



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 **91B/E/L/S (ASIH8), WHEEL VEHICLE RECOVERY SPECIALIST** 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 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 information and items are required for in-processing:
 - A. Report to building **3601 in DUTY UNIFORM/CIVILIAN CLOTHING** on your report date. (Report time is **0700 - 1500hrs**)
 - B. Have a valid ID card/registered CAC and your military and civilian driver's license.
 - C. Copies of travel (TDY) orders, DD form 1610, or a DA form 4187.
 - D. Must have a copy of DA form 348 (Equipment Operator's Qualification Record).
 - E. MOS order showing feeder MOS (or DA 214/DA 1059). Only students with the MOS 91B, 91E, 91L, or 91S can attend the Wheel Recovery Course and receive the "H8" ASI. **If you do not have one of the MOS's listed, you will be sent home.**
 - F. Any DA form 3349 (profile) you have with an MMRB, if applicable. You must be able to fully participate in course requirements. You cannot be enrolled on a **temporary** profile unless due to an operational deployment. If this is the case, you must have current DA form 3349 and a memorandum signed by your Commander stating this.
 - G. TASS Pre-execution checklist if not complete in ATRRS. If your unit did not complete your PRCL in ATRRS correctly, you will be required to bring a hard copy of the TASS Pre-Execution Checklist (2016). If bringing hard copy, you must ensure that your ASVAB Test score, color vision requirements, and PULHES are entered on page two.
 - H. Must meet ASVAB, PULHES, and Normal Color Vision requirements for their MOS IAW DA PAM 611-21.

- I. Active-Duty students must provide a copy of DA form 4187 for meals.
- J. Soldiers in the rank of SFC (E7) and above MUST HAVE a grade waiver, submitted through your chain of command, approved by CASCOM and in hand on the report date (72-hour rule does not apply to grade waivers) or you will be disenrolled.
- K. Billeting and rations are provided. You will be on per diem your first and last day.
- L. Students are encouraged to bring safety boots or boot caps will be issued.

NOTE: YOU WILL NEED TWO PAIRS OF MILITARY BOOTS.

- 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, jason.m.walters12.mil@army.mil, damario.b.sanders.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 0700-1600 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 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.

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JAY W. JOHNSON
LTC, LG, MSARNG
Battalion Commander