



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY TEST AND EVALUATION COMMAND  
2202 ABERDEEN BOULEVARD – THIRD FLOOR  
ABERDEEN PROVING GROUND, MD 21005-5001

CSTE-CSM

MEMORANDUM FOR

SUBJECT: Welcome Letter

1. Congratulations on your assignment to the United States Army Test and Evaluation Command (ATEC), the premier test and evaluation organization within DoD and the Army's trusted agent for ensuring that our Warfighters have the right capabilities for success across the entire spectrum of operations. On behalf of Major General Genaro Dellarocco, I would like to extend to you and your family a very warm welcome to our formation. We are excited that you are joining our team and eager to serve with you and your Family.
2. Our Mission: ATEC plans, conducts and integrates developmental testing, independent operational testing, independent evaluations, assessments and experiments in order to provide essential information to decision makers. Our formation consists of over 10,000 Soldiers, DA civilians and contractors geographically dispersed at over 20 different locations in both CONUS and OCONUS. Our task organization consists of the ATEC HQs, Aberdeen Proving Ground (APG), Maryland; Army Evaluation Center, APG, Maryland; Operational Test Command, Fort Hood, Texas; White Sands Missile Range, New Mexico; Yuma Proving Ground, Arizona; Dugway Proving Ground, Utah; Aberdeen Test Center, APG, Maryland; Redstone Test Center, Alabama; Cold Regions Test Center, Alaska; Tropic Regions Test Center, Panama; Joint Test Element, APG, Maryland; and various directorates throughout CONUS.
3. Prepare yourself for a very exciting and demanding assignment. I expect you to arrive highly motivated, physically fit, and demonstrating exceptional personal appearance and military bearing. Be ready to apply your operational experience, military knowledge and leadership skills to enhance our mission. You are critical to the success of the mission and ensuring that our Soldiers have the absolute best equipment.
4. Your unit has appointed a sponsor for you. Your sponsor will send a letter and welcome packet. Please take the time to review the welcome packet to see first-hand the great opportunities that await you at ATEC, the installation and surrounding areas. Information about the installation and surrounding areas can also be found on the internet at the My Army One Source website at <http://www.myarmyonesource.com/default.aspx>. It has a wealth of information regarding military installations and the services they offer.

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5. If you do not receive a welcome letter from your assigned sponsor in a timely manner, please contact me at 443-861-9718 or [allen.fritzsching@us.army.mil](mailto:allen.fritzsching@us.army.mil). The ATEC G-1 can also be contacted at 443-861-9855. Please don't hesitate to ask for assistance. I look forward to your arrival!
6. To facilitate your integration into the organization, please complete the attached Soldier Readiness and Training Checklist prior to your arrival to the unit and bring all proof of documentation with you. Ensure you have a current security clearance and the periodic review is up to date. Also, ensure that you have applied for a Government credit card.
7. You will be required to complete the on-line Test and Evaluation Basic Course (TEBC) and the resident TEBC (for Test NCOs only) within 90-120 days of assignment to your unit. In addition, based on your MOS and duty position, there may be other required training for you to complete in order to become a certified Test NCO.
8. Point of contact is the undersigned at 443-861-9718 or [allen.fritzsching@us.army.mil](mailto:allen.fritzsching@us.army.mil).
9. Truth in Testing!

FOR THE COMMANDER:

Encl

  
ALLEN G. FRITZSCHING  
CSM, USA  
Command Sergeant Major

## **ATEC Soldier Readiness and Training Checklist**

### ***Soldier Readiness:***

***Date Completed***

PULHES is current w/current copy of any medical profiles	_____
Medical Readiness Code (MRC) is current	_____
MEDPROS Green	_____
DENPROS Green	_____
PDHRA Green	_____
PHA Green	_____
Current DD Form 93 posted in IPERMS	_____
Current SGLI posted in IPERMS	_____
Current NCOER posted in IPERMS (NCOs)	_____
Current DA Photo (SSG and above)	_____
Current Enlisted Record Brief	_____
Current Secret Security Clearance	_____
Current Family Care Plan (if applicable)	_____
Current Global Assessment Tool (GAT) Survey	_____
<a href="https://www.sft.army.mil/Protected/Secured/Start.aspx">https://www.sft.army.mil/Protected/Secured/Start.aspx</a>	_____
360 Degree Leader Assessment (SFC and above)	_____

### ***Required Training:***

***Date Completed***

Army Physical Fitness Test	_____
Required level of NCOES completed or scheduled to attend	_____
Enrolled in Structured Self Development	_____
DoD Information Assurance Awareness	_____
<a href="https://ia.signal.army.mil/IAF/default.asp">https://ia.signal.army.mil/IAF/default.asp</a>	_____
AT Level 1 Awareness Training	_____
<a href="https://atlevel1.dtic.mil/at/">https://atlevel1.dtic.mil/at/</a>	_____
INFOSEC/ OPSEC/ Threat Awareness	_____
Defense Travel System (DTS) Training	_____
<a href="https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=7193487&amp;CFTOKEN=19962127#myViewStack=1">https://www.defensetravel.dod.mil/Passport/bin/Passport.html?CFID=7193487&amp;CFTOKEN=19962127#myViewStack=1</a>	_____
DTS Travel Documents (DTS 101)	_____
DTS Programs & Policies – Travel Card Program	_____
DTS Programs & Policies – Travel Policies	_____
Accident Avoidance Course for Army Motor Vehicle Drivers:	_____
<a href="https://safety.army.mil/training/ONLINETRAINING/tabid/1210/Default.aspx">https://safety.army.mil/training/ONLINETRAINING/tabid/1210/Default.aspx</a>	_____
Composite Risk Management Basic Course	_____
<a href="https://www.atrrs.army.mil/selfdevctr/">https://www.atrrs.army.mil/selfdevctr/</a>	_____
Additional Duty Safety Course 2G-F95 (DL)	_____
<a href="https://www.lms.army.mil/Saba/Web/Main">https://www.lms.army.mil/Saba/Web/Main</a>	_____
Sexual Harassment/ Assault Response Prevention Training:	_____
<a href="https://www.lms.army.mil/Saba/Web/Main">https://www.lms.army.mil/Saba/Web/Main</a>	_____
Combating Trafficking in Persons	_____
<a href="https://www.lms.army.mil/Saba/Web/Main">https://www.lms.army.mil/Saba/Web/Main</a>	_____