**DEPARTMENT OF THE ARMY**

**REGIONAL TRAINING SITE - MAINTENANCE**

**15000 HIGHWAY 115, BUILDING 11-76 CAMP RIPLEY**

**LITTLE FALLS MN 56345-4173**

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 091-91H30-C45 Tracked Vehicle Repairer ALC Phase 1 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 on the ATRRS START DATE. In- processing will be in IPFU’s for height/weight screenings. Bring OCP’s with you to in-processing to change into immediately after height/weight screenings.
4. To meet the prerequisites of the course, you will need to present the following items during in processing:
	1. Two Copies of Orders/Travel Documents (Orders through duration of Course/Travel Itinerary)
	2. CAC Card
	3. Over 40 PHA with EKG results if applicable
	4. 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.
5. All ALC students are required to have an account set up with AESIP (https://login.aesip.army.mil/). Within the AESIP site, students are required to have LOGSA Basic Access prior to arrival. See attached instructions.
6. 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 a night, which must be paid upon arrival. RTS-M will make room reservations. 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.
7. Meals are provided to all Students. A meal card will be distributed during in-processing.
8. 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.
9. 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.

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Encl DENNIS F. THOMA

1. Student Guide CW4, MNARNG

2. AESIP Instructions RTS-M Senior Maintenance Officer