



SOUTH DAKOTA ARMY NATIONAL GUARD
2nd Battalion (Modular Training)
196th Regiment (Regional Training Institute)
803 West National Guard Drive
Sioux Falls, South Dakota 57104



NGSD-MOD-NCO

01 March 2012

MEMORANDUM FOR Students Attending the 061-13P30-C45, MLRS Operations Fire Direction Specialist Advanced Leader Course (ALC) Phase 1 & 2

SUBJECT: Student Memorandum of Instruction

1. Welcome to the 061-13P30-C45 MLRS Operations/Fire Direction Specialist ALC Phase 1 & 2 course that you are scheduled to attend at 2nd Battalion, 196th Regiment (RTI) in Sioux Falls, SD. The course presents lessons and exercises that allow students to experience, first hand, how to become a qualified and skilled MLRS Fire Direction Section Chief.

a. Course: 061-13P30-C45, MLRS Operations Fire Direction Specialist ALC, Class XXX-XX Phase 1 & 2.

b. Report to Location: 2nd BN, 196th REGT, 803 W. National Guard Dr., Sioux Falls, SD 57104.

c. Report in Time/Date: NLT 1800 hrs, XX XXX 2012. In-processing will begin at 0700 hrs, XX XXX 2012.

d. Course Dates: Phase 1 – XX-XX XXX 2012, Phase 2 XX-XX XXX 2012.

e. EMERGENCY TELEPHONE NUMBER: (605)357-2843 / 2864 (SFC Meriweather or SFC Kiner).

2. Uniform:

a. Reporting: Army Physical Fitness Uniform (APFU) with tennis shoes for mandatory weigh in to ensure compliance with AR 600-9.

b. Training: The uniform for the classroom instruction is the Army Combat Uniform (ACU). For some of the practical exercises and/or FTX you will need your ACH and OTV. The APFU or appropriate civilian clothes will be worn when conducting personal physical fitness training. The APFU will be worn during any class PT. Appropriate civilian attire is authorized after duty hours.

- c. Graduation/Course Completion: ACU.

3. The following documents must be provided to the registration team when reporting:

- a. Official Orders: The registration team will require a copy of your orders when you report in at the RTI. Dates must be inclusive, including required travel time and based upon dates in the Army Training Requirements and Resources System (ATRRS).

- b. In Processing Form: Print and complete the attached in-processing sheet.

- c. Post Reservation Checklist: Make sure your unit completes the Post Reservation Checklist (PRC) in ATRRS. If this is not completed your reservation for the course will be automatically cancelled in ATRRS.

4. Travel/Accommodations:

- a. POV/Government Vehicle: Parking is available at the RTI for government and privately owned vehicles.

- b. Motorcycle: If you are traveling via personal motorcycle or will be bringing one with you must adhere to the South Dakota TAG and RTI commanders' motorcycle policy. The policy applies to all military personnel in a duty status, on or off a SDNG installation, which includes travel to and from duty station. All members of the SDNG, or those Soldiers attending schools at the SD-RTI, who operate motorcycles must maintain a valid driver's license with an applicable motorcycle endorsement in their state of residence. Additionally they must have successfully completed an approved motorcycle safety course and provide proof of that upon reporting for school at the SD-RTI. In addition the following PPE must be worn – helmet, eye protection, protective clothing including long sleeve shirt or jacket, long trousers, full-fingered gloves and sturdy over the ankle footwear.

- c. TRiPS: If you are traveling to the SD-RTI via POV or motorcycle over a distance of 100 miles you are highly encourage to complete an online TRiPS form.

- d. Commercial Air/Bus: Personnel arriving by commercial air/bus must contact 2nd BN, 196th REGT (RTI) with arrival information at least 72 hours in advance of arrival. Based on arrival information personnel from the RTI will be at the terminal to transport you to the RTI. Call SFC Meriweather at (605) 357-2843 with your arrival information.

- e. Quarters: Chargeable quarters are available at a cost to the Soldier. Semi-private (shared bathroom) rooms are \$32.00 per night and Private rooms are \$34.00 per night. Towels and face cloths are in the rooms and will be replaced daily. Light cleaning, to include making the bed, will be performed in your room each day. Normal checkout time is 1100 hrs but a late checkout time can be arranged. To make reservations you must call Dale Stoll at (605) 357-2845. It is highly encouraged to do this sooner than later.

- f. Meals: Government meals are available.

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g. Internet: There is a wireless network for your personal computers in the building. The 2-196th Regiment is not responsible for lost or stolen items. It is your responsibility to secure your personal items. There are lockers available in the bays. You must provide your own padlock.

h. Laundry: There are free washer and dryers located in the bay area available for your use; you will need to provide your own laundry detergent.

5. Enclosed is the packing list and registration documentation that you must have in your possession when you report for training.

6. The point of contact for this course is SFC Meriweather at (605) 357-2843 or mark.meriweather@us.army.mil.

FOR THE COMMANDER:

- 3 Encls
1. In Processing Form
2. Packing List
3. Map

\\\\\\\\signed\\\\\\\\

MARK L. MERIWEATHER
SFC, SDARNG
Instructor

STUDENT IN-PROCESSING SHEET

Note: Fill in the upper portion of this form and bring it with you to In-processing.
(Please gather this information before reporting for training.)

COURSE ATTENDING: _____

NAME _____
Last First MI

HOME ADDRESS: _____ ST _____ ZIP _____

SSN # _____ - _____ - _____

CELL #: (____) _____ - _____

E-MAIL _____@_____

EMERGENCY CONTACT: _____

EMERGENCY CONTACT PHONE #: (H) _____

(W) _____

(C) _____

This portion is to be completed by RTI-SD Staff during In-processing.

AGE _____ HEIGHT _____ WEIGHT _____ GO _____ / NO GO _____

TAPING _____ BODY FAT _____ % GO _____ / NO GO _____

APFT ____ / ____ / ____ PASS ____ / FAIL ____ (for NCOES only)

Date Name Printed Signature Rank

Clothing, Equipment and Personal Data

1. ORGANIZATIONAL CLOTHING AND EQUIPMENT: Students will report to the training site with the following organizational clothing and equipment (OCIE) as a minimum. Use the check list below:

ITEM	QUANTITY	CHECKLIST
a. Laundry Bag, OD	1 Each	_____
b. Cap ACU w/Subdued Rank	1 Each	_____
c. ACU Uniform, Coat & Trousers	2 Set	_____
d. ACU Coat Cold Weather-Optional	1 Each	_____
e. T-shirts, Tan	2 Each	_____
f. Belt, Tan w/Black Buckle	1 Each	_____
g. Socks, Wool OD	4 Pair	_____
h. Boots, Tan, Combat	1 Pair	_____
i. Tennis Shoes (Running Shoes for PT)	1 Pair	_____
j. PT Clothing (US Army issued PT uniform, Sweats, T-shirt, Shorts)	2 Sets	_____
k. Padlock, keyed or combination	1 Each	_____
l. Civilian clothing	As needed	_____
m. Soap, Shaving Article, Toilet Items	As needed	_____
n. Towels and Facecloths	As needed	_____
o. Undergarments	As needed	_____
p. Clothes Hangers	As needed	_____
q. ACH (advanced combat helmet)	1 Each	_____
r. Wet Weather Gear (top and bottom)	1 Set	_____
s. OTV (outer tactical vest)	1 Each	_____



PARKING

