

Ladies and Gentlemen,

Welcome to Fort Jackson and the Adjutant General's Captains Career Course. Our mission in the Advanced Officer Training Division is to create leaders who are adaptable, agile, operationally and warrior focused; enhanced Warfighting, Command and Staff skills; mentally and physically tough; data literate; doctrinally sound; and proficient in systems. The primary focus is 42B Branch technical curriculum at the Battalion and Brigade levels. Doctrine-based Common Core will be completed via distributed learning.

We look forward to your arrival and hope your PCS to Fort Jackson is a smooth transition. If you received this message in error or no longer plan to attend this course, please respond to all on the "CC" line that you will not be attending. Additionally, ensure your reservation in ATRRS adjusts accordingly.

Plan to wear your dress uniform (ASUs/AGSUs with appropriate AG accoutrements) as early as the first week of class.

You are required to wear the CASCOM patch (torch with 5 stars) on your ACUs while at Fort Jackson (see attachment).

The instructors for the class are:

The start date for class is XX/XX/XXXX Please ensure that you, your Family, and your unit are tracking this date.

Pre-Arrival Requirements:

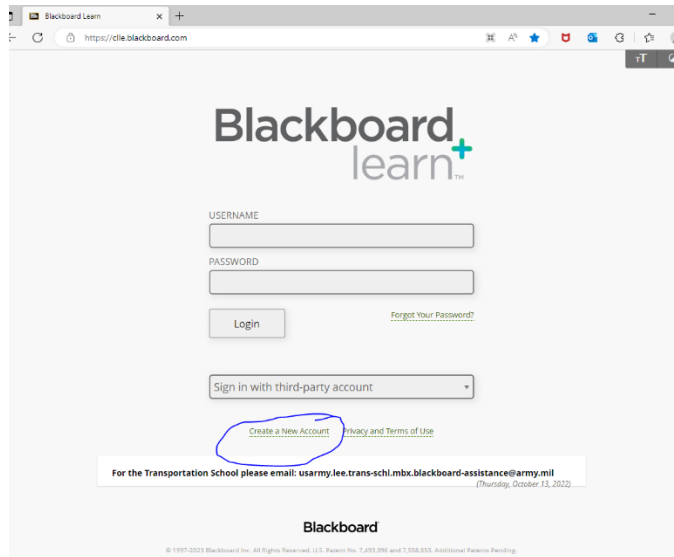
1. you will be required to complete a student registration form. Your instructors will send the link

****Students can only access this link on a CAC enabled device on a government network. It takes 2 to 3 minutes.***

2. **Signal Registration.** We highly recommend you join your class Group. We use this platform to keep students updated on any short notice changes throughout the course. Your instructors will send out the link.

3. **Blackboard Registration.** As we get closer to your attendance for the AGCCC you can access Blackboard at [Blackboard Learn](https://clle.blackboard.com) (https://clle.blackboard.com). Please "Create a New Account" and use your government email (up to the @ sign). Once you create your account, let your instructors know so that they can add you to the class.

Example username: julianne.r.apodaca.mil



4. Computer Requirements. When you out-process your current installation, ensure that your account is deleted (not disabled) prior to your arrival to ensure you're able to receive a local account. Additionally, you are required to bring your completed certificate for Information Assurance Training (Cyber Awareness Challenge). Your certificate should not expire prior to your graduation.

5. Register for S1NET. Community: S1NET Home Page milBook Home (milsuite.mil)

6. Packing List. You will conduct a field exercise (approximately 5 days) during the course, so you need to be prepared to ruck out and stay in a field environment. Simply put, you will be sleeping overnight on the ground in the field. Therefore, be mindful of what/how you pack your household goods/unaccompanied baggage and what you carry with you (see attached Packing List). You will NOT be able to draw items from CIF at Fort Jackson that you already have on your clothing record. At a minimum, you will be required to have a ruck and a sleeping bag. IAW Policy Letter 2022-06, pregnant females or postpartum mothers within their postpartum window will not be required to stay overnight in the field.

Upon Arrival

1. Initial Arrival to Fort Jackson. Students report during normal duty hours (0830-1700, Monday-Friday) to Alpha Company, 369th Adjutant General Battalion, located inside the Soldier Support Institute at Building 10,000 Hampton Parkway, in the Adjutant General School wing on the third floor, room 2044. If you arrive outside of normal duty hours, please report next duty day to Alpha Company. If your leave ends on the Sunday prior to the start date of class, you will be able to sign on at 0900 on the start date of your class. Additionally, be aware the Fort Jackson map may have different street names due to update to the installation.

2. Army Disaster Personnel Accountability and Assessment System (ADPAAS). You must update ADPAAS (<https://adpaas.army.mil>) after you arrive to Fort Jackson and have a current address.

3. Finance. The finance brief is scheduled within the first week of class to assist you in completing all PCS finance claims. **DO NOT GO TO INSTALLATION FINANCE ON YOUR OWN; THE FINANCE OFFICE WILL NOT ASSIST YOU ON AN INDIVIDUAL BASIS.** Since you are in student status, you will receive assistance as a class.

4. Weigh-In. A Co will conduct a weigh-in (FOR RECORD) during **the first two weeks** of training. Failure to receive a first time pass automatically removes you from eligibility to compete for academic honors for the course. If required, you will retest IAW AR 350-1 and TRADOC. Failure to pass HT/WT will result in disenrollment from the course with a Referred DA1059, which may result in a Show Cause Board. It is imperative to arrive to the course physically fit and ready to train.

5. Physical Fitness. The Army Combat Fitness Test (ACFT) is a graduation requirement for all classes (BOLC, WOBC, CCC). As officers, the expectation is for you to arrive and be able to pass the ACFT. Permanent Profile test takers will be allowed to take the alternate cardiovascular event. **You will take a record ACFT for A Co within the first two weeks of arrival.**

6. Household Goods. You should arrange to arrive at least 10 days in advance to make housing arrangements, accept delivery of household goods, and to start in-processing **before class starts.**

7. Initial Writing Assignment. Your first assignment will be due 13 January 2025. The purpose of this assignment is to provide instructors with an opportunity to assess your writing proficiency and provide feedback on areas of improvement before you submit your first graded assignment. Locate and use “AGS AOTD Communication Development Program” (located on Blackboard under Student Folder).

a. Students must write a paper on “Biggest Challenge Company Grade Officers will Face Over the Next Ten Years”. The assignment may be based on the student’s experiences or perception, but must include support for their argument/position.

8. Recommended Reading: Throughout the course, we will incorporate aspects of Large Scale Combat Operations and its relevancy to HR. You are required to read and comprehend the following:

- AG Corp Strategy
- Army People Strategy

You are required to read and familiarize yourself with the latest version of the following Army regulations:

- FM 1-0 Human Resources Support (204 pages)
- FM 3-0 Operations (280 pages)
- FM 4-0 Sustainment Operations (330 pages)
- FM 6-22 Developing Leaders (192 pages)
- AR 600-8-2 Suspension of Favorable Personnel Actions (FLAG) (28 pages)
- AR 600-8-10 Leaves and Passes (75 pages)
- AR 600-8-19 Enlisted Promotions and Reductions (179 pages)
- AR 600-8-22 Military Awards (227 pages) elaborate
- AR 600-8-24 Officer Transfers and Discharges (157 pages)
- AR 600-8-29 Officer Promotions (63 pages)
- AR 623-3 Evaluation Reporting System (154 pages)
- DA PAM 623-3 Evaluation Reporting System (211 pages)
- AR 635-200 Active Duty Enlisted Administrative Separations (167 pages)
- ATP 1-0.1 G-1/AG and S-1 Operations (118 pages)
- ATP 1-0.2 Theater-Level Human Resources Support (118 pages)
- ADP 6-22 Army Leadership and The Profession (132 pages)
- ST 22-2 Leader Communication (75 pages)

9. **Project Athena.** The Athena Project is an effort by the Combined Arms Center to push officers to self-develop holistically and continually over the course of their career. As a part of the Captains Career Course, you will be participating in a Leader 360 (L360) assessment, amongst other assessments. The L360 is based on the core leader competencies described in FM 6-22 Army Leadership and is designed to increase your understanding of your leadership behaviors by comparing your self-evaluation with feedback from peers, superiors, and subordinates on how they view your leadership. Be prepared to invite a minimum of three superiors, five peers, and five subordinates from your operational unit or organization to provide input.

10. **Webster University, West Virginia University, and University of Louisville.** The Adjutant General School, Webster University, West Virginia University, and University of Louisville have established Cooperative Master's Degree Program agreements. These agreements provide an opportunity for qualified resident students and graduates to transfer up to 12 credit hours into one of Webster University's or West Virginia University's graduate degrees using shared credits from their military program of instructions.

11. **Childcare.** If you require childcare, it is recommended that you enroll at the CDC (by logging onto <https://militarychildcare.csd.disa.mil/mccf/ui/#/> or off post establishment) as soon as possible. There are multiple CDC's offered at Fort Jackson, it is best to select all that you qualify for and see where you are accepted according to your DCN (Date Care Needed). If you choose to go off-post for childcare/early learning schools, understand waitlists are very lengthy (some even have a 6-month waitlist). BLUF: Get on this as soon as possible.

12. **Housing.** If you are residing on or off post, it is recommended students utilize the Army Housing Office on Fort Jackson for all housing resources (i.e., apartment listings, off-limits establishments, school information, landlord and tenant law in SC information, etc.). If you do not receive a “Housing Welcome Packet” from Fort Jackson within 60 days out from your report date, please contact the Army Housing Manager, Tina Barnes at tina.l.barnes2.civ@army.mil or at 803-751-5788 IOT to receive one.

13. **Tricare Updates.** If you need to change your Tricare coverage to the “East Region” or if you need to update your PCM (Primary Care Manager), it is recommended you do this the day prior to arrival by contacting them directly at <https://tricare.mil/About/Regions> or 1-800-444-5445. Also, do not forget to update your dependents at this time as well. Specialty care referrals (including OBs, specific doctors, etc. will be completed within in-processing during the first few days of the course. The Moncrief Army Health Facility is located at 4500 Stuart Ave on Fort Jackson (803-751-2160).

14. **Lastly, monitor your e-mail and Signal group throughout your transition** as adjustments to the schedule may/do occur. If you have any questions or concerns regarding the course, please feel free to contact your instructor team directly.

Again, we look forward to your arrival and wish you safe travels!