NGMN-RTC DATE

MEMORANDUM FOR RTS-M Minnesota (School Code 971) Students

SUBJECT: Welcome Letter

**\*\*\*Per TRADOC guidance, all students must be fully vaccinated for COVID-19 to attend a TRADOC School. Students that are not fully vaccinated will not be in-processed and will not be able to attend the course. Student will be turned away and will be coded accordingly in ATRRS.\*\*\***

1. Welcome to the Regional Training Site - Maintenance (RTS-M). Congratulations on your selection to attend the 091-91H10 (R1) Tracked Vehicle Repairer Phase 1 course that begins on the ATRRS START DATE and runs through the ATRRS END DATE. The ATRRS REPORT DATE is to be used as a travel day.

2. Enclosed you will find a Student Guide. Please read it carefully for detailed instructions.

3. Report to RTS-M, bldg 11-76 Camp Ripley, MN, at 0730 hrs on the ATRRS START DATE. In-processing will be in OCP’s for all students. To meet the prerequisites of the course, you will need to present the following items during in processing:

a. Two copies of travel / orders.

b. If you have a permanent profile, you must present a copy of DA Form 3349 for verification. Those that have a P3/P4 profile need to also provide their MMRB results showing cleared for duty. If you have a temporary profile that prevents full participation in the course, you will be denied enrollment.

c. If you are over 40 you will have to provide your most current PHA within the last year to include your EKG.

4. If you require billeting, report to building 6-76 (Education Center) for your billeting assignment. You will billet in a reimbursable maid service room. The cost is $24.00 a night, which must be paid upon arrival. RTS-M will make room reservations for course days. If you plan to arrive the day before the course is scheduled to begin, you must call Camp Ripley billeting at 320-616-3140 and make a room reservation for that night. Check in time will start at 1500 hours. If you will be arriving after 2200, please contact Camp Ripley billeting at 320-616-3140 to make arrangements to receive the key to your room.

5. RTS-M does not provide transportation to or from airports, dining facilities, or billets. Rental car or POV is highly recommended for students as transportation services are expensive, most time incurring costs higher than that of a rental car.

6. Should circumstances prevent your attendance, please contact us through your unit or ATRRS. If you have any questions regarding this course or student guide, contact the RTS-M NCOIC at (320) 616-3024/(651) 368-1525 or the Admin NCO at (320) 616-3025.

/////////SIGNED\\\\\\\\\

Encl DENNIS F. THOMA

1. Student Guide CW4, MNARNG

RTS-M Senior Maintenance Officer