

DEPARTMENT OF THE ARMY
UNITED STATES ARMY ADJUTANT GENERAL SCHOOL
10000 HAMPTON PARKWAY
FORT JACKSON, SC 29207-7025

ATSG-AGS-AOTD

23 July 2012

MEMORANDUM FOR Students, Adjutant General Captain Career Course-Reserve Component (AGCCC-RC) Phase III

SUBJECT: AGCCC-RC Phase III Welcome Letter and Student Instructions

1. Welcome to Fort Jackson, home of the Adjutant General's Corps and the Soldier Support Institute. I look forward to your attendance at the Adjutant General Captain's Career Course-RC, Phase III. This last phase is challenging and fast-paced. We will focus on training officers on mandated and AGS determined tactical and contemporary operating environment (COE) tasks to include branch technical training and the Military Decision Making Process (MDMP).
2. As we get closer to your attendance for the AGCCC-RC, you will be required to log onto the SSI blackboard and start monitoring it for all your announcements and course information. Near the start of your specific class you will be required to complete a demographics survey submit it to the faculty and staff prior to the beginning of the class. This information is critical to how we determine the class breakdown into teams and project work-groups prior to the start of each class.
3. The course concept consists of the following-- Preparation and Resident.
 - a. Preparation Phase. Students should arrive familiar with the Military Decision Making Process (MDMP) found in Chapter 3 of FM 5-0, and the Battle Staff (2nd Revised Edition) by Norman M. Wade, a great resource which combines information from FM 5-0, 6-0 and 1-02. Students should also arrive familiar with FM 1-0 dated April 2010.
 - b. Resident Phase. Students will participate in a small group instructional setting. This phase will include classroom discussions, guest lectures, student projects, and completion of an in depth analysis utilizing the MDMP. Attached is a fact sheet that addresses many of your administrative questions. During student orientation, a copy of the course schedule (times subject to change due to instructors' availability) will be provided.
4. Again, welcome to the Adjutant General Captain Career Course (RC). Prepare yourself for a fast paced and busy two weeks. If you have any questions or require additional information, please contact us anytime, MAJ Douglas Novak, Senior Team Leader, douglas.d.novak2.mail@mail.mil at (803) 751-9641.

/////original signed/////

CHAD VAUGHN
MAJ, AG
Director of Training, Interim

AGCCC-RC Fact Sheet

Reporting/Class Hours: Your report date is the Sunday prior to the start of your specific class. **Do not make return travel plans before 1500 Friday.** There will be a formal graduation ceremony on the second Friday of your specific course. Classes generally run from 0800 to 1800 hours; but due to the limited time in session; classes will be conducted Monday through Saturday. Prepare to work in a group setting (outside of the classroom) on Saturday for group briefings.

Day 1 Report Date/Time: 0700

Report Location: Room 2044 (Alpha Company HQ), Building 10000, Hampton Parkway

Uniform: APFT (Bring ACU with soft cap to change after the weigh-in)

Class Location: Rooms TBD

Uniform/APFT/HT/WT: Throughout the course, the ACU is the duty uniform; however, ensure you bring appropriate civilian clothing for informal social activities. You **MUST** bring your Class A (Green or ASU as applicable) as you will graduate in this uniform. There is no APFT administered during this phase. Bring your PTs to conduct physical training. When time permits, we may conduct physical training during the second week of the course. You must arrive in compliance with the Army's weight standards, AR 600-9. **Officers with temporary profiles are not allowed to attend this school.** There is an exception for pregnant officers who do not have restrictions on the number of hours they can spend in a classroom environment. Additionally, if your temporary profile is as a result of injury sustained in a combat zone, you may also qualify for an exception. **Anyone with a profile (permanent or temporary) will be required to send the Senior Team Leader a copy of the profile for review and approval.** Individuals currently flagged at their unit for failure to meet height and weight or APFT standards cannot begin resident AGCCC-RC. You must bring a valid APFT DA Form 705 card (within the last 12 months) with you to the resident phase of this course and it will be collected on day one of your course. You will be administered a height/weight check on day one of the course. **Anyone not in compliance with the Army's height/weight standard, or fails to pass a record APFT (either from your unit or on site administered by the AG School) will receive a "Marginally achieved course standard" on your DA Form 1059, Academic Evaluation Report.**

Lodging: Upon arrival, report to the Fort Jackson Inn Welcome Center, Building 7550, (803) 782-9802 (see enclosed map). NOTE: During certain times in the summer/winter months; there is a possibility that lodging may be off post. For anyone arriving by air, there will be no transportation available from the airport. If your orders do not authorize a rental car, I recommend you take a taxi to the welcome center; cost is about \$35. With the receipt, you can be reimbursed through your travel voucher. The welcome center will then provide transportation to your billets until 2300 hours. Please inform the welcome center that you will need transportation to your billets. On-post billets provide internet access. If traveling after 1800 hrs on the Sunday prior to the course Start Date, please inform the welcome center of your late arrival to retain your reservation.

Transportation: No transportation will be provided from your lodging facility to the classroom. As a result, we encourage National Guard members to ask your units to authorize a rental car and annotate that on your orders. Before leaving your Reserve

Component, check to see if you are authorized a car rental. If you are authorized a car rental it will state it in your orders. Any Army Reserve students who have a rental car designated on their orders must be willing to drive USAR classmates (with reasonable requests) throughout the duration of the course. If you do not have orders authorizing a rental car, but you choose to get one, you may have to cover the cost of the rental car yourself.

Inprocessing: Alpha Company, Training Support Battalion (TSB), is your unit of assignment for the duration of the course. Alpha Company is located on the second floor of the Soldier Support Institute, Bldg 10000, Room 2044. On day 1, A Company Commander will provide a welcome brief to discuss additional administrative issues for the class. We recommend you bring your medical, dental, and personnel records; in order to take care of any issues that might arise. You are required to bring the following for in processing on day one to your advisor to validate course completion and prerequisites: **Copy of DL Certificates for all Course Modules HR and S1, copy of PH I certificate of completion memo, and copy of DA Form 705 APFT card showing completion of APFT within one year of PH III start.**

Laptops/Computer : If you own a laptop computer, you are **strongly encouraged** to bring it with rewritable disks. Flash drive/memory sticks are no longer authorized to download course materials. Lap tops are available in the classrooms; but they are stationary and not allowed outside of the classroom. Connectivity in lodging may be limited depending on where you're residing (i.e. Off post, Dozier Hall, Palmetto lodge etc.) Printer access is also limited. There will be laptops for use in your classroom, but it cannot be taken to your lodging facility.

Funding: All officers will arrange for funding through their current or losing command. Officers should ensure the special instructions of their orders reflect attendance at this course and include a fund cite. For those officers arriving from the west coast, please ensure your orders reflect one additional day for travel after graduation. West coast flights departing Columbia Airport are scheduled early morning on Fridays and students are release historically around noon time.

Meals: There is no Mess Hall on Ft. Jackson for students use. Students may purchase lunch from various establishments that are within driving distance.

Miscellaneous: Be advised that portions of Bldg 10000 are "No Hat, No Salute" areas. Specifically, the areas immediately around the building entrances (covered walkways) fall in this category as does the smoking area. Additionally, you need to know that there is a post policy for "No Electronic Devices" while driving. This means **NO cell phone use**. You are authorized to use hands-free device or a speaker. And one last note is, there is **NO** "walking and talking" on cell phones **ANYWHERE** on post.

Directions: Ft Jackson is located in Columbia, South Carolina. The city is accessible from three major highways: 1-20, I-26, and I-77. I-95 and I-85 are a short drive away. The nearest airport is the Columbia Metropolitan Airport located about 25 minutes from Ft. Jackson. An additional option is to fly into Charlotte, North Carolina which is about one and a half hours away. Please see attached maps of Columbia and Ft. Jackson for further information. **Note: from July through September 2012, the Main Gate (Gate 2, off exit 12) will be closed for construction. The easiest entrance gate will be Gate 10 (described below).**

Note: If you do not have a post decal on your vehicle, you must enter through Gate 2.

(1) **Fort Jackson Inn & Welcome Center:** To Fort Jackson via I-77 N & S, take Exit 10 (Jackson Blvd). If you are traveling North on I-77 from the airport, take Exit 10 and turn right from the exit ramp on to Jackson Blvd and Gate 1 will be roughly 100 meters in front of you. If traveling South on I-77, turn left from the exit ramp onto Jackson Blvd and Gate 1 will be 100 meters in front of you. After you pass through Gate 1, take second road on roundabout (Marion Ave) and stay straight. You will pass several cross streets but after you cross Strom Thurmond Blvd., you will travel approximately ½ mile past the Strom Thurmond intersection and then look for Benning Road, which will veer off to the right (see strip map). The Fort Jackson Inn & Welcome Center, Bldg 7550 is the first building on the right side.

(2) **Soldier Support Institute:** The Adjutant General School is located in the western wing of the Soldier Support Institute Bldg 10000. It is the largest building right across for the Fort Jackson Inn & Welcome Center. There is a parking area located on both sides of Bldg 10000. The upper portion (closest to Hampton Parkway) of both parking lots is for staff and cadre (See map below).

Key Phone Numbers:

Welcome Center (800) 276-6984 or (803) 782-9802

Alpha Company, Training Support Battalion(803) 751-8121/8188

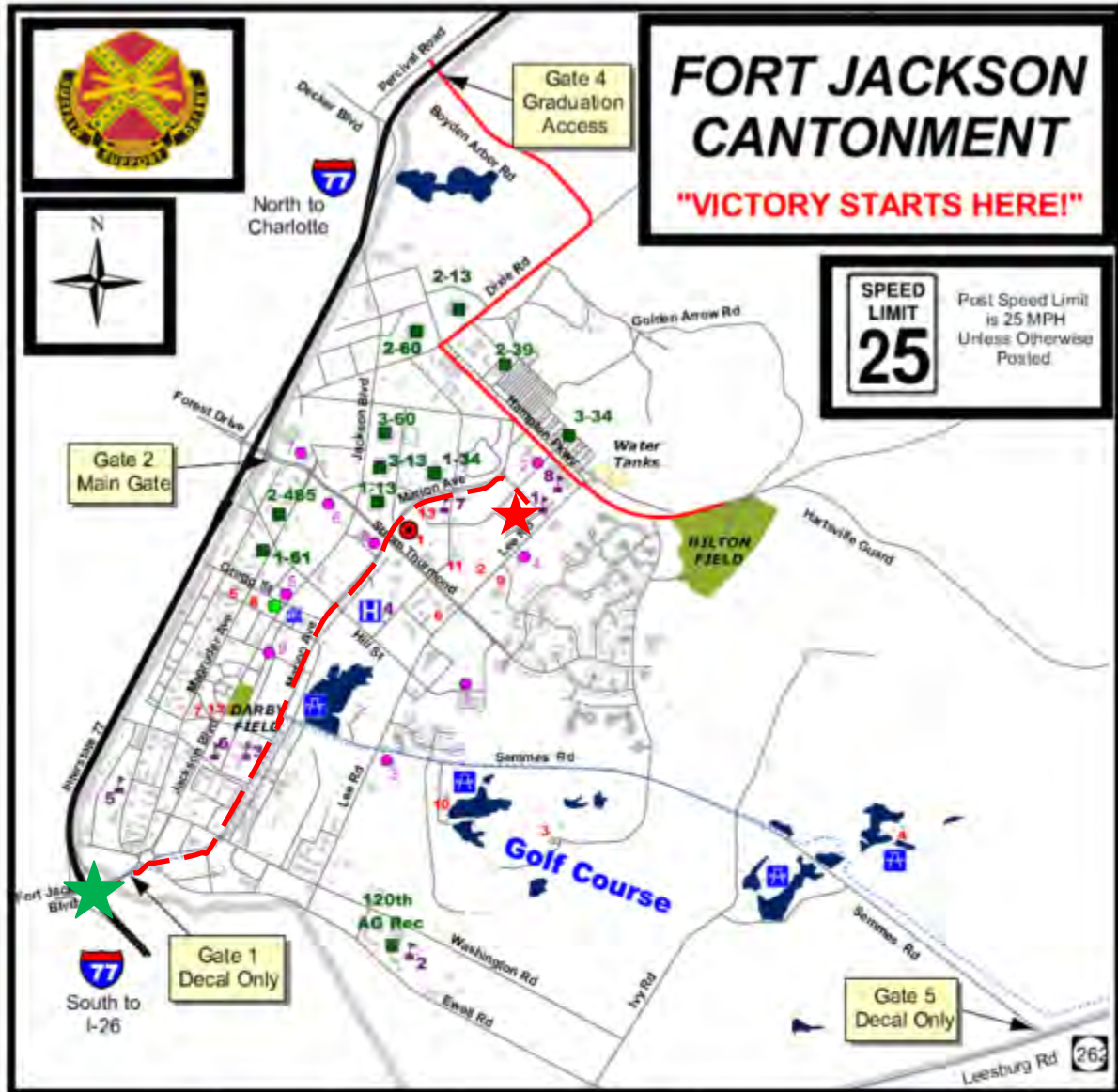
AGCCC-RC Cadre (803) 751-9641

Course Materials: Hard copies of slide packets are not provided and will not be printed by student in class. Each student is highly encouraged to bring rewritable disks to copy/transfer class materials. The AGCCC-RC does not provide supplies for personal use. It is recommended that you bring some basic supplies with you (i.e. paper, pencils). Additionally, you can find copies of most course briefings on SSI Blackboard at <https://ssi.elic.learn.army.mil>. **Your student files may not be available until 15 days prior to class.**

Systems Accesses. You will require access to numerous systems and websites during the course and in your HR positions. You are highly encouraged to register in advance.

S1Net	https://s1net.bcks.army.mil
FMSweb	https://fmsweb.army.mil
ARNG Bde/Bn S1 course	http://www.pec.ngb.army.mil

The Fort Jackson Inn & Welcome Center is located in the vicinity of the Soldier Support Institute at purple flag #8 (Red star near the center of the map). Gate 10 is at the bottom left of the map as highlighted by the Green Star.



<p>0.5 0 0.5 1 1.5 2 2.5 Miles</p>			
<p>RECREATION</p> <ul style="list-style-type: none"> 1 SOLOMON CENTER 2 Autocraft Shop 3 Golf Pro Shop 4 Heise Pond 5 Knight Pool 6 Library 7 Magruder's Sports Pub and Grill 8 Mann Center 9 NCO Club 10 Officers' Club 11 Recycling Center 12 Theater #3 13 Water Park and Mini Golf 	<p>MISC</p> <ul style="list-style-type: none"> Post HQ Basic Training Unit Hospital Post Museum Picnic Area Lake or Pond Palmetto Trail ROUTE TO GRADUATION 	<p>PCS POINTS</p> <ul style="list-style-type: none"> Commissary Dozier Hall Kennedy BOQ Palmetto Lodge Post Conf. Room Public Affairs Office PX Strom Thurmond Bldg. U.S. Post Office 	<p>SCHOOLS</p> <ul style="list-style-type: none"> 1 Chaplain School 2 Drill Sgt. School 3 Heavy Wheeled Mech. Sch. 4 Hospital 5 Light Wheeled Mech. Sch. 6 NCO Academy 7 Polygraph Institute 8 Soldier Support Institute

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Soldier Support Institute/AG School



