



Welcome and Congratulations on your selection to attend the Phase II, Warrant Officer Advanced Course (WOAC) that will be held at Tobyhanna Army Depot, Tobyhanna PA

4-9-C32-948B Phase II: 091T

The WOAC provides Professional Military Education and advanced learning opportunities that are beneficial to you as a senior Army leader. We are looking forward to productive interactions with you during this course, so please bring an open mind and a willingness to participate in the classes.

All students attending Phase II courses will need a government credit card or cash advance prior to attending school for meal purchases. Meals are NOT covered under the Institutional Training Directed Lodging and Meal Policy (ITDLMP). Reference: ALARACT 415/2011, Expires 2 April 2039 found at <https://www.us.army.mil/suite/page/550282>

PHASE II Lodging, Meals, & Transportation: TDY for Phase II is authorized under the purview of MTSA, per HQDA, G-7/TR, and Mrs. Mary Ellen McCrillis. Full per diem is authorized Tobyhanna Army Depot, Tobyhanna PA Validation of MTSA authorization under MTSA can be found at: <https://g357.army.pentagon.mil/tr/tri/ittg/default.aspx>.

Your hotel Accommodations has been booked in advance for your duration at Phase II. However, all Warrant Officers must call within ten (10) days prior to arrival to confirm your arrival date and reservation. In addition, please ensure that you ask for the "Warrant Officer Advance Course" group block with your arrival date when making reservations.

Tobyhanna Villa (570) 615-6343
Hilton Conference Center (570)343-3000 www.hilton.com
Residence Inn (570)343-5121 www.marriott.com/SCRCS
Town Place Suites (570)207-8500 www.marriott.com/SCRCS
Microtel Inn and Suites (570)307-1270 www.microtelinn.com
Holiday Inn Express (570)307-4437
Best Western Ginette (570)823-6152

If you need assistance, your points of contact Command Initiatives Group (CIG) are listed below: PROTOCOL OFFICE COMM: (570) 615-6223 DISN: 795-6223 James L. Ashton Commercial: 570615-6492 DSNL 795-6492 james.il.ashton.civ@mail.mil

Cars/Rental authorized?

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Mary Ellen McCrillis. Full per diem is authorized at Tobyhanna Army Depot, Tobyhanna, PA. Validation of MTSA authorization under MTSA can be found at:
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Course Travel Recommendations

NOTE: ALU strongly encourages travel to Tobyhanna Army Depot, Tobyhanna PA. Phase II) Via air mode due to the time/distance factors. POV storage will be available at Ft Lee if required/requested. The assigned SGL will have the required documents.

Available Airport to fly into:

Wilkes-Barre/Scranton International Airport (AVP)
Avoca, PA; 25 miles to Tobyhanna

Lehigh Valley International Airport (ABE)
Allentown, PA; 54 miles to Tobyhanna

Newark Liberty International Airport (EWR)
Newark, NJ; 116 miles to Tobyhanna

Philadelphia International Airport (PHL)
Philadelphia, PA; 126 miles to Tobyhanna

Medical Facility:

Geisinger-Community Medical Center
1800 Mulberry Street
Scranton, PA 18510
(570) 703-8000

Pocono Medical Center
206 East Brown Street
East Stroudsburg, PA 18301
(570) 421-4000

Veterans Affairs medical Center
1111 East End Blvd.
Wilkes-Barre, PA 18711
(570) 824-3521

Warrant Officer Advance Course Directors: CW4 Sherry Coffey
Email: usarmy.lee.tradoc.mbx.lee-alu-tlc-woac-od@mail.mil
Office: (804) 765-4206

Tobyhanna, PA: 4-9-C32-948B Phase II: 091T

Ordnance Director:

Email: usarmy.lee.tradoc.mbx.lee-alu-tlc-od-director@mail.mil

Office: 804-765-0788