



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
A COMPANY, WARRIOR TRANSITION BATTALION  
EUROPE REGIONAL MEDICAL COMMAND  
UNIT # 23152, APO AE 09227

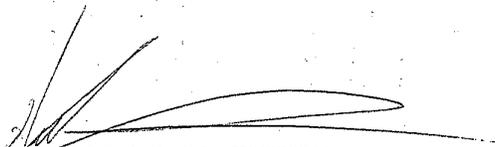
MCEU-WTB-A

21 July 2009

MEMORANDUM FOR Company A, WTB, ERMC, Unit 23152, APO, AE 09227

SUBJECT: Policy Number 12, Unit Transportation Scheduling

1. Reference: AR 58-1.
2. Transportation schedules will meet the needs of WTs and their medical appointments, WT administration, and MWR activities. Use of unit transportation by WT family members will be authorized on a case by case basis.
3. The vehicles assigned to the WTU are not equipped with emergency equipment; therefore the driver should not be called in times of emergencies.
4. To schedule unit transportation, squad leaders will inform the platoon sergeant of the transportation requirements no later than 24 hours prior to the scheduled appointment. Not later than 1600 hours daily, the WTU driver and the platoon sergeant will verbally communicate the transportation requirements for the following business day. The corresponding information will be communicated to squad leaders. The squad leader will in turn provide transportation information to the Soldiers during the company's final formation.
5. All transportation requests will be scheduled and coordinated through the Soldier's chain of command.
6. The point of contact for this memorandum is the undersigned at DSN (314)483-6497 or [hildred.mathews@us.army.mil](mailto:hildred.mathews@us.army.mil).

  
HILDRED S. MATHEWS  
CPT, LG  
Commanding