



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

**4-9-C32-948D Phase II: 091C**

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 at Letterkenny Army Depot, Chambersburg 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. Home2 Suites in Oxford, AL.

<http://home2suites3.hilton.com/en/hotels/alabama/home2-suites-by-hilton-oxford-al-ANBODHT/index.html>

If you need assistance, contact one of the below Command Initiatives Group (CIG) points of contact: Mr. Tito Santana, [Norberto.santana4.civ@mail.mil](mailto:Norberto.santana4.civ@mail.mil), (717) 267-4238, Mr. Mike Gossard, [Michael.w.gossard.civ@mail.mil](mailto:Michael.w.gossard.civ@mail.mil), (717) 267- 9658

**Cars/Rental authorized?**

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**Chambersburg, PA: 4-9-C32-948D Phase II: 091C**

## Course Travel Recommendations

**NOTE: ALU strongly encourages travel to Letterkenny Army Depot, Chambersburg 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.**

Hagerstown Regional Airport

Address: 18434 Showalter Rd, Hagerstown, MD 21742

Phone: (240) 313-2777

### Medical Facility:

Local hospital Chambersburg Hospital, 112 N 7th St  
Chambersburg, PA 17201, (717) 267-3000

### **Warrant Officer Advance Course Directors:** CW4 Sherry Coffey

Email: [usarmy.lee.tradoc.mbx.lee-alu-tlc-woac-od@mail.mil](mailto:usarmy.lee.tradoc.mbx.lee-alu-tlc-woac-od@mail.mil)

Office: (804) 765-4206

### **Ordinance Director:**

Email: [usarmy.lee.tradoc.mbx.lee-alu-tlc-od-director@mail.mil](mailto:usarmy.lee.tradoc.mbx.lee-alu-tlc-od-director@mail.mil)

Office: 804-765-0788