Department of the Army
MISSISSIPPI ARMY NATIONAL GUARD
2nd INFANTRY TRAINING BATTALION, 154th (RTI)
3500 AVENUE C
CAMP SHELBY, MS 39407-5500

REPLY TO ATTENTION OF

MEMORANDUM FOR 11C10 MOST COURSE STUDENTS

SUBJECT: Student Information Letter

1. Congratulations on your being selected to attend 11C10 MOST at the 2nd Infantry Training Battalion, Camp Shelby, MS. You are to report to Building 3575, Room 103, located on "C" Avenue. Student in-processing will be between 1300-1630 hours in the **Army Physical Fitness Uniform (APFU).** Students are encouraged to report as close to 1300 hours as possible for in-processing on the **report date**. Graduation will be at 1500 hours on **Friday,** of the second week of the course, in the new school complex auditorium.

2. The following information is provided to assist you in making the transition from your present position to that of a student at the 2nd Infantry Training Battalion.

a. In-processing: The following documents are required during in-processing:

(1) Orders: You will need **2 copies** of your orders. Soldier's orders must state **"meals directed at no cost to SM".** If they do not state this, soldier will be responsible for paying for their meals. Your State/ARCOM is responsible for providing orders placing you on duty. You are responsible for insuring that your orders are correct. If orders are incorrect, you need to inform your unit immediately. More specifically, you need to check your orders if you have been promoted, married, or divorced within the past year or if you are receiving incentive pay.

(2) Enclosure 1: Pre-Execution Checklist is designed to assist the unit and the Soldier to ensure all prerequisites for the course are met. Soldiers need to ensure that the Commander signs the checklist. Part 3 of the checklist labeled REQUIRED DOCUMENTATION requires that certain documents be brought with the soldier to in-processing. A digital copy of the Pre-Execution Checklist can be found at http://www.tradoc.army.mil/tpubs/TRADOCForms.htm **** *NOTE: All blocks on the check list must be filled out. If it does not apply, mark N/A.* ****

(a) If the soldier is over screening table weight or body fat percentage, it must be noted on the pre-execution checklist and a memorandum from the Commander that the soldier is currently enrolled in the Army Weight Control Program must be provided. This is for soldiers who are mobilized or have been alerted for mobilization only. You must bring orders showing that you are alerted or mobilized. If the soldier has not been alerted or is not mobilized he must be in accordance with AR 600-9.

Refer to paragraph 2c.

(3) AR 611-21 states, to award the 11B MOS a soldier must have a CO score of 90 or higher.

(4) DA Form 3349: All profiles must be documented on a DA Form 3349.

(5) MEDICAL**:** Units will place physical data from SF 88 or DD Form 2808 on the Pre-execution Checklist Part II. In the operator's license information block, write "current physical: YYMMDD" until the TRADOC TASS Directorate (DCSED) posts a revised checklist. This will confirm that the soldier has been medically screened within the last 5 years. DA Form 4970-E is obsolete. All soldiers MUST have a current physical within the past 5 years, IAW AR 40-501 for course enrollment.

(6) You need to bring your military drivers license in order to drive military vehicles.

b. Appearance: Student will comply with AR 670-1. Uniform deficiencies will be corrected at the soldier's expense. Alterations can be arranged for locally. You should bring sufficient funds (approximately $50.00) to support unforeseen expenses throughout the course.

c. Weight: All students must meet the standards of AR 600-9. Student's height and weight will be measured during in-processing. Those students exceeding the height/weight standards will be taped to determine their body fat percentage.

d. Physical Fitness Training: Physical fitness training is an integral part of the course. The PT uniform will be the Army PT Uniform (APFU). Physical training will be conducted a minimum of 3 times a week.

e. Physical Health: Students reporting to MOS-T with a profile that prevents full participation (i.e. physical fitness training, dismount team drill) in the course will be returned to their unit. All profiles must be documented on a DA Form 3349 which must be presented during in-processing. Any student on medications must bring a 15 day supply.

(1) Initial Entry Soldiers (Soldiers without an MOS) and Soldiers attending MOST as part of AIT, with IET Soldiers, will follow the guidance contained in AR 350-6.

(2) AA and AGR Soldiers with a permanent designator of P3 (one or more medical conditions that require significant limitation of military duty) or P4 (one or more medical condition of such severity as to drastically limit military duty) in their physical profile, must include a copy of the complete results of their MOS Medical Retention Board (MMRB) (includes DA Form 3349) when reporting for school IAW AR 350-1.

(3) TPU (Battle Assembly)/traditional Soldiers with a permanent designator of P3 or P4 in their physical profile, as a minimum, must include a copy of the DA Form 3349 (MMRB results are pending) or the completed MMRB, if accomplished. DA Forms 3349 must include Army doctor approved alternative aerobic event for the APFT. Soldiers who have been awarded medical limitations by a MMRB or similar medical authority (IAW AR 40-501, chap 9), and allowed to retain their occupational classification will be eligible to attend appropriate courses and train within the limits of their profile, provided they can meet all course graduation requirements.

f. Equipment/Uniform Requirements: See Enclosure 2. The ACU is the required uniform for the course. Students traveling by commercial transportation are required to keep a separate ACU and APFU uniform in their possession (carry-on bag) in the event their baggage is misplaced during travel.

g. Sexual Harassment:

(1) Sexual harassment is defined as influencing, offering to influence, or threatening the career, pay or job of another person, woman or man, in exchange for sexual favors, and as deliberate or repeated offensive comments, gestures, or physical contact of a sexual nature in a school or work environment. Sexual harassment violates acceptable standards of integrity and impartiality required of all 2nd Infantry Training Battalion personnel and interferes with mission accomplishment and unit cohesion.

(2) Leaders at all levels are responsible for taking both preventive and appropriate corrective actions to combat this unacceptable form of behavior. This responsibility requires that each individual promote a climate where such conduct is discouraged and prohibited. All 2nd Infantry Training Battalion personnel, including students, must be made aware of the channels available to report perceived or actual instances of sexual harassment. These channels include student and staff Chain-of-Command, the Equal Opportunity Representative, or the State Inspector General.

h. Contraband: Do not bring personal firearms, fireworks, drugs or alcohol to the course. Camp Shelby regulations and Battalion policy prohibit these items on post facilities.

*** If you are arriving by commercial airline ***
*** It is important that you read, understand, and comply with the following ***

i. Transportation: The 2nd Infantry Training Battalion will provide a shuttle bus pick-up from the Gulfport Airport and the bus station in Hattiesburg, MS. These are the **only** locations that the Infantry Battalion will provide a shuttle service for. Students arriving at any other locations will be responsible for arranging their own transportation to Camp Shelby. Ensure that round trip accommodations are scheduled before departing your home station.

(1) If you desire shuttle bus pick-up from the airport or bus station, **you must coordinate with the 2nd Infantry Training Battalion in advance, (minimum 3 days) prior to your travel date.** Coordination can be made by calling (601) 558-2900 or DSN: 286-2900 during duty hours Monday through Friday. Know your flight number and arrival time when calling. Pick-up instructions will be given to you at that time. **If you do not coordinate in advance with this headquarters, shuttle service will not be provided, and you will be responsible for getting to Camp Shelby on your own.**

(2) Upon arrival at the Gulfport Airport call 558-2900 or 558-2408 and a shuttle will be dispatched to your location.

(3) Return flights should be scheduled for Saturday afternoon not earlier than 1300 hours. Commercial lodging incurred during travel will be at the students own expense if lodging is less than 60 miles from Camp Shelby.

j. Laundry Service / Post Exchange: A free laundry mat is located on Camp Shelby for student use. Commercial laundry services are also available at cost. The Post Exchange, located at 26th Street and Jackson Avenue is available for uniform and personal item purchases.

k. Barber Shops: Barber shops are located in the 2600 block of Camp Shelby.

l. Pay: Students attending the course will be paid under the Joint Services Software pay system. Your State/ARCOM is responsible for your pay.

m. Travel Pay & Per Diem: Personnel while in a travel status will be required to pay for their meals in the Dining Facility. This will only be for the first day of your orders, and for the last day of your orders. The cost is 18.65 per day for all 3 meals. All meals for days between the first and last day of the class will be furnished at no charge.

n. Location: Camp Shelby is located ten (10) miles south of Hattiesburg, MS on Highway 49 South. Enter the North Gate and proceed on Lee Avenue for approximately three (3) miles. Turn left on 35th Street and proceed to Building 3500. The building is north center of the new complex. See Enclosure 3.

o. Address/Phone Number: Your mailing address while attending the course will be:

2nd INFANTRY TRAINING BATTALION
ATTN: (NAME)
11C1O MOSQ-RC CLASS # _____
3500 “C” AVENUE
CAMP SHELBY MS 39407-5500

(1) Emergency messages may be passed on to students by calling **601-558-2907, or 601-558-2123, DSN prefix 286** between 0700-1700 hours**.** After 1700 hours the

emergency phone number is **601 558-2123/2907/2308.**

3. Students need to know their Unit Name, Unit Street Address, Unit Telephone Number, Unit City, and Unit Zip Code when they in-process to insure all Battalion in-processing/out-processing paperwork is correct.

4. If you have any questions concerning the course, you may contact Infantry Training Battalion Operations at Commercial **(601)558-2907 or DSN 286-2907**. The Battalion FAX extension is 2502.

Enclosures:

1. Pre-Execution Checklist
2. Equipment List

ENCLOSURE 1

THE ARMY SCHOOL SYSTEM (TASS) UNIT PRE-EXECUTION CHECKLIST

The purpose of this document is to assist the unit in preparing soldiers for school attendance, while providing one single document, with appropriate attachments, for the training institutions.

Unit commanders will ensure all soldiers, including walk-ons, enrolled in institutional training meet course prerequisites. Soldiers who report for training must have in their possession a completed pre-execution checklist, signed by the soldier and the unit commander. The Pre-execution checklist will be used to verify routine prerequisites such as line scores, PULHES, and DA Form 1059. Unit commander can further certify the completion of prerequisite testing/evaluation (i.e., typing test). Documentary evidence of security clearance, physical profile, and other non-routine prerequisites are required in addition to the pre-execution checklist. The unit commander's signature on the pre-execution checklist will suffice as certification that the soldier meets routine course prerequisites (as stated above) IAW all requirements of the course as listed in DA Pam 351-4 (U.S. Army Formal Schools Catalogue), the ATRRS prerequisite screen, and DA Pam 611-21 for MOSQ courses. Soldiers reporting for training without the checklist signed by the soldier and unit commander will be given seventy-two hours from the report date to provide the checklist with appropriate attachments. Soldiers attending IDT courses will be given until Saturday of the second MUTA-4. After this time, soldiers will be returned to their unit. The pre-execution checklist is a pre-enrollment requirement for all TASS courses/institutions except OCS, CCC, CGSOC, and the resident SGM Course.

THE ARMY SCHOOL SYSTEM (TASS)

UNIT PRE-EXECUTION CHECKLIST

(FOR USE OF THIS FORM SEE TRADOC REG 350-18; PROPONENT IS DCSOPS&T, TASSD)

Please print or type.

1. NAME:

2. UNIT: **3. DOR:**

4. COURSE TITLE: **5. REPORT DATE:**

First line leader's initials	Soldier's initials	**PART I - UNIT PRE-EXECUTION (D-90 to D-1)**
		Coordination between customer unit and TASS unit to identify the Soldier by name?
		Soldier in receipt of school/course information?
		Read ahead packets/prerequisite testing complete? (If applicable.)
		All required clothing/equipment IAW school/course information packet?
		Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school? (As required.)
		Soldier meets standards of AR 600-9?
		Transportation requirements completed?
		Adequate cash/traveler checks/Government Credit Card?
		Individual orders received?
		Individual has current periodic physical (within 5 years)?
		Individual meets remaining TIS requirements?
		School mailing address/telephone numbers received? (For family.)
		Ten (10) copies of orders?
		Transportation verified/approved (ticket picked up)?
		Current/valid identification card?
		ID tags (1 pair)?
		If applicable: Soldier requiring corrective lenses has a set of military prescription eyeglasses and protective mask inserts?
		Notify soldier of requirement to take APFT and be weighed, as required?

Unit POC List:

CDR: B: ( ) H: ( )

1SG: B: ( ) H: ( )

FTM: B: ( ) H: ( )

Unit POC FAX: ( )

Unit POC E-mail:

PART II - ROUTINE PREREQUISITES

TASK	REGULATION DATA						SOLDIER DATA					
Minimum Aptitude Score (ASVAB) (if applicable)	CO	CL	FA	GM	MM		CO	CL	FA	GM	MM	
	OF	EL	SC	ST	GT		OF	EL	SC	ST	GT	
Color vision requirements (if applicable)												
Physical demand rating/profile (PULHES)	P	U	L	H	E	S	P	U	L	H	E	S
***See Part III for P/T profiles**												

Prerequisite phase/course attendance (if applicable): School code Course completed

Date of completion Phase completed

Military and civilian vehicle operator license(s) (if applicable):

Military license number: Expiration date

Civilian license number: Expiration date: State:

PART III - REQUIRED DOCUMENTS

Security clearance (if applicable, attach as required)

*Permanent profile attendees (if applicable): AC & AGR must have copy of MRB (P3, P4) results with completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT). TPU/Traditional Guardsmen must have copy of completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT).

All required waivers (if applicable)

Other requirements (if applicable)

OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED:

Other requirements (if applicable)

Other requirements (if applicable)

Other requirements (if applicable)

Other requirements (if applicable)

I have been counseled and have read all requirements applicable to the course I'm selected to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent my successful completion of course requirements.

Student's Signature: **Date:**

I have reviewed the above soldier's qualifications and potential to successfully complete this course, counseled them on these requriements, and hereby verify their readiness to attend.

Commanding Officer (typed name): **Date:**

Signature:

ENCLOSURE 2

11C10 MOST REQUIRED CLOTHING AND EQUIPMENT LIST

1. Clothing

a. Boots, Combat	2 pr
b. Belt w/buckle	1 ea
c. Socks, cushion sole	6 pair
d. Patrol Cap	1 ea
e. ACU	3 sets
f. Beret	1 ea
g. Tan undershirt/underwear	6 ea
h. PT uniform w/running shoes (summer/winter)	1 ea
i. Gortex or Field Jacket (seasonal)	1 ea
j. Gloves, black (seasonal)	1 pair
k. Winter underwear (seasonal)	1 pair
l. Civilian clothing (off duty)	1 set

2. Personal Care Items:

a. Laundry bag (OD)	1 ea
b. Towel and washcloth	4 ea
c. Shower shoes	1 pr
d. Personal hygiene kit	1 ea
e. Polishing equip (shoes)	1 ea
f. Blanket, wool (OD)	2 ea
g. Sewing kit	1 ea
h. Pad lock (key or combination)	2 ea

3. Classroom Materials:

a. Pencil (No.2)	2 ea
b. Pencil, mechanical (.05mm)	1 opt
c. Pen, black ink	2 ea
d. Notepad	1 ea
e. Highlighter (any color)	1 ea

4. TA-50/Organizational Equip:

a. Duffel bag (OD)	1 ea
b. Wet weather gear (suit and/or poncho)	1 ea
c. Helmet, Kevlar w/cover and band	1 ea
d. LCE (belt & suspenders) or LBV with 1 canteen (cup & cover), first aid kit, 2 ammo cases	1 ea
e. Waterproof bag	1 ea
f. Large Field Pack (ruck sack)	1 ea

g. Flashlight w/Red or Blue lens	1 ea
h. Weapons Cleaning Kit	1 ea
i. Compass	1 ea

If you are short any of the required items, you need to contact your unit immediately.