

Administrative Data and Instructions (AD&I) Command and General Staff Officer Course-Common Core (CGSOC-CC)

US Army Command and General Staff School—Redstone Arsenal Satellite Campus Class 23-002

- **Report Date:** Wednesday, 3 May 2023
- **Start Date:** Thursday, 4 May 2023
- **End Date:** Friday, 18 August 2023

PROSPECTIVE REDSTONE ARSENAL SATELLITE CAMPUS CGSOC-CC STUDENTS:

Again, ***Congratulations*** on selection for in-residence CGSOC-CC, an essential component of Army Intermediate Officer Professional Military Education (OPME)! CGSS Satellite & Blended Campus Program Office (S&BCPO) at Fort Leavenworth and Redstone Arsenal (RsA) Campus Teaching Team are dedicated to facilitating a dynamic and rewarding academic and professional development experience.

READ THIS DOCUMENT CAREFULLY IN ITS ENTIRETY. Purpose is to inform and shape student preparations for travel to and arrival at Redstone Arsenal TDY station, successful participation in the course, and constructive engagement with class peers and faculty.

- Before commencing travel, ensure compliance with latest Consolidated DoD COVID 2019 Force Health Protection Guidance [current as of 30 Jan 2023] for official travel: "In all cases, no personnel may engage in official travel if they have tested positive for COVID-19 and have not yet met the criteria for discontinuing isolation, they are symptomatic, or they are pending COVID-19 test results. After discontinuing isolation, personnel should avoid official travel until 10 calendar days after their symptoms started or the date of their positive test. If these personnel must travel on days 6 through 10, they must properly wear a well-fitting mask when they are around others for the entire duration of travel, even if mask wearing is not otherwise required by DoD guidance. Official travel should also be delayed if, in the past 10 days, an individual has been exposed to someone who has tested positive for, and/or been symptomatic of, COVID-19." Updated guidance would be posted at <https://www.defense.gov/Spotlights/Coronavirus-DOD-Response/Latest-DOD-Guidance/>.
- If COVID-19 and current official travel guidance could delay departure from home station and impact reporting to RsA on 3 May, notify S&BCPO [p. 9] immediately.

IMPERATIVE ALL STUDENTS ACCOMPLISH FIRST & SECOND PRIORITIES IN SECTION A AND THEN RESPOND TO WELCOME E-MAIL per instructions in Section A-3.

- Direct contact is only sure method of confirming individual student attendance and ensuring CGSS is prepared to receive the class at Redstone Arsenal.
- Recipients of these instructions who no longer plan to attend ***must immediately inform S&BCPO*** and ensure career or quota managers cancel Army Training Requirements and Resources System (ATRRS) reservations.
- Non-reporting students are annotated as "No Shows" in ATRRS with adverse consequences for later in-residence attendance.
- ***Students must immediately inform S&BCPO and career/quota managers if attendance status changes at any time before report date.***

CGSS will correspond with students via e-mail or phone. This and any further correspondence take precedence in event of conflicting information or instructions from other sources. S&BCPO [p. 9] will address any aspect of course attendance needing clarification *after students' careful reading of this document.*

A. UPON RECEIPT OF THIS CORRESPONDENCE

A-1. FIRST PRIORITY: REGISTER ONLINE NLT FRIDAY, 24 MARCH 2023.

A-1.a. Login [CAC authenticated] to CGSC private Web portal: <https://armyusms.tradoc.army.mil/students/satellite/index.asp>

Administrative Data and Instructions (AD&I)

Command and General Staff Officer Course-Common Core (CGSOC-CC)

US Army Command and General Staff School—Redstone Arsenal Satellite Campus Class 23-002

A-1.b. On CGSS CGSOC-CC Registration page: 1) Select "Redstone 2023-002" class; 2) click NEXT to read registration instructions and complete a three-page registration form; 3) REVIEW and correct errors; and 4) SUBMIT. Provide a personal as well as official e-mail address as requested on page 2 of form.

A-1.c. Inform Mr. Jessup [p. 9] of problems with online registration.

A-1.d. S&BCPO will make reasonable attempts to contact students not registered by 24 March. Any student may be replaced or their reservation/enrollment cancelled after 24 March if attendance is not self-confirmed.

A-2. SECOND PRIORITY: Verify personal fitness eligibility qualifications NLT 24 March for attending professional military education (PME).

A-2.a. Officers are not eligible to attend if currently flagged for failure to pass a record fitness test or failure to comply with Army body fat standards.

A-2.b. Students must meet standards of a body fat assessment and record ACFT administered within the first week of class to remain in the course. Failure to meet standards after the initial and second attempt results in student dismissal and removal action. IAW HQDA EXORD, unit commanders or equivalent authorities are responsible for attesting to their officer's physical ability to take and pass the ACFT prior to officers attending the course. CGSS will infer from a student's arrival for class that commander/equivalent authority attesting has occurred.

A-2.c. Fitness requirements apply to all components; ACFT minimum retesting timelines do not apply. [Army Directive 2022-05]

A-2.d. Permanent profiles must be current and updated for ACFT-event restrictions including alternate aerobic events. Officers on permanent profiles must test on all events not specifically prohibited in the profile. Permanent profiles prohibiting the 2-mile run must direct one of the four approved alternate aerobic events. Officers with profiles prohibiting the 2-mile run or an alternate aerobic event cannot be tested and are not eligible to attend.

A-2.e. Officers on temporary profiles restricting any ACFT event(s) cannot take the ACFT and are not eligible to attend. ACFT testing/event modifications are not available for temporary profiles.

A-2.f. Officers currently in the Disability Evaluation System (DES) process or those with a P3-P4 profile with a second signature, pending entry into the DES process, are not eligible to attend. Their permanent profiles will not be updated for ACFT, and they cannot take an ACFT before continuation of service or discharge is decided.

A-2.g. Officers on current pregnancy profiles and for 365 days after conclusion of pregnancy are exempt from record fitness testing and body composition standards. They will satisfy PME fitness eligibility requirements using the most recently passed record fitness test and record body fat assessment dated 3 May 2021 or later. If either test or assessment is dated earlier than 3 May 2021, officers will request a fitness eligibility waiver from the school director [e-mail covering five Ws of test or assessment not within 730-day requirement prior to reporting]. Postpartum officers whose 365-day exemption expires before graduation are expected to meet body fat and ACFT standards upon expiration.

A-2.h. Pregnant and postpartum officers still on postpartum profile will be cleared in writing by a healthcare provider to attend the course.

A-2.i. Verification requirements:

➤ Self-attest to conditions in A-2.a.thru A-2.c. above.

➤ If any conditions of A-2.d. thru A-2.i. apply, submit appropriate documentation: Copy of permanent or pregnancy/postpartum profile; copy of P3-P4 profile updated for ACFT with approved continuation of duty; e-mail request for waiver of pregnancy/postpartum fitness eligibility requirements; and healthcare provider clearance for pregnant/postpartum officers still on postpartum profile.

➤ S&BCPO will review verifications and screen for eligibility disqualifications.

A-2.j. Officers must report any changes to fitness eligibility as they occur before the report date. Officers reporting with fitness eligibility disqualifications will be immediately removed from the class.

A-3. THIRD PRIORITY: NLT 24 March, "Reply" directly to welcome e-mail [to Mr. Jessup and Mr. Gramkow (p. 9)]:

1) ACKNOWLEDGE RECEIPT.

2) CONFIRM completed registration IAW Section A-1.

3) CONFIRM fitness eligibility IAW Section A-2; verification requirements listed in A-2.i.

4) VERIFY lodging not required [Home Station status] or intent to decline Government quarters [refer to Section B-5].

Administrative Data and Instructions (AD&I)

Command and General Staff Officer Course-Common Core (CGSOC-CC)

US Army Command and General Staff School—Redstone Arsenal Satellite Campus Class 23-002

5) REPORT attendance duty status: TDY and Return; TDY En Route; or Home Station.

6) ATTACH CURRENT ORB [or equivalent]. *[Encrypt e-mail to safeguard PII.]*

A-4. FOURTH PRIORITY: *Prior to reporting 3 May complete two course prerequisites described in Section D-2. Incomplete prerequisites can incur immediate academic probation after reporting. Access to CGSC Blackboard Learn Web portal and "Satellite & Blended Learning 23-002 Prerequisites" course is enabled within one duty day after CGSS receives individual registrations [ref Sec A-1].*

A-5. PERSONAL COMMITMENT:

A-5.a. This full-time, rigorous course of instruction demands students' whole and undivided attention to successfully meet all individual and group academic requirements. No personal or professional demands can conflict with full engagement. TDY and Return or Home Station status students should ensure current supervisors understand nature of a required Army career OPME course and do not expect students to perform work related to present duties concurrently with course attendance. ***Failure to achieve course standards carries significant career implications.*** Immediately inform career managers, then S&BCPO, if these attendance conditions may not be met to enable advance resolution of external demands or conflicts. Lacking resolution, decisions to withdraw from the class must be made before reporting, not after. Withdrawals occurring after course start will normally be recorded on Academic Evaluation Reports filed in official personnel records.

A-5.b. *Students must report on time and stay through graduation to earn course credit. Resolve anticipated commitment and scheduling conflicts in advance. Requests for release before graduation on 18 August require General Officer endorsement and must be submitted through command channels IAW AR 350-1 (10 Dec 2017), para 3-22, at least four weeks in advance of a requested departure date. Students departing early may not receive full course credit.*

B. TRAVEL ORDERS AND LODGING

B-1. Provide copy of this document to order-issuing officials for assistance in preparation of travel orders.

- Sending commands are responsible for educating/briefing travelers on TDY travel allowances and authorizations and ensuring ***receipt of approved orders before travel commences.***
- Travel and transportation allowances are payable only after issue of valid orders.
- Commands should generally charge all TDY costs [travel, per diem, rental car and fuel, etc.] to respective Institutional Training-TDY (IT-TDY) accounts per Institutional Training-Temporary Duty (IT-TDY) Funds Management User Guide published by HQDA DCS, G-3/5/7, Institutional Training Division, unless other funding guidance takes precedence [e.g., Reserve Components, DACs, PCS]. *CGSS does not centrally prepare student orders nor provide a Cross Org Line of Accounting (LOA) for sending command orders.*
- Command briefings should include 1) instructions on receiving scheduled partial payments (SPP) every 30 days during extended TDY; and 2) impacts on per diem authorizations and payments for travel away from TDY station. One or more overnight absences from TDY station may require variations to travel authorizations and will change per diem allowances [ref Sec E-3].
- Request travel policy clarifications from sending commands in advance of travel as needed.
- Sending commands may contact S&BCPO [p. 9] for clarification of proper and statutory application of travel and absence policy in orders preparations.

B-2. AMEDD-Specialty Officers:

- If ASSIGNED to MEDCOM unit, e-mail funding request form and questions to: usarmy.jbsa.medcom.mbx.medcom-centralized-ttdy-military-schools@health.mil.
- If not assigned to MEDCOM unit, unit of assignment funds TDY.
- MEDCoE will only fund TDY for officers assigned to MEDCoE.

Administrative Data and Instructions (AD&I)

Command and General Staff Officer Course-Common Core (CGSOC-CC)

US Army Command and General Staff School—Redstone Arsenal Satellite Campus Class 23-002

B-3. USAR Officers:

- Normal travel allowances are centrally funded by HQ US Army Reserves through HRC OPMD Leader Development Division (LDD), RC Military Schools Branch.
- Local command channels prepare TDY orders for AGR officers. HRC-LDD (RC Schools) sends memo of DTS travel instruction and Cross Org Line of Accounting (LOA) to official e-mail addresses approximately 4-6 weeks prior to report date.
- For all other categories of USAR officers, HRC-LDD (RC) generates and sends Active Duty for Training (ADT) orders incorporating fund cites to official e-mail addresses approximately 4-6 weeks prior to report date.
- Contact HRC-Reserve Military Schools Team, (502) 613-9035, usarmy.knox.hrc.mbx.opmd-pde-ile@army.mil, for non-receipt of DTS LOA or ADT orders within expected time frame.
- Upon reporting, Troop Program Unit (TPU) officers attending in ADT status should turn-in current updated copy of DA Form 5960, Authorization to Start, Stop or Change BAQ and/or VHA, verified and signed by TPU commander or representative from home unit [preferably pulled from IPERMS]. If completed DA 5960 is not presented upon reporting, pay may be delayed for more than one month.

B-4. HQDA Institutional Training Travel Guidance (ITTG).

- HQDA ITTG governs TDY at Redstone Arsenal [Message, HQDA DCS G-3/5/7, DAMO-TRI, 021642Z Sep 16, subject: Redstone Arsenal Training Travel Guidance; posted at: <https://g357.army.pentagon.mil/tr/tri/ittg/default.aspx> and attached].
- Orders will direct on-post lodging at no cost to students or sending commands, reflecting "\$0" estimated/actual lodging costs [unless command pre-authorizes/approves and funds in travel orders a return to PDS location during non-duty hours and retention of lodging IAW Joint Travel Regulations (JTR) Para 020312].
- Orders will authorize local meal rate (LMR) and incidentals per diem IAW ITTG and JTR [FY23: \$54 meal rate + \$5 incidentals=\$59 daily M&IE rate].
- Government transportation and shuttle services are not available.
- ITTG encourages compact rental car authorizations for those who travel by air.
- In-and-around mileage vicinity TDY station is not authorized for those who travel by POV.

B-5. Directed Lodging.

- Government-provided Privatized Army Lodging is directed in IHG Army Hotels-Redstone Arsenal guest quarters.
- Check-in location is IHG Candlewood Suites, 3440 Aerobee Rd. [south side of Aerobee directly across from campus]. Student rooms are assigned from a group reservation [ILE/CGSOC May-Aug 2023] upon check-in.
- Call Candlewood Suites [(256) 924-7707*] **no earlier than** 19 April to confirm individual student reservations within the group. [**Automated call-answer menu identifies as Candlewood Suites at Redstone Arsenal. However, press option-number to reach hotel operator or remain on the line. DO NOT press option-number for Reservations; this option connects to IHG national reservations center, directing callers to off-post IHG commercial properties where costs are neither centrally funded nor reimbursed.*]
- Per agreement with HQDA, IHG Army Hotels provide only **single occupancy accommodations [for student authorized to travel on TDY orders]** at a fixed rate centrally invoiced and paid.
- Special lodging requests may be submitted *for consideration* when confirming individual reservations. Family members/dependents/pets are not authorized to travel to TDY station on TDY orders nor supported under TDY conditions and student support arrangements. Costs incurred for special requests separate from billed rate, *if hotel is able [not required] to accommodate*, are charged directly to students as *unreimbursed expenses*.
- Individual Government Travel Charge Card (GTCC) accounts may be recorded upon check-in to enable hotel charges for ancillary room expenses [non-reimbursable].
- Students declining directed no-cost lodging **DO NOT** receive statements of non-availability to secure other lodging **NOR** are they reimbursed for personal lodging arrangements.
- **TDY students intending to decline directed lodging must notify S&BCPO by 24 March [ref Sec A-3.4] or at least two weeks in advance of report date IOT adjust total lodging requirements and avoid hotel no-show charges.**

Administrative Data and Instructions (AD&I)

Command and General Staff Officer Course-Common Core (CGSOC-CC)

US Army Command and General Staff School—Redstone Arsenal Satellite Campus Class 23-002

B-6. Arrival/Departure.

- Early arrivals and late departures **are not authorized**.
- Students/sending commands are responsible for any lodging arrangements and costs if arriving prior to 3 May report date or departing after 18 August end date.
- OCONUS travelers [includes Alaska, Hawaii, US territories] are authorized one-day early arrival and one-day late departure **if traveling directly from/to OCONUS permanent duty stations (PDS) and necessary due to transportation connections**.
- TDY order "proceed date" from current duty station is based on authorized mode of transportation and travel days for official distance to TDY station computed IAW JTR to comply with 3 May report date.

B-7. Travel/TDY Status.

- "Redstone Arsenal, AL" is temporary duty station.
- Officers stationed in RsA PDS area attend in "Home Station [training]" status without travel orders or allowances.
- Officers ordered TDY En Route by HRC in conjunction with PCS where RsA is losing or gaining PDS do not receive TDY allowances. They may not commence PCS until after course end date [losing PDS] or must sign-in to RsA PDS before course start date [gaining PDS].
- PCS report dates for officers en route to RsA PDS should be 30 days before class start date to ensure sufficient time for receipt and set-up of household goods and preclude conflict with scheduled instruction and course requirements. Contact HRC if RFOs do not allow this time.
- Travel orders will not be issued when ATRRS reservation is in "W" (Wait) status.

B-8. DTS/DD Form 1610 TDY Travel Orders.

- Attached HQDA message, 131502Z Mar 19, provides guidance on execution and approval of institutional training travel orders for Active Component Officers.
- TDY En Route travel is *directed* on PCS orders but *executed* utilizing a manual DD Form 1610 [*not* in DTS] initiated and approved by sending [losing] command **in addition to PCS orders**.
- Neither SPP while TDY nor final voucher settlement upon return to sending command or arrival at gaining command can be accomplished without properly approved DTS orders [TDY and Return] or DD Form 1610 [TDY En Route].

B-9. Graduation/Departure.

- Attendance at graduation ceremony on end date of class is mandatory.
- Travel orders must allow sufficient travel time after graduation on morning of 18 August to safely return to home station or arrive at next assigned duty station or other authorized destination.

B-10. TDY En Route Leave Forms.

- DA Form 31 issued by losing command **should cover entire period from departure date of old PDS to arrival date at new PDS**.
- Remarks block should list dates of any inclusive TDY periods.
- **Chargeable leave is computed during inprocessing at gaining PDS.**

B-11. Travel-related Questions?

- Order-issuing activities should direct travel order questions not addressed in these instructions and attachments through normal institutional training travel channels.
- S&PCPO will attempt to clarify travel policy applications if student or sending command needs further assistance in order preparations and will address or redirect ATRRS-related issues.

Administrative Data and Instructions (AD&I)

Command and General Staff Officer Course-Common Core (CGSOC-CC)

US Army Command and General Staff School—Redstone Arsenal Satellite Campus Class 23-002

C. REPORTING

C-1. WHEN: Wednesday, 3 May 2023, 1300-1600 CDT as completion of official travel permits; reporting day is still official travel day. Reporting 1300-1600 facilitates orderly course start the next morning.

➤ When travel completion prevents reporting by 1600, notify Campus Team Leader, Mr. Clay Newton [p. 9] as soon as late arrival is known and NLT 1600 on reporting day for alternate instructions and incoming student accountability.

C-2. WHERE: CGSS-Redstone Arsenal Satellite Campus; Bldg 3450, Zeus Dr. [northwest corner, intersection of Aerobee Rd. and Zeus Dr.], Redstone Arsenal, AL 35898 [pp. 10-11].

➤ **Reporting applies to everyone** regardless of TDY or Home Station attendance status.

➤ Check-in time at IHG Candlewood Suites [3440 Aerobee Rd., south side of Aerobee directly across from campus] starts at 1600 CDT.

C-3. HOW: Driving directions and installation access information [accessed 9 March 2023] at end of document [pp. 10-11].

➤ Report in duty uniform or civilian clothes conforming to Army uniform policy for official travel.

➤ If traveling and reporting in civilian clothes, clothing may be casual but must be appropriate for reporting to a military school, present a professional public image, and reflect positively on the Army [e.g., no cut-offs, tank tops, flip flops].

➤ Bring one **complete** set of travel orders. If TDY and Return: In DTS under User Profile set 'Form Printing Preferences' to 1) print itinerary information for reservations; 2) use 'Default' Authorizations Preferences [not 'Govt+Form']; and 3) select 'Attachments' option to print 'Document History.' If TDY En Route: PCS orders **and** manual DD 1610 [ref Sec B-8].

➤ Bring copy of DD Form 93-Record of Emergency Data, and SGLV 8286-SGLI Election and Certificate.

D. MANDATORY REQUIREMENTS PRIOR TO REPORTING

D-1. Ensure currently assigned Security Officer verifies personal clearance information in Defense Information Security System (DISS) [replaced JPAS].

➤ DISS record must show "access" and completed [signed] nondisclosure agreement (NDA).

➤ Minimum INTERIM SECRET security clearance is required. DISS verification should identify deficiencies *for correction before departure from home station/current assignment*; S&BCPO screens student clearance information in DISS.

D-2. Complete two Writing Skills course prerequisites.

D-2.a. No earlier than one duty day after students complete registration [ref Sec A-1], "SMS Web Site" sends automated system-generated e-mails confirming successful registration with individual access information for CGSC Blackboard Web portal [<https://cgsc.blackboard.com>]. Students access course content via same portal. Students unable to logon should contact Support Desk using virtual link or e-mail listed below "Accept & Logon" button on Web portal. Change password after logon from Profile/Name hyperlink in menu on left of Home page. **Writing Skills** requirements are accessed via "Satellite & Blended Learning 23-002 Prerequisites" course listed at Courses hyperlink in menu on left. If course not displayed, contact Support Desk as described above. [Prereqs will require high-speed Internet connection.]

D-2.b. Writing Skills Diagnostic Exam hyperlink in left-hand menu accesses General Instructions and online exam module.

D-2.c. Writing Diagnostic Essay hyperlink in left-hand menu accesses writing assignment and submission instructions.

D-2.d. Completion of prerequisites is course requirement. Failure to satisfactorily complete prerequisites before reporting [or upon reporting only if last-minute roster addition] incurs academic probation until corrected.

D-3. Complete pending personnel/administrative actions before departing present duty station/assignment. Campus is not staffed with personnel/admin specialists to support TDY students. Only support recourses are sending/losing commands and local US Army Garrison-Redstone Arsenal support agencies.

D-4. Students must be enrolled and current in DEERS to simplify and facilitate access to RsA health services.

Administrative Data and Instructions (AD&I)

Command and General Staff Officer Course-Common Core (CGSOC-CC)

US Army Command and General Staff School—Redstone Arsenal Satellite Campus Class 23-002

D-5. Students may complete select inprocessing tasks on the CGSC Blackboard portal in advance of reporting. Logon to Blackboard [ref Sec D-2.a]: On the Home "Organization Page" under "CGSC Resident & Satellite Student Resources" heading, select "Satellite Student Services & Admin" hyperlink, then select "Redstone Arsenal Satellite Campus" hyperlink in left-hand menu to access "Welcome / In-processing" instructions and other information from the RsA Campus Team.

E. GENERAL COURSE ADMIN

E-1. Duty uniform is OCP ACU. ASU or AGSU [Class A and B] and APFU are required.

➤ Coat & tie and business-casual civilian attire* may be required for off-site events. [**Minimum Dress Standards: Conservative attire; **no jeans**; Men: polo or button-down shirt w/collar, dress pants w/belt, dress shoes w/socks; Women: skirt, dress, or pants; inconspicuous footwear; tasteful accessories.*]

E-2. Fitness, duty days, and personal mail.

E-2.a. Students conduct regularly scheduled individual and staff group organized PT.

E-2.b. Classes are held during Monday-Friday duty week with exception of Federal holidays [29 May; 19 Jun; 4 Jul] and a select day of individual preparation and research time [3 Jul]. Overnight departures from TDY station during duty and non-duty time affect TDY allowances and per diem payments including student billing if lodging costs are incurred during absences.

E-2.c. Students may forward mail to:

US Army Command & General Staff School
Attn: CGSS-CGSOC [Student Name]
3450 Zeus Dr.
Redstone Arsenal, AL 35898

E-3. Absences, course completion, and TDY travel allowances.

E-3.a. Students are required to attend all scheduled instruction.

E-3.b. Requests for TDY to another location, pass, and ordinary leave conflicting with scheduled instruction are only considered in extreme circumstances. By-exception approved absences impact TDY travel allowances IAW JTR [for instance, per diem is not authorized any day of leave/administrative absence or when student returns to PDS/residence]. Consult respective travel offices and Authorizing/Order-Issuing or Approving Officials to understand adjustments to TDY allowances and per diem payments before submitting request for absence. Travel orders may authorize variations to itinerary for overnight travel away from TDY station during non-duty time.

E-3.c. Any absence requires completion of missed course requirements.

E-3.d. Attendance at graduation is mandatory [Class A ASU/AGSU; beret or garrison cap headgear].

E-4. Course texts and publications: All course publications and texts are issued in digital or print media. Student digital courseware is almost entirely PDF format. Students are highly encouraged to bring mobile platforms [i.e., laptop/netbook, e-Reader, tablet/iPad] compatible with PDF file format courseware downloaded from Blackboard.

E-5. Information technology:

E-5.a. Computers are not issued for personal use outside of classrooms. Classrooms are equipped with student desktop computers operating on NIPRNet LAN.

E-5.b. Government computers brought from sending commands for personal use [*cannot access LAN*] should have sufficient user administrator rights enabling students to continue operating for duration of course. Campus IT support tech cannot access or attempt to support such devices without available user administrator rights.

Administrative Data and Instructions (AD&I)

Command and General Staff Officer Course-Common Core (CGSOC-CC)

US Army Command and General Staff School—Redstone Arsenal Satellite Campus Class 23-002

E-5.c. Any devices used outside of classroom computers to access official e-mail must be CAC enabled. Students may be able to access official e-mail via Outlook installed on classroom computers but should be familiar with using Web-based Outlook Web App (OWA) before departing current duty station.

E-5.d. IHG Staybridge Suites provides free Internet access for guests.

E-6. *Privately owned weapons (POW)* are discouraged at TDY station; secure storage is not available at RsA.

- POWs brought on-post must be registered with Provost Marshal within 72 hours and secured in personally provided, DoD-approved, non-pilferable (not readily removed) locking containers with separate secure storage for ammunition.
- Guest quarters with stored POWs are subject to command compliance inspections.

E-7. Send queries to S&BCPO as necessary *after careful reading of this document*. Direct travel order questions to sending commands [official travel office/order-issuing activity] and then to S&BCPO if needing further clarification. Direct specific questions about course of instruction to listed POCs [p. 9].

F. FINAL REMINDERS

F-1. COMPLETE ONLINE REGISTRATION NLT FRIDAY, 24 MARCH 2023 IAW SECTION A-1.

F-2. REPLY TO WELCOME E-MAIL BY 24 MARCH IAW SECTION A-3, ITEMS 1-6.

F-3. ENSURE TRAVEL ORDERS ARE COMPLETE AND APPROVED BEFORE TRAVEL COMMENCES IAW SECTION B.

F-4. VERIFY SECURITY CLEARANCE INFORMATION IN DISS BEFORE REPORTING IAW SECTION D-1.

F-5. COMPLETE ONLINE WRITING SKILLS PREREQUISITES BEFORE REPORTING IAW SECTION D-2.

Administrative Data and Instructions (AD&I)
Command and General Staff Officer Course-Common Core (CGSOC-CC)
US Army Command and General Staff School—Redstone Arsenal Satellite Campus Class 23-002

POINTS OF CONTACT

PRIMARY:

ADMINISTRATION

Mr. Mike Jessup
Satellite & Blended Campus Program Operations
US Army Command & General Staff School (CGSS) and College (CGSC)
The Army University (ArmyU) and US Army Combined Arms Center (CAC)
Fort Leavenworth, Kansas 66027-1352
Ofc: 913-684-4729 / DSN 552
michael.j.jessup2.civ@army.mil

REDSTONE ARSENAL CAMPUS/PROGRAM OF INSTRUCTION

Mr. Clay Newton
Campus Team Leader, Teaching Team 31
CGSS-Redstone Arsenal Satellite Campus
Redstone Arsenal, Alabama 35898
Ofc: 256-842-1055 / DSN 788
clayton.t.newton.civ@army.mil

SECONDARY:

Mr. Les Gramkow
Satellite & Blended Campus Program Manager
US Army Command & General Staff School (CGSS) and College (CGSC)
The Army University (ArmyU) and US Army Combined Arms Center (CAC)
Fort Leavenworth, Kansas 66027-1352
Ofc: 913-684-7385 / DSN 552
Cell: 913-306-7277
leslie.l.gramkow.civ@army.mil

Administrative Data and Instructions (AD&I)
Command and General Staff Officer Course-Common Core (CGSOC-CC)
US Army Command and General Staff School—Redstone Arsenal Satellite Campus Class 23-002

Directions to Redstone Arsenal Satellite Campus

Arriving from Huntsville International Airport:

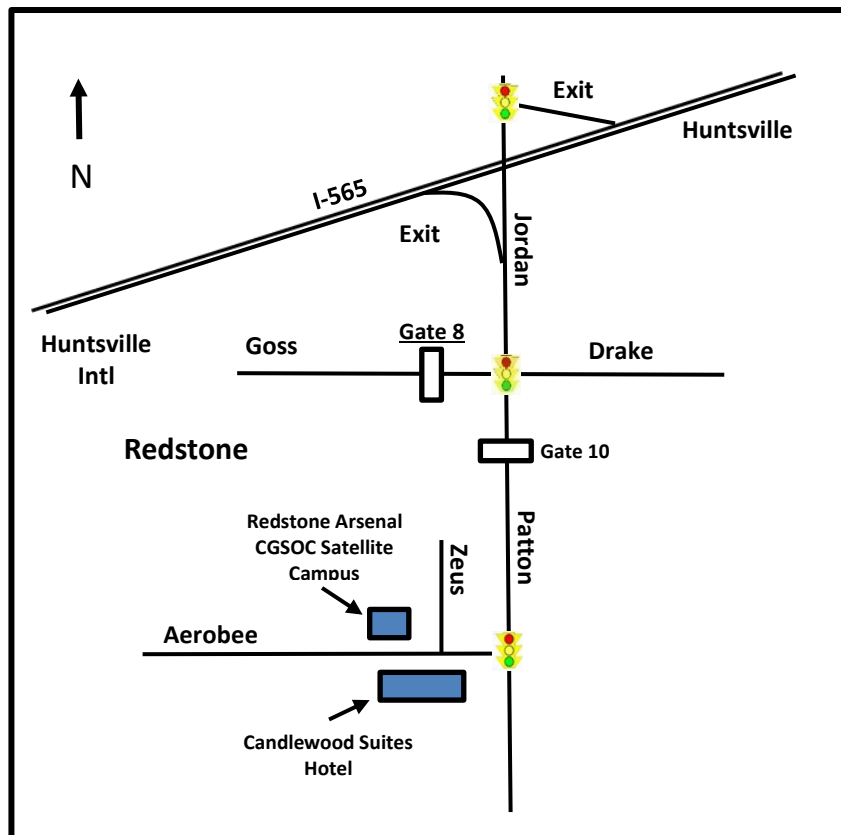
1. Follow signs for exiting airport on Glenn Hearn Blvd SW [Houston Goodson Way SW].
2. Take Ramp [RIGHT] onto I-565 [US-72 Alt] East.
3. Take I-565 East to Exit 17A [RIGHT] going south onto Jordan Lane/Patton Road.
4. Continue south on Jordan Ln, turn right [west] at Drake Rd/Goss Rd intersection [immediately before it turns into Patton Rd] to enter via Gate 8. [Open Mon-Sun 0530 to 2100 as of 9 Mar; check gate access link next page for changes prior to arrival.]
5. After gate continue to first traffic light, turn left [south] on Vincent Dr, continue through light at LaCrosse Dr [entrance to PX/Commissary], past Fire Station [on left], past intersection of Honest John Rd, take next left [east] after Honest John onto Aerobee Rd, and turn left [north] again onto Zeus Dr directly in front of Candlewood Suites. Redstone Arsenal Campus parking lot is on left immediately past campus facility [Bldg 3450].

Driving:

1. Huntsville/Redstone Arsenal is approximately 14 miles east of I-65 on I-565.
2. Approaching on I-565 from west, follow directions from airport above.
3. Approaching on I-565 from east, take Exit 17, turn left at light onto Jordan Ln, follow directions in steps 4-5 above.

Note: If arriving anytime other than 0530 to 2100 daily:

1. From west on I-565, take Exit 14, Rideout Rd [from east on I-565, take Exit 14A], continue south to Gate 9 [Open 24/7].
2. After gate: Continue south on Rideout Rd, left onto Martin Rd, take second Patton Rd ramp to right [pass under Patton Rd], continue north on Patton Rd, turn left onto Aerobee Rd. Candlewood Suites Hotel is on left; campus facility on right.



Administrative Data and Instructions (AD&I)
Command and General Staff Officer Course-Common Core (CGSOC-CC)
US Army Command and General Staff School—Redstone Arsenal Satellite Campus Class 23-002

Redstone Arsenal Installation Access/Gates

Gate information accessed 9 March 2023. Check latest posted access and gate information at:

<https://home.army.mil/redstone/index.php/about/visitor-information>



GATE HOURS

- Gate 9, Rideout Road, MAIN GATE: Open 24/7
Visitor Control Center located enroute to Gate 9, Open 6 a.m. - 6 p.m., Mon – Fri [VCC Closed Federal Holidays]
- Gate 1, Martin Road (East): Open 5:30 a.m. - 9:00 p.m. Mon – Fri [Closed Federal Holidays]
- Gate 3, Redstone Road: Inbound Open 5:30 a.m. - 1:00 p.m. Mon – Fri
Outbound Only 1:00 - 6:00 p.m. [Closed Federal Holidays]
- Gate 7, Martin Road (West): Open 5:30 a.m. - 9:00 p.m. Mon – Fri [Closed Federal Holidays]
- Gate 8, Goss Road: Open 5:30 a.m. - 9:00 p.m. Mon – Fri
- Gate 10, Patton Road: Inbound Open 5:30 a.m. - 1 p.m. Mon – Fri
Outbound Only 1:00 – 5:00 p.m. [Closed Federal Holidays]