



DEPARTMENT OF THE ARMY  
MISSISSIPPI ARMY NATIONAL GUARD  
3<sup>RD</sup> NCOA, 154<sup>TH</sup> REGIMENT (RTI)  
3500 "C" AVENUE  
CAMP SHELBY MS 39407-5500

NGMS-RTI-NCO

XX XXX 2025

MEMORANDUM FOR MASTER LEADER COURSE LEARNERS

SUBJECT: Welcome Letter for Master Leader Course Class **0XX-25**

1. Congratulations on your selection to attend the Master Leader Course (MLC) **occurring XX XXX 2025 - XX XXX 2025**; MLC is a 15-day resident course focusing on leadership, operations management, joint operations, and communication that assist in preparing you to transition from a tactical leader to an operational leader. Prospective students will benefit significantly from a review of the following publications: ADP 3-0, ADP 5-0, ADP 6-0, ADP 6-22, JP 5-0 as well as scanning Purdue Online Writing Lab (Purdue OWL) at <https://owl.purdue.edu/owl/index.html>, with emphasis on General Writing & Research and Citation for APA 7.

2. **Physical Fitness:** IAW Army Directive 2025-06, The AFT will be conducted on Day 3 of the course. Passing the AFT is a course graduation requirement. Height and weight (HT/WT) will be conducted on report day of the course. Soldiers who fail the initial AFT and HT/WT will be retested later in the course. Soldiers who fail the AFT retest or fail to meet the body fat composition standards of AR 600-9 after re-screening will be dismissed from the course. If you have a profile for any event of the AFT, your 3349 must be current (within 5 years) annotating which AFT events you can or cannot take. Please double check your profiles to make sure they're in compliance for the 5 AFT Events.

3. **Reporting:** Report to Billeting, 2101 21<sup>st</sup> St Camp Shelby, MS 39407, and draw your room key prior to reporting for in-processing. The 3rd NCO Academy, 154th Regiment (RTI), Master Leader Course Learning Center is located at 3500 "C" Ave Camp Shelby, MS 39407, building 3575 in (room 111). Camp Shelby, MS, 39407, from **1300 to 1500hrs in the Army Physical Fitness Uniform (APFU) on XX XXX 2025**. At this time, height and weight will be conducted, you will meet your facilitators, conduct in-processing, and receive an orientation, classroom assignments, parking instructions, and an in-brief from MLC facilitators. If travel issues delay your arrival, text MSG Jonathan Parks at 662-809-0115 with your name and approximate arrival time at Camp Shelby.

a. **Driving Directions** (strip map enclosed): Camp Shelby is located in south Mississippi, 10 miles south of Hattiesburg, MS on Highway 49 and approximately 50 miles north of the Gulfport International Airport. A valid Common Access Card and proof of insurance/rental contract are required. **Billeting address is 2101 21<sup>st</sup> St Camp Shelby, MS 39407. Classroom address is 3500 "C" Ave Camp Shelby, MS 39407, bldg. 3575, room 111. You can input "Camp Shelby NCO Academy" into Google Maps and it'll take you here.**

1. If you arrive between the hours of 0730 and 1600, you'll access Camp Shelby through the North Gate off of Hwy 49N (follow the signs on Hwy 49N). After you have entered through the North Gate, stay on Lee Ave for approximately 2 miles to 21st St. There will be a brown sign that reads "All Ranks Club", Lake Walker Campground", and

“billeting office”. Take a left on 21st St at that sign. The lodging office is approximately 100ft on the right in building 2101. Once you get your room key and leave the lodging office, get back to Lee Ave and take a left on Lee Ave. Take Lee Ave approximately 2 miles to 37th St. Take a left on 37th St (next to a set of old, concrete pillars). After making the 37th street left turn, follow the road around to the left until you see a brown sign in front of our HQ Building. It will read “154th Regiment (RTI) Headquarters, Building 3500.” Park in the gravel parking lot on the right. Walk across the street and you will see an arch with the caption “3rd Non- Commissioned Officer Academy.” Go around the building to your right. The building straight ahead reads Master Leader Course Learning Center. Go to that building and follow the signs for in-processing.

2. If you are a late arrival and are arriving after 1600, you’ll access Camp Shelby through the South Gate off of Hwy 49N (follow the signs on Hwy 49N). After you have entered through the South Gate, you will pass over a set of railroad tracks. Continue straight, the MP station is just ahead and on the left, bldg. 6606. Stop there to get your room key. Once you get your room key go back the way you came and take a left on Warehouse Ave. You’ll pass the Camp Shelby Credit Union on your left. At the next stop sign, (about 250ft.) turn left. Continue and you will see the Post Parade Field and bleachers ahead and to your left. Take that left before the heading into the curve. The parade field and bleachers will now be on your right and the museum will be on your left. At the stop sign, stay straight. Go to the next stop sign. Take a right on Halloran Ave. Stay on Halloran Ave to the next stop sign at Lee Ave. Take a right on Lee Ave. Take Lee Ave to 21<sup>st</sup> St. There will be a brown sign that reads “All Ranks Club”, Lake Walker Campground”, and “billeting office. Take a left on 21<sup>st</sup> St at that sign. The lodging office is approximately 100ft on the right in building 2101. When you leave to report the next morning, get back to Lee Ave and take a left on Lee Ave. Take Lee Ave approximately 2 miles to 37<sup>th</sup> St. Take a left on 37<sup>th</sup> St (next to a set of old, concrete pillars). After making the 37th street left turn, follow the road around to the left until you see a brown sign in front of our HQ Building. It will read “154th Regiment (RTI) Headquarters, Building 3500.” Park in the gravel parking lot on the right. Walk across the street and you will see an arch with the caption “3<sup>rd</sup> Non- Commissioned Officer Academy.” Go around the building to your right. The building straight ahead reads Master Leader Course Learning Center. Go to that building and follow the signs for in-processing.

b. **Commercial Travel Arrangements:** It is the Unit’s responsibility along with the Soldier to set up travel arrangements to get to and from Camp Shelby, MS. Students traveling prior to the report date will be responsible for their own transportation and lodging. The closest airport that provides rental cars is GPT Gulfport Biloxi International Airport. It is fifty miles from the airport to Camp Shelby. Transportation arrangements should have you arriving early enough to report for training on time. **DO NOT SCHEDULE A DEPARTURE TIME BEFORE** the last date of the course and **NO EARLIER THAN 1300**.

c. All Soldiers **are required** to have a POV/GOV or rental car authorized, approved and funded by their unit/organization.

4. **Registration:** The class blackboard self-registration steps will be sent in a seperate email prior to day 0.

5. You will receive an email with self-registration and access code login instructions **NLT 10 days before the course start date**. Our classrooms are non-NIPR & through a commercial Internet Service Provider (ISP), all Learners are required to onboard for Army Enterprise Azure Virtual Desktop (AVD) to CAC log-in and utilize the Blackboard.mil courseware delivery platform in the classroom. AVD can be used by any licensed A365 (@army.mil) user. If your e-mail is provided by any other organization than (@army.mil), you need to coordinate with your organization to migrate to A365. BLUF: At this time, if you do not have (@army.mil) you cannot onboard to AVD; therefore, you will not be able to CAC into Blackboard.mil to view courseware and complete any of the class assignments. Plan with your organization or Help Desk to migrate to A365 ASAP.

6. Once your registration is approved, follow the instructions on the blackboard "Getting Started" page and upload all prerequisite documents under the Inprocessing folder; Blackboard functions best using Chrome:

- a. Pre-Execution Checklist (PEC) (Required only for Active Duty/Walk-On Soldiers)
- b. MLC Student Data Sheet
- c. Profile, DA 3349, if applicable (Required)
- d. DTS Travel Authorization or Travel orders
- e. Upload your digitally signed counseling (Initial and SHARP Counseling). **\*\*Do Not Upload a scanned DA4856\*\***
- f. MLC ISAP Student Signature Page
- g. Acceptable Use Policy (AUP)

7. **Additional Information:**

- a. MLC classroom instruction will be conducted through weekends and any training holidays.
- b. You will reside in the Camp Shelby Billets (maid services) at a cost of \$35.00 per night. Billeting costs will be reimbursed to you when you submit your travel voucher to your unit. If you have made prior reservations and/or **check-in after hours, you may pick up your key at Bldg. 6606, MP Station** (Located on West Lee Avenue and 1st Street; through the South Gate Entrance). You do not need to make billeting arrangements prior to reporting unless you are arriving before the report date. **Prior to reporting** for in-processing, stop by Camp Shelby Billets for your room assignment. Check-in time is 1300-1600, at Bldg. 2101 (Lee Ave and 21st Street) Check-out time is at 0830, Bldg. 2101. Camp Shelby Billeting accepts most major credit cards. Camp Shelby Billeting is located approximately 1.5 miles from the MLC Classrooms and DFAC. **Ensure the billeting office has a form of payment on record.**
- c. **Rations:** Camp Shelby DFAC will provide and serve rations. Mealtimes are listed in the training schedule, located on Blackboard. Soldiers will pay for meals on the first and last day of the course (reimbursable through travel voucher).
- d. **Rental Car Authorization:** Please be advised that lodging for Students is **NOT** within walking distance of the 3rd NCO MLC Academy and there is no on-post transportation available. Due to this distance and the nature of the course, all Soldiers **are required** to have a POV/GOV or rental car authorized, approved and funded by their unit/organization.

e. Minimum items to bring with you:

1. CAC (ID)
2. Three copies of your military orders or other authorizations/attachments.
3. **Army Service Uniform (ASU) or AGSU will be worn at graduation** (Tropical B uniform April- September, ASU/AGSUs October-March). All Soldiers are required to bring a complete and serviceable ASU/AGSU with all decorations and awards. This is to be worn on graduation day.
4. **Army Combat Uniform (OCP)**
5. **APFU** (cold weather, if applicable)
6. **Wet/Cold weather gear**, depending on forecast (it's a good idea to check the weather prior to arrival to ensure you have what you need).
7. **DA 3349** (If you have a profile for any event of the AFT, your 3349 must be current (within 5 years) annotating which AFT events you can or cannot take. You cannot submit a profile that shows the AFT events. Please double check your profiles to make sure they're in compliance).
8. A good notebook, pens, and tabs in order to tab your notes. This is important.

f. Camp Shelby Facilities:

1. **ATM:** Located outside the PX, and outside the Credit Union BLDG. 6500
2. **Laundry:** Washers and dryers are located in billeting and Building 3600
3. **Medical services:** All medical issues will be referred to 154th RTI Sick-Call, TMC or a local area hospital.
4. **Post Exchange:** The PX offers a variety of electronics, clothing, food, and toiletry items. Hours of operation are Monday – Friday 0900-1700 and Saturday-Sunday 0900-1600.
5. **Military Clothing:** Hours of operation are Tuesday – Friday 0900-1700, Saturday 0900-1500, and Sunday Closed.

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6. Mailing information:

a) 3<sup>rd</sup> NCOA Training Battalion  
ATTN: MLC (Your Name)  
3500 "C" Avenue  
Camp Shelby, MS 39407-5500

b) Telephone Number  
Student Operations: (601)-558-2482/2207  
After duty hours: (601)-558-2167  
MLC Chief of Training: (601)-558-2976/2988

c) Billeting Office:  
Shelby Housing Office  
2101 21<sup>st</sup> Street  
Camp Shelby, MS 39407-5000  
Phone: 601-558-2500  
Reservation email: [nq.ms.msarng.list.camp-shelby-housing-office@army.mil](mailto:nq.ms.msarng.list.camp-shelby-housing-office@army.mil)

8. Again, congratulations on your selection to attend MLC. We look forward to your participation in this very important course. Your experience in the course and critical feedback is invaluable in our effort to deliver the best outcome-based education for future Master Sergeants.

9. Your host for the MLC is the 3rd NCO Academy, 154th Regiment (RTI), Camp Shelby, MS, which provides a state-of-the-art facility located to the south of Hattiesburg, MS. The address for 3rd NCOA is: 3500 C Avenue, Camp Shelby, MS 39407. If you have any questions concerning the 3rd NCOA and Camp Shelby, you may contact the 3rd NCOA MLC Chief of Training, MSG Jonathan Parks at [jonathan.a.parks2.mil@army.mil](mailto:jonathan.a.parks2.mil@army.mil) or (601) 558- 2976/2988 (office); (662) 809-0115 (cell).

ENCL  
RTI Area Overview  
Camp Shelby – NCOA strip map



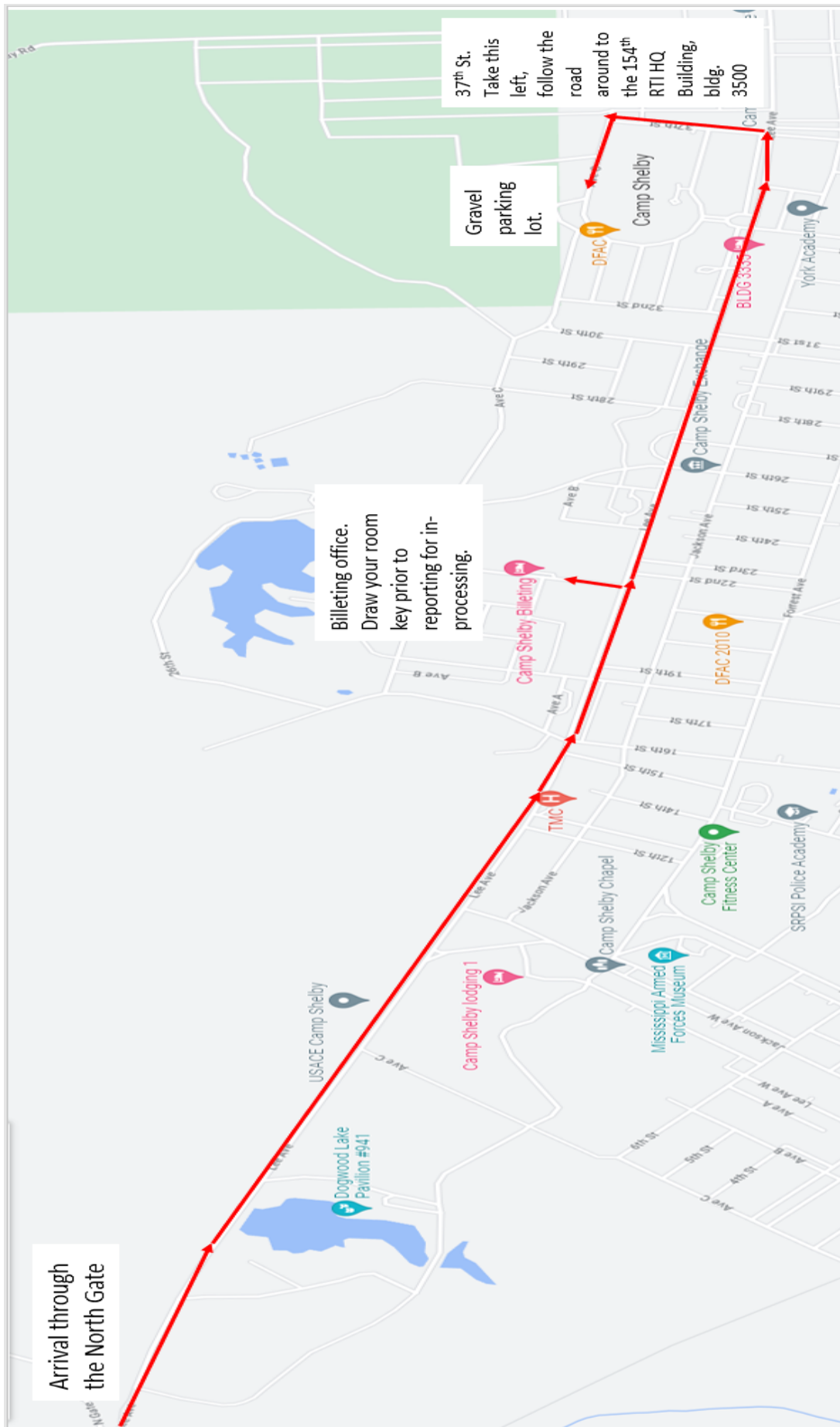
DOUGLAS L. KING  
CSM, MSARNG  
Commandant



**154th Regiment (RTI) Overview Legend:**

1. MLC Learning Center Bldg. 3575/Facilitator Office, Room 110
2. 3rd NCOA Operations (top of the stairs) BLDG 3500
3. DFAC Bldg. 3514
4. MLC Classrooms Bldg. 3575/ Rooms 107 and 109
5. Track
6. RTI Auditorium BLDG 3577
7. Student Parking (do not park in the circle by the auditorium)
8. Cadre Parking (off limits to students)
9. DFAC Parking (additional parking for students)





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