

**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's Career Course-Reserve Component (AGCCC-RC) Phase I

SUBJECT: AGCCC-RC Phase 1 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 I. Our mission in the Advanced Officer Training Division (AOTD) is to train and equip officers with the necessary skills and knowledge to support the force through personnel services. The primary focus is at the Battalion and Brigade levels with HR core competencies and functions.
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 following Human Resource Core Competencies; Man the Force, Provide HR Services, Coordinate Personnel Support, and Conduct HR Planning and Operations located in the new FM 1-0, dated April 2010.
  - b. Resident Phase. A faculty team leader will facilitate about 60 percent of your instruction. Students will present the other 40 percent of the course material in a small group setting. Testable blocks consist of classroom discussions, student projects, completing written assignments, and participating in a battle simulation exercise. Attached is a fact sheet that addresses many of your administrative questions. A generic course schedule will be sent at least two weeks prior to the course beginning.
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 MAJ Douglas Novak, Senior Team Leader, [douglas.d.novak2@mail.mil](mailto:douglas.d.novak2@mail.mil) at (803) 751-9641.

///Original Signed///  
CHAD VAUGHN  
MAJ, AG  
Interim Director of Training

## **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 on the Friday of graduation.** There will not be a formal graduation ceremony during this phase; however, Friday will be used for important administrative issues and out-processing. Classes generally run from 0800 to 1700 hours, Monday through Saturday. **Note:** the classroom temperature varies; either too hot or too cold, planned accordingly.

Day 1 Report Date/Time: TBD

Report Location: Rooms TBD, Building 10000, Hampton Parkway

Uniform: ACU with soft cap

**Uniform:** Throughout the course, the duty uniform is ACU and soft cap. Bring the Improved Physical Fitness Uniform (IPFU) with reflective vest or belt if you choose to conduct physical training (PT) on-post during the hours of 0500-0800. However, ensure you bring appropriate civilian clothing for informal social activities. You do not need your Class A (Green or ASU) uniform for this phase. If, however, you are completing a back-to-back Phase 1 and Phase 3, you will need to bring your Class A (Green or ASU as applicable).

**Lodging:** Upon arrival, report to the Fort Jackson Inn & Welcome Center, Bldg 7550, Benning Road, Fort Jackson, SC, 29207. Tell them you are here for the two week resident AGCCC-RC (and your class number). Students (non-local) are required to stay in on-post lodging, if it is available. The Fort Jackson Inn will reserve all rooms for your class. You may contact the Fort Jackson Inn at 1(800) 276-6984 or (803) 782-9802 or email them at [Jackson\\_Lodging\\_Reservations@conus.army.mil](mailto:Jackson_Lodging_Reservations@conus.army.mil). If you are arriving earlier than the Sunday prior to class starting or remaining after Friday graduation, you must coordinate this additional billeting requirement yourself.

**Transportation:** Billeting and dining are not within walking distance of the classroom. As a result, we encourage National Guard members to ask their 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 10,000, Room 2044. On day 1, Alpha Company commander will provide a welcome brief to discuss additional administrative issues for the class. You will need to know your local address and room phone number (provided to you by the Fort Jackson Inn & Welcome Center and/or contract hotel). We

recommend you bring your medical, dental, and personnel records; in order to take care of any issues that might arise.

**Laptops/Computer** : If you own a laptop computer, **you are strongly encouraged to bring it**, to complete certain group assignments. Students will sign a computer agreement to utilize the lap tops at the schoolhouse; however, students are not authorized to remove the schools laptops from the building. In-class, printer access is limited.

**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.

**Privately Owned Weapons**: You must register all privately owned weapons with the Provost Marshal's Office. Alpha Company has the paperwork necessary to complete this action. We recommend you leave all privately owned weapons at home.

**Meals**: There is no Mess Hall on Ft. Jackson for student use, thus government meals will NOT be provided. You will receive a statement of non-availability reflecting this upon your arrival to class during your inprocessing. Students may purchase lunch from various establishments that are within driving distance. Additionally, there are some classrooms with a refrigerator and microwave in the classroom for short term storage.

**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).**

(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

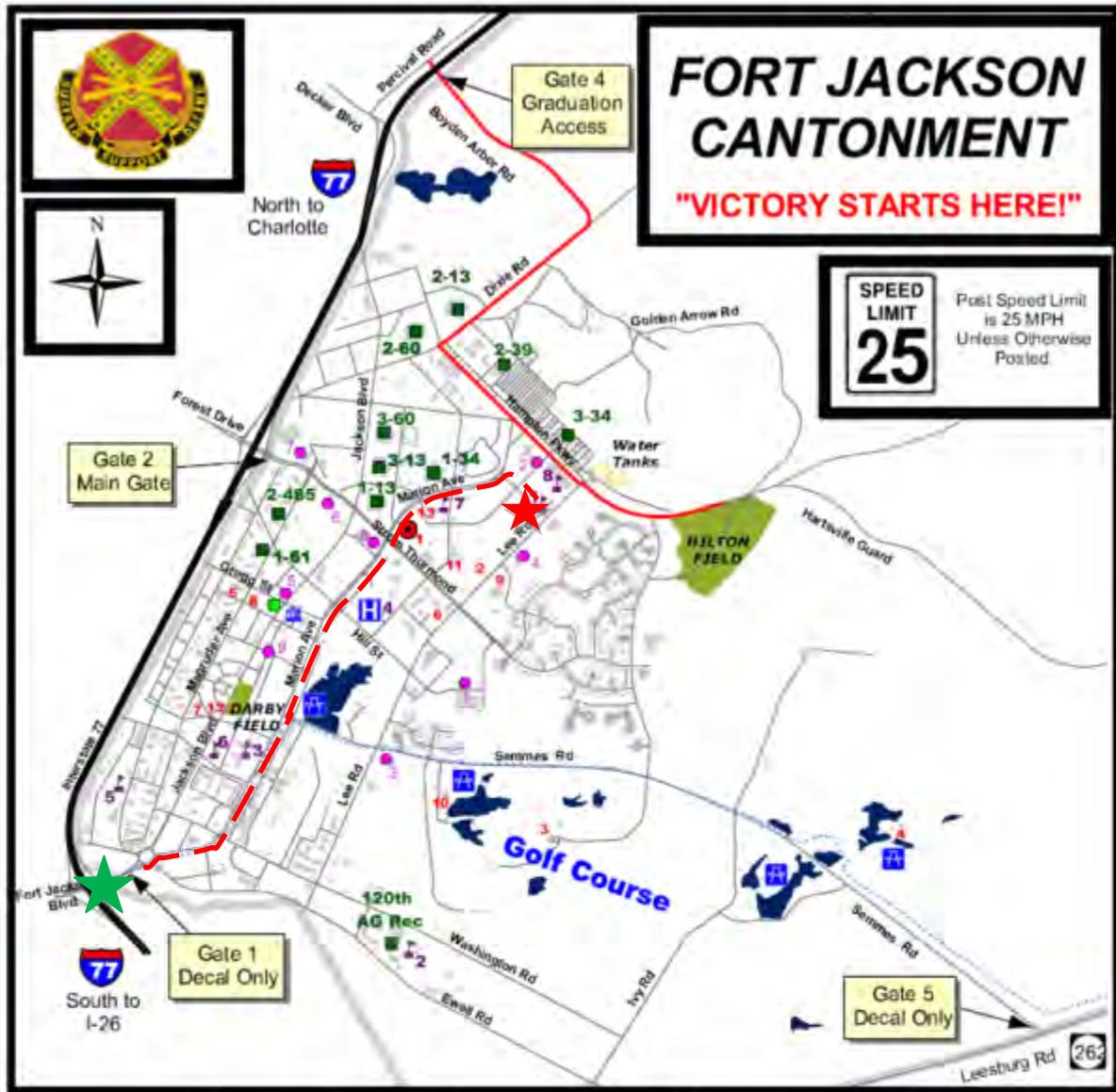
**Course Materials:** Hard copies of slide packets are not provided and will not be printed by student in class. Flash drives are not authorized on classroom computers. Each student is highly encouraged to bring disks to copy/transfer class materials. The AGCCC-RC does not provide supplies for personal use. It is recommended that you bring some basic supplies with you.

**Systems Access.** It is recommended that you access or registered for the below website in advance.

S1Net: <https://s1net.bcks.army.mil>

AG school website: <http://www.ags.army.mil/12AGCaptainsCareerCourseRC.pdf>

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.



0.5 0 0.5 1 1.5 2 2.5 Miles

- RECREATION**
- 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

- MISC**
- Post HQ
  - Basic Training Unit
  - Hospital
  - Post Museum
  - Picnic Area
  - Lake or Pond
  - Palmetto Trail
  - ROUTE TO GRADUATION**

- PCS POINTS**
- Commissary
  - Dozier Hall
  - Kennedy BOQ
  - Palmetto Lodge
  - Post Conf. Room
  - Public Affairs Office
  - PX
  - Strom Thumond Bldg.
  - U.S. Post Office

- SCHOOLS**
- 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

16 NOV 2008  
Compliments of  
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# Soldier Support Institute/AG School



