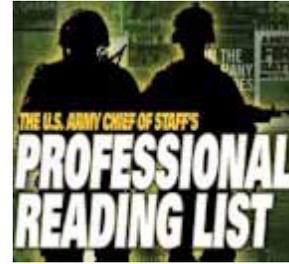


## Inprocessing Information

### Key Inprocessing Documents:

- § DA Form 31 (Leave Form)
- § A certified copy of your marriage certificate, divorce decree, and official state copies of birth certificates for your children, if applicable. If you claim someone other than a spouse or child as a dependent, you must bring proof of such relationship (i.e. Federal Income Tax Form).
- § Receipts for all expenses you have incurred while traveling to Fort Jackson (ex. airline tickets, cab fare, hotel receipts, etc).
- § Ten copies of your orders (to include all amendments) assigning you to FMCCC. Ensure your orders reflect your correct name, social security number, and current pay entry basic date (PEBD). Almost all prior active duty, reserve, and national guard time counts for pay.
- § Pay, medical, dental, and personnel records for students who possess them.
- § Prior enlisted personnel must bring DD Form 214 and, if applicable, all reserve component active duty for training (ADT) orders.
- § Soldiers with a P2, P3 or P4 permanent profile must bring a copy of DA Form 3349 (Physical Profile) and documentation showing the results of a medical screening board, the awarded medical limitations, and the authority to retain their AOC/MOS.
- § Computers are available for student use during the duty day. Students are encouraged to bring a personal computer for use on the weekends and evenings.



[Special Events](#)  
[Sporting Events](#)  
[Vacation Planner](#)

### Storage of Household goods:

Storage of "ANY" household goods shipped to Fort Jackson is limited to 90 days at government expense. Students are expected to obtain housing large enough to

accommodate any household goods that they ship into this area. Students are entitled to store their household goods for the duration of the course, if they request Non-temporary Storage (NTS), instead of shipping the property to Fort Jackson.

NTS must be requested at origin, when they visit the Transportation Office. Students are encouraged to request NTS for any part or portion of their household goods that they won't need. Students, coming from overseas, can also request NTS. Their household goods will be shipped back to CONUS, but placed into storage at the port of entry (Maryland or California). This is a common request and students should not be alarmed.

Upon completion of the course, as with any PCS, the student will make arrangements with the local transportation office to have the household goods released from storage and shipped to the next duty station.

**Personal Computers:** Students are encouraged to bring their computer, as there are a limited number of computers available for student use.

**Mailing Address:** While attending FMCCC, your mailing address is as follows:

Your Rank and Name  
A Co, TSB  
10,000 Hampton Parkway  
FMCCC Class #\_\_\_\_\_  
Fort Jackson, SC 29207-7040

**Key Phone Numbers & E-Mail Addresses:**

- § Welcome Center  
.....(803) 782-802
- § [Alpha Company, Training Support Battalion](#)  
.....(803) 751-8121 / 8188
- § [Financial Mangement Captain Career Course Director](#).....(803) 751-8733
- § Billeting  
.....(803)  
751-6223
- § Transportation, Inbound

.....(803) 751-7695

**Vehicle Registration: Only if expired stickers**

- § When: Monday thru Friday 0800-1200 and 1300-1600; phone number (803) 751-7573
- § Where: Strom Thurmond Building, Room 1022
- § Documents Needed: Current driver's license, proof of insurance, registration and military ID
- § If you do not have a post decal, you must enter through Gate 2. Merge into the right lane (temporary pass lane) to obtain a permit to continue on post.

**AGR Officers:** Active Guard and Reserve (AGR) officers attend the course in a PCS status (unless General Exceptions are put in place). Course is more than 140 days. JTFR or FTR does not allow TDY is more than 140 days.

**First Class Meeting:** Class meets in room 408, Gates-Lord Hall (Building 10000). You will receive an orientation on the program of instruction and class standards. The uniform for the first class meeting is your ACU. Bring your Improved Physical Fitness Uniform (IPFU) to class since Company A will weigh you during your first class meeting normally in the afternoon. Formal in-processing will take place during the administrative period of the course, the first week of class.

**Military Appearance:** The weekly training schedule prescribes the uniform of the day. The Class Leader will ensure all members of the class are in proper uniform and reflect exemplary overall military appearance (i.e., military haircut, spit-shined boots, etc.). The daily uniform for class is ACUs unless otherwise directed. You will wear the Soldier Support Institute patch and unit crest while attending FMCCC (see below).

**Social Obligations:** Students attend several social functions throughout FCCC. Ensure you have the Army Class "A", Class "B", and Dress Blue uniforms with you. The class dining-out or regimental banquet takes place near the end of each course. All students will attend. The Columbia Chamber of Commerce hosts a reception for all students. Dress is coat & tie for males, cocktail dress for females. Other informal functions will take place throughout FCCC (e.g., Values Luncheon, OPD breakfast or luncheon, variety

of class socials/activities, etc.).

**Absences:** We do not grant ordinary leave during the course except in emergency cases. Students leaving the Columbia area for the weekend or on overnight trips must complete a unit pass/mileage form. Obtain these forms from the FCCC Student S1 or A Company, TSB Operations Section.

**Weather:** The weather in Columbia is extremely hot in the summer and cold in the winter. It also fluctuates unpredictably in the spring and fall. Temperatures range from 85°F to 110°F in the summer months and 20°F to 40°F in the winter. Please bring appropriate clothing.

**Height/Weight Standards:** The provisions of AR 600-9, The Army Weight Control Program, apply to all FCCC students. As part of in-processing on the first day of class, students must weigh-in to ensure they meet the standards of AR 600-9. We will deny enrollment to students who do not meet the Army standard.

**Single Parents:** You will make arrangements for day care. Class hours can run from 0550 until 1730 hours or longer. There are evening functions that you are required to attend, temporary duty (TDY) for 2 days to Kennesaw, Georgia for your staff ride, several situational training exercises (STXs), and a 3 week capstone field training exercise (FTX). Fort Jackson has a child care facility. Cost varies based on family income. Childcare facilities are also available off-post. Home care providers are another option. Their hours are usually flexible. These services have waiting lists. If you would like more information or would like to get on the waiting list, call the Child Development Services Central Enrollment Office (located in the Strom Thurmond Soldier Service Center, room 1011) commercial (803)751-4865 or DSN 734-4865.