

SOUTH CAROLINA ARMY NATIONAL GUARD
REGIONAL TRAINING INSTITUTE
5th Battalion (Signal), 218th Regiment (Leadership)
5411 Leesburg Road
Eastover, South Carolina 29044-9732

NGSC-LDR-SIG-OPS

MEMORANDUM FOR 25U MOS-T Students

SUBJECT: Student Information Letter

1. Congratulations, you have been selected to attend the following course at McCrady Training Center, Eastover, SC.

- Course Title/ Number/ Phase- SIGNAL SUPPORT SYSTEMS SPECIALIST COURSE / **113-25U10 (R) MOS-T / Phase I - II.**
- Host School: 218th Regiment (LDR)
- School ATRRS Code: 1014
- In-Processing 1200-1600 / February 23, 2014 / Location: Building 3800, Room 513. **YOUR ORDERS MUST READ:** REPORT TO: 5th Battalion (Signal), 218th Regiment (Leadership) 5411 Leesburg Road Eastover, South Carolina 29044-9732
- Reporting Uniform is IPFU
- Emergency Phone Numbers: Normal Duty Hours: **803-299-4835**; After Duty Hours: **803-608-6436/803-465-4703** - Staff Duty: **803-608-6436**

2. The following information is provided to assist you in making the transition from your present position to that of a student at the 218th REGT (LDR) Regional Training Institute (RTI).

- a. Course Scope: This course is designed to teach skills required to perform duties as a skill level 10 Signal Support Systems Specialist at your assigned unit or duty station. **It is highly recommended that students visit the Army e-learning website to access and complete the recommended reading assignments in SkillPort prior to attending the highly technical IDT training. Students may access the Army e-Learning website through the ATRRS homepage at <https://www.atrrs.army.mil> or through the AKO homepage at <https://www.usarmy.skillport.com> to access the following Skillport training courses:**
 - Getting Started with Windows 7
 - Installing, Upgrading, and Migrating to Windows 7
 - Monitoring, Backing Up and Restoring Windows 7
 - Configuring Network Connectivity in Windows 7

- Resolving Issues with Outlook and Outlook Express – ID# 214818
 - Introduction to Networking – ID# 125066
 - OSI Upper Layers – ID# 64165
 - OSI Layer 3 – ID# 64164
 - OSI Lower Layers – ID# 64163
 - Operating System TCP/IP – ID# 65777
 - Resolve Issues with the Operating System and Office Applications – ID# 214710
 - Cisco IOS Device Configuration and Management – ID# 84819
 - Applying Cisco Troubleshooting Tools – ID# 40509
 - Identifying, Adding, and Removing PC Systems – ID# 114109
 - Resolving Issues with hardware and Network Connectivity – ID# 214830
 - Managing and Troubleshooting Devices, Drivers, Local Security, and User Logon – ID# 216159
- b. Training: While attending the 25U10 MOS-T Course, you will receive training in the following subjects:
- Information Dominance
 - Army Battle Command Systems (ABCS)
 - o BETs, Communications Equipment, MBITR Radio, Radio Sets, TACSAT Radio, and FFCB2
 - Digital Tactical Operation Center (DTCO)
 - TIMS
 - CPOF
 - CAPSTONE
- c. Military Appearance: Students will comply with AR 670-1 / AR 600-9. Uniform deficiencies will be corrected prior to start date of course.
- d. Weight: Students' height and weight will be taken during in-processing. Weigh-in will be conducted in PT shorts and shirt. Those students exceeding the height/weight standards will be taped to determine their body fat percentage. Soldiers who meet academic course requirements but fail body composition standards will receive a DA Form 1059 with item 11.c stating MARGINALLY ACHIEVED COURSE STANDARDS, and item 14 containing the statement "Soldier met academic requirements, but failed body composition standards IAW AR 600-9".
- e. Physical Health: Students reporting to the 25U10 MOS-T course must be physically fit enough to perform within the guidelines in DA PAM 611-21 for the 25U10 MOS. Students that bring Temporary/Permanent Profiles that prevents them from participating in the required Performance Evaluations will not be allowed to attend this course. Any students that possess a P-3 or P-4 on the PULHES will need to bring a DA Form 3349 (Permanent Profile).

Students that possess a P-3 or P-4 will be required to bring their MMRB results. Students on medication must bring a sufficient supply to last the duration of the course.

- f. Qualifying Scores: Soldiers must have a minimum score of the following in the aptitude area ST in Armed Services Vocational Aptitude Battery (ASVAB) tests:
- A score of 95 prior to 2 Jan 02
 - A score of 93 after 2 Jan 02
 - A score of 92 after 1 Jul 04
- g. Equipment / Uniform Requirements: Army Combat Uniform (ACU) is the uniform for the course.
- h. Pre-Registration Checklist (PRC): The PRC must be completed through ATRRS by your Unit. Hard copy Pre- Execution Checklist is no longer being accepted.
- i. Security Clearance Verification: Ensure that you have verification of your clearance. You will need a valid JPAS statement or memo signed by the Unit Security Officer. The memorandum must state the soldier's name in full, the soldier's SSN, the date the clearance was awarded or eligibility was determined, the type of clearance awarded, and a POC. Student must be eligible to obtain a Secret Clearance.
- j. Laundry Service / Post Exchange: Washers and dryers are located on the 2nd floor of Building 3800 at no cost to the students. There is a PX available on McCrady Training Center in Building 3810. Hours of operation for the PX are Wednesday thru Sunday 1200 – 2000 HRS. Sufficient funds should be brought to take care of any foreseeable expenses.
- k. Dining: Meal Cards will be issued to students during in-processing. AGR and ADOS soldiers are required to pay for meals and will not be issued a Meal Card. The Dining Facility is in Building 3800; **Soldiers are required to bring a completed DA Form 4187 suspending rations for the period of the course. It is the parent unit's responsibility to process the DA Form 4187 and the Course Manager will maintain a copy.**
- l. Billeting: BEQ rooms are provided to students at a cost of \$17.00. This is a reimbursable travel expense. A statement of non availability WILL NOT BE ISSUED unless there are no BEQs available.
- m. Travel/Transportation: Your state directs your mode of travel. The school will ONLY provide transportation from Columbia Airport to McCrady Training site and vice versa for return flights. Transportation will be provided during In-processing hours only. Please contact one of the listed POCs with flight arrangements prior to your arrival via email or phone call. If your flight

arrives either late or early, still call one of the POCs listed above. Students arriving after In- processing hours will be responsible for their own transportation to the school. The cost for a taxi is \$60 or more. This is a reimbursable expense, however, be prepared to pay the taxi driver at time of drop off. KEEP YOUR RECEIPT.

NOTE: Please send your arrival flight times to the Course Manager within 48 hours of your arrival via email. If a student does not inform the school of their flight arrival times, the student will be responsible for their own transportation to the school. If, by chance, students arrive after in-processing hours, they will be responsible for their own transportation to the school.

- n. Medical Facilities: The Troop Medical Clinic at McCrady Training Center is open Monday through Friday. Bring your medical records, if possible. Prescription drugs are not available at McCrady. If you require daily medication, please bring sufficient supplies to last the duration of the course. For weekend emergencies, please contact one of the above POCs.
 - m. Pay. Your Unit of Assignment will be responsible for IDT Travel and Pay. It is the Unit's responsibility to ensure students understand how and when they will receive their pay. Ensure that your GTC or personal credit card have the appropriate credit limits, and be prepared to pay on your credit card monthly to ensure your card is not delinquent or terminated. Students should have a contact name and number of Unit POC for pay issues. Students will receive a signed copy of their orders at the end of the course or the date stated on your travel order.
3. Students need to know their Unit Name, Street Address, City, Zip Code and Telephone Number, to include fax number when they in-process to ensure all In-Processing / Out-Processing paperwork is correct.
4. MAIL:
- a. Mail will be picked up daily and delivered to the section leaders for distribution. Times will be established upon students' arrival at McCrady Training Center.
 - b. Your mailing address while at McCrady will be:

Rank, Last Name, First Name 25U10 Course, Class 002-14
5th Battalion (Signal), 218th Regiment (Leadership)
5411 Leesburg Road
Eastover, South Carolina 29044-9732

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5. Graduation will be informal and take place on the last day of training. Soldier will then be released to their unit. Please ensure that your travel arrangements are in compliance.
6. Within 30 days of you attending the course you will receive an email inviting you to our MilSuite site. This site contains useful tools that will answer most questions you will have about this course, to include the documents needed for In-Processing.
7. Completing Information Assurance (IA) Awareness training (Required for Phase 1)
 1. To register for the course, go to <https://ia.gordon.army.mil/>.
 2. Once at the Information Assurance homepage, click Login link, then click on First Time Exam Takers.
 3. Locate the training
 4. Complete the training and print certificate. If you do not have a means to print, you should receive an email that you would save.
8. Completing Cyber Awareness Challenge (Required for Phase 1)
 1. Go to <https://train.gordon.army.mil>
 2. Once at the Information Assurance (IA) homepage click on the Login link, then click on the Log in using AKO/DKO username and password or Log in with CAC.
 3. Print certificate or save it in an email to be printed once you are attending the course.
9. IDENTIFICATION CARDS: All personnel must have in their possession a valid military ID (CAC) card. Identification Tags must be worn at all times while in a military status. ID Cards and ID Tags will not be issued while attending the course.
10. EMERGENCY NOTIFICATIONS: Family members may contact students for emergency situations through American Red Cross. Family Members should be prepared to furnish the ARC with your name, SSN, class name and the school address / telephone number. Once the battalion receives notification from the Red Cross, the Course Manager will notify the student and together will decide on what course of action should be taken.
11. If you have questions concerning this course, you may contact the 25U Course Manager, at COMM: (803) 299-4835, or by EMAIL: ng.sc.scarnng.list.705-25u-course@mail.mil or the Readiness NCO Cell (803) 608-6436.

FOR THE COMMANDER:



TIMOTHY M. ADAMS
SFC, SCARNG
OPERATIONS NCOIC

**Annex A
25U10 Phase I &II Packing List**

<u>QUANTITY</u>	<u>ITEMS</u>
4 Sets	ACUs
1 ea	Belt, Trouser w/buckle
2 pr	Boots, Combat
1 ea	ACU cap
1 ea	Gortex/Wet weather suit/poncho
1 ea*	Gloves, Black Leather w/inserts (Winter months)
6 ea	Undershirts, Brown
6 ea	Underwear
3 ea	Athletic socks, white, over ankle (no logos)
1 pr	Running Shoes
1 pr	Shower Shoes
2 ea	Towel and washcloth
1 set (minimum)	Army PT Uniform (Summer)
1 set*(minimum)	Army PT Uniform (Winter) (Winter months)
1 ea	PT cold weather cap (stocking cap)
1 ea	Yellow reflector belt
1 ea	Laundry bag
1 ea	Covered drinking cup
Civilian clothing is allowed for off duty	

25U10 Phase I &II Supplies

QUANTITY	ITEMS
1 ea	Padlock with a shank of at least 2 inches
2 ea	Highlighters
1 ea (minimum)	Writing tablets or loose leaf paper w/binder
2 ea	Tabs
Misc. Writing Supplies (pencils, pens, whiteout, etc)	

25U10 Phase II Packing List

QUANTITY	ITEMS
1 ea vest	Load Bearing Equipment(LBE)(pistol belt with Suspenders or
1 ea	Canteen w/cover and cap
1 ea	Kevlar, with cover, chinstrap and cover band (With cat-eyes)
1 pr	Gloves, hard shell
2 ea	Ammo pouch (if applicable)