



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

NGMS-RTI-NCO

5 September 2023

MEMORANDUM FOR MASTER LEADER COURSE LEARNERS

SUBJECT: Welcome Letter for Master Leader Course Class **0XX-24**

1. Congratulations on your selection to attend the Master Leader Course (MLC) occurring; 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, and JP 5-0.
2. **Physical Fitness:** The ACFT will be conducted on Day 3 of the course. Passing the ACFT is a course graduation requirement. Height and weight (HT/WT) will be conducted on report day of the course. Soldiers who fail the initial ACFT and HT/WT will be retested later in the course. Soldiers who fail the ACFT retest or fail to meet the body fat composition standards of AR 600-9 after re-screening will be dismissed from the course.
3. **Reporting:** Report to Billeting, 2101 21st 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 Day Month Year (Report Day)**. 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 James Heard at 601-720-8110 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 21st St Camp Shelby, MS 39407. Classroom address is 3500 "C" Ave Camp Shelby, MS 39407, bldg. 3575, room 111.**
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 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. 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 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.

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. **Alternative Travel Arrangements:** It's the unit responsibility along with the Soldier to set up travel arrangements. **The price estimate for UBER XL is \$145.00 and Taxi cost is approximately \$140.00 from GPT**

4. **Registration:** The class blackboard self-enrollment steps will not be available for registration until 10 days prior to day 0.

5. You will receive an email with self-enrollment login instructions **NLT 10 days before the course start date.** In the event account information is not received in this timeframe, check your "Junk Email" folder, and contact the facilitator that sent your welcome packet.

6. Once your enrollment is approved, follow the instructions on the blackboard "Getting Started" page and upload all prerequisite documents under the Inprocessing folder:

- 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. DD 1610 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 \$31.00-35.00 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.com. Soldiers will pay for meals on the first and last day of the course (reimbursable through travel voucher). Meal costs are: Breakfast \$8.45, Lunch \$8.75, Dinner \$9.55.

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, sending units are **HIGHLY ENCOURAGED** to authorize rental cars. **3rd NCO Academy IS NOT RESPONSIBLE FOR RENTAL CAR AUTHORIZATIONS.**

e. Minimum items to bring with you:

1. CAC (ID)
2. Three copies of your military orders (DD Form 1610)
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. ***If Soldier fails to bring their ASU/AGSU or obtain their ASU/AGSU within 48 hours the Soldier will be counseled and removed from any Academic Honors and may be released from the course at the Commandants discretion.***
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 your alternate event is anything other than the 5K Rower or 12K Bike, provide a copy of your DA 3349 ASAP so that arrangements can be made prior to the ACFT)
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 the 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) 3rd 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 21st Street
Camp Shelby, MS 39407-5000
Phone: 601-558-2500
Reservation email: 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 James Heard at james.e.heard14.mil@army.mil or (601) 558- 2976/2988.

ENCL
RTI Area Overview
Camp Shelby – NCOA strip map

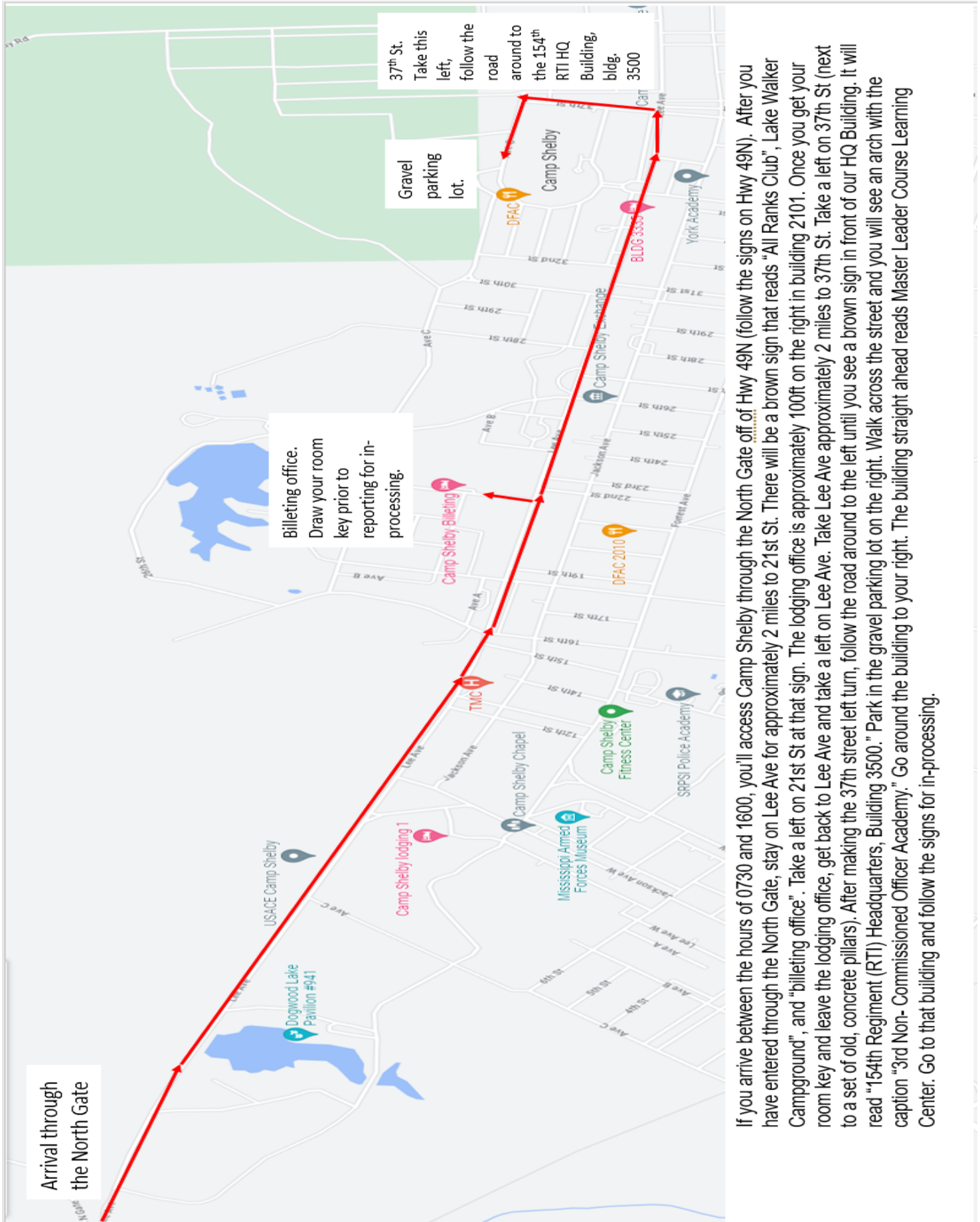


DOUGLAS L. KING
CSM, MSARNG
Commandant



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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