



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
1-183^D REGIONAL TRAINING INSTITUTE
2101 EAST PARADE AVENUE
FORT PICKETT, BLACKSTONE
VIRGINIA, 23824

NGVA-RTI-A

DATED

MEMORANDUM FOR RECORD

Subject: 1-183D Regional Training Institute (RTI) – Welcome Letter

1. Congratulations on your selection to attend a course here with the 1-183D RTI. Report time is between 0900 and 1700 hours on the report date. Report to Building 2101 upon arrival where you will sign-in, in-process, and receive further instructions. You will be responsible for all meals on the report date.

2. Requirements for In-processing:

- a. Copy of current Physical Health Assessment (PHA) within the past 12 months
- b. DA 705 receiving a passing score on the APFT within the past 30 days. (Record or Diagnostic).
- c. Copy of the passed the Occupational Physical Assessment Test (OPAT) with a heavy rating IAW SMOM 16-027
- d. Three (3) copies of student orders and / DD1610 (DTS Travel Authorization)
- e. Copy of Permanent Profile (DA 3349), if applicable
- f. Common Access Card (CAC)
- g. One (1) set of ID tags
- h. Valid military driver license is not required, but if you are a qualified HMMW-V driver, bring your license
- i. Post Reservation Checklist completed in ATRRS by your unit's ATRRS Operator
- j. Name, Rank, phone number and email address of your unit's RNCO and 1SG

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k. Active Duty Soldiers receiving BAS MUST bring a copy of their DA 4187, signed by their Command, stopping BAS while they are attending the assigned course.

l. RTI Commanders/Commandants have the authority to deny enrollment or disenroll Soldiers that are grossly obese, or otherwise physically unable to meet course requirements due to safety concerns.

m. Soldiers flying should book flights into Richmond International Airport (Airport Code - RIC) as transportation is provided by the Institution. Flight Itineraries are required to be emailed NLT 5 business days prior to report date of the course. The link-up point at the Airport for transportation is the USO. Flights out can be scheduled no earlier than 1500 hrs on the graduation date.

3. Additional course information can be found in ATRRS Course Catalog. Our School Code is 1020.

4. Point of Contact are Phone: 434-292-2139 (Branch Chief); Phone: 434-292-2125 (Readiness); Phone: 434-292-2159 (Training)

//Original Signed//
MSG, USA
Chief Instructor