



WELCOME PACKET

OPERATIONS GROUP
THE JOINT READINESS TRAINING CENTER

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Welcome from the Operations Group Command Team



COL Matthew J. Hardman
Commander, OPS GRP
[Biography](#)



CSM Joseph J. Hissong
Command Sergeant Major
[Biography](#)

We welcome you and your Families to the Operations Group and congratulate you on your selection to serve as an Observer/Coach/Trainer. We are confident that you will find that your tour at OPS GRP will be professionally and personally rewarding as you help shape the next generation of warfighters in this training environment. You are a valued member of the team, and we look forward to your arrival here to Fort Polk. In the coming weeks, your assigned task force will be reaching out to assist with your transition as needed.

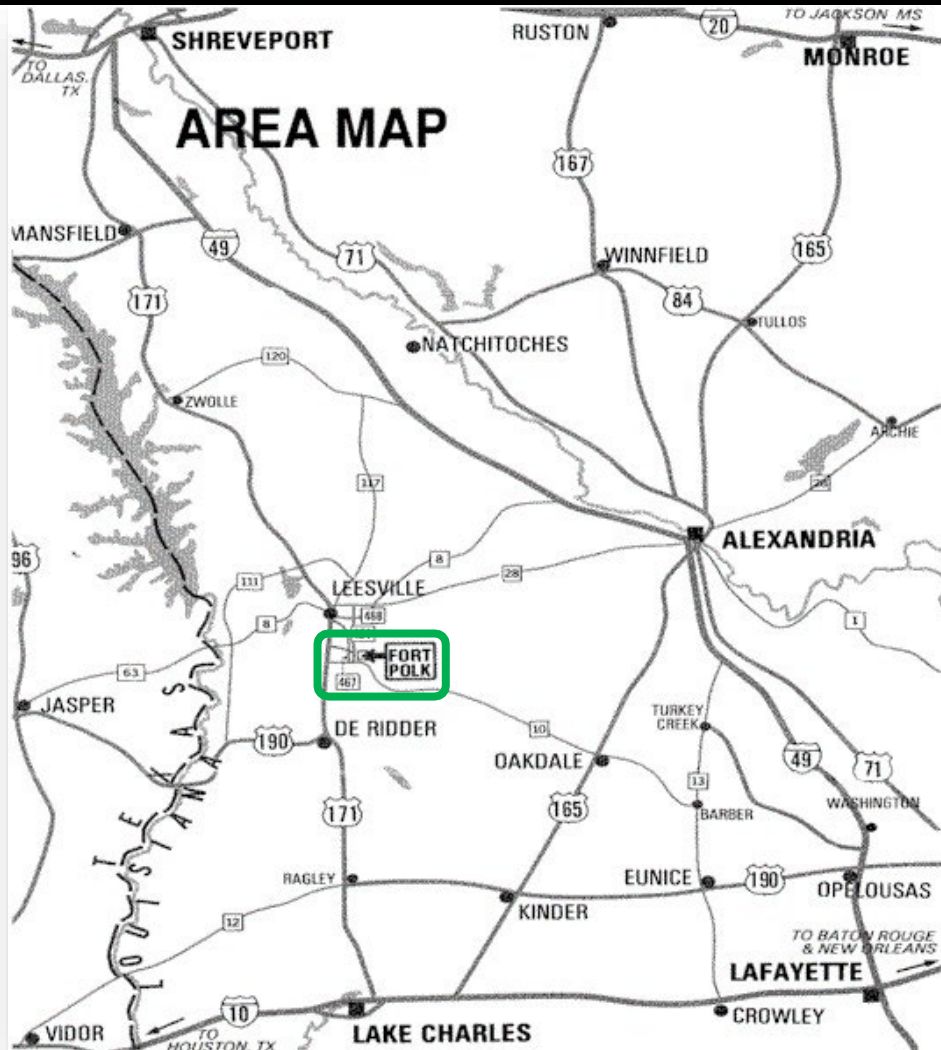
Our mission at OPS GRP is to train Brigade Combat Teams (BCTs) in the Decisive Action Training Environment (DATE). Each rotation is unique in its design to maximize the training value for the rotational training unit (RTU), with each rotation helping prepare these formations to deploy, fight, and win in a complex environment. Each calendar year, 10 BCTs complete training at the Joint Readiness Training Center (JRTC) – providing OCTs an opportunity to pass along their knowledge while receiving invaluable experience to use as they continue in their Army careers.

Fort Polk is a great place for military Families. The local school system consistently ranks in the top five in the state, and the Army has invested heavily in on-post facilities for Families to enjoy. From youth sports to on-post clubs, there is plenty for our Families to enjoy. Off-post, Louisiana is known for its cuisine, culture, and things to see. The state hosts more than 400 festivals each year with something for everyone.

Again, welcome to the OPS GRP team. We look forward to your arrival as we continue to make JRTC the premiere, joint combat training center.



Getting to Fort Polk



[Click here to open main gate location in Google Maps](#)

From Alexandria:

- Take LA Hwy. 28 West for 52 miles and turn left onto US-171 South at the roundabout
- Drive 7 miles on US-171 South, and turn left onto Entrance Road
- Gate 1 (Main Gate) is 2.6 miles ahead on Entrance Road

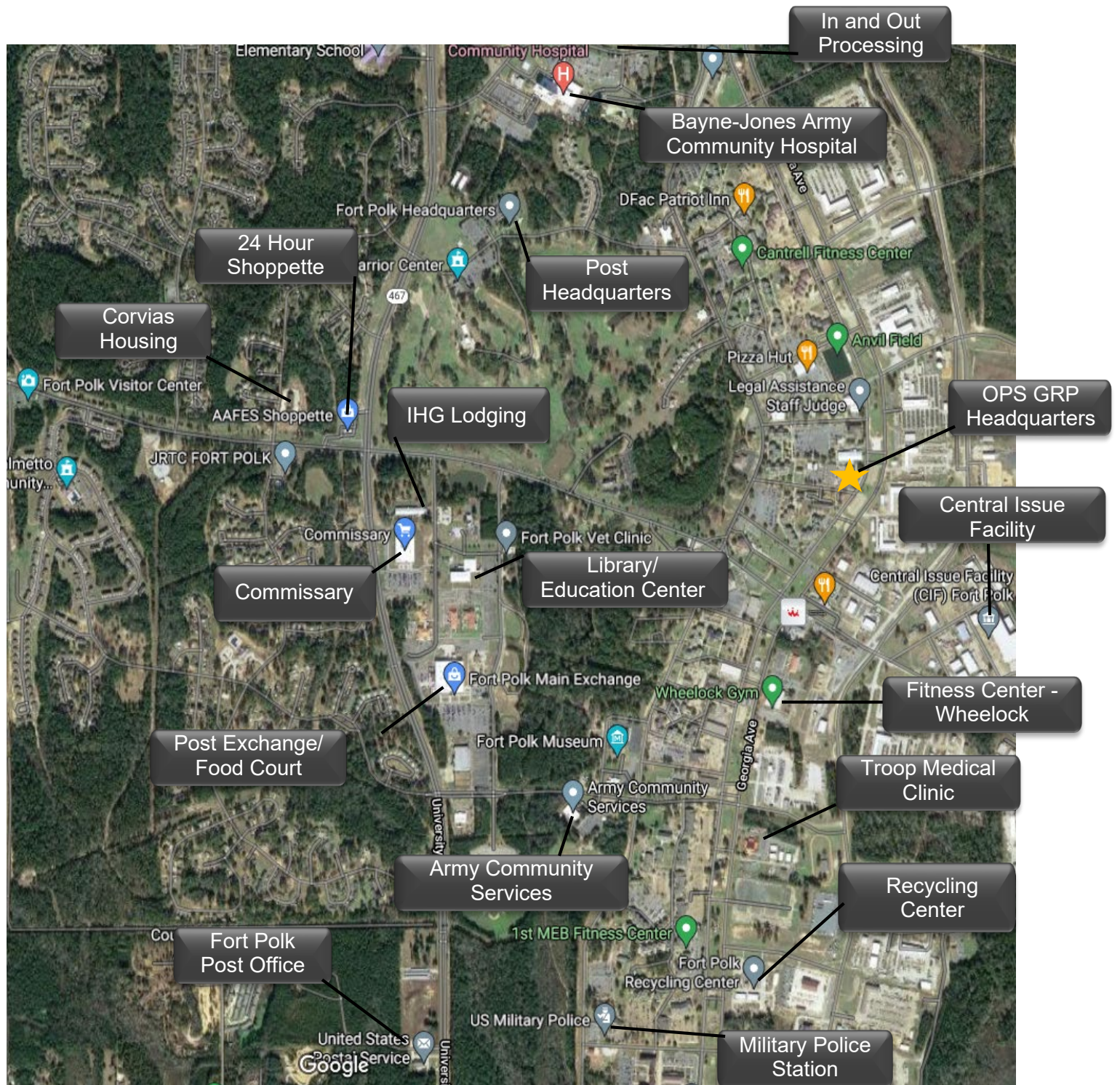
From Lake Charles:

- From Interstate 10, take Exit 33 for US-171 North
- Drive 63 miles on US-171 N to Entrance Road
- Turn right onto Entrance Road and drive 2.6 miles to Gate 1 (Main Gate)

From Shreveport:

- Take Interstate 49 South for 70 miles, take Exit 138 for LA-6 toward Natchitoches/Many
- Turn right onto LA-6 and drive for 3.7 miles
- Turn left onto LA-117 S for 41.6 miles
- Turn right onto LA-28 W/LA-8 W for 0.4 miles
- Drive 7 miles on US-171 South, and turn left onto Entrance Road
- Gate 1 (Main Gate) is 2.6 miles ahead on Entrance Road

Key Locations on Post



Housing Information



Fort Polk on-post housing is privatized and managed by Corvias Property Management. There are three neighborhoods within Fort Polk to house Soldiers and their Families.

You can access the Corvias website by clicking here [Fort Polk | On-Post Military Housing \(corviaspm.com\)](https://corviaspm.com)



For personnel who wish to seek residence off post, coordination with the Fort Polk Army Housing Office is highly encouraged. These personnel offer valuable feedback on approved apartment communities and realtors within a 40-mile radius.

Fort Polk Army Housing Office
BLDG 330, 1820 Corps Rd
337-531-6000

Corvias Property Management Office
7101 Magnolia Dr
337-537-5060

Soldiers may proceed on Permissive TDY with approval from the losing Command.

Contact Corvias Property Management for all inquiries regarding housing Exceptions to Policy

Personnel residing on Fort Polk have five business days from the time of arrival or acquisition of the firearm to register it with the Visitors Control Center, located just outside of access control point 1 on Louisiana Avenue. For more information, call 337-531-0380

Post Resources



Army Community Service

Phone: 337.531.1941
Mon.-Fri. 8 a.m.- 4:30 p.m.

Fort Polk Family and MWR

Phone: 337.531.1979

Parent and Outreach Services

Phone: 337.531.1955

Outreach Program offers a wide variety of social, educational and recreational classes each month at no cost to the participants.

School Liaison Office

Bldg. 400, Radio Road

Phone: 337.531.9481

Walk-In Hours: Mon. – Fri.: 8:30 a.m. – 4:00 p.m.

The primary role of the school liaison officer is to coordinate and assist school-aged children and youth from military families with all the educational opportunities and information necessary to achieve academic success. In addition, the school liaison office works in close partnership with the local schools to provide caring adults to enhance the military child's educational experience.

Relocation Readiness Program

Bldg. 920, Bell Richard Avenue

Phone: 337.531.6941

Hours: Mon. – Fri.: 8:30 a.m. – 4:30 p.m.

Provides information, guidance, and assistance to help minimize the impact of families during PCS moves, unit deployments or soldiers who are on unaccompanied overseas tours.

Child Development Center

Bldg. 744, Utah Avenue

Phone: 337.531.1955

Hours: Mon. – Fri.: 5:45 a.m. – 5:30 p.m.

The CDC offers a wide variety of programs to meet every parent's needs, from age-appropriate activities to balanced nutrition and preparation for kindergarten. The CDC provides care for children ages six weeks to five years, as well as BEFORE AND AFTER kindergarten care.

School Age Center

Phone: 337.531.2149

Hours: Mon. – Fri.: 5:45 a.m. – 6:00 p.m.

School Age Services (SAS) are available to all school aged children first - fifth grade. Parents electing to enroll a child in the SAS program may choose a program of before and/or after school care, or they may choose care by the hour or day.

Additional Resources:

- www.armyonesource.com
- www.militaryhomefront.dod.mil

In Processing Timelines and Requirements

All personnel arriving to Fort Polk must in process through the Reception Company located at BLDG 250, 3rd Street, Fort Polk, LA 71459.

SFC-CSM/WO1-CW3/CPT-COL:

- **Day 0**
 - 0700 – Accountability (BLDG 240/Uniform: OCPs)
 - 0715 – Welcome Brief / Admin
 - 0730 – Medical / Dental Records
 - 0745 – DEERS, DD93, SGLV
 - 0830 – Corvias Housing, Housing Assistance Officer
 - 0845 – BJACH, Humana / Tricare
 - 0900 – CYS / School Liaison
 - 0925 – Post Retention
 - 0930 – EFMP
 - 1000 – Transportation (HHG)
 - 1015 – Finance
 - 1130 – Lunch
 - 1230 – Central Issue Facility (BLDG 4374, Virginia & Tennessee Ave) **No CIF on Friday's**
- **Monday**
 - 0800 – SafeTalk (Education Center – OCP Uniform)
 - 1200 – Release for Make Up In-Processing
- **Tuesday**
 - 0900 – Senior Leader Briefs EO, SHARP, DES, IPPS-A (Education Center – OCP Uniform)
 - 1130 – Release for Make Up In-Processing (Education Center)
- **Wednesday**
 - 0900 – Senior Leader Briefs Domestic Violence, EFMP, Family Advocacy, ASAP, VA (Education Center – OCP Uniform)
 - 1200 – Lunch
 - 1300 – Accountability, Sponsorship Link Up (Education Center)
- **Thursday**
 - 0900 – Installation Services Brief (BLDG 920)
 - 1130 – Release for Make Up In-Processing (BLDG 920)
- **Friday**
 - 0900 – Garrison Commander Brief (Bayou Theater – OCP Uniform)
 - 1000 – Behavioral Health –Stress Management
 - 1100 – Accountability/Safety Brief
 - 1330 – Release for the Weekend (Bayou Theater)

In Processing Timelines and Requirements

PVT-SSG / 2LT-1LT:

- **Day 0**
 - 0700 – Accountability (BLDG 240/Uniform: OCPs)
 - 0715 – Welcome Brief / Admin
 - 0730 – Medical / Dental Records
 - 0830 – Corvias Housing, Housing Assistance Officer
 - 0845 – BJACH, Humana / Tricare
 - 0900 - Ombudsmen
 - 0915 – CYS / School Liaison
 - 0930 – Legal Services
 - 0945 – EFMP
 - 1000 – Transportation (HHG)
 - 1015 – Finance
 - 1130 – Lunch
 - 1230 – Central Issue Facility (BLDG 4374, Virginia & Tennessee Ave) **No CIF on Friday's**
- **Monday**
 - 0630 – Barracks Inspection (BLDG 240 (Warrior Keep Barracks - PT Uniform)
 - 0730 – Personal Hygiene, Breakfast
 - 0800 – SafeTalk (Education Center – OCP Uniform)
 - 1200 – Lunch
 - 1300 – Accountability, Soldier Time/Make Up Appointment (BLDG 240)
- **Tuesday**
 - 0630 – Physical Fitness (BLDG 240 (Warriors Keep Barracks – PT Uniform)
 - 0730 – Personal Hygiene, Breakfast
 - 0900 – SHARP Situational Training (Education Center – OCP Uniform)
 - 1000 – EO Situational Training (Education Center)
 - 1130 – Lunch
 - 1300 – Accountability, Soldier Time / Make Up Appointment (BLDG 240)
- **Wednesday**
 - 0630 – Physical Fitness (BLDG 240 (Warriors Keep Barracks – PT Uniform)
 - 0730 – Personal Hygiene, Breakfast
 - 0900 – Domestic Violence (BLDG 920 – OCP Uniform)
 - 1000 – Army Substance Abuse (BLDG 920)
 - 1100 – VA
 - 1200 – Lunch
 - 1300 – Accountability, Soldier Time / Make Up Appointment (BLDG 240)
- **Thursday**
 - 0630 – Physical Fitness (BLDG 240 (Warriors Keep Barracks – PT Uniform)
 - 0730 – Personal Hygiene, Breakfast
 - 0900 – Installation Services Brief (BLDG 920)

- 1130 – MSC Command Team Panel Lunch
- 1300 – Accountability, Soldier Time / Make Up Appointment (BLDG 240)
- **Friday**
 - 0630 – Physical Fitness (BLDG 240 (Warriors Keep Barracks – PT Uniform)
 - 0730 – Personal Hygiene, Breakfast
 - 0900 – Garrison Commander Brief (Bayou Theater – OCP Uniform)
 - 1000 – Accountability / Safety Brief
 - 1200 – Commanding General Brief
 - 1330 – Release for the Weekend (BLDG 240)

Operations Group Mandatory Online Training Checklist

Mandatory Training and Other Requirements from AR 350-1

Headquarters, Department of the Army mandatory training requirements for all personnel (Soldiers, Army Civilians, and contractors) in units (including organizations, activities, agencies) and institutional environments.

Topic/Title	Authority Reference <small>(see APD)</small>	HQDA point of contact	JRTC OPS GRP point of contact	Unit / Organizational / Activity	JRTC OPS GRP Delivery Method
Operations Security (OPSEC I) (1hr)	AR 530-1	DCS, G-3/5/7	S2 337-531-9512	RA RC CIV CTR	ALMS LINK
Anti-terrorism (AT) Training (2hrs)	AR 525-13	PMG		RA RC CIV CTR	JKO LINK Course #US007
Threat Awareness & Reporting Program (TARP) (30-50mins)	AR 381-12	DCS, G-2		RA RC CIV CTR	ALMS LINK
Information Security (InfoSec) (1hr)	AR 380-5 / AR 380-67	DCS, G-2		RA RC CIV CTR	ALMS LINK
Information Assurance/ Cyber Awareness (1hrs)	AR 25-1 / AR 25-2	CIO/G-6	OPS GRP Help Desk 337-531-9873	RA RC CIV CTR	FT GORDON LINK

Notes: Click directly on the links to go to course website.
Your CAC is required to access the linked websites.
Use the "Mandatory Training" tab in ALMS to access courses.
Use the "Course Catalog" tab to search for your course in JKO.

Community Information



Leesville, Louisiana – Leesville is the nearest city to Fort Polk, and the community has a strong connection with our Soldiers and their Families. As the parish seat for Vernon Parish, it serves as the hub for surrounding communities. As of the 2010 census, Leesville's population was over 6,000. The city has numerous festivals and cultural events throughout the year, and there are plenty of shops to visit in historic, downtown Leesville. [Click here to learn more](#)



Alexandria, Louisiana – Alexandria is the nearest mid-size city, and it offers opportunities for more diverse options for dining and shopping. Alexandria is also home to the nearest airport servicing the Fort Polk area. Families will enjoy the Alexandria Zoo and the Tree House Museum. [Click here to learn more](#)



Lake Charles, Louisiana – Lake Charles is a short drive south of Fort Polk with plenty of opportunities for everyone in the family. From the Lake Charles Children's Museum to brewery tours to four premiere casinos, Lake Charles provides an ideal getaway for Soldiers and their families. [Click here to learn more](#)



Shreveport, Louisiana – Two hours north of Fort Polk in the northwest corner of the state, you will find Shreveport-Bossier City. The city has plenty of family fun as well as attractions to fill your day. [Click here to learn more](#)



[Click here to visit the Louisiana Visitor's Bureau to learn more about the great state of Louisiana.](#)