



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

NGMS-RTI-OD

15 June 2023

MEMORANDUM FOR RTSM Attending Students

SUBJECT: Welcome Letter

1. Congratulations! You have been selected to attend the class of **91C10 UTILITIES EQUIPMENT REPAIRER** 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 Army. We will do all we can to make your stay productive, rewarding, challenging, and enjoyable.
2. The following items and documents are needed for in-processing:
 - A. Valid ID card/registered CAC and military and civilian driver's license.
 - B. Copy of travel (TDY) orders, DD form 1610, or a DA form 4187.
 - C. TASS Pre-execution checklist if not complete in ATRRS. (See 2. I.).
 - D. Must meet ASVAB, PULHES, and Normal Color Vision requirements for their MOS IAW DA PAM 611-21.
 - E. DA form 3349 (profile) if applicable. You cannot be enrolled on a **temporary** profile unless the profile is due to an operational deployment. You must have the current profile (DA form 3349) and a memorandum signed by your Commander stating this.
 - F. Over 40 medical screening if applicable. (A copy of the students Medical Readiness Profile from MEDPROS with the PHA exam date is preferred.)
 - G. Active-Duty students must provide a copy of DA form 4187 for meals.
 - H. Soldiers in the rank of SFC (E7) and above cannot attend this course without a grade waiver submitted through their chain of command and approved by CASCOM, in hand on the report date (72-hour rule does not apply to grade waivers). If you do not have this waiver, you will be returned to home station.
 - I. 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). When bringing a hard copy, ensure that your ASVAB Test score, color vision requirements, and PULHES are entered on page two.
 - J. Billeting and rations are provided.

- K. Students are encouraged to bring safety boots or toe caps can be issued. RTSM will furnish all other PPE.
 - L. You will be required to successfully complete a High Physical Demands Test in order to graduate this course.
 - M. Effective 1 October 2022 FY 2023, Due to the EPA 608 and 609 test being administered through Black Board all soldiers reporting to 91C10 must have access to Ordnance Blackboard - U.S. Army <https://ordnance.elic.learn.army.mil>.
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](mailto:damarion.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 arrive prior to 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 RTSM-MS prior to report date listed in ATRRS. If you report prior to report date, you are 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 on the final training day students will change the time as soon as possible.
6. Please visit us on Facebook <https://www.facebook.com/RTSMMS/>.

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.

//S//

JAY W. JOHNSON
LTC, LG, MSARNG
Battalion Commander