**NORTH DAKOTA ARMY NATIONAL GUARD**
**164TH Regiment (RTI-ND)**
**4417 Highway 20, Bldg 1500**
**Devils Lake, ND 58301-8500**

REPLY TO
ATTENTION OF

NGND-RTI-OPS

MEMORANDUM FOR 12B1O Combat Engineer

SUBJECT: Letter of Instruction (LOI), 12B1O Combat Engineer

1. **Welcome!** Greetings from the 164TH Regiment, Regional Training Institute - North Dakota (RTI-ND) located near Devils Lake, ND. You have been selected and scheduled to attend training at one of the finest military institutions in the United States Army. We have a proud history of conducting both MOS-T and NCOPDS courses. This letter of instruction is intended to provide you with information regarding your course, travel to ND, and student requirements. NOTE: The 12B1O Combat Engineer is a very physically demanding course.

2. **Travel / Transportation:** You need to report to the 164TH RTI at Camp Grafton, Building 1500 NLT 1500 on the report date.

3. **Commercial Transportation:** All commercial travel should be scheduled to arrive and Depart from Devils Lake or Grand Forks, ND. Devils Lake is the preferred airport and is a 10-minute drive; while Grand Forks is a 90-minute drive to Camp Grafton. The 164TH RTI provides transportation for students flying into Devils Lake and Grand Forks. **Do not schedule flights into any other airport location in ND.**

a. **Itineraries:** As soon as you receive confirmation of your commercial travel schedule (airline, bus or train) you are required to inform the 164TH RTI S-1.

(1) Email your itinerary to **ng.nd.ndarng.list.164-rtind-s1@mail.mil** or call the S-1 during normal duty hours, 0700 - 1700 central time, at **(701) 665-7010**. You may also fax a copy of your itinerary to the 164TH RTI at **(701) 665-7019**.

(2) If you are unable to make contact, please leave a message with the following information: Your name, a number we can contact you at, the course you will be attending, your flight, bus or train number, the time of arrival, and city you will be arriving in.

(3) If you do not fax your itinerary, call, or leave a message you can expect a wait of up to six hours for a shuttle or may be required to find your own transportation to Camp Grafton. **We are not staffed to provide continuous shuttle support from the terminals to the 164TH RTI**.

(4) Ground transportation is provided on a limited basis to/from Grand Forks. The RTI provides shuttle service to Grand Forks. Pickup times are 1230 and 1900. Ground transportation is provided to the Devils Lake Airport.

(a) If your flight is delayed or changed, you need to notify the 164 RTI immediately

at (701) 665-7030 or (701) 665-7010.

(b) If you schedule your flight into Grand Forks after 1900 on the report date, be prepared to find your own transportation to Camp Grafton.

b. Privately Owned Vehicle (POV) Transportation: Please call ahead at (701) 665-7010 and inform us of your travel plans and estimated time of arrival at Camp Grafton. A TRiPS ticket needs to be completed at **https://safety.army.mil/Default.aspx**

(1) If you arrive at Camp Grafton during normal duty hours, 0700 - 1700 central time, report directly to Building 1500.

(2) If you arrive after duty hours, report to the Camp Grafton Information Center, Building 6010. The information center desk is not staffed 24 hours; however, instructions are posted on the bulletin board and by the telephone. They will provide you a room for the evening at a cost of $16.00 per night. Inform your unit of your plans and the possible extra cost so your orders will reflect the correct statements. You will be reimbursed through your unit upon returning to home station. Please remember to keep all receipts.

(3) You will be required to provide proof of insurance and a valid driver's license when you sign in. North Dakota has a mandatory seat belt law, please buckle up. We highly recommend that you do not travel by POV during the winter months, October - April.

c. Travel Attire: If you travel by any form of commercial transportation you are directed to wear civilian clothes.

d. Departure: Students will travel on graduation day. Departure from Airport to home stations should be scheduled to depart **after 1300** on graduation day.

e. Location: see enclosure 2.

4. **In-Processing**: Sign-in for all courses is NLT 1500 on the Report Date of the course. If you are unable to arrive on time, please call (701) 665-7010/7030/7040. The uniform for in-processing is civilian attire. It is not authorized to wear any military uniform during travel, however it is highly recommended that all Soldiers pack a complete APFU set in your carry-on luggage due to occasional lost-luggage incidents. All students are required to bring the following:

a. You will report to Camp Grafton, Building 1500 NLT 1500 on the report date of the course.

b. Orders: One (1) copy of your orders, pay orders and/or DTS orders.

c. The 164TH RTI requires all Soldiers to fill out the following forms and turn them in at in-processing: DA Form 4986 (see enclosure 3), ND-RTI Form 01-004 (see enclosure 4), and ND-RTI Form 01-005 (See enclosure 5).

d. Active Component (Title 10) Soldiers need to provide a completed TR Form 350-18-R-E (see enclosure 6) during in-processing. This form needs to be either all digitally signed/initialed or ink signed/initialed, no combination will be accepted. The form must also be signed by the commander or designated representative per appointment letter.

e. **All NCOPDS, 12T1O** and **92G1O** Soldiers are required to complete Cyber-Awareness training prior to arrival and produce a certificate of completion during in-processing. Log into **https://cs.signal.army.mil** to complete the required training. Cyber-Awareness certificates are good for one year and must not expire prior to the end date of the class.

f. Prerequisites: Minimum CO score of 90 (87 if tested after 2 Jan 02), normal color vision, PULHES of 111221. MOS order or OPAT scorecard rating HEAVY. Non-compliance of mandatory prerequisites will bar enrollment. Reference DA PAM 611-21.

g. Identification: Current military identification card and ID tags.

h. PHA: All soldiers 40 or older are required to bring a copy of their most current IMR (completed within the past 12 months).

i. Profiles: Copy of permanent profile(s), if applicable. If you have a P3 or P4 you need to bring a Military Medical Review Board (MMRB) with you.

j. Waivers: In accordance with TRADOC Regulation 350-18, waiver requests are submitted 90 days prior to the course start date. Soldiers must present approved waivers during in-processing.
**ARNG**: Please send all ARNG-TR waiver requests to the following email addresses below. ARNG-TR is responsible for all Constructive Credit waiver requests and all MOS waiver requests. POC is SFC Shannon R. Isaacs at 703-601-7748, shannon.r.isaacs.mil@mail.mil
**USAR**: POC is SGM Parry at (573) 563-5069, james.p.parry.mil@mail.mil
**Active Duty**: Contact the Engineer Personnel Development Office at (573) 563-7232, https://www.wood.army.mil/newweb/usaes/epdo.html

PULHES waivers are not processed by the Proponent. Soldiers must be seen by a Military Doctor and PULHES are changed in MEDPROS.

k. Military Appearance: If you report needing a haircut, you will not be allowed to enroll into the course until appearance standards stated in AR 670-1 are met.

l. Restrictions: You are restricted to post on the report date and the evening prior to your scheduled departure. Any infractions of the curfew will result in the individual being dismissed as a non-graduate.

(1) **DO NOT schedule flights before 1300 on graduation day**.

(2) If you drove a vehicle to Camp Grafton, weather permitting, you will be released following graduation at the discretion of the Course Manager.

5. **Course Information**:

a. Uniforms:

(1) The Operational Camouflage Pattern (OCP) or Army Combat Uniform (ACU) are the duty uniform during the course. The OCP/ACU patrol cap will be the primary headgear. All uniforms must meet the standards established by AR 670-1 and ALARACT messages. All uniforms must be complete, to include shoulder patches, U.S. Army, and name tapes. (see enclosure 1)

(2) The Army Physical Fitness Uniform (APFU) is required for physical training.

(3) See the enclosed equipment and clothing list for all items that must accompany you to your course. If you are issued these items, you must bring them with you. Make sure these items fit properly and that they are in serviceable condition.

b. Military Appearance: Standards are strictly enforced as stated in AR 670-1.

c. Physical Training: Recommend a light-conditioning program prior to arriving for training.

d. Quarters: You will be staying in barracks which are non-chargeable. Bed, pillows, sheets, blankets, and pillowcases are provided. Towels and personal hygiene items are your individual responsibility.

e. Meals: We have a civilian contracted dining facility on post. If you have special dietary needs due to religious beliefs or medical requirements, please call so we can make the necessary arrangements.

f. Laundry Facilities: Camp Grafton provides a laundry facility at no cost to you. You must provide your own detergent. Commercial laundry and dry-cleaning is available at the local rate.

g. Medical Emergencies: CHI St. Alexis Health Hospital in Devils Lake, ND will provide medical treatment when necessary. If you go on sick call while attending a course, you will pay for any prescription medicine you may require. You will be directly reimbursed for your expenditures from TRICARE. The form TRICARE requires for the reimbursement will be completed when you return from sick call. The 164TH RTI S-1 section will assist you in completing the form, but you have the responsibility to send it forward. Please remember to keep all receipts.

h. Emergency Phone Numbers: Normal duty hours: (701) 665-7030. Evenings: (701) 665-7500. These are emergency numbers only. All releases, for emergency reasons, from the school to return home must be verified through the American Red Cross. Your family member must contact their local Red Cross chapter to start the notification process.

i. Mailing Address:

Headquarters, 164TH Regiment (RTI)
**12B1O MOS-T**
(YOUR NAME)
4417 Highway 20 - Bldg 1500
Devils Lake, North Dakota 58301-8500

j. Expenses: Be sure to bring enough money for the course. Since inclement weather is possible, be prepared to pay for a night in a motel, taxi fares, and additional meals en-route. Save your receipts and your unit should reimburse you for legitimate expenses.

k. Pay: All pay issues will be handled by your unit.

l. Post Exchange: We have a small AAFES exchange on post. The PX is stocked with food items, limited military clothing items, beverages, toiletry items, and a variety of other items.

m. Shuttle Service: We do not provide a shuttle service to the local community of Devils Lake. Taxi services are available at an estimated cost of $15.

n. Weapons/Pets: Weapons and pets are not allowed on post (firearms, bows, knives, dogs, cats, etc.).

o. Morale, Welfare, and Recreation: The Devils Lake area is known for fishing and hunting. Fishing is a year round event and short term licensing is available. An indoor and outdoor basketball court is available. Sand volleyball and bicycles are available during the summer months. Devils Lake has a movie theater, many restaurants and shops. Camp Grafton has free Wi-Fi in a majority of the buildings.

p. Course Cancellation: If for any reason you are unable to attend the course you are scheduled for, contact your unit immediately. Your unit should cancel you out of the course. This will allow other Soldiers to attend.

6. **POC**: Point of contact regarding course information is the undersigned. Please call 164TH RTI S-3 at **(701) 665-7030** or email: **ng.nd.ndarng.list.164-rtind-s3@mail.mil**.

6 Encls
1-2. as
3. DA Form 4986, Personal Property Record
4. ND-RTI Form 98-1, Emergency Contact Form
5. ND-RTI Form 94-2, Medical Treatment Briefing Certificate
6. TR Form 350-18-R-E, Unit Pre-execution Checklist

COMBAT OPERATIONS NCO
1ST ENGINEEER TRAINING BN
164TH Regiment (RTI)

**STUDENTS WILL REPORT TO THE 164TH RTI-ND WITH THE FOLLOWING ITEMS IN THEIR POSSESSION:**

## INDIVIDUAL UNIFORM REQUIREMENTS

| | |
|---|---|
| *ARMY PHYSICAL FITNESS UNIFORM – Jacket/Pants/T-Shirts (Long and short sleeve) and Army Shorts | 1 SET |
| RUNNING SHOES | 1 SET |
| BAG, BARRACKS (Laundry Bag) | 1 EA |
| BELT, TROUSERS | 1 EA |
| BOOTS, COMBAT, IAW AR 670-1 | 2 PR |
| COAT, COLD WEATHER, ACU W/LINER | 1 EA |
| DUTY UNIFORM, COMPLETE (OCP/ACU) | 3 PR |
| GLOVES, SHELLS, LEATHER, BLACK, W/ INSERTS | 1 PR |
| PATROL CAP | 1 EA |
| SOCKS, COTTON OR WOOL | 9 PR |
| WHITE/BLACK PT SOCKS | 5 PR |
| UNDERSHIRT | 5 EA |
| DRAWERS | 5 EA |

***The APFU is the only approved PT uniform**

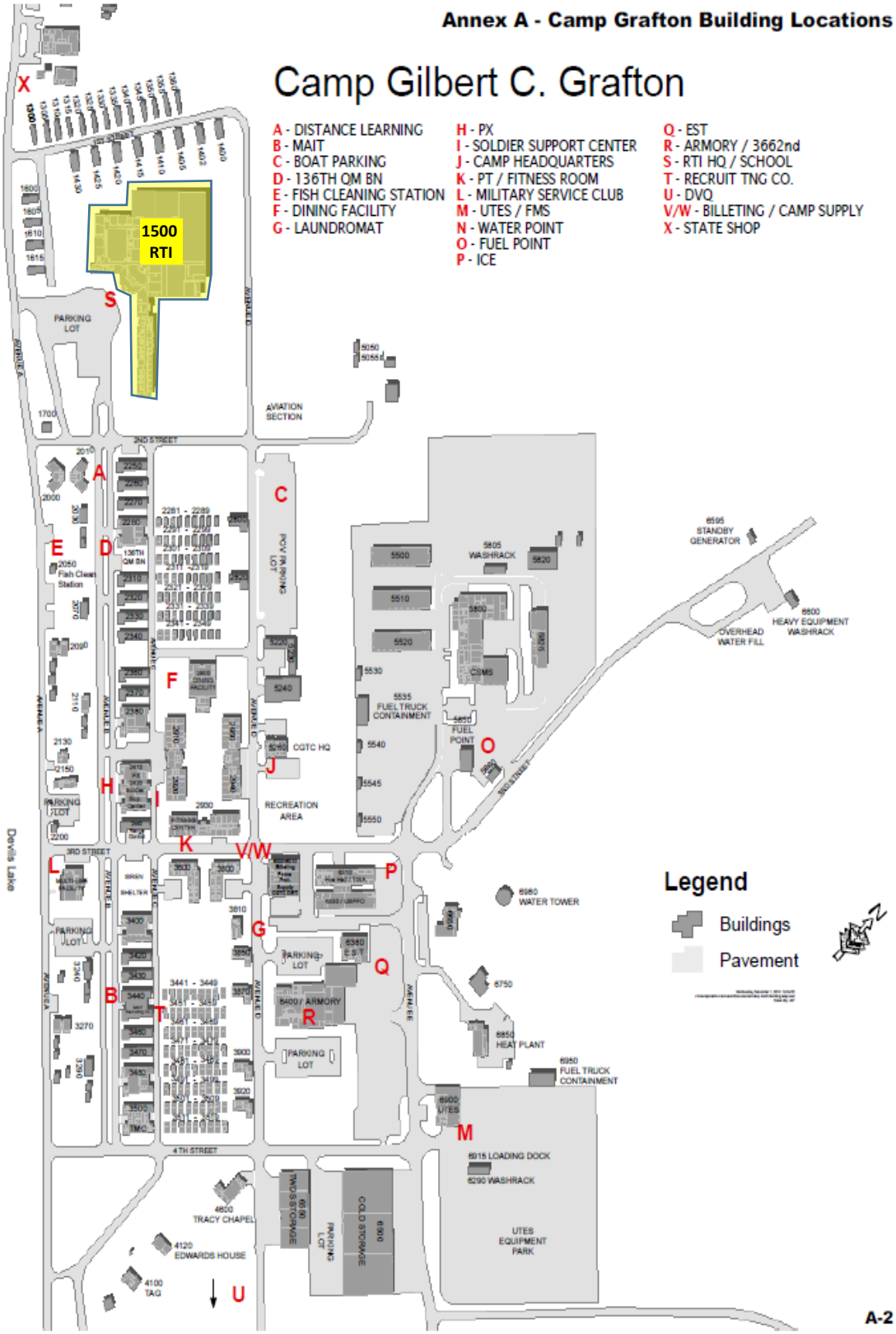
## FIELD EQUIPMENT

| | |
|---|---|
| BALLISTIC GOGGLES / EYE PRO | 1 PR |
| BELT, INDIVIDUAL EQUIPMENT or RIFLEMAN'S SET W/TAC VEST & MOLLE POUCHES | 1 EA |
| MOLLE RUCK | 1 EA |
| BAG, WET WEATHER | 1 EA |
| 100oz HYDRATION SYSTEM (CAMELBACK) | 1 EA |
| CASE, FIELD FIRST AID DRESSING (W/PACKET) or IFAK | 1 EA |
| IOTV WITH PLATES | 1 EA |
| GLOVES, WORK, LEATHER | 1 PR |
| HELMET, KEVLAR/ACH, (W/COVER AND BAND, CAMO) | 1 EA |
| KNEE AND ELBOW PADS | 1 SET |
| OVERSHOES, BOOT | 1 PR |
| PONCHO, WITH LINER | 1 EA |
| WET WEATHER TOP AND BOTTOM | 1 SET |
| FIGHTING LOAD CARRIER | 1 EA |
| SUSPENDERS, TROUSERS | 1 EA |
| GREEN SLEEPING BAG | 1 EA |
| BIVY COVER | 1 EA |
| AIR MATTRESS | 1 EA |

CIVILIAN CLOTHING (CASUAL)
PADLOCKS (2 EA)
PENS, PENCILS (2 EA), NOTEBOOK (1 EA)
HYGIENE KIT
TOWELS, WASHCLOTHS, AND SHOWER SHOES, ETC.
PERSONAL IDENTIFICATON TAGS (DOG TAGS)
ID CARD (CAC)
WRIST WATCH
EAR PLUGS
LIP BALM
COFFE MUG W/LID

**ADDITIONAL COLD WEATHER CLOTHING (OCTOBER - APRIL)**

| | |
|---|---|
| BOOTS, COLD WEATHER | 1 PR |
| CAP, COLD WEATHER, BLACK | 1 EA |
| DRAWERS, COLD WEATHER | 1 EA |
| UNDERSHIRT, COLD WEATHER | 1 EA |
| JACKET, EXT COLD WEATHER | 1 EA |
| TROUSERS, EXT COLD WEATHER | 1 PR |
| SHIRT, CW | 1 EA |

The additional cold weather clothing is required if you are attending courses between October – April. There is a potential for out-doors training. Spring and Fall weather in North Dakota can vary dramatically from day to day.

Enclosure 2: Camp Grafton Building Map