ATSG-AGS-TD 09JAN13

INFORMATION PAPER

SUBJECT: General Information for the Adjutant General Captains Career Course (AGCCC)

1. PURPOSE: To provide information concerning reporting for AGCCC in order to safely plan and execute your arrival and in-processing. The information presented below is an overview of your in-processing requirements. Alpha Company and the Training Support Battalion (TSB) S-1 section will give you more specific information on in-processing upon your arrival.

2. FACTS:

a. Reporting Procedures. Review the following link and click on "Reporting Instructions" tab: http://www.ssi.army.mil/TSB/Alpha/default.htm

b. Class Location. Training is conducted Monday through Friday. Your classroom is located in SSI (Building 10000) in the AG wing. On the first day of class all students will weigh-in. **The uniform for the first day is the Improved Physical Fitness Uniform (IPFU).** Students will be provided a short break following the weigh-in to change into the Army Combat Uniform (ACU).

c. Required documentation. On the first day of class you need to bring the following, in order to in-process:

(1) 10 copies of your orders and/or DA Form 1610 with any amendments.

(2) Leave form (DA Form 31).

(3) DD 93 & SGLI (if you have recent copies).

(4) Dental records (bring even if you turned them into Hagen Dental Clinic because you are in a PCS status to Ft. Jackson).

(5) Medical records.

(6) Vaccination/shot records (to include civilian shot records).

(7) Copy of profile (if applicable).

(8) Common Access Card (CAC).

(a) If you do not have a CAC, you will receive one on Day 1 of class. You must bring: orders; two forms of photo identification (ID); Social Security card.

(b) If you have dependents that need an ID card or need to be enrolled in DEERS, you will need their birth certificate and social security card. Spouses will also need a photo ID and marriage certificate. All documents must be originals or notarized copies.

(9) Finance documents. To in-process finance and start receiving the correct pay, you must bring the following:

(a) Completed DA 31.

(b) Orders with all amendments.

(c) Receipts for expenses incurred as a result of PCS (hotel, etc).

(10) Officer Record Brief (ORB) updates. If you need updates made to your ORB, bring copies of pertinent source documents (such as awards, military education certificates, etc.).

(11) Weapon registration. If you bring a privately owned weapon to Fort Jackson, you will need the following information to register it: serial number, make, model, finish, and caliber.

d. Uniforms. All officers will bring and wear the required uniforms in accordance with Army Regulation (AR) 670-1, Appendix C (available online at www.apd.army.mil).

(1) Duty uniform. Throughout the course, the Army Combat Uniform (ACU) with patrol cap subdued sewn-on is the duty uniform. On your left sleeve, you will wear the shoulder patch for the Soldier Support Institute.

(2) Physical fitness training (PT). The PT uniform is the Improved Physical Fitness Uniform (IPFU). Ensure you bring all components of the IPFU, to include summer and winter uniforms (with black gloves and gray fleece cap).

(4) Formal events. You can expect at least one formal function. The uniform for Active Duty Officers is the Dress Blue or Army Service Uniform (ASU). For Reserve and National Guard (TPU) component officers, the uniform is the Class A or Army Service Uniform (ASU). If you currently do not own any dress uniform you are required to purchase one prior to or immediately upon your arrival at Fort Jackson, in accordance with AR 670-1. Be advised that Class A (Greens) uniform is being phased out and replaced with the Army Service Uniform as the standard dress uniform.

e. Supplies. If you own a personal computer, you should bring it with you. **The Advanced Officer Training Division will issue you a classroom laptop to use for the duration of your course, but you will NOT be able to take the computer from the classroom.** The school's computers have Microsoft Office (Word, Excel, Power Point, Access), which is the standard for the AG School and the SSI. A limited amount of basic office supplies for the purpose of student presentations is available, but is not provided for personal use; therefore, you should bring some basic office supplies with you.

f. Physical Fitness. The school emphasizes the physical fitness program from the beginning of the course. You should evaluate your current fitness level to ensure you can pass the Army Physical Fitness Test (APFT) and meet height and weight standards before you arrive. Consult AR 600-9 or FM 21-20 for these standards. During the first 72 hours of the course, all students will weigh-in and take a record APFT. You will conduct group physical training daily. All students must be in compliance with Army Directive 2012-20 (Physical Fitness and Height and Weight Requirements for Professional Military Education) located at the following link: http://www.apd.army.mil/pdffiles/ad2012_20.pdf

g. Curriculum Overview. All students are required to attend the entire 20 weeks. The courseware is structured to facilitate individual learning and is task-oriented. The course exists to train AG Officers on specific on-the-job related functions or tasks and Human Resources (HR) doctrine. The curriculum requires the student to research, read, interpret, and cross-check various Army Regulations, DA Pamphlets, Memorandums, and forms. Additionally, the curriculum requires HR Officers to be familiar with various HR systems, and the understanding of databases within the HR arena that are critical to the development, design, and advancement of an ever changing field. Students' competency level is determined based on realistic, performance oriented tests and evaluations contained in this course. The tests used in this course duplicate the actual job requirements as much as possible. There are a total of four HR Technical comprehensive module tests, one Common Core test, and other events in which the student receives a GO or NO GO. The tests may consist of multiple choice, matching, short answer, fill-in-the-blank, essay, and oral and written assignments. Students are also evaluated on writing skills, communications skills, leadership, and professional development.

h. Pre-requisites.

Doctrine: Prior to arriving at Fort Jackson to attend AGCCC, you should read and be familiar the following field manuals, which are central to your human resources and common core instruction. These manuals may be found on the Army Publishing Directorate website (http://www.army.mil/usapa/doctrine/Active_FM.html).

(1) FM 1-0, Human Resources Support, April 2010

(2) ATTP 1-0.1 S1 Operations, May 2011

(3) ATTP 1-0.2 Theater Level HR Support, January 2013

(4) ADP 3-0, Unified Land Operations, October 2011

(5) ADP 5-0, The Operations Process, May 2012

(6) ADP 6-0, Mission Command, May 2012

Personality/Learning Styles: Utilize the below personality/learning style inventories to become familiar with how you learn. The results are discussed at the beginning of the course.

Myers-Briggs Personality Type

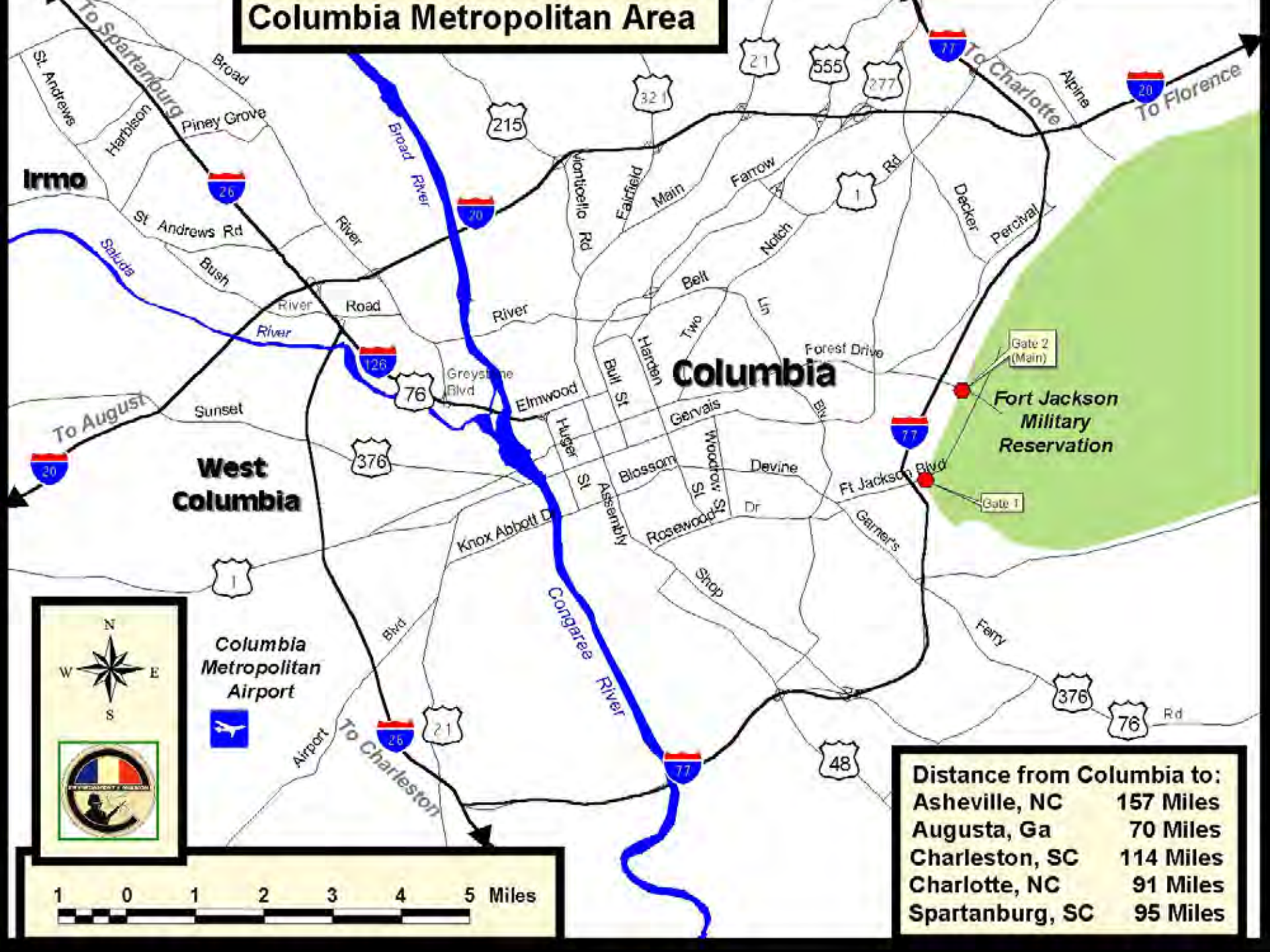
http://www.personalitypathways.com/type_inventory.html

Jung Typology Test

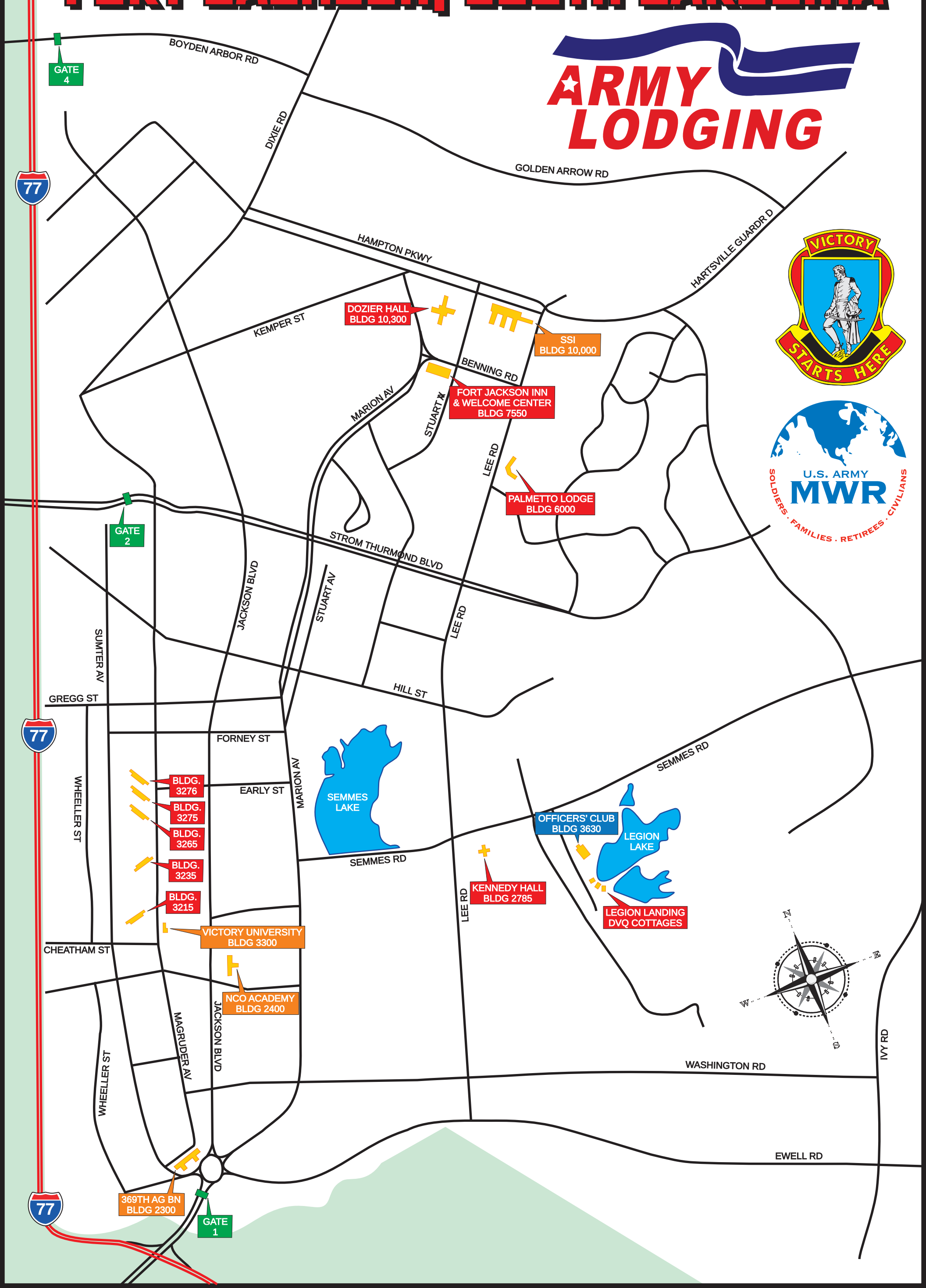
http://www.humanmetrics.com/cgi-win/JTypes2.asp

3. CONCLUSION. Although this course is extremely demanding, you will find it personally and professionally rewarding. For additional information, visit the SSI AGS-website at http://www.ags.army.mil/ or the Fort Jackson homepage at http://www.jackson.army.mil.

Columbia Metropolitan Area



Distance from Columbia to:

Asheville, NC	157 Miles
Augusta, Ga	70 Miles
Charleston, SC	114 Miles
Charlotte, NC	91 Miles
Spartanburg, SC	95 Miles

WELCOME TO FORT JACKSON, SOUTH CAROLINA