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-ASIH8 Wheeled Recovery Operations course that begins on the ATRRS START DATE and runs through ATTRS END DATE. The ATRRS REPORT is to be used as a travel day.

2. Enclosed you will find a Student Guide. Please read it carefully for detailed instructions. The RTS-M’s policies and specific standards are contained in the Regional Training Site- Maintenance Student Guide.

3. Report to RTS-M, bldg. 11-76, Camp Ripley, MN, at 0730 hrs on the ATRRS START DATE. In-processing uniform is IPFU’s for HT/WT screenings. Bring OCP’s with you to in-processing to change into immediately after HT/WT screenings.

4. Required in-processing documentation:

a. Two copies of your orders/travel documents for the duration of the course

b. Common Access Card (CAC)

c. 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.

d. If applicable, over 40 PHA with EKG results

e. Copy of your Civilian Drivers License

f. Copy of your Military Drivers License (DA 348)

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. 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 per night, which must be paid upon arrival. RTS-M will make room reservations. If you plan to arrive the day before the ATRRS REPORT DATE, 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. 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, OD, MNARNG

 RTS-M Officer in Charge