



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

02 November 2012

MEMORANDUM FOR Students Attending the 061-13P4O-C46, MLRS Operations/Fire Direction Specialist SLC

SUBJECT: Student Memorandum of Instruction

1. Welcome to the 061-13P4O-C46, MLRS Operations/Fire Direction Specialist SLC that you are scheduled to attend at 2<sup>nd</sup> 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 Operations/Fire Direction Senior Sergeant.

a. Course: 061-13P4O-C46, MLRS Operations/Fire Direction Specialist SLC, Class 001-13.

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

c. Report in Time/Date: NLT 1800 hrs, 25 January 2013. In-processing will begin at 0700 hrs, 26 January 2013. Soldiers who live within a reasonable commuting distance can report at 0700 hrs, 26 Jan, but must contact course POC listed below to notify them you are doing so or if you need to make other arrangements.

d. Course Dates: 26 January - 09 February 2013.

e. APFT, HT/WT: Passing the APFT and HT/WT screening is now a graduation requirement for NCOES classes IAW Army Directive 2012-20. Soldiers who fail the initial APFT and or the HT/WT screening will be re-evaluated no earlier than seven days after the first evaluation. If the Soldier fails the second time they will be removed from the course and fail to achieve the course standards.

f. 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). 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: See attached form.

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 2<sup>nd</sup> 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 Kiner at (605) 357-2864 with your arrival information.

e. Quarters: Chargeable government quarters are available at Sioux Falls by calling Army Lodging at 605-357-2845. Private rooms are \$34.00 per night and semi-private rooms are \$32.00 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. It is highly encouraged to make your reservations sooner than later.

f. Meals: Government meals are available.

g. Internet: There is a wireless network for your personal computers in the building. The 2-196<sup>th</sup> 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) 357-284 or [mark.meriweather@us.army.mil](mailto: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  
Course Manager

## 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	2 Sets	_____
(US Army issued PT uniform, Sweats, T-shirt, Shorts)		
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. Wet Weather Gear (top and bottom)	1 Set	_____

