



DEPARTMENT OF THE ARMY
MISSISSIPPI ARMY NATIONAL GUARD
2ND ORDNANCE TRAINING BATTALION
3601 FORREST AVENUE
CAMP SHELBY, MISSISSIPPI 39407-5500

NGMS-RTI-OD

3 August 2023

MEMORANDUM FOR RTSM Attending Students

SUBJECT: Welcome Letter

1. Congratulations! You have been selected to attend the class of **091-91B30-C45 (NS) Advanced Leader Course** at Regional Training Site-Maintenance, 3601 Forrest Ave, Camp Shelby, MS 39407. Your **report date is XX XXX XXXX**. In processing will start during normal duty hours (Report time is **0700 - 1500hrs**). Please allow me to personally welcome you to one of the finest maintenance training facilities in the entire Army National Guard. We will do all we can to make your stay productive, rewarding, challenging, and enjoyable.
2. The following information and items are required for in-processing:
 - A. You must also be prepared for a writing assessment during this course.
 - B. You must be an Active Army or Reserve Component enlisted soldier in the MOS 91B selected by PERSCOM (Active) or recommendation of unit commander (RC).
 - C. Personnel selected for attendance will be SGT or SSG.
 - D. Meet requirements outlined in AR 350-1, AR 600-9, and DA PAM 611-21.
 - E. Have a valid ID card/registered CAC and your military and civilian driver's license.
 - F. Copy of travel (TDY) orders, DD form 1610, or a DA form 4187.
 - G. Must have successfully completed THE BASIC LEADER COURSE (BLC).
 - H. MOS order showing feeder MOS (or DA 214/DA 1059).
 - I. Students must be able to fully participate in course requirements to be enrolled. Students are not allowed to enroll with a temporary profile, unless due to an operational deployment. Those students must have the current profile (DA form 3349 updated for ACFT) and a memorandum signed by their Commander stating such. All with a permanent profile will need to bring and present a copy of the profile so your adjustment to the ACFT can be made.
 - J. TASS Pre-execution checklist if not complete in ATRRS. Your unit should have completed your PRCL in ATRRS. If not completed correctly, you will be required to bring a hard copy of the TASS Pre-Execution Checklist (2016) and you must ensure that your ASVAB Test score, color vision requirements, and PULHES are entered on page two.

- K. Copy of DA form 1059 for ALC/BNCOC Common Core **OR** SSD/DLC 2 Certificate/DA form 1059.
 - L. Must meet ASVAB, PULHES, and Normal Color Vision requirements for MOS IAW DA PAM 611-21 to enroll.
 - M. Over 40 medical screening, if applicable. (A copy of your Medical Readiness Profile from MEDPROS with the PHA exam date is preferred.)
 - N. Active-Duty students must provide a copy of DA form 4187 for meals.
 - O. Required to pass an ACFT on day 3 of the course. ACFT failures will be retested 7 days later. Failure at ACFT retest will result in being counseled and disenrolled from the course, with a “failed to meet course standards”.
 - P. **All students are required to meet height & weight standard at the beginning of the course.** Failure to meet height/weight standards will be rescreened 7 days after initial weigh-in. If at this time you fail to meet the standard, you will receive a “Failed to Achieve Course Standards” DA form 1059 and will be dis-enrolled from the course.
 - Q. Billeting and rations are provided. Students will be on per-diem the first and last days of the course.
 - R. Students are encouraged to bring safety boots or be issued boot caps. RTSM will furnish all other PPE.
3. If you are traveling by commercial air, you must contact us within **72 hours** prior to the course date so we can arrange transportation from the airport. Please email your **flight itinerary and contact number** to richard.j.lott.mil@army.mil; damario.b.sanders.mil@army.mil; jason.m.walters12.mil@army.mil and billie.g.ishee.mil@army.mil. We provide a shuttle from the Laurel-Hattiesburg and Gulfport-Biloxi Regional Airport from the hours of 0700-1500 on report day. Soldiers will be required to provide their own transportation after hours. Contact us immediately if your flight plans change while in route so that we can adjust our transportation schedule. Contact numbers are **SFC Walters at (601) 558-2800/DSN 286-2800 or MSG Sanders (601) 558-2802/DSN 286-2802 or CW4 Lott at (601)558-2801/DSN 286-2801**. If no one answers, please send a text to **616-293-3563**.
4. **If you will not be able to make the 1500hrs in-processing time on your report date, you should contact us immediately for guidance.** Contact numbers are **SFC Walters at (601) 558-2800/DSN 286-2800 or MSG Sanders (601) 558-2802/DSN 286-2802 or CW4 Lott at (601)558-2801/DSN 286-2801**. If no one answers, please send a text to **616-293-3563**.
- NOTE:** Do not report to RTS-M-MS prior to report date listed in ATRRS. If you report prior to report date, soldier is responsible for finding billeting and food until report date.
5. **Flights for the final (graduation) day of class will be scheduled after 1000hrs.** If your flight is before 1000hrs, students will change their flights as soon as possible.

6. Please visit us on Facebook <https://www.facebook.com/RTSMMS/>.
7. Rental Car is recommended (but not required) for students traveling commercial carrier to Camp Shelby, MS, as the RTI barracks and Dining Facility are within walking distance of school facilities. Soldiers are fully responsible for rental car pick up or drop off, and no modifications to training schedule will be made to accommodate same.

We look forward to meeting you and we're dedicated to meeting your unit's training needs. If we can be of any assistance prior to your arrival, call **SFC Walters (601) 558-2800 or CELL (601-596-6966)**, **MSG Sanders at (601) 558-2802 or CELL (616) 293-3563**. **Send TEXTS to cell numbers first before you call.** This training facility and our staff are here to support you. We look forward to your arrival.

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JAY W. JOHNSON
LTC, LG, MSARNG
Battalion Commander