



DEPARTMENT OF THE ARMY  
MISSISSIPPI ARMY NATIONAL GUARD  
2<sup>ND</sup> 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 **091-91 (VL) (NS1) Phase 1, 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 begin at (**0800hrs**). Please allow me to personally welcome you to one of the finest maintenance training facilities in the entire Army National Guard. I assure you we will do all we can to make your training 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. 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. Must meet ASVAB, PULHES, and Normal Color Vision requirements for MOS IAW DA PAM 611-21 to enroll.
  - C. 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).
  - D. Personnel selected for attendance will be a SGT or SSG, with priority given to those serving in a SFC or Platoon Sergeant Leadership position.
  - E. Meet requirements outlined in AR 350-1, AR 600-9, and DA PAM 611-21.
  - F. Valid ID card/registered CAC, military, and civilian driver's license.
  - G. Copy of orders, DD form 1610, or a DA form 4187.
  - H. Must have successfully completed THE BASIC LEADER COURSE (BLC).
  - I. MOS order showing feeder MOS (or DA 214/DA 1059).
  - J. Copy of DA form 1059 for ALC/BNCOC Common Core **OR** SSD/DLC 2 Certificate/DA form 1059. SSD/DLC 2 **must be** completed prior to the course.
  - K. 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.
  - L. Over 40 medical screening, if applicable. (A copy of your Medical Readiness Profile from MEDPROS with the PHA exam date is preferred.)
  - M. **All students are required to meet height & weight standard at the beginning of the course. Must be verified by the Commander on your PRCL.**

3. **Access to Blackboard.mil is required (<https://ordnance.elic.learn.army.mil/> ) and MS Teams to complete this course.** You will be sent a link to the MS Teams prior to start date. You must complete this phase to continue into Phase 2 and 3 and 4. Your instructor will email the information and access code for the course that you are assigned a week prior. Before in-processing day you will have paperwork that must be downloaded, filled out properly and emailed back to your instructor. You will find this paperwork on Blackboard. It will be due NLT 0800 of the Report/Start day. Any paperwork missing by day 3 will result in dismissal from the course. Prior to Report/Start day you will need to read over the Course Overview lesson. You will have a graded essay and performance based written test during this phase.
4. If you will not be able to make the 0800hrs 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.**
5. Please visit us on Facebook <https://www.facebook.com/RTSMMS/>.

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 or email **SFC Walters (601) 558-2800 [jason.m.walters12.mil@army.mil](mailto:jason.m.walters12.mil@army.mil), or CELL (601-596-6966) MSG Sanders at (601) 558-2802 [damario.b.sanders.mil@army.mil](mailto:damario.b.sanders.mil@army.mil), 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