



**DEPARTMENT OF THE ARMY**  
RECRUITING AND RETENTION SCHOOL/STUDENT OPERATIONS  
BUILDING 10,000 HAMPTON PARKWAY  
FORT JACKSON, SC 29207  
803-751-8795

ATSG-RR

05 Feb 2013

MEMORANDUM FOR Appointed Recruiting Company First Sergeants

Subject: Welcoming Recruiting Company Leader Course

1. Congratulations on being selected to attend the Company Leader Course, Phase I conducted via DCO/VCS, Phase II resident at RRS, Fort Jackson, SC. I have enclosed some materials you may want to review prior to your arrival.
2. Day 00 VCS Commo check will be conducted NLT one week prior to commencement of the course to establish communication via VCS, familiarization, and introductions.
3. Day 0 of residency (Week 2 for 1SG's) is Sunday. You will need to sign in at the Fort Jackson Inn; 7550 Benning Road, FJSC 29207. Office number is 1-800-276-6984 or 803-782-9802

Day 1 of residency (Week 2 for 1SG's) is Monday. You will report to Bldg 10000 (SSI) Lee Road, FJSC 29207, Room 508. Office number is 803-751-8813. This will be a long day, in-processing will begin at 0630, starting with Ht/Wt (Full PFU; bring your ACU's if you are housed off-post). Class will begin at 0800 in ACU's.

Day 3 of residency (Week 2 for 1SG's) is Wednesday. You will take an APFT (Full PFU) at 0530, Darby Field on Jackson Blvd across from Post Theater.

Day 5 of residency (Week 2 for 1SG's) is Friday. You will have an ASU/Class A inspection at 0700, in the hallway in front of Room 508. After the inspection you will continue the rest of the day in your Class B uniform.

Day 10 of residency (Week 3 for 1SG's) is Friday. Graduation will be conducted in the SSI Auditorium (Bldg 10000). Uniform will be ASU/Class A's, we recommend you make flight arrangements for 1200hrs or later.

4. Please click on the below two links for a copy of the Fort Jackson Map and USAAC Form 101, please complete (or at ready have an account) and send copy back to us NLT the end of Phase 1 VCS session. This form will ensure you have access to all reports and documents you will need throughout the course.
  - a. Fort Jackson Map: <http://www.jackson.army.mil/sites/info/docs/759>
  - b. USAAC Form 101: <http://www.usaac.army.mil/downloads/ac101.pdf>
5. Please ensure you have 2 copies of the following documents on-hand; DD 1610, TDY/PCS orders (if you are TDY en-route please ensure you have a DA FM 31 that

covers your entire trip- to include your travel from RRS to your new duty station), Permanent profiles (if you are on a temporary profile that prevents you from taking the APFT or an Aerobic event please contact us immediately. I will need a scanned copy of it sent to us; the RRS Commandant will have to approve your attendance prior to your arrival). If you have a P3 Permanent Profile, ensure you have your MRB results. If you are over 40 years old please have a current "Over 40 Physical" and one copy of your ORB.

6. Please DO NOT complete the TAIS survey prior to your arrival, you will do it during the course. A few of you will receive instruction to complete the survey, please disregard.
7. If you have any special housing requirements, please contact us ASAP (i.e. traveling with family members and/or pets)
8. If you have any question please feel free to contact Student Operations at 803-751-8795, or Recruiting Company Leader Course OIC CPT Smith at [oliver.smith@usarec.army.mil](mailto:oliver.smith@usarec.army.mil) work #: 803-751-8813, RCLC NCOIC Wombles at [alfred.r.mil@mail.mil](mailto:alfred.r.mil@mail.mil) cell#:602-301-5522
9. We look forward to your arrival and have a safe trip to Fort Jackson, SC.

//Original Signed//  
Alfred R. Wombles  
MSG, USA  
RCLC NCOIC/Instructor