



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY FINANCE SCHOOL  
10000 HAMPTON PARKWAY  
FORT JACKSON, SOUTH CAROLINA 29207-7025



ATSG-FSF

5 June 2003

MEMORANDUM FOR Students Attending Finance Captains' Career Course (Reserve Component) Class 01-04

1. Welcome to Fort Jackson, the Finance School, and the Finance Captains' Career Course (Reserve Component). Congratulations on your successful completion of FCCC-RC phase I, which is a pre-requisite to attend the resident Phase II training.
2. Though your report date is 11 July, 2004, your first class will convene on Monday, 12 July, at 0730. We will meet in Room 401, Gates-Lord Hall (Building 10000), of the Soldier Support Institute. The building is located on top of the hill with the big water towers (number 52 on your post locator map). Our classroom is located on the first floor of the middle wing. The uniform for the course is the Battle Dress Uniform (BDU).
3. We have arranged lodging for you. However, due to the current student load, you will reside off-post at a contracted facility. For this reason, we highly encourage you to acquire a rental car for the duration of your stay at Fort Jackson. For questions regarding your lodging, please contact the Fort Jackson Welcome Center at (803) 751-9802 or toll-free 1-800-276-6984. When you arrive at Fort Jackson, report to the Welcome Center (building 4394) for your lodging assignment.
4. Your most significant expense during FCCC-RC (aside from lodging and rental car) will be meals. The Officer's Club, the NCO Club, and Burger King are available on post. Additionally, there are several restaurants located within a five-mile radius of post.
5. Please bring copies of your orders, your Phase I completion certificate and your local address (hotel, room number, and phone number) to the first class for in-processing. You MUST have completed Phase I, or you are not eligible to attend the resident phase.
6. Alpha Company will conduct an official weigh-in for the course on the first day of class. Ensure you bring the Army Physical Fitness uniform with you to class on Monday for this weigh-in. If you feel you may be close to the allowable percent body fat, I urge you to watch what you eat and exercise during the time you have before the class begins. We will not allow you to enroll in the course if you exceed the body fat standards. Additionally, we will conduct an Army Physical Fitness Test on Tuesday the 13th. We will also conduct physical fitness training each morning, Monday - Friday, before class.
7. The course pace is extremely vigorous. You should arrive here ready to go. You will take an exam pertaining to Brigade Fight during your first week, and another pertaining to Accounts Payable Administration during Week 2. Additionally, you will have writing assignments, and take-home exercises that pertain to finance technical areas covered in class. I encourage you to review Phase I material before you arrive.

8. I look forward to meeting you and will be happy to assist you in any way possible during your stay here at Fort Jackson. Please email me with confirmation of your attendance. My email address is [timothy.hartman@us.army.mil](mailto:timothy.hartman@us.army.mil). You may also reach me at work at (803) 751-8273, DSN 734-8273 or at home (803) 419-3881 if you have any questions or are experiencing any problems getting settled in.

Sincerely,



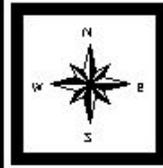
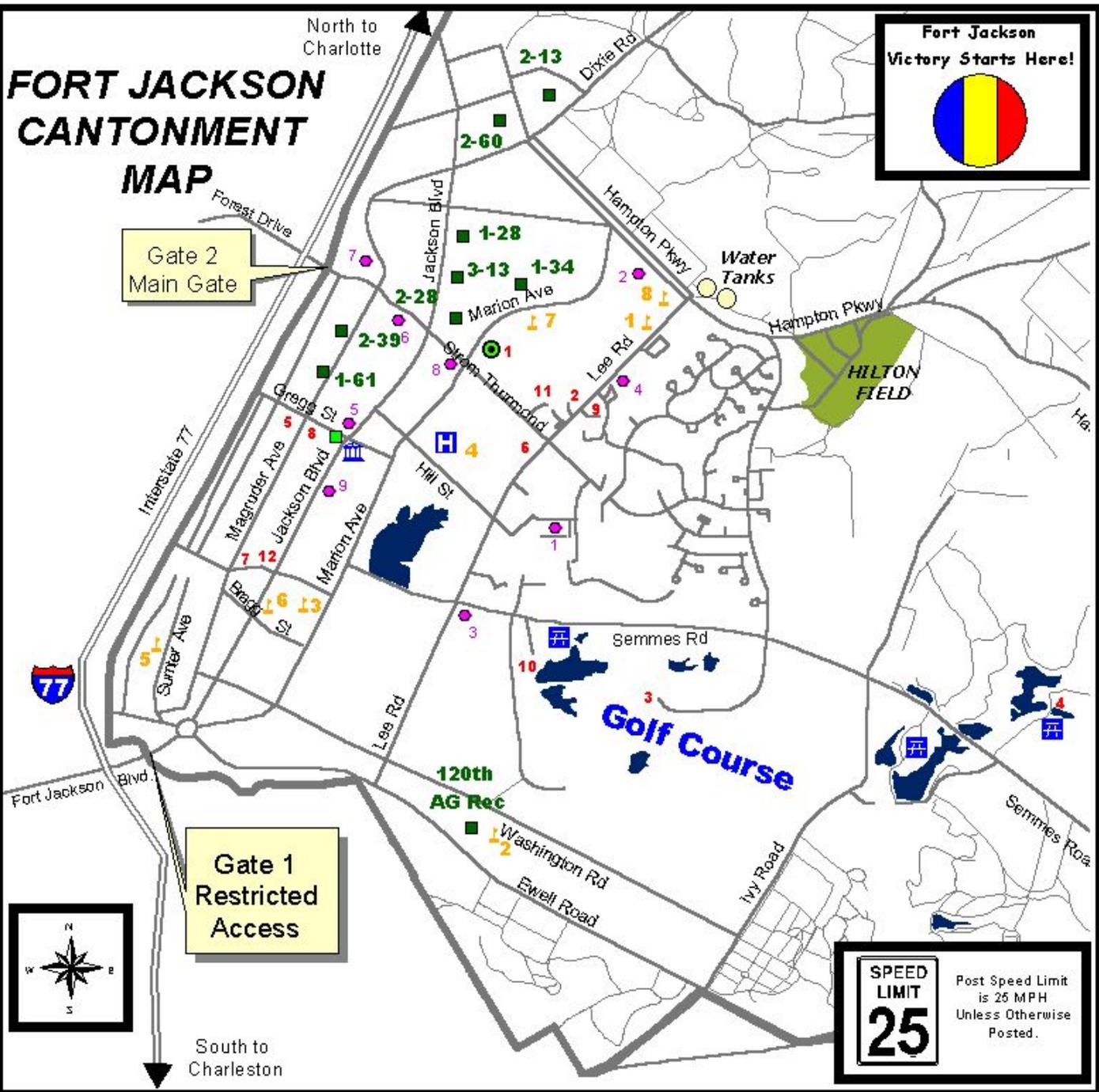
TIMOTHY W. HARTMAN  
CPT, FC  
Course Director

2 Encls  
1. Course Schedule  
2. Maps

WEEKLY TRAINING SCHEDULE Group Paced Classes (DOTS Handbook)	U.S. ARMY SOLDIER SUPPORT INSTITUTE FORT JACKSON, SOUTH CAROLINA 29207		PERIOD	
PROPONENT DEPT & SCHOOL FINANCE SCHOOL	COURSE TITLE AND COURSE NUMBER: FCCC-RC		CLASS # 01-04	1. 0730-0815 7. 1300-1345 2. 0825-0910 8. 1355-1440 3. 0920-1005 9. 1450-1535 4. 1015-1100 10. 1545-1630 5. 1110-1155 11. 1640-1725 6. 1205-1250 12. 1735-1820
INCLUSIVE DATES 12-16 JUL 04	WEEK 1 OF 2 WEEKS	ROOM 401	STUDENT CO: A CO TSB	
CLASS ADVISOR/PHONE EXT CPT HARTMAN/DSN 734-8273	UNIFORM: MON-FRI-DUTY		# STUDENTS 25	LUNCH 6 PERIOD
DATE & PERIOD	SUBJECT	INSTRUCTOR	REMARKS & REFERENCE	
MONDAY 12-07-04 0730-0920 2 3 5 7-8 9	WELCOME COMMANDANT'S WELCOME CSM - ROLE OF THE NCO BRIEF FINANCE DOCTRINE OVERVIEW INPROCESSING EFFECTIVE WRITING	CPT HARTMAN MR DAVIS CSM CUNNINGHAM LTC GREGORY A CO CPT HARTMAN	BRING PT UNIFORM INFO MEMO DUE 16 JUL	
TUESDAY 13-07-04 0540 3-5 7-11	RECORD APFT BRIGADE FIGHT BRIGADE FIGHT	CPT HARTMAN CPT HARTMAN CPT HARTMAN	DARBY FIELD	
WEDNESDAY 14-07-04 2-5 7-9 8-9 11	BRIGADE FIGHT EXAM/CRITIQUE TRAINING MANAGEMENT FINANCIAL MANAGEMENT TACTICAL PLATFORM ICEBREAKER	CPT HARTMAN CPT HARTMAN SFC LANE CPT HARTMAN	OFFICER CLUB	
THURSDAY 15-07-04 0550 2-5 7-10	PHYSICAL TRAINING MILPAY DISBURSING	CPT HARTMAN SFC SOTO SFC BALL	WATER TOWER	
FRIDAY 16-07-04 0550 2-5 7-10 11	PHYSICAL TRAINING DISBURSING DISBURSING EFFECTIVE WRITING	CPT HARTMAN SFC BALL SFC BALL CPT HARTMAN	WATER TOWER INFO MEMO DUE / ISSUE POLICY	

WEEKLY TRAINING SCHEDULE Group Paced Classes (DOTS Handbook)	U.S. ARMY SOLDIER SUPPORT INSTITUTE FORT JACKSON, SOUTH CAROLINA 29207		PERIOD	
PROPONENT DEPT & SCHOOL FINANCE SCHOOL	COURSE TITLE AND COURSE NUMBER: FCCC-RC		CLASS # 01-04	1. 0730-0815 7. 1300-1345 2. 0825-0910 8. 1355-1440 3. 0920-1005 9. 1450-1535 4. 1015-1100 10. 1545-1630 5. 1110-1155 11. 1640-1725 6. 1205-1250 12. 1735-1820
INCLUSIVE DATES 19-23 JUL 04	WEEK 2 OF 2 WEEKS	ROOM 401	STUDENT CO: A CO TSB	
CLASS ADVISOR/PHONE EXT CPT HARTMAN/DSN 734-8273	UNIFORM: MON-FRI-DUTY		# STUDENTS 25	LUNCH 6 PERIOD
DATE & PERIOD	SUBJECT	INSTRUCTOR	REMARKS & REFERENCE	
MONDAY 19-07-04 0550 2-5 7-10 11	PHYSICAL TRAINING ACCOUNTS PAYABLE ACCOUNTS PAYABLE EFFECTIVE WRITING	CPT HARTMAN SFC BALL SFC BALL CPT HARTMAN	WATER TOWER POLICY DUE / ISSUE MOA	
TUESDAY 20-07-04 0550 2-5 7-11	PHYSICAL TRAINING ACCOUNTS PAYABLE ACCOUNTS PAYABLE	CPT HARTMAN SFC BALL SFC BALL	WATER TOWER	
WEDNESDAY 21-07-04 0550 2-5 6 7-10	PHYSICAL TRAINING ACCOUNTS PAYABLE EFFECTIVE WRITING ACCOUNTS PAYABLE EXAM	CPT HARTMAN SFC BALL CPT HARTMAN SFC BALL	WATER TOWER MOA DUE	
THURSDAY 22-07-04 0550 2-9 1830	PHYSICAL TRAINING COMMAND POST EXERCISE CLASS DINNER	CPT HARTMAN CPT HARTMAN SOCIAL OFFICER	WATER TOWER LOCAL RESTAURANT	
FRIDAY 23-07-04 2 3 4 1130	COURSE CRITIQUE OUTPROCESSING GRADUATION REHEARSAL/SETUP GRADUATION CEREMONY	MR HOLLINGS CPT HARTMAN CPT HARTMAN CPT HARTMAN		

# FORT JACKSON CANTONMENT MAP

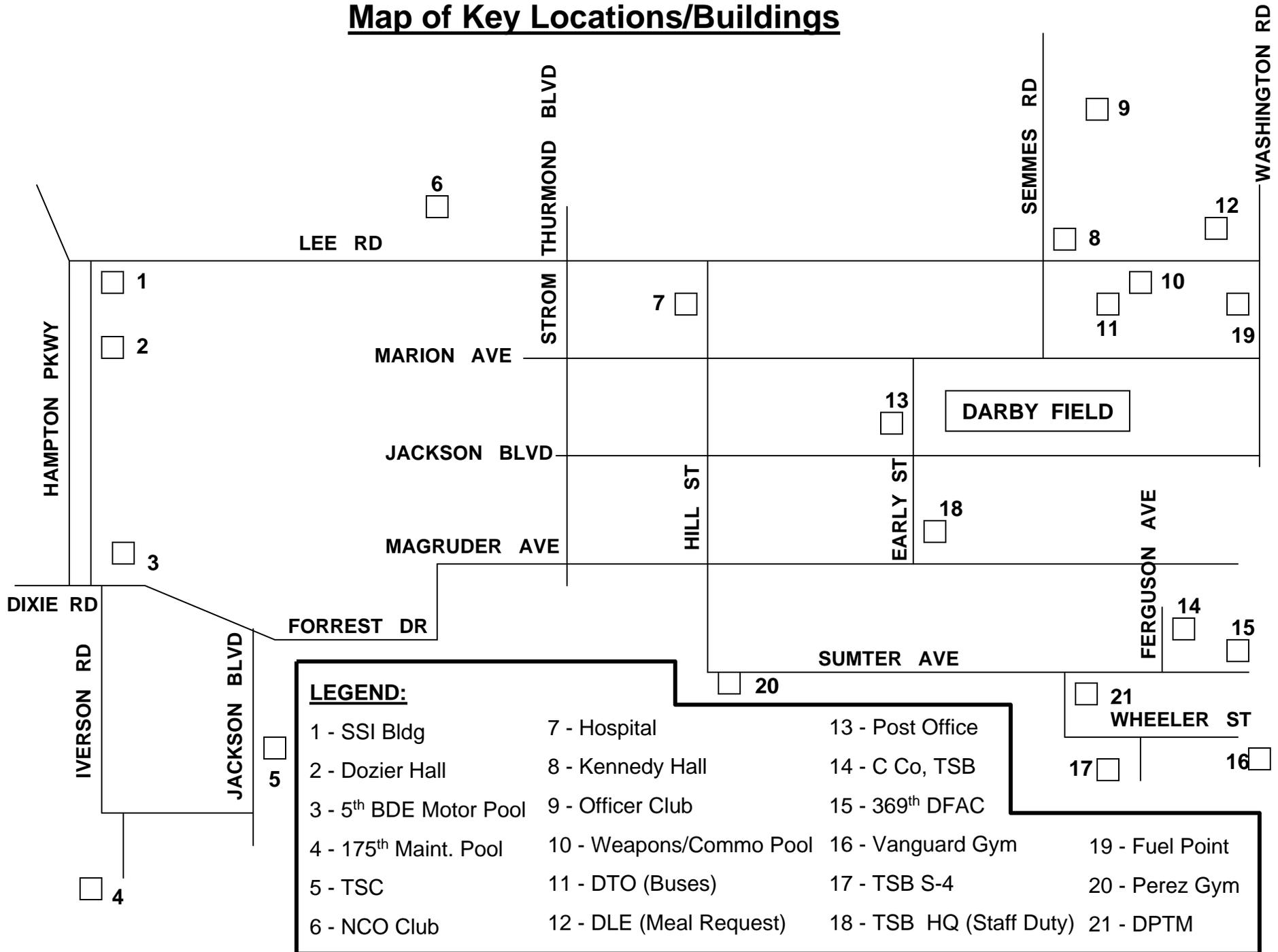


**SPEED LIMIT 25**  
 Post Speed Limit is 25 MPH Unless Otherwise Posted.



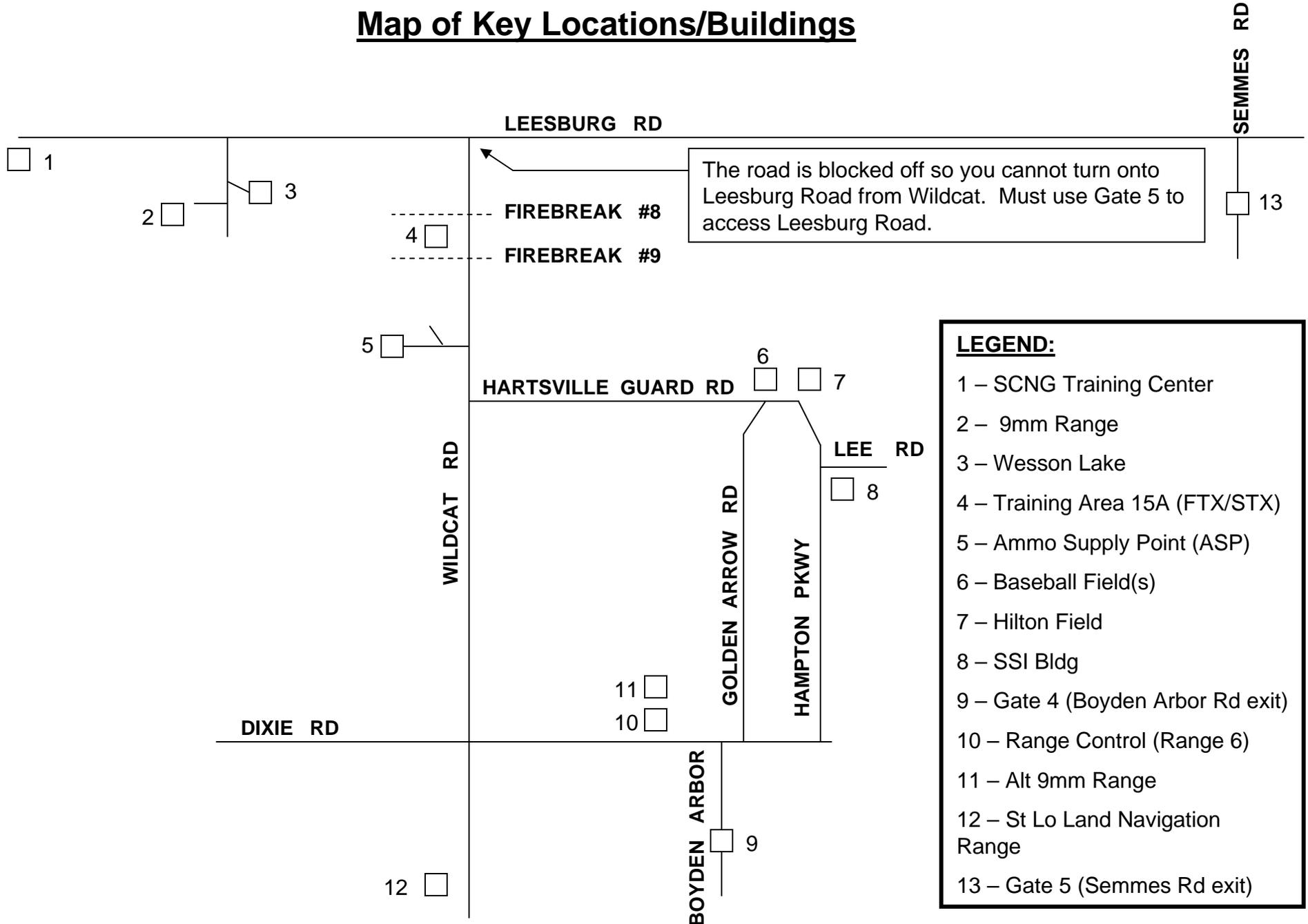
- |  |   |   |   |
|--|---|---|---|
| <p><b>RECREATION</b></p> <ul style="list-style-type: none"> <li>1 COMMUNITY ACTIVITIES CENTER (CAC)</li> <li>2 Autocraft Shop</li> <li>3 Golf Pro Shop</li> <li>4 Heise Pond</li> <li>5 Knight Pool</li> <li>6 Library</li> <li>7 Magruder's Sports Pub and Grill</li> <li>8 Mann Center</li> <li>9 NCO Club</li> <li>10 Officers' Club</li> <li>11 Recycling Center</li> <li>12 Theater #3</li> </ul> | <p><b>MISC</b></p> <ul style="list-style-type: none"> <li>Post HQ</li> <li>Basic Training Unit</li> <li>Hospital</li> <li>Post Museum</li> <li>Picnic Area</li> <li>Lake or Pond</li> </ul> | <p><b>PCS POINTS</b></p> <ul style="list-style-type: none"> <li>1 Commissary</li> <li>2 Dozier Hall</li> <li>3 Kennedy BOQ</li> <li>4 Palmetto Lodge</li> <li>5 Post Conf. Room</li> <li>6 Public Affairs Office</li> <li>7 PX</li> <li>8 Strom Thurmond Bldg.</li> <li>9 U.S. Post Office</li> </ul> | <p><b>SCHOOLS</b></p> <ul style="list-style-type: none"> <li>1 Chaplain School</li> <li>2 Drill Sgt. School</li> <li>3 Heavy Wheeled Mech. Sch.</li> <li>4 Hospital</li> <li>5 Light Wheeled Mech. Sch.</li> <li>6 NCO Academy</li> <li>7 Polygraph Institute</li> <li>8 Soldier Support Institute</li> </ul> |
|--|---|---|---|

# Map of Key Locations/Buildings



<b>LEGEND:</b>			
1 - SSI Bldg	7 - Hospital	13 - Post Office	
2 - Dozier Hall	8 - Kennedy Hall	14 - C Co, TSB	
3 - 5 <sup>th</sup> BDE Motor Pool	9 - Officer Club	15 - 369 <sup>th</sup> DFAC	
4 - 175 <sup>th</sup> Maint. Pool	10 - Weapons/Commo Pool	16 - Vanguard Gym	19 - Fuel Point
5 - TSC	11 - DTO (Buses)	17 - TSB S-4	20 - Perez Gym
6 - NCO Club	12 - DLE (Meal Request)	18 - TSB HQ (Staff Duty)	21 - DPTM

# Map of Key Locations/Buildings



## LEGEND:

- 1 – SCNG Training Center
- 2 – 9mm Range
- 3 – Wesson Lake
- 4 – Training Area 15A (FTX/STX)
- 5 – Ammo Supply Point (ASP)
- 6 – Baseball Field(s)
- 7 – Hilton Field
- 8 – SSI Bldg
- 9 – Gate 4 (Boyden Arbor Rd exit)
- 10 – Range Control (Range 6)
- 11 – Alt 9mm Range
- 12 – St Lo Land Navigation Range
- 13 – Gate 5 (Semmes Rd exit)