



DEPARTMENT OF THE ARMY
THE JUDGE ADVOCATE GENERAL'S
PARALEGAL SPECIALIST TRAINING CENTER
BUILDING 8536, B AVENUE
FORT LEE VIRGINIA 23801

ATSM-TPB-J

MEMORANDUM FOR RECORD

SUBJECT: 27D Advanced Individual Training (AIT) Welcome Letter

1. We are excited to welcome you to the Paralegal Specialist Training Center (PSTC) and to Juliet Company (J Co), 262d Quartermaster Battalion. Below is important information to facilitate your arrival and set expectations for you as a PSTC Student and as a Soldier joining the ranks of J Co's JAGuars.

a. Soldiers flying into Richmond International Airport will need to secure transportation to Fort Lee, VA, as there is no direct shuttle service. Soldiers will report to M Company, 266th Quartermaster Battalion (Building 3004, A Avenue, **804-734-7626**). Following initial inprocessing, Soldiers will report to J Co (Building 11107, 5th Floor) for further inprocessing. Call the C Co/J Co consolidated CQ at **804-734-7331** for any questions or concerns (See Enclosure 1 for relevant strip maps).

b. Soldiers must report in compliance with Army grooming and uniform standards as set forth in Army Regulation (AR) 670-1, Wear and Appearance of Uniforms and Insignia, dated 26 January 2021. All Soldiers must report wearing the duty uniform - Operational Camouflage Pattern (OCP).

c. Soldiers are required to bring the following items and equipment:

(1) Initial issue items, to include a complete and serviceable Army Service Uniform (ASU) or Army Green Service Uniform (AGSU) and Army Physical Fitness Uniform (APFU) (see enclosure 2 for packing list). Replace missing and/or unserviceable initial issue items prior to arrival.

(2) Soldiers may be required to wear a mask based on the local HPCON level and any corresponding policy letters. All Soldiers are required to wear a mask if entering any medical/dental facility. Soldiers should have a mask on hand at all times in accordance with the packing list.

(3) Females may wear pants or skirts with low-quarter shoes, or with Army issued pumps (2 inches) as part of their ASU/AGSU uniform.

(4) Soldiers must bring issued Army rucksack.

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(5) Clothing Inventory; completed DD Form 93; SGLV signed by the Soldier and a witness; recent DD93; six (6) copies of orders and amendments, if applicable; and six (6) copies of DA Form 1610, if applicable.

d. Additional requirements/considerations for Soldiers reclassifying to 27D:

(1) Active duty Soldiers in the rank of Sergeant (E-5) and above and Reserve and National Guard Soldiers in the rank of Staff Sergeant (E-6) and above reclassifying into the 27D MOS require a grade waiver to attend the 27D Paralegal Specialist Course. The Regimental Command Sergeant Major of The Judge Advocate General's Corps is the approval authority for all grade waivers. Submit grade waiver packets to Ms. Monica Sonpon at monica.l.sonpon.civ@army.mil (see enclosure 3 for example packet). NCOs who report to the 27D AIT Course without an approved grade waiver will be removed from the course.

(2) DA Form 5500/5501. Soldiers will provide a Body Fat Content Worksheet administered within 30 days prior to their report date to Advance Individual Training. Juliet Company will screen Soldiers reclassifying to 27D during the first week of training for compliance with AR 600-9, The Army Body Composition Program.

e. Army Fitness Test (AFT) and Profiles:

(1) Army Directive 2022-05 requires all Soldiers attending Initial Military Training courses have a passing record AFT to graduate. Soldiers who fail to pass the AFT will not graduate and will be returned immediately to their unit.

(2) All AFT modification templates (in E-profile) for permanent profiles must be updated to reflect the AFT events permitted and prohibited. The least number of events which a Soldier can take based on the provisions of a permanent profile is one aerobic event (run, bike, swim, row, or walk). If unable to take a single aerobic event, the Soldier cannot take a test. Soldiers with a permanent profile must provide a copy of their DA Form 3349, Physical Profile, and may not have PULHES greater than 222121.

(3) Soldiers on a temporary profile will not be enrolled in the course unless documentation is provided to show injuries are a direct result of combat operations in accordance with AR 350-1.

(4) All students in this course will conduct Physical Readiness Training with the company at 0530, Monday through Friday, unless otherwise directed, and within the limits of their profile.

f. TRADOC Regulation (TR) 350-6 and MOS-Transfer (MOS-T) Status under 23d Quartermaster Brigade Chain of Command:

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(1) You will be afforded all the rights of a junior enlisted or non-commissioned officer in training status under the provisions of TR 350-6 and the legal orders of your lawful seniors, in accordance with Army Regulation 600-20, paragraph 4-2. You will be treated with dignity and respect and the proper title of address commensurate with your rank. The primary duty of reclassified and prior service Soldiers, however, is to attend training and become technically proficient in their new MOS, in accordance with TR 350-6, para. 4-15.(4)d(1).

(2) MOS-Ts are allowed to leave the installation after Periods of Instruction (POI) and on weekends. If on pass or leave, they must sign in and out at the Charge of Quarters (CQ) desk. MOS-Ts must be in their assigned barracks room every night from 2100 until 0500 unless on approved leave. SM will comply with CASCOM Off-Post Lodging policy, prohibiting IET and MOS-T Soldiers from renting, visiting, or staying in any off-post lodging. This includes all Post housing areas, Permanent Party Barracks, and all Barracks to which Soldier is not assigned. Brigade Commander approves exceptions for this policy.

(3) Consumption of alcohol products and smoking, vaping, and/or use of any tobacco products are prohibited anywhere on the 262d QM BN footprint or anywhere where IET Soldiers are present or likely to observe. Tobacco/nicotine products will not be used in any buildings on Fort Lee. Alcohol may not be in area of the 23d Quartermaster Brigade footprint, to include barracks rooms or privately owned vehicles, per 23rd QM BDE Policy letter #7B: Brigade Standards and Conduct Policy for Military Occupational Specialty-Transition (MOS-T) Soldiers. If you are suspected to have consumed alcohol in any way contrary to the restrictions above you may be taken to the Military Police station and given a breathalyzer test.

2. Students must meet all regulatory requirements to be awarded the 27D Military Occupational Specialty (MOS) IAW DA Pam 611-21, Military Occupational Classification and Structure (See Enclosure 4).

3. Billeting/Transportation for reclassifying personnel.

a. Reclassifying Soldiers (MOS-T) are billeted in separate barracks from Initial Entry Trainee (IET) Soldiers and are not co-located with Juliet Company headquarters and barracks. Juliet Company cannot provide transportation for MOS-T Soldiers to and from PT, class, or the DFAC since MOS-T personnel cannot be transported with IET students.

b. MOS-T personnel are required to provide their own transportation and should either obtain rental car authorization for the duration of the course or arrive with their POV. Soldiers authorized a POV or rental car should be allotted 15 miles per day for in and around mileage (See Enclosure 1 for strip maps between relevant points showing

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mileage). MOS-T are not authorized to give any Initial Entry Trainee Soldiers or cadre a ride in their POV or rental vehicle. Both of these situations violate TR 350-6.

4. Graduation.

a. Most graduations begin at 0900 and end around 1130 after class photos are completed. MOS-T personnel should schedule their round-trip return flights after 1500 on the date their class is scheduled to graduate in ATRRS to avoid transportation issues the day of graduation.

b. The uniform for graduations are ASU or AGSU. If a Soldier does not have the ASU or AGSU, a request for exception must be submitted by the Soldier's commander. The request must include the reason why the Soldier does not have the ASU or AGSU and steps taken by the unit to remedy the issue. The request will be routed to the Course Director, Paralegal Specialist Training Center.

5. Once again, welcome to PSTC and J Co JAGuars. You may expect from us, your leadership, cadre, and staff, dignity, and respect as we ensure a safe, challenging, and professional environment for your training as a military paralegal. In return, we will hold you to the standard of upholding the Army Values and encourage you to step outside of your comfort zone as you continue to grow as a person, a Soldier, and a future paralegal. We hope you find this experience rewarding and we look forward to welcoming you into the Judge Advocate General Corps.

6. Points of contact for this memorandum are the 27D Course Director, MSG Andrew Kelleher via email at andrew.e.kelleher.mil@army.mil, the First Sergeant, 1SG Melody Ceon via email at melody.o.ceon.mil@army.mil, and the Company Commander, CPT Isaiah Campbell via email at isaiah.campbell7.mil@army.mil.

ANDREW E. KELLEHER
MSG, USA
27D AIT Course Director

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