

IDAHO ARMY NATIONAL GUARD
Headquarters 1st Battalion (AR), 204th Regiment
5050 S Junker Street
Boise, Idaho 83705-8150

NGID-RTI-AR

23 November 2009

MEMORANDUM FOR 19K MOS-T Student

SUBJECT: **19K MOS-T Course**

1. Welcome to the **19K MOS-T Phase I and II**. The purpose of this letter is to provide information to assist you in advance planning. I believe you will find this course provides you a challenge and a great learning opportunity. Your cooperation and participation can make this experience particularly rewarding.

2. The 19K MOS-T Phase I is taught in 2 modes. If you enrolled in class 001 it is a NON-RESIDENT (done from home) distance learning class that is expected to be taken within 6 months of phase II. If you enroll in any of the other 5 day phase I classes it is a RESIDENT class that you come to the 1-204th RTI(AR) to do your distance learning. Phase 1(DL) is a Web based distance learning course that is hosted by the UNIVERSITY OF MOUNTED WARFARE through the Learning Management System at Ft. Knox KY.(website <https://adl.knox.army.mil/CoreUMW/Login.asp>) See attached Welcome letter for instructions on self enrolling in the NON-RESIDENT Class 001. The 171-19K10 Armor Crewman (M1A1) MOS-T Phase 1 teaches preparation skills in Map Reading, Urban Operations, Armor Crewman Skills, Driver Skills and Gunner/Loader Skills.

3. The 19K MOS-T Phase II is 16 days in duration with day 1 and 16 scheduled as travel and processing. The course is performance oriented and designed to qualify individual students in MOS 19K, (skill level 1). There are approximately 140 hours of training with the majority conducted as hands on practical exercises.

4. Due to the potential of lost airline baggage, students should carry a travel bag with toilet articles, and a complete Army Combat Uniform (ACU). Students must hand carry their Military Orders.

5. PREREQUISITE FOR COURSE ATTENDANCE:

a. Soldier must have completed Basic Training as a member of any US Military Service (Active or Reserve Component), must meet the requirements prescribed in DA Pam 611-21 for MOS 19K (Min Physical PULHES-111121) (Max HT-73") (ASVAB-CO 90 prior to 2 January 2002./ ASVAB CO 87 after 2 January 2002), rank PVT(E-1) through SFC(E-7) or have an approved OCOA waiver, and must be qualified in an MOS other than 19K. Successful completion of the dL Phase I, 171-19K (M1A1) (R) (DL/R) is a prerequisite of this course.

b. **A Valid State Drivers License is required to attend this course** and students who currently hold a military driver's license should bring their current DA Form 348-E.

c. . For 19CMF MOS-T courses Soldiers that fail to meet Body Fat composition of AR 600-9 will be considered an Academic Course Graduate, but item 11.C. of the DA 1059 will be marked "Marginally Achieved Course Standards" and item 14 comment will be annotated "Failed to meet body fat compositions".

d. Soldiers with a valid permanent/temporary physical profile must provide a copy during in-processing. Students with a temporary profile will only be permitted to admitted if the profile does not "prevent full participation" in the course.

5. Reporting In:

a. Report to 1/204th Regt. (AR), Building 810, Gowen Field.

b. Reporting dates and time: NLT 1600 on the course report date. Students will report in civilian attire.

(1) AIR: Transportation to Gowen Field is available for those arriving at Boise Municipal Airport before 1600 by calling 272-4850.

(2) POV: No earlier than 0900 and no later than 1600 on report date.

c. Late Arrivals: If you can not meet the reporting time, you must notify the school Headquarters by calling (DSN) 422-4850 or (C) 208-272-4850 prior to 1600 on the report date.

d. Students arriving after the 1600 report time:

(1) Call 272-4850 for a phone message that will instruct you to pick-up your room key at the front gate and report to the class leader.

(2) You will be required to take a taxi to Gowen Field (approximate cost is \$15; this cost is reimbursable; keep your receipt).

(3) The Gowen Field dining facility closes at 1800. Recommend eating at the airport if arriving late.

e. Early arrivals: Do not arrive prior to report date as quarters and rations may not be available. If you have no alternative you must coordinate with this office for advance billeting. Gowen Field will not issue statements of non-availability for billeting. If your orders indicate otherwise, contact your headquarters to have them corrected.

6. IN-PROCESSING/OUT-PROCESSING:

a. A valid Military Identification Card and two copies of your orders assigning you to the course are needed for in-processing. You must bring a completed TASS Unit Pre-Execution Checklist dated April 2007, Appendix H, TRADOC REG 350-18 in in-processing (enclosed) it can also be downloaded from our website. Failure to provide a completed Pre-Execution Checklist may prevent course enrollment.

b. Orders assigning you to the course should specify you are to report for in-processing no later than 1600 on the report date.

c. An In-briefing and weigh-in will follow in-processing on report day. Weigh-in will be conducted in Improved Physical Fitness Uniform (IPFU).

d. Out-processing is conducted at 0500 day 16. Ensure your orders and plane ticket reflects a departure time of no earlier than 0700.

7. BILLETS:

a. Billets are co-located with the school. Rooms are designed for two people with bathroom in-between two rooms. All rooms have a small refrigerator and microwave.

b. All personnel are required to pay for billeting at \$15.00 per day upon arrival. This is not optional and is for all students regardless of the status of orders (i.e. ADT, AT). This is a reimbursable fee. The Billeting Office will issue a receipt to the soldier; this is all that is required for reimbursement. Students are reminded that under Public Law 105-264, use of the government travel card is mandatory for all lodging expenses. Preparations should be made through individual unit prior to arrival to procure a government travel card.

8. RATIONS:

- a. Traditional enlisted soldiers are provided rations at no cost to the soldier.
- b. Officer/AGR Personnel are required to pay for rations. Current contract meal rates are \$5.00 for breakfast, \$6.00 for lunch and \$6.00 for dinner.

9. UNIFORM/EQUIPMENT:

- a. Uniform required for the course are ACU / CVC uniform and the PT uniform.
- b. Uniform will be prescribed per the training schedule, and worn in accordance with AR 670-1.
- c. Refer to Appendix A for clothing and equipment requirements for the course.

10. PAY AND ALLOWANCE: Parent unit will process pay and allowance.

11. ADDITIONAL INFORMATION:

- a. Students should bring adequate funds for personal needs, billeting, and rations if required.
- b. Mailing Information

Student Name
Armor Training Battalion, 19K MOS-T Course, Class #
5050 S Junker St
Boise, ID 83705-8150

c. Phone Numbers:

Administration: (Com) 208-272-4850 (DSN) 422-4850
(FAX) 208-272-4860 (DSN) 422-4860

Security Police (208) 272-5366

Leave this information with your family so they will have information necessary to contact you.

The last number listed is for the Gowen Field Security Police. If a student must be contacted in an emergency after 1700 or on weekends, you may call the Security Police (208-272-5366). Provide them with the student's name, building and room number. They will deliver a message to the student.

- d. Students should bring appropriate civilian attire for commander's time.

12. SICK CALL PROCEDURES: There is no medical treatment available on Gowen Field; all students who require care are transported to local civilian health care facilities. For traditional National Guard students a DA Form 2173 will be forwarded for to their state J1 from 1/204th Regt (AR). Active Duty student's claims will be sent directly to Tricare by the treating facility.

13. STUDENT DISMISSAL: Students may be dismissed prior to course completion for the following:

- a. Administrative Reasons: An administrative reason may be granted for such reasons as emergencies, personal problems or extenuating circumstances, and the individual will be released back to parent unit. In addition, a medical release may be granted when illness, hospitalization, or a physical profile precludes successful completion of the course. Course completion credit will be given (only) to those students who can successfully complete the entire course.

b. Disciplinary Reasons: Students may be dismissed for infractions of school policies, the honor system, or violation of the Uniform Code of Military Justice. In addition, a student may be dismissed for lack of motivation.

c. Motivation: Demonstrated lack of motivation, i.e., receipt of more than two counseling sessions for minor violations of school policy may facilitate dismissal from the course.

d. Academic Reasons:

(1) Academic dismissal will occur when a student fails to achieve course standards.

(2) Students who fail the first test will be counseled, retrained and retested. Students who fail to meet established HQ TRADOC test standards through two additional retests followed by reinforcement training for each failure, and reviewed by the Commander, may be dismissed from training for academic deficiency.

(3) A student may also be dismissed for missing more than 10% of the course instruction.

(4) If a student repeatedly fails tasks and more than adequate time for training and retraining is given but slow progress is causing hardship on instructors and/or fellow students, commander can dismiss student.

14. CHAIN OF COMMAND: The 1/204th chain of command will be explained to students during orientation, and will be strictly adhered to. All matters will be handled through the chain of command beginning at the lowest level.

15. COUNSELING, COMPLAINTS, AND GRIEVANCES:

a. The cadre is available at any time for counseling and grievance. Students with personal problems or grievances should utilize the chain of command. Every effort will be made to resolve student problems at the lowest level.

b. Student will be counseled as required for disciplinary actions, substandard performance, and attitude problems.

c. Grievances will be handled IAW appropriate regulations.

16. GOWEN FIELD & FACILITIES

a. Gowen Field is located south of and in conjunction with the Boise Municipal Airport. Gowen Field is a closed post which means you are required to present your ID card and proof of insurance (if driving POV) every time you enter the post. Personal weapons and knives with blades longer than 6" are prohibited on post.

b. Bikes, obtained from the class leader, and taxis (cost will vary), are the only transportation available while assigned to the course. Gowen Field is not included in the Boise City bus system, and the closest bus stop is about 5 miles away. All facilities on Gowen Field are within easy walking distance.

c. Base Exchange (BX) is open from 1000-1700 Monday through Friday and 1000-1600 Saturday (drill weekends). They carry limited quantities of military and civilian clothing, food and beverages. There is a stamp machine in the lobby and an ATM located at the entrance. The Barber Shop is co-located with the Base Exchange and has the same hours of operation.

d. A gym with free weights, nautilus equipment, treadmills and stationary bikes are available in building 951.

e. An Officers and NCO Club is also located on Gowen Field.

f. Mail: Outgoing mail can be sent out through the school Admin section if they are properly stamped. We do not have the capability of weighing packages. Incoming mail is delivered daily and distributed to the students by the class leader.

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g. Laundry: A no cost laundry facility is also located on post for student use in building 714.

17. If I can assist you in preparation for the course, please do not hesitate to call my staff at (Comm) (208) 272-4850 or (DSN) 422-4850.

3 Encls
Appendix A - Clothing & Equip List
Appendix B - Base Map
Appendix C - Pre-Execution Checklist

//Original Signed//
FREDERICK P. GILSON
LTC, AR, IDARNG
Commanding

APPENDIX A

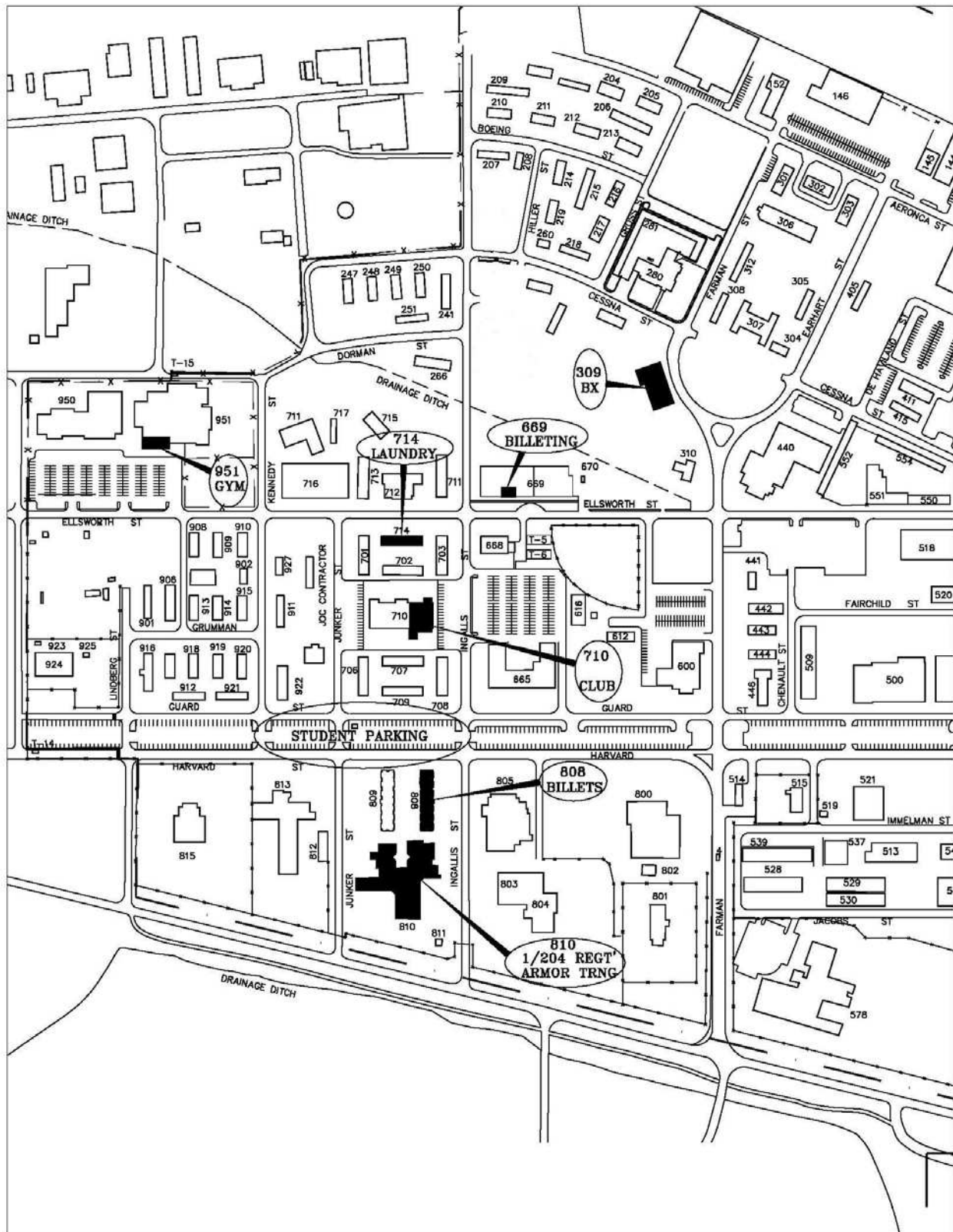
Individual Clothing and Equipment List For 19K MOS-T Course

The following list of clothing and equipment is required. The school does not have equipment available for issue.

| ITEMS | Minimum Requirement |
|--|---------------------|
| Belt, Trousers, Tan Rigger | 1 ea |
| Boots, Combat <i>**must have boots that are armored vehicle approved</i> | 2 pr |
| Cap, Utility, ACU | 1 ea |
| Coat, ACU w/rank | 3 ea |
| Coat, Cold Weather, Gore-Tex | 1 ea |
| CVCU w/gloves | 1 pr |
| Gloves, Leather, Black Shell w/inserts | 1 pr |
| Jacket, Cold Weather (CVCU) | 1 ea |
| Socks, Cushion Sole | 5 pr |
| Trousers, ACU | 3 pr |
| Trousers, Cold Weather, Gore-Tex w/suspenders | 1 ea |
| Undershirt, Tan | 5 ea |
| IPFU (Improved Physical Fitness Uniform) w/shoes | 1 set |
| Personal Hygiene Items | As Required |
| Inclement/Cold Weather gear (Winter Months) | As Required |

| EQUIPMENT | Phase II Only |
|---|---------------|
| Ear Plugs | 1 pr |
| Helmet, CVC w/Cord for VIC3 and Flight Bag | 1 ea |
| Helmet, Kevlar w/camo cover and band | 1 ea |
| Knee Pads | 1 pr |
| Elbow Pads | 1 pr |
| Body Armor, Ballistic Undergarment | 1 ea |
| Goggles, dust, wind, sun | 1 pr |
| LCV, (vest, belt, canteen w/cover and cup, first aid kit) | 1 ea |
| Work Coveralls (Optional) | 1 ea |
| Work Gloves, Leather | 1 ea |
| Pencils, Pens and Note Paper | 1 pr |
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| | |

APPENDIX B – BASE MAP



THE ARMY SCHOOL SYSTEM (TASS) UNIT PRE-EXECUTION CHECKLIST

(FOR USE OF THIS FORM SEE TRADOC REG. 350-18; PROPONENT IS DCSOPS&T, TASSD)

Please Type or Print

| | |
|-------------------------|------------------------|
| 1. NAME: | 2. LAST FOUR: |
| 3. UNIT: | 4 DOR: |
| 5. COURSE TITLE: | 6. REPORT DATE: |

| 1 st line leader initials | Soldier's initials | PART-I Unit Pre-execution (D-90 to D-1) |
|--------------------------------------|--------------------|---|
| | | Coordination between customer unit and TASS unit to identify the Soldier by name? |
| | | Soldier in receipt of school/course information? |
| | | Read ahead packets/prerequisite testing complete? (if needed) |
| | | All required clothing/equipment IAW school/course info packet? |
| | | Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school. (as required)? |
| | | Soldier meets standards of AR 600-9? |
| | | Transportation requirements completed? |
| | | Adequate cash/traveler checks/Government Credit Card? |
| | | Individual orders received? |
| | | Individual has current periodic physical (within 5 years)? |
| | | Individual meets remaining TIS requirements? |
| | | School Mailing address/Telephone numbers received? (for family) |
| | | 10 copies of orders |
| | | Transportation verified/approved (ticket picked up) |
| | | Current/valid identification card |
| | | ID tags (1 pair) |
| | | If applicable: Soldier requiring corrective lenses has a set of military prescription eyeglasses and protective mask inserts. |
| | | Notify soldier of requirement to take APFT and be weighed, as required. |

Unit POC List:

CDR B: () H: ()_____

1SG: B: () H: ()_____

FTM: B: () H: ()_____

Unit POC FAX: ()_____

Unit POC Email_____

| PART II - ROUTINE PREREQUISITES | | | | | | | | | | | | |
|--|---|----|----|----|------|--------------|----|----|----|----|---|---|
| TASK | REGULATION DATA | | | | | SOLDIER DATA | | | | | | |
| Minimum Aptitude Score (ASVAB) (IF APPLICABLE) | CO | CL | FA | GM | MM | CO | CL | FA | GM | MM | | |
| | OF | EL | SC | ST | GT | OF | EL | SC | ST | GT | | |
| Color vision requirements (if applicable) | | | | | | | | | | | | |
| Physical demand rating/profile (PULHES) | P | L | L | H | E | S | P | U | L | H | E | S |
| Prerequisite phase/course attendance (if applicable) | <div>School code</div> <div>Date of completion</div> <div>Course completed</div> <div>Phase completed</div> | | | | | | | | | | | |
| Military and civilian vehicle operator license(s) (if applicable,) | | | | | | | | | | | | |
| PART III REQUIRED DOCUMENTS | | | | | | | | | | | | |
| Security clearance (If applicable, attach as required) | | | | | | | | | | | | |
| Permanent profile attendees (if applicable): AA & AGR must have copy of MRB (P3, P4) results with completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT). TPU/Traditional Guardsman must have copy of completed DA Form 3349 (must include Army doctor-approved alternate aerobic event for APFT) | | | | | | | | | | | | |
| All required waivers (if applicable) | | | | | | | | | | | | |
| Other requirements (if applicable) | | | | | | | | | | | | |
| OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED | | | | | | | | | | | | |
| Other requirements (if applicable) | | | | | | | | | | | | |
| Other requirements (if applicable) | | | | | | | | | | | | |
| Other requirements (if applicable) | | | | | | | | | | | | |
| Other requirements (if applicable) | | | | | | | | | | | | |
| I have been counseled and read all requirements applicable to the course I am attending. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent my successful completion of course requirements. | | | | | | | | | | | | |
| Student's Signature | | | | | Date | | | | | | | |
| I have reviewed the above Soldier's qualifications and potential to successfully complete this course; have counseled him/her on these requirements and hereby verify his/her readiness to attend same. | | | | | | | | | | | | |
| Commanding Officer (typed name) | | | | | Date | | | | | | | |
| Signature | | | | | | | | | | | | |

TRADOC FORM 350-18-2-R-E, (APR 2007) PREVIOUS EDITIONS ARE OBSOLETE

Section II

Completion Instructions for TRADOC Form 350-18-2-R-E

C-1. TRADOC Form 350-18-2-R-E, TASS unit Pre-execution Checklist (PEC), is a pre-enrollment requirement for all TASS courses/institutions except OCS, CCC, CGSOC, and the resident sergeant major (SGM) course. The PEC will be used to verify routine prerequisites such as line scores, physical capacity or stamina, upper extremities, lower extremities, hearing, ears, psychiatric (PULHES), and prerequisite training. The unit commander can further certify the completion of prerequisite testing/evaluation (i.e., typing test). Documentary evidence of security clearance, physical profile and other non-routine prerequisites are required in addition to the pre-execution checklist. The unit commander's signature on the PEC will suffice as certification that the soldier meets routine course prerequisites (as stated above) IAW all requirements of the course as listed in DA Pam 351-4, and the ATRRS prerequisite screen.

C-2. The soldier's unit commander will ensure all soldiers, including walk-ons, enrolled in institutional training meet course prerequisites (Parts II and III). Soldiers reporting for training must have in their possession a completed and properly signed TRADOC Form 350-18-2-R-E, PEC. The purpose of the PEC is to assist the unit in preparing soldiers for school attendance (Part I), while providing one single document, with appropriate attachments, for the training institutions (Parts II and III). This checklist will be completed by appropriate unit personnel and verified and signed by the unit commander or the commander's designated signature authority (must be in writing and accompany the PEC). Soldiers reporting for training without a completed Pre-execution checklist, signed by the soldier and unit commander, will be given 72 hours from the report date to provide the checklist with appropriate attachments. Soldiers attending IDT courses will be given until Saturday of the second multiple unit training assembly (MUTA)-4. After this time, soldiers will be returned to their units. Students requiring medical waivers will arrive with the approved waiver in-hand. Medical waivers for training will be processed through the unit chain-of-command and by the proponent for final approval, prior to the student's arrival for training. Commander, AR-PERSCOM will ensure IMA/IRR students are eligible to attend the identified course.

C-3. Army personnel must meet the prerequisites for the course stated in the Army Formal School Catalog (DA Pam 351-4) unless a waiver is obtained. In addition, Army personnel must also satisfy applicable provisions of AR 611 series, AR/NGR 350-1, ATRRS, and other pertinent Army policies and regulations.

C-4. Instructions for completing TRADOC Form 350-18-2-R-E.

Items 1 through 6, self explanatory

Part I, Unit Pre-execution

First line leader and soldier initial blocks: first line leader and soldier attending training must initial each line item no earlier than 90 days from course report date.

Unit POC List: Unit must complete all information.

Part II, Routine Prerequisites

Minimum Aptitude Score (ASVAB): Enter only those line scores required for DMOS-T (reclassification) courses IAW DA Pam 611-21 (or current published requirements) in each column (regulatory data and soldier data).

- As stated in DA Pam 611-21, line scores are for initial MOS training (IET/OSUT) and are a guide for soldiers reclassifying. The RC unit commander may base his decision for a soldier attending reclassification training on performance or experience. Commanders must request justification for training to the proponent school and receive concurrence before the soldier attends the course. The request and concurrence may be submitted either electronically, or in writing. Training institutions will not routinely coordinate for line score waivers but, may receive proponent school concurrence, only if the TASS commander determines that time allows.

Meets color vision requirements: Enter only for DMOS-T (reclassification) courses if the course requires a color vision requirement IAW DA Pam 611-21 in the regulation data column and soldier's color vision as per SF 2808 or applicable color vision testing in the soldier data column. If color vision testing was used, a copy must accompany the PEC (e.g. wire test).

Physical demand rating/profile: Enter PULHES data per DA Pam 611-21 (or current published requirements) for all courses/phases. If the soldier has a P2 profile, the DA Form 3349 must accompany the PEC. If a soldier has a P3 or P4 profile, MMRB and/or DA Form 3349 must accompany the PEC (IAW para 3-22c). DA Form 3349 must include Army doctor approved alternative aerobic event for the APFT.

Prerequisite phase/course attendance: Enter school code, date of completion, name of the course/phase completed from DA Form 1059 for previous required training only if applicable.

Military and civilian vehicle operator licenses: Enter soldier's current military and civilian vehicle operator licenses when applicable for the course/phase attending IAW ATRRS SH screen. Enter expiration date for military license. Enter license number, state, and expiration date for civilian license. Licenses must be valid through course/phase end date. Soldier must have all licenses in their possession during course/phase attendance.

Part III

Required Documents

Security Clearance: Enter yes if required for course and attach copy to PEC.

Permanent Profile: Attach copy of complete MMRB or DA Form 3349 if applicable.

All required waivers: List each required waiver and attach as applicable.

Other requirements: List each requirement not previously listed above required by the ATRRS SH screen and attach copy of document, if applicable. (i.e. copy of UMR to verify soldier slotted in position requiring training for course/phase).

Other requirements of DA Pam 611-21: List each requirement of DA Pam 611-21 not previously listed and attach copy of document, if applicable.

Soldier attending training must sign and date.

Type Commanding Officer's name and date.

Commander or designated signature authority signs. If designated signature authority signs, attach a copy of the written designation memo.