at Building 29701, Barnes Avenue, Fort Eisenhower GA and go to the rear entrance at the back of the building. You will see a sign that says "HQ&A-Co 551 SIG BN" (See attached Figure 1.A).

b. If signing in on **weekends and federal holidays** you will immediately contact the 24-hour CQ number at 706-791-4995. The CQ will give you further guidance.

If you need assistance at **ANY** time during this process (you are confused, the CQ won't answer, you aren't getting help, etc.), please go to the HQ&A rear entrance, where you will find an information sheet with relevant points of contact. The Company hours of operation are **Monday-Friday 0830-1700 (not including federal holidays)**.

## 5. **Billeting/POV:**

a. Soldiers arriving on **PCS orders** will be residing in the barracks unless PCS orders authorize the moving of dependents. Class absences to attain billeting is not authorized. Dual military Soldiers without dependents are not entitled to Basic Allowance for Housing (BAH) as they will reside in the barracks IAW with the Fort Eisenhower Garrison housing policy.

b. Soldiers on **"TDY"** status will reside in the barracks. In addition, MOS-T Soldiers, regardless of rank, may be assigned to on-post government-provided lodging when barracks are not available.

c. Soldiers who receive an email from the 15<sup>th</sup> Signal Brigade or Cyber Center of Excellence regarding "non-availability" of on-post facilities (lodging or DFAC) will be required to make lodging reservations through the Defense Travel System. Soldiers must add the confirmation email of "non-availability" to their TDY/ADT travel authorization packet. In addition, the TDY/ADT travel authorization will cover all costs including lodging, meals and incidentals. Rental cars will be authorized for those who travel by air.

d. Soldiers will not be provided transportation while assigned to HQ&A. Privately Owned Vehicles (POV) and rental cars are authorized for use and highly encouraged. In and around mileage will not be authorized for POVs. Disapproval for in and around mileage will be annotated on the travel orders.

e. Please note that non-prior service, prior service, and PCS students **ARE NOT** covered by the Institutional Training Directed Lodging and Meal Policy Handbook (ITDLM).

6. **Meal Entitlements:** As per HQDA DCS G-3/5/7 guidance; Soldiers attending the 25B and 25H courses housed in barracks will have directed government meals seven days per week (for the duration of training).

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a. Soldiers in TDY status do not lose their Basic Allowance for Subsistence entitlement.

b. Soldiers **NOT** receiving BAS will have their Common Access Cards coded as "ITDLM Students". This can be done by the Soldier's home unit or by the 551<sup>st</sup> Signal Battalion's S1 upon arrival. Meal cards will **NOT** be issued.

7. **Leave and Passes:** Ordinary Leave requests are not granted while in training. Emergency Leave requests must be accompanied by a Red Cross Message. Passes (for travel outside a 250-mile radius) may be granted during scheduled DONSA's and must be submitted through IPPS-A no later than 14 days prior to the desired start date.

8. **Special Instructions:**

a. Students will not schedule flights before 1500 on Graduation Day. Any further information or questions regarding travel and entitlements should be directed to your local training manager.

b. Firearms are not permitted in the Barracks nor hotel billeting.

c. There is **NO** vaping or smoking allowed in the barracks. Designated smoke areas will be posted and must be 50 feet away from federal government buildings.

d. A "police call" of the barracks will be done daily. The side doors for the barracks are for emergency use only and are set with an active alarm.

f. DFAC 8 and DFAC 13 (See attached Figure 1.C) are the only authorized DFACs for MOS-T Soldiers. Note that DFAC hours are subject to change (see attached Figure 1.B).

g. Pets are not authorized in the barracks.

h. A Soldier's home unit **MUST** ensure service members have an active Government Travel Card covering the full duration of their training.

9. **Student mailing address:**

Rank LastName, FirstName  
HQ&A Co, 551st (MOS-T 25B OR 25H)  
29701 Barnes Ave  
Fort Eisenhower, GA 30905

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10. The point of contact for this memorandum is HQ&A Company Operations at USARMYHQA551STOPS@army.mil or (706) 791-8601.

ARINZE P. NWACHUKWU  
CPT, CY  
Commanding

## **Brigade Mission**

The 15<sup>th</sup> SIGNAL BRIGADE conducts Professional Military Education, Initial Entry Training, and Functional Training in order to develop adaptive Signal and Ordnance Warriors committed to the Profession of Arms, who embrace the Warrior Ethos, and live the Army values; capable of effectively supporting and defending the cyber domain.

## **BN Mission**

To provide world class Advanced Individual Training to transform Soldiers into disciplined, physically fit, mentally prepared, technically, and tactically competent “Signal Warriors” who live the Army Values and stand ready to make a positive contribution to the Operational Army.

## **Company Mission**

The mission of Headquarters and Alpha Company, 551st Signal Battalion is to sustain an Advanced Individual Training (AIT) environment that enables Staff and Cadre members to train and graduate self-disciplined, physically fit, technically and tactically competent world class 25B and 25H Signal Warriors.

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**Figure 1.A- Company building – Rear entrance door**

	BREAKFAST	LUNCH	DINNER	LATE MEAL	WEEKEND & HOLIDAY
DFAC #1 BLDG 33804 219 W Hospital Rd Mr. Knowles 791-1600/1632/1638	0600-0800	1100-1300	1530-1800	N/A	0700-0900/1130-1330/1600-1800
DFAC #4 BLDG 29704 29 <sup>th</sup> and B street Ms. Galloway 791-6055/5422/4430	0630-0830	1100-1300	1630-1830	2245-0100	0700-0900/1130-1330/1600-1800
DFAC #6 BLDG 25717 27 <sup>th</sup> and B Street Ms. Myrick 791-7205/6004/3673	0530-0730	1100-1300	1530-1730	N/A	0700-0900/1130-1330/1600-1800
DFAC #8 BLDG 25704 25 <sup>th</sup> and B Street Mrs. Goodson 791-6778/6371	0600-0800	1100-1300	1600-1730	N/A	0700-0900/1130-1330/1600-1800
DFAC #13 BLDG 24414 25 <sup>th</sup> and Brainard Ave Ms. Sheppard 791-8566/4282/8282/7208	0630-0830	1130-1300	1630-1800	N/A	CLOSED
Effective: 19 August 2020			Installation Food Service POC: Lakisha Singleton 791-2636 Famous Johnson 791-5680		

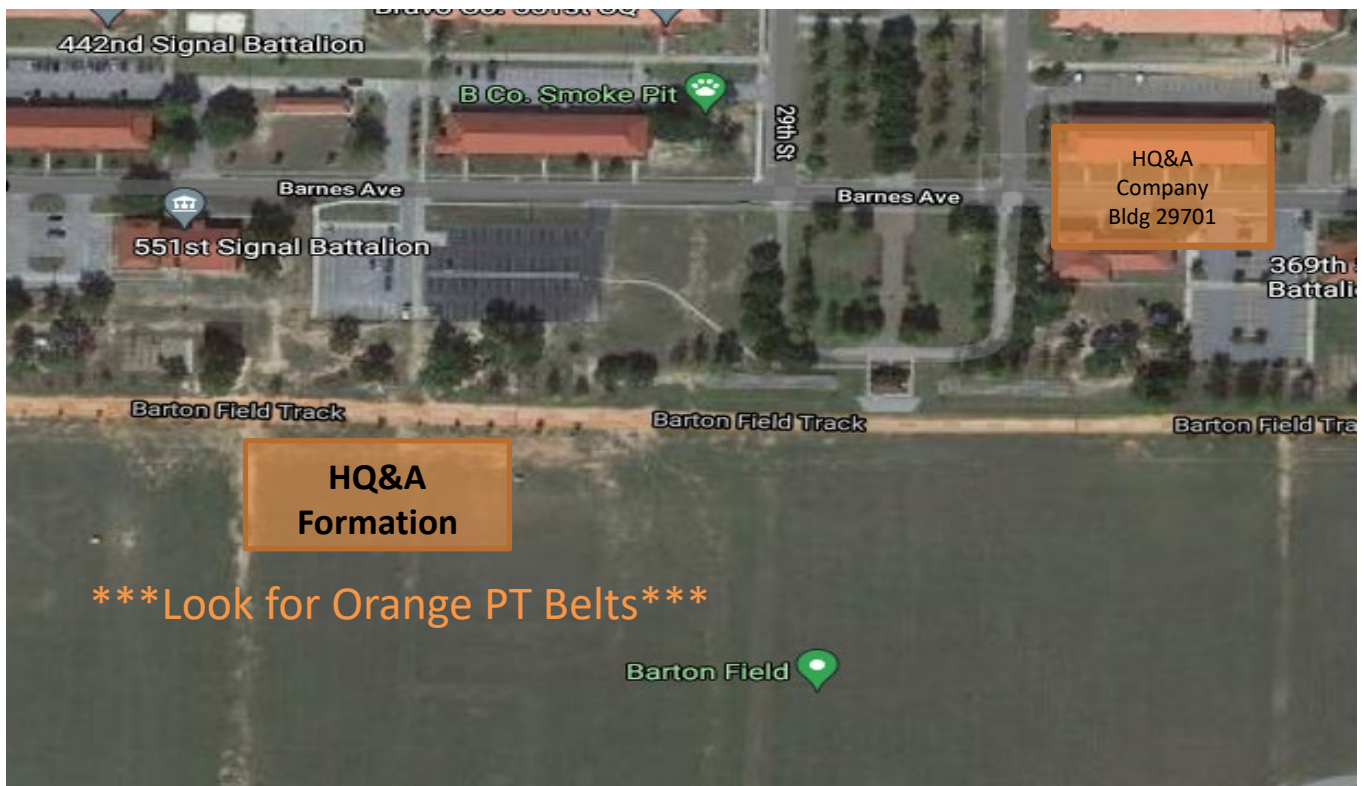
**Figure 1.B- DFAC Hours of Operation**

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**Figure 1.C- MOS-T Interest Map**



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**Figure 1.D- PT Location**