



DEPARTMENT OF THE ARMY
RECRUITING AND RETENTION SCHOOL/STUDENT OPERATIONS
BUILDING 10,000 HAMPTON PARKWAY
FORT JACKSON, SC 29207
803-751-8795

ATSG-RR

20 Jul 2012

MEMORANDUM FOR Newly Appointed Recruiting Company Commanders

Subject: Welcoming Recruiting Company Leader Course

1. Congratulations on being selected as a Recruiting Company Commander. I have enclosed some materials you may want to review prior to your arrival.
2. Day 0 is Sunday. You need to sign in at the Fort Jackson Inn; 7550 Benning Road, FJSC 29207. Office number is 1-800-276-6984 or 803-782-9802

Day 1 is Monday. You will report to Bldg 10000 (SSI) Lee Road, FJSC 29207, Room 514. Office number is 803-751-8813. This will be a long day, in-processing will begin at 0630, starting with Ht/Wt (Full PFU; bring your ACU's if you are housed off-post). Class will begin at 0800 in ACU's.

Day 3 is Wednesday. You will take an APFT (Full PFU) at 0530, Darby Field on Jackson Blvd across from Post Theater.

Day 10 is Friday. You will have an ASU/Class A inspection at 0700, in the hallway in front of Room 514. After the inspection you will continue the rest of the day in your Class B uniform.

Day 15 is Friday. Graduation will be conducted in the SSI Auditorium (Bldg 10000). Uniform will be ASU/Class A's, we recommend you make flight arrangements for 1200hrs or later.

3. Please click on the below two links for a copy of the Fort Jackson Map and USAAC USAAC Form 101, please complete and send copy back to us NLT Thursday/Friday of the week prior to commencement of the course. This form will ensure you have access to all reports and documents you will need throughout the course.
 - a. Fort Jackson Map: <http://www.jackson.army.mil/sites/info/docs/759>
 - b. USAAC Form 101: <http://www.usaac.army.mil/downloads/ac101.pdf>
4. You are also required to complete the Pre-resident course prior to arriving.
 - a. The pre-resident course is accessible on the Army Learning Management System (ALMS) via AKO. Use the drop-down arrow under the Self Service tab to locate My Education. Clicking My Education will take you to the ALMS banner. Click ALMS to open and click catalog search. Click on advanced search and type

recruiting in the Title box. Click Search Training Catalog. Look for Recruiting Company Commander Course and click register. Click Continue Registration and then enrollments. Locate Recruiting Commander Course and click Launch.

- b. You are required to complete all lessons (please bring copies of all certificates/scores).
5. Please ensure you have 2 copies of the following documents on-hand; DD 1610, TDY/PCS orders (if you are TDY en-route please ensure you have a DA FM 31 that covers your entire trip- to include your travel from RRS to your new duty station), Permanent profiles (if you are on a temporary profile that prevents you from taking the APFT or an Aerobic event please contact me immediately. I will need a scanned copy of it sent to us; the RRS Commandant will have to approve your attendance prior to your arrival). If you have a P3 Permanent Profile, ensure you have your MRB results. If you are over 40 years old please have a current "Over 40 Physical" and one copy of your ORB.
6. Please DO NOT complete the TAIS survey prior to your arrival, you will do it during the course. A few of you will receive instruction to complete the survey, please disregard.
7. If you have any special housing requirements, please contact me ASAP (i.e. traveling with family members and/or pets)
8. If you have any question please feel free to contact Student Operations at 803-751-8795, or Recruiting Company Leader Course OIC CPT Smith at oliver.smith@usarec.army.mil work #: 803-751-8813, RCLC NCOIC MSG Labine at Robert.labine@usarec.army.mil work #:803-751-8816, Advance Division Chief MSG Clark at shawn.clark@usarec.army.mil, work #: 803-751-8814.
9. We look forward to your arrival and have a safe trip to Fort Jackson, SC.

//Original Signed//
Robert R. Labine
MSG, USA
RCLC NCOIC/Instructor