



REPLY TO  
ATTENTION OF

## NORTH DAKOTA ARMY NATIONAL GUARD

164TH Regiment (RTI-ND)

4417 Highway 20, Bldg 1500

Devils Lake, ND 58301-8500

NGND-RTI-OPS

19 Aug 20

MEMORANDUM FOR 12T10 Technical Engineer Specialist, Phase 5

SUBJECT: Letter of Instruction (LOI), 12T10 Technical Engineer Specialist, Phase 5

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.

2. **\*\* COVID-19 update\*\* All required documentation for in-processing will be e-mailed to the S1 at [ng.nd.ndarng.list.164-rtind-s1@mail.mil](mailto:ng.nd.ndarng.list.164-rtind-s1@mail.mil) NLT seven days prior to report day. See attached (Required Documents Checklist)**

3. **Travel / Transportation: You need to report to the 164TH RTI at Camp Grafton, Building 1500. Report time is at 1500 on the report date. This is the only report time due to the COVID-19 Testing. Failure to make this report time will result in the Soldier not being enrolled in the course. Due to flight consolidation/cancellation we recommend arranging travel one to two days prior to the Report Date of the course. If the report time is not met, Soldiers will not report to Camp Grafton and will make travel arrangements with their Unit for return travel home.**

a. Arrival: Soldiers arriving prior to the report date will be required to arrange their own Transportation and Hotel accommodations (outside of Camp Grafton) and not report to Camp Grafton until the report date hours listed above.

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

4. **Commercial Transportation:** All commercial travel will 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. Pickup times are based on current flight arrival times into Grand Forks pending COVID-19 adjustments and itineraries received. **Do not schedule flights into any other airport location in ND.**

a. If your flight is delayed or changed, you need to notify the 164TH RTI immediately at (701) 665-7030 or (701) 665-7010.

**5. Privately Owned Vehicle (POV) Transportation: \*\*Due to COVID-19 guidelines, all POV's are required to call the S1 at (701) 665-7010 upon arrival to BLDG 1500 parking lot for further reporting instructions. Soldiers will remain in the vehicle until given further guidance.\*\***

a. Location: See enclosure 2 Camp Grafton building map.

6. **Course Prerequisites:** : 1) Minimum ST score of 105 (102 if tested after 2 Jan 02 and prior to 1 Jul 04, 101 after 1 Jul 04), 2) normal color vision, 3) PULHES of 221211, 4) **bring transcripts showing completion of High School Algebra, Geometry or higher**, and 5) **Phase 1(dL) COMPLETION CERTIFICATE, Phase 2 must be completed before Phase 3. But may attend phases 4 and 5 in any order. MOS order rating MODERATE. Non-compliance of mandatory prerequisites will bar enrollment.** You may attend any resident phase out of order except for phase 3. You must complete phase 2 prior to being accepted into phase 3. Reference DA PAM 611-21.

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

b. 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.

c. 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.

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

7. **Course Information:**

a. 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.

b. 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 prior to your arrival so we can make the necessary arrangements.

c. Laundry Facilities: Camp Grafton provides a laundry facility at no cost to you. You must provide your own detergent.

d. 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 164TH RTI S-1 section will assist you in completing the form, but you have the responsibility to send it forward.

e. 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.

f. Mailing Address:

Headquarters, 164TH Regiment (RTI)  
**12T1O MOS-T, Phase 5**  
(YOUR NAME)  
4417 Highway 20 - Bldg 1500  
Devils Lake, North Dakota 58301-8500

g. 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.

h. Shuttle Service: We do not provide a shuttle service to the local community of Devils Lake. Taxi services are available at your cost.

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

8. 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](mailto:ng.nd.ndarng.list.164-rtind-s3@mail.mil).

2 Encls

1. Clothing/Packing List
2. Camp Grafton Building Map

VERTICAL OPERATIONS NCO  
1ST ENGINEER TRAINING BN  
164TH Regiment (RTI)

Enclosure 1: Clothing/Equipment List

**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 (ACU)	3 PR
GLOVES, SHELLS, LEATHER, BLACK, W/ INSERTS	1 PR
PATROL CAP	1 EA
SOCKS, COTTON OR WOOL	5 PR
WHITE or BLACK PT SOCK	5 PR
UNDERSHIRT (Duty Uniform)	5 EA

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

**FIELD EQUIPMENT**

OVERSHOES, BOOT	1 PR
PONCHO OR SUIT, WET WEATHER SUIT	1 EA

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**INDIVIDUAL EQUIPMENT**

**\*\*ALL SOLDIERS ARE REQUIRED TO BRING HAND SANITIZER AND A FACEMASK THAT IS BLACK, COYOTE BROWN, OR GREEN IN COLOR. NECK GATORS ARE ACCEPTABLE\*\***

CIVILIAN CLOTHING (CASUAL)

PADLOCKS (2 EA)

PENS, PENCILS (2 EA), NOTEBOOK (1 EA)

TOILETRY ARTICLES TO INCLUDE TOWELS, WASHCLOTHS, AND SHOWER SHOES, ETC.

PERSONAL IDENTIFICATION TAGS (DOG TAGS)

COFFEE MUG with LID (Coffee drinkers)

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

BOOTS, COLD WEATHER	1 PR
CAP, COLD WEATHER	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

