

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

ATSG-AGS-AOTD

27SEP13

MEMORANDUM FOR Students, Adjutant General Captain's Career Course-Reserve Component (AGCCC-RC) (All Phases)

SUBJECT: AGCCC-RC 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. 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. Additionally, you need to monitor your AKO account. Your AKO account is the email of record for the US Army and will be used prior to and throughout the Captain's Career Course. Near the start of your specific class you will be required to complete a demographics survey submit it to the staff and faculty 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, Phase I-Resident, Phase II-Distributive Learning and Phase III-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. The student will also be required to take an APFT and will also be required to do height and weight by Army Regulation and policy.
  - b. Resident Phase I. On the first day of the course be prepared to be given a height and weight screening. On the second day of the course, a "For Record" APFT will be administered. Army Directive 2012-20, dated 12 SEP 12 (attached), states in para 2.b., that "Successful completion of the APFT and height and weight screening are mandatory for course graduation... For PME course with multiple phases, the initial APFT and height and weight screening will be administered during the first phase of the resident course." During classroom instruction, 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, briefings, and participating in a battle simulation exercise. Attached is a fact sheet that addresses many of your administrative questions. A generic course schedule for phases 1 and 3 will be available upon your reply and confirmation of attendance at each course. A specific calendar pertaining to your class will be provided upon you arrival at each course (Understand that the calendar may change throughout your class instruction).

c. Distributive Learning Phase II. The student will be required during this time along with his or her DL requirements maintain an APFT card while enrolled in the AGCCC-RC course. This will be part of your course completion and graduation requirement.

d. Resident Phase III. Students will participate in a small group instructional setting. This phase will include classroom discussions, guest lectures, student projects, numerous briefings by the student to prepare him or her for the rigors of Staff operations and functions. Prepare a country brief utilizing PMESIPT. The student will complete an in-depth analysis utilizing MDMP. Prior to arrival, the student must be familiar with MDMP, Mission Analysis and PMESIPT. You will also be required to have taken and passed an AFPT within 30 days of your arrival as it will be annotated on your AER(DA Form 1059) as part of meeting course completion and graduation requirements.

4. Again, welcome to the Adjutant General Captain Career Course (RC). Prepare yourself for a fast paced and busy time. If you have any questions or require additional information, please contact MAJ Greg Spears, Senior Team Leader, [james.g.spears.mil@mail.mil](mailto:james.g.spears.mil@mail.mil) at (803) 751-5293.

///Original Signed///  
Luis A. Parilli  
LTC, AG  
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 1600 on the second Friday of your specified course (phase 1 completion or graduation).** 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 and Sunday for group briefings. **Note:** the classroom temperature varies; either too hot or too cold, plan accordingly.

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:** Throughout the course, the duty uniform is ACU and soft cap. Bring the Improved Physical Fitness Uniform (IPFU) with reflective vest or belt. You may conduct physical training (PT) on-post during the hours of 0500-0800. Also during PT hours many roads are blocked to all traffic and will not re-open until 0700. POST PT HOURS ARE MONDAY THRU SATURDAY 0500 to 0700. Plan your drive times appropriately. 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 prior to acceptance in the course.** Individuals currently flagged at their unit for failure to meet height and weight or APFT standards cannot begin resident AGCCC-RC. Also, ensure you bring appropriate civilian clothing for informal social activities.

**NOTE:** For Phase 3, you **MUST** bring your ASU uniform (Class A Greens are no longer authorized as of OCT'13 ) as you will graduate in this uniform.

**Lodging:** Upon arrival, report to the Fort Jackson Inn & Welcome Center, Bldg 7550, Benning Road, Fort Jackson, SC, 29207 (see enclosed map). **NOTE: During certain times in the summer/winter months; there is a possibility that lodging may be off post.** Tell them you are here for the two week resident AGCCC-RC (and your class number). 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. 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. 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. Additionally, 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 unit, 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 Hampton Parkway, Room 2044. On day 1, Alpha 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 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 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 or Saturdays.

**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:** Government meals will be provided. You will receive meal card upon your arrival to class during your inprocessing. Students may if they desire 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:** 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 12 (Forest Drive). If you are traveling North on I-77 from the airport, take Exit 12 and turn right from the exit ramp onto Forest Drive and Gate 1 will be roughly 200 meters in front of you. If traveling South on I-77, turn left from the Exit 12 ramp onto Forest Drive and Gate 2 will be 300 meters in front of you. After you pass through Gate 2, travel on Strom Thurmond Blvd. until you come to the third stop and go light. Turn left onto Marion Avenue and travel approximately 3/4 of a mile. 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

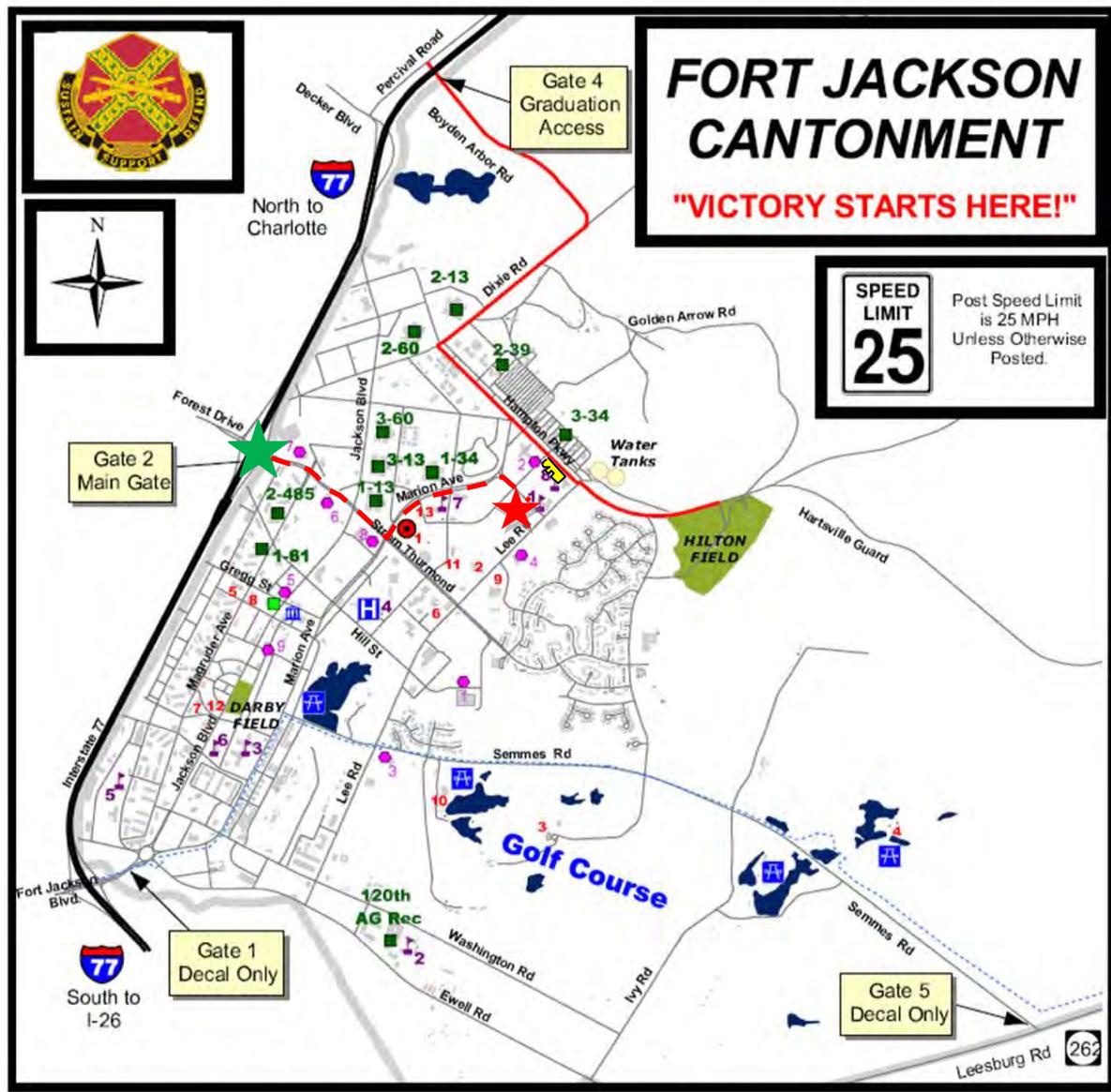
AGCCC-RC Cadre MAJ Greg Spears..... (980-722-3134)

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

|                       |   |
|-----------------------|---|
| S1Net                 | <a href="https://s1net.bcks.army.mil">https://s1net.bcks.army.mil</a> |
| FMSweb                | <a href="https://fmsweb.army.mil">https://fmsweb.army.mil</a>         |
| ARNG Bde/Bn S1 course | <a href="http://www.pec.ngb.army.mil">http://www.pec.ngb.army.mil</a> |

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 12 is at the middle-left of the map as highlighted by the Green Star.



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



