

RECRUIT GROUND TRAVEL BRIEF



J-3/MEOP-CO-RTMB

Effective: March 9, 2020 - Western Sector
March 16, 2020 – Eastern Sector





RECRUIT GROUND TRAVEL BRIEF



Freedom's Front Door

- Usage: This brief will be provided to all shippers using ground transportation directly to their respective Reception Training Centers (RTC) (Bootcamp) or Airport Hubs (Meeting Points).
- MEPS are encouraged to add MEPS specific travel information to this brief but are not to exclude any information already included.



Freedom's Front Door

WELCOME TO THE "YOUR MEPS" Military Entrance Processing Station

A JOINT SERVICE ORGANIZATION





RECRUIT GROUND TRAVEL BRIEF



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Good morning and congratulations as you begin your military career. I am (STATE NAME), the Transportation Assistant here at (NAME OF MEPS), I will be providing you travel procedures while enroute to your Bootcamp/RTC (Basic Training) via ground transportation. The information that I'll be providing is very important so listen attentively. Feel free to ask questions after the brief.



SEXUAL ASSAULT



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Before we go any further, we would like to discuss with you what is Sexual Assault.

- “Sexual assault is intentional sexual contact characterized by use of force, threats, intimidation, or abuse of authority or when the victim does not or cannot consent. The term includes a broad category of sexual offenses consisting of, but not limited to the following: rape, sexual assault, aggravated sexual contact, abusive sexual contact, forcible sodomy (forced oral or anal sex), or attempts to commit these acts.”
- Sexual assault is a crime and does not have a place in the U.S. Armed Forces. Reporting a sexual assault does not disqualify you from joining the Military.



SEXUAL ASSAULT (CONT'D)

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- If you have been sexually assaulted or harassed at any time while processing for the U.S. Armed Forces, you are encouraged to report the incident to any MEPS employee (Military or Civilian). That employee should immediately contact the MEPS Commander or someone in the Chain of Command. All complaints will be investigated.
- For your information we have posters located throughout the MEPS that also contain contact information for the National Sexual Assault Hotline and DoD Safe Help Line.



BEFORE YOU TRAVEL



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Individuals reporting to the same reception training center will be placed together in a group and a Leader will be assigned. An alternate group leader may be assigned as well.

- (NAME OF GROUP LEADER) has been assigned as the group leader and will be responsible for keeping the group together and getting all the members of the group to the appointed destination.
- The group leader is the only authorized spokesperson for the group. If something goes wrong during travel, the group leader is the one who will speak to a Travel Representative, DTMO, or Bus driver for assistance.



HOW TO CONTACT THE DTMO RECRUIT TRAVEL ASSISTANCE CENTER



Freedom's Front Door

Refer to the Information Sheet affixed to your orders to contact DTMO for assistance.

Contact DTMO Recruit Travel Assistance Center by Live Chat for Immediate Assistance

Live Chat: www.defensetravel.dod.mil/rtachat (Accessible by mobile device or computer)

NOTE: If Warning "THIS CONNECTION IS NOT PRIVATE" appears, scroll down and select "Visit the Site Anyway". If you do not have this option on your mobile device, adjust your security settings so they are not so restrictive.

Once the CHAT SCREEN appears, answer ALL questions with and asterisk "*" and hit SUBMIT. The system will say "Waiting for an available agent" and tell you your number in queue (line). Remain in the queue until an agent assists you.

If you lose WI-FI signal during your chat session, RESUBMIT your chat session and tell the agent you lost internet connection.

Chat hours of operations: Monday-Thursday: 0630 to 0300 Eastern Standard Time (EST); Friday: 0630 to 1400 EST. Excludes federal holiday



HOW TO CONTACT THE DTMO RECRUIT TRAVEL ASSISTANCE CENTER



Freedom's Front Door

Contact DTMO Recruit Travel Assistance Center by Phone

Dial: 1-877-563-7746

Contact via phone if you: if you do not have access to the internet, lose internet connection or need assistance outside of **Chat** hours of operation.

When calling DTMO, listen to the recorded message and follow the directions. Stay on the line and someone will help you. Be persistent and continue to call if no one answers.

Be aware that you may encounter time zone changes as you travel to your destination. Always go by the local time at the airport. Stay inside the airport and stay together when traveling as group.



MEAL CHECK



Freedom's Front Door

Before you leave, we will provide you a meal check(s) to pay for your meal(s) while you are traveling.

Meal checks are provided depending on your travel times: Meal hours are as follows:

- (1) Breakfast: 0600 through 0730 (\$11.00)
- (2) Lunch: 1130 through 1300 (\$12.00)
- (3) Dinner: 1700 through 1830 (\$23.00)

This is the meal check [VISUAL AID]. (BRIEFER: Show the meal check and Inform recruits of restaurants that accept them).



MEAL CHECK (CONT'D)



Freedom's Front Door

Several dining facilities will accept the government meal checks. However, ask first just to be sure. If the vendor will not accept the meal check, contact *DTMO by RA Chat* at www.defensetravel.dod.mil/rtachat, or by phone 1-877-563-7746 for assistance. Refer to the Information Sheet affixed to your orders. You will provide proper ID to the restaurant vendor, if requested.

Once your purchase is complete, you will print, in ink, the name of the restaurant and the dollar value in numbers of the actual meal cost.

No change will be given if your meal is under the authorized amount printed on the check. Do not allow anyone else to fill out your meal check. This is your responsibility. If you exceed the maximum amount, you will be responsible to pay the difference.



MEAL CHECK (CONT'D)



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Upon arrival at your final destination, if you have not use your meal check(s), use them prior to reporting to your respective Military Representative, Military Reception Center Desk, USO, etc., if time permits.

Be advised this may be your last opportunity for a meal until tomorrow.



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- Space limitations on the bus/van may require splitting the group. If this occurs, the group leader will travel on the first bus departing to the respective Bootcamp/RTC.
- It is the responsibility of each recruit to return to the bus at the time designated by the carriers representative during any authorized stops the bus may make while enroute.



MISSING GROUP MEMBER



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If a member of the group is absent without authority, the group leader will make an effort to find him or her whenever possible.

Group Leaders: **DO NOT ALLOW** any other members of the group to miss their scheduled transportation while searching for a missing member. If the missing member is not located by the bus boarding time, the group shall continue their travel and the group leader will report the individual's absence to the Bus/Van Driver and upon reaching the reception/training center.

Keep traveling. The individual who is lost has a copy of the travel instructions, which contains information on what to do.



RECRUIT ILLNESS



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In the event that any member of the group requires medical attention or hospitalization, inform the carrier's representative (bus driver) and request assistance in obtaining medical care.

In the event the group leader is hospitalized in a civilian hospital, the alternate group leader will assume responsibility for the group and will contact DTMO to inform them of the situation.

If medical hospitalization is not required but the individual will not be able to continue traveling, contact DTMO for assistance in arranging onward transportation.

To contact DTMO by RA Chat at www.defensetravel.dod.mil/rtachat or by phone 1-877-563-7745, refer to the Information Sheet affixed to your orders.



RECRUIT ILLNESS (CONT'D)



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If the individual is hospitalized, the group leader will obtain the individual's name, address and the telephone number of the hospital and then continue traveling. If traveling in a group or alone, contact DTMO and inform them of the situation.

Group Leaders: DO NOT DELAY the group's onward movement. Upon arrival at the reception/training center, the group leader will give the hospital information and name of the recruit to the RTC Personnel.

To contact DTMO by RA Chat at www.defensetravel.dod.mil/rtachat or by phone 1-877-563-7745, refer to the Information Sheet affixed to your orders.



PRECAUTIONS - SAFEGUARD YOUR BELONGINGS



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- Every precaution must be made to safeguard against loss of travel tickets, meal checks, and personal belongings.
- Do not leave any of these important documents or personal belongings unattended at any time.
- Do not turnover any personal belongings to anyone, i.e. cash, electronic devices, cellular phones, clothing, jewelry, etc. until you arrive to your RTC (Bootcamp).
- In addition, surrender all unused travel tickets, packets, and meal checks/tickets to the RTC Staff when you arrive at your destination.



PROBLEMS WHILE TRAVELING



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If you encounter any problems while traveling you should contact the Defense Travel Management Office (DTMO). DTMO will assist you in the following instances:

- Your bus/van get stranded, breaks down or gets in an accident.
- You are stranded or delayed overnight (weather, disaster, etc.)
- You lose your meal checks.
- Or you have any other travel related problems.

DTMO will provide you with lodging (hotel), meals, and ground transportation whenever required.

To contact DTMO by RA Chat at www.defensetravel.dod.mil/rtachat or by phone 1-877-563-7745, refer to the Information Sheet affixed to your orders.



PROBLEMS WHILE TRAVELING (CONT'D)



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When calling DTMO, listen to the recorded message and follow the directions. Stay on the line and someone will help you. Be persistent and continue to call if no one answers.

Be aware that you may encounter time zone changes as you travel to your destination. Always go by the local time.

Note: If you encounter any difficulties on the bus/van (customer service, optimum comfort, (not enough room - too many passengers), equipment problems (no AC or Heat), adequate rest stops, reckless driving etc.). Please report them to DTMO.

The MEPS will provide you with the telephone number for DTMO which is included in the RTC Information Sheet.



MEPS TRANSPORTATION INFORMATION



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- Provide the Ground Carrier Name.
- Travel time to the RTC.
- Number of meal stops and duration of these stops.
- Restroom stops and their frequency.



UNITED SERVICES ORGANIZATION (USO)



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Many USOs or United Service Organizations have lounges in major airports which are used by Reception Training Centers as recruit arrival hubs (meeting point). The mission of the USO is to provide morale, welfare and recreation-type services to uniformed military personnel.

You are allowed to use the USO at the airport only if time permits.

Although the USO is chartered by Congress as a non-profit charitable corporation and is endorsed by the President of the United States and the Department of Defense, the USO is not a part of the United States Government.



THE UNIFORM CODE OF MILITARY JUSTICE (UCMJ)



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As a member of the Armed Forces of the United States of America, you are now subject to the Uniform Code of Military Justice, and you will conduct yourself in accordance with military standards of conduct and bearing.

Infractions of these standards will subject you to disciplinary action.



CONGRATULATIONS!



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Best wishes to you as you begin your military journey.

What can we do for you before you depart today?

Let's get your questions answered.



POINT OF CONTACT



Freedom's Front Door

J-3/MEOP-CO-RTMB

Commercial Phone: (847) 688-3680, Ext. 7848

DSN: 792-3680, Ext. 7848

e-mail osd.north-chicago.usmepcom.list.hq-j3-meop-co-rtmb@mail.mil

