



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 12T4O Senior Technical Engineering NCO Senior Leader, Phase 1

SUBJECT: Letter of Instruction (LOI), 12T4O Senior Technical Engineering NCO Senior Leader, Phase 1

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. The Senior Technical Engineering NCO Senior Leader is a very challenging course. Prior knowledge of computers, mathematics, and the ability to work formulas is required for successful completion of the course. If your math skills are lacking, you may want to brush up on them prior to reporting for duty. The 12T4O-C46 Senior Technical Engineering NCO Senior Leader. You must have the MOS of 12T. Computers will be issued for your use during the course and prior knowledge in AutoCAD, Terramodel, Microsoft Word, Excel, and Power Point will help assist you throughout the course.

2. **\*\* COVID-19 update\*\* All required documentation for in-processing will be e-mailed to the S1 at [ng.nd.ndarnng.list.164-rtind-s1@mail.mil](mailto:ng.nd.ndarnng.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.

3. **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 164 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**: MOS of 12T. You must bring a copy of the DA 1059 from your previous ALC course. APFT and height/weight are graduation requirements. Non-compliance of this MANDATORY prerequisite will bar the enrollment into Phase 1 of the 12T40 SLC course. You must have been promoted to Skill Level (SL) 4 or are eligible to SL4. Effective 1 JUN 13, Structured Self Development 3 (SSD/DLC-3) is a prerequisite to attend the Senior Leader Course (SLC). Phase I and Phase 2 must be completed in sequence. Reference: SSD ALARACT 216/2012. **\*\* Currently APFT and HT/WT will not be conducted during the course. All Soldiers will bring a current passing DA Form 705 and 5500/5501(if needed).\*\***

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.

(1) IAW AR 350-1 ARMY TRAINING AND LEADER DEVELOPMENT, DATED 19 AUGUST 2014, Soldiers with medical profiles due to operational deployment will be permitted by their immediate commanders to attend appropriate courses (to include PME) within the guidelines of their profile. Soldiers must arrive at the aforementioned courses of instruction with a copy of their current profile and a memorandum signed by their commander stating the profile is a result of injuries sustained due to operational deployment. Soldiers with temporary profiles that are not a result of operational deployment and prevent full participation in a course will be removed or deferred from school attendance consideration by their immediate commander until the temporary profile is removed.

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:** NCOPDS students will be billeted in one or two Soldier rooms. Camp Grafton has these facilities and will utilize them for NCOPDS whenever they are available. These quarters are Chargeable (\$18/Night). Students need to ensure they have orders that allow for utilization of chargeable quarters or get a statement of non-availability from the billeting office, so reimbursement can be made upon return to home station. Students will pay for their quarters when they check in. As mandated by public law 105-264, the government travel card is mandated for all travel-related expenses (contact your unit if you need one), and it is the preferred method of payment; however, the billeting office will accept Visa, MasterCard, or cash. No personal checks will be accepted! Do not call the billeting office to make reservations, that has already been done by the administration staff.

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 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)  
**12T40 SLC, Phase I**  
(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.

NGND-RTI-OPS

SUBJECT: Letter of Instruction (LOI), 12H30 Construction Engineering Supervisor ALC,  
Phase 1

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. **Point of Contact:** POC 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 Army Combat Uniform (ACU)	3 PR
GLOVES, SHELLS, LEATHER, BLACK, W/ INSERTS	1 PR
PATROL CAP	1 EA
SOCKS, COTTON OR WOOL	5 PR
WHITE/BLACK PT SOCK	5 PR
UNDERSHIRT	5 EA

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

**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, SHOWER SHOES, ETC.

PERSONAL IDENTIFICATION TAGS (DOG TAGS)

COFFEE MUG W/ 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
LIGHT WEATHER POLY PROS (IF ISSUED)	1 PR
MITTEN SHELLS, W/ INSERTS	1 PR
PARKA, EXT COLD WEATHER, W/ LINER	1 EA
TROUSERS, EXT COLD WEATHER	1 PR

NGND-RTI-OPS

SUBJECT: Letter of Instruction (LOI), 12H30 Construction Engineering Supervisor ALC,  
Phase 1

**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

