

*****ALL STUDENTS REPORT TO THE FT JACKSON WELCOME CENTER LOCATED IN THE JACKSON INN ON THE INTERCEPTION OF BENNING RD AND STUART ST.**

The information provided bellow is general in nature, you have to refer to the welcome letter you received from your instructor for specific and detail information for your class, you should receive the welcome letter two to four weeks prior to arriving at the course, if you do not receive it please contact our operations immediately at: (803) 751-8795 / 8763

PURPOSE: To provide selected enlisted recruiting enlisted personnel with the skills, knowledge and techniques required a U.S. Army Recruiting Center Commander. Graduates are able to manage center assets, employ system resources, evaluate, and train recruiters, and guide recruiting operations.

PHASE SCOPE: The curriculum of phase II is designed to provide the students with the management, communication, and leadership skills required to effectively and successfully accomplish the recruiting mission. The curriculum includes a Recruiting Center Exercise and Center Commander's evaluations.

PREREQUISITES: The Recruiting Center Commander student is required to complete Phase I (Distributed Learning) prior to attending the Phase II. Phase I completion will be verified on the first day of Phase II.

IMPORTANT:

Students must go to the Learning Management System (LMS) website and complete Phase I prior to attending resident course. If Phase I is not completed prior to arrival, student will not be allowed to attend resident course.

SPECIAL INFORMATION: Recruiting battalions are responsible for ensuring that students are enrolled, and verify the completion of Phase I lessons.

IMPORTANT:

Students must turn in a copy of their LMS transcript indicating completion of Phase I during in-processing.

REPORTING INSTRUCTIONS: Students will report to the Welcome Center located in the Jackson INN on the interception of Banning RD and Stuart Street on the day prior to the start of the course. Students must report to the welcome center no later than 1900 hours for check-in. A welcome packet will be provided with additional information.

All students must be able to access the LMS website. For access problems, contact your Battalion IMO/IMS representative and/or the Customer Service Center immediately at 1-800-223-3735, extension 6-1700. Students are responsible for ensuring that connectivity/automation issues are corrected prior to arrival at the Recruiting and Retention School.

EXAMINATIONS: Army Physical Fitness Test (APFT) will be administered during week one of the course.

IMPORTANT:

Students must provide a current DA Form 705 (PT Card) and if applicable, DA Form 5500 (Body Fat Worksheet). Soldiers on profile must have a valid DA FM 3349 emailed to NCOIC prior to attending course (More info in the welcome letter). No one will be allowed to attend the course on a temporary profile without an "Exception to Policy" granted by the RRS CSM.

Initial Knowledge assessment (given on day one, closed book)
Competency Examination
Recruiting Center Exercise

The following items are required for the course:

1 copy of your approved orders (DD 1610).

1 copy of your permanent profile (if applicable).

DA Form 705. Ensure that your completion date is within 45 days of the beginning of this course IAW TRADOC Reg 350-18 and The Army School System Unit Pre-Execution Checklist.

TRADOC Form 350-18-2-R-E dated JUL 2009. (Completed).

Body Fat Worksheet (5500R/5501R) (if applicable).

ERB.

Certificate of Completion of SCC Phase 1 (Distance Learning).

Accident Avoidance Course Certificate.

Complete ASUs or Modified Dress Blues (All students will graduate in their dress uniform). All alterations and adjustments must be completed prior to class start date.

2 sets of ACUs; Note: The ACU patrol cap is the only authorized head gear while in ACUs. Ref. Army Directive 2011-11 for exceptions.

Complete Physical Fitness Uniform – Summer and Winter (short and long sleeve shirt) – green (fleece) cap and black gloves (no civilian logos).

Calculator.

Access to Leader Zone, Report Management Zone and GAMAT.

Laptop Computer w/cable lock.

Current Accident Avoidance completion certificate. **Use this link to log into LMS**

<https://www.lms.army.mil> once there, search the catalog for the Army Accident Avoidance Course.

Complete this and bring a copy of your certificate with you.

Portable printer

Dental Records

*Call 803-751-8795/8763 for additional information.

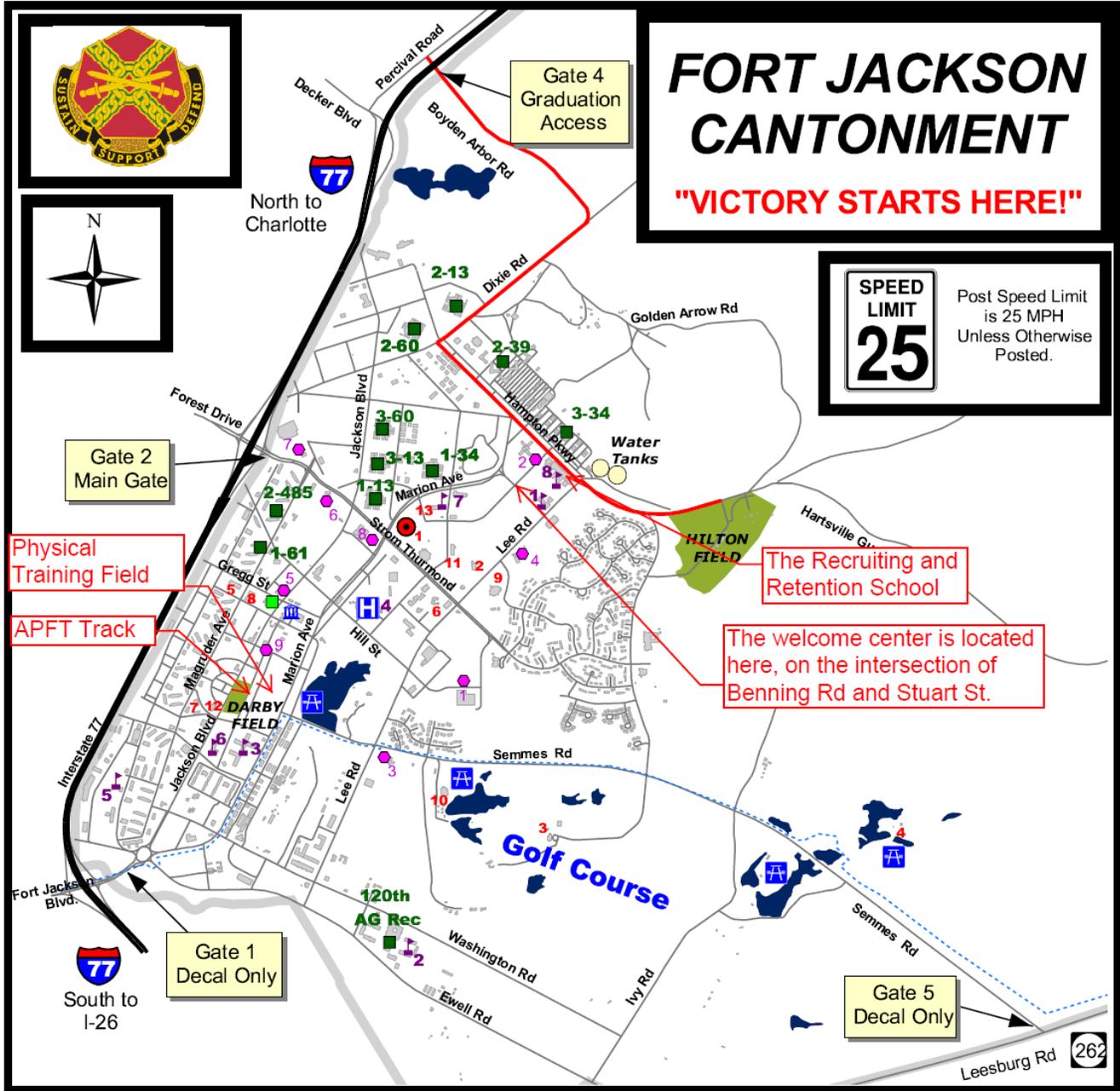


FORT JACKSON CANTONMENT

"VICTORY STARTS HERE!"

SPEED LIMIT
25

Post Speed Limit is 25 MPH Unless Otherwise Posted.



RECREATION

- 1 SOLOMON CENTER
- 2 Autocraft Shop
- 3 Golf Pro Shop
- 4 Heise Pond
- 5 Knight Pool
- 6 Library
- 7 Magruder's Sports Pub and Grill
- 8 Mann Center
- 9 NCO Club
- 10 Officers' Club
- 11 Recycling Center
- 12 Theater #3
- 13 Water Park and Mini Golf

MISC

- Post HQ
- Basic Training Unit
- Hospital
- Post Museum
- Picnic Area
- Lake or Pond
- Palmetto Trail
- ROUTE TO GRADUATION

PCS POINTS

- 1 Commissary
- 2 Dozier Hall
- 3 Kennedy BOQ
- 4 Palmetto Lodge
- 5 Post Conf. Room
- 6 Public Affairs Office
- 7 PX
- 8 Strom Thurmond Bldg.
- 9 U.S. Post Office

SCHOOLS

- 1 Chaplain School
- 2 Drill Sgt. School
- 3 Heavy Wheeled Mech. Sch.
- 4 Hospital
- 5 Light Wheeled Mech. Sch.
- 6 NCO Academy
- 7 Polygraph Institute
- 8 Soldier Support Institute

16 NOV 2005
Compliments of
DPW-ENRD