



DEPARTMENT OF THE ARMY
MISSISSIPPI ARMY NATIONAL GUARD
2ND INFANTRY TRAINING BATTALION, 154TH REGIMENT (RTI)
3500 C AVENUE
CAMP SHELBY, MISSISSIPPI 39407-5500

NGMS-RTI-AR

03 September 2025

MEMORANDUM FOR Armor Crewman Advanced Leaders Course (ALC) Students

SUBJECT: Welcome Letter for Class 001-26, Phase 1 (Virtual Learning)

1. Congratulations on being selected to attend Armor Crewman ALC at the 1st Armor Training Battalion, 154th Regiment (RTI), Camp Shelby, MS. You will be attending Class **001-26** scheduled to begin on **20 OCTOBER 2025**. Armor Crewman ALC is a three-phase course. Phase 1 consists of Facilitator-led Synchronous Virtual Learning (VL) delivered over six days using Microsoft Teams (MS Teams). Phases 2 and 3 consist of Resident- Instruction delivered in-person on our Camp Shelby campus.

2. A computer with high-speed internet access is required to attend the VL phase of the course. Minimum system requirements are:

- Computer and Processor:
 - PC: Minimum 1.1 GHz or faster, Intel-compatible two core processor
 - Mac: Intel Core Duo processor
- Memory: Minimum 4.0 GB RAM
- Hard Disk: Minimum of 3.0 GB available disk space
- Operating System:
 - PC: Microsoft Windows 8.1, Windows 10, or Windows 11 (Windows 10 or higher recommended)
 - Mac: MacOS Big Sur or Monterey (version 12.6 recommended)
- Peripheral Devices:
 - Standard Webcam, Microphone, and Speakers
 - CAC Smartcard Reader
- Software:
 - Microsoft Teams 365 (MS Teams is available for free at <https://www.microsoft.com/en-us/microsoft-teams/download-app>, or available for use with the Office 365 using a valid Army 365 account at <https://portal.apps.mil>)
 - Adobe Acrobat Reader (available for free at <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>)
 - **Ability to access Microsoft Teams via military network or Army virtual desktop.**

3. Student In-Processing and Orientation begins at **0900 (CST) on 20 OCTOBER 2025 using Microsoft Teams (MS Teams)** for all prospective students. You do not have to have an A365 account to attend Student In-processing and Orientation. On In-Processing and Orientation Day, at 0900 (CST), all prospective students will join a video conference on MS Teams at the following link on the next page:

[998 171-19C/K30-C45 | General | Microsoft Teams](#)

Join as a “Guest” when joining this meeting. Roll call will be conducted, and you will be assigned to a Learning Center where you will meet your Facilitator. Soldiers having a valid ATTRS Reservation will be in-processed from 0900-1000 (CST). At 1000 (CST), we will begin accepting Soldiers in an ATTRS Wait status.

4. Students in an ATTRS Reserved status are required to login to the Maneuver Center of Excellence (MCoE) Blackboard LMS **NLT 0800 (CST) 27 OCTOBER 2025, 998 171-19K30-C45 Armor Crewman ALC 001-26** at [Army Learning Home – Blackboard Learn](#). This will allow the staff to add you to the course before phase 2 begins.

5. Students in an ATTRS Wait status will not be considered for enrollment until after **1000 (CST) on 20 OCTOBER 2025**. If you are attempting to attend ALC in a “Wait” status, you must be logged into the MS Teams video conference link listed in paragraph 3 at 0900 (CST). Once maximum capacity is reached, no other Soldiers will be taken. Soldiers wishing to be considered as a walk-on student must coordinate with their unit to approve your attendance.

6. The following additional information is provided for your assistance. Review the contents of the welcome packet in its entirety. If you have questions, you may call 601-558-2079 or 307-761-3373 during regular duty hours (Monday-Friday, 0800-1700 CST) for assistance.

A. VL Reporting Instructions: The duty uniform for VL sessions is the Operational Camouflage Pattern (OCP) Uniform. Soldiers will report for all VL sessions in compliance with the uniform and grooming standards of AR 670-1. The uniform will be worn properly and reflect a positive, professional image.

B. Special Instructions: All prospective students must have a current Army 365 (A365) and Blackboard LMS account to attend and fully participate in the VL phase of the course. Soldiers with a valid @army.mil email address should have an A365 account. To verify access, attempt to log in to A365 using your @army.mil email address and CAC using the following link:

<https://portal.apps.mil>

If you successfully login, you have a valid A365 account, and no further action is needed. Soldiers without a current A365 account will need to request a temporary Student A365 account.

- c. **Required documentation:** Be prepared to upload the following documentation to the Blackboard Learn LMS during Student In-Processing. All Documents must be uploaded by **1500 CST 27 OCTOBER 2025 To continue in the course:**

- TDY Orders, DD Form 1610, or DA Form 4187
- (Active Duty Only) Pre-Execution Checklist
- DA Form 3349, Physical Profile (if applicable)

In addition, all Active Component Soldiers and all Soldiers attempting to attend in an ATRRS Wait status are required to provide a completed TASS Pre-Execution Checklist, TRADOC Form 350-1-2-R-E, signed by the Soldier's Commander. If you are not able to present all required documentation you will have **72 hours to provide all required documentation**. Soldiers who fail to provide required documents within 72 hours will be disenrolled from the course.

Also, there will be a zero-tolerance policy regarding plagiarism. You must produce your own work. Chat AI and other AI sources are not allowed. We will check your persuasive essays on the internet for plagiarism or other people's papers from previous courses.

7. Point of Contact is the ALC Course Manager, SFC Ryan M. Duginski, Cell (307) 761-3373; or email ryan.m.duginski.mil@army.mil

Ryan M. Duginski
SFC, MSARNG
Course Manager