

**164th Regiment
Regional Training Institute
North Dakota National Guard**
1st Training Battalion (Engineer)
2nd Training Battalion (Modular)



**STUDENT
STANDING
OPERATING
PROCEDURES
&
POLICIES MANUAL**

**164th Regiment, RTI-ND
4417 Highway 20
Devils Lake, ND 58301-8500**

AS OF: 12 December 2024

EFFECTIVE: 12 December 2024

Section XI: Student Standard Operating Procedures

A. Preface:

Soldiers attending any courses under School Code 1039 are attached to 164th Regiment, Regional Training Institute - North Dakota for the duration of their respective courses, unless released before completion of the course. With this in mind, the established chain of command and the NCO support channels depicted within this SOP will be adhered to.

Once a Soldier is enrolled in a class, they are referred to as students. Students will read and comply with this SOP.

B. 164 RTI CSM/NCO Commandant Memorandum:

Welcome to the 164th Regiment, Regional Training Institute (164 RTI) located on Camp Grafton near Devils Lake, North Dakota.

The 164 RTI is a career development service-school designed to ascertain your potential for increased responsibility as well as enhance your skills in the profession of arms. Self-improvement through continued education and training is a critical part to becoming and remaining a professional. Successful completion of your course of study will not only satisfy part of the requirements needed for progressing to the next level of responsibility but will fortify the trust and reliance your unit leadership has in you.

The overall mission of the 164th Regt, Regional Training Institute is to **TRAIN** Soldiers in their related fields for either MOS qualification or completion of a specific portion of NCOPDS. The goals of the 164th Regiment, Regional Training Institute are as follows:

1. **Teach** Soldiers the fundamentals of military leadership.
2. **Refine** and develop leaders who can supervise and train subordinates.
3. **Actively** work with Students to realize new career education opportunities.
4. **Instill** in all Soldiers self-confidence, knowledge, and the sense of responsibility necessary today to be leaders of tomorrow.
5. **Nurture** an environment that strictly adheres to Army SAPR and EO policies.

The programs of instruction you will undertake is designed to challenge you. Instructors will go to great lengths to ensure you are successful. The 164th Regiment will provide you with all the assets necessary to accomplish training; however, you must remember education is a collaboration between instructor, schoolhouse, and student. It is essential you maintain a positive attitude and you step out of your comfort zone and challenge yourself daily. Make every effort to apply yourself to all tasks and missions and focus on the training presented while here at the 164th Regiment, Regional Training Institute.

I encourage you take advantage of the hospitality of the staff as well as the opportunities for recreation while here on Camp Grafton. The exercise facilities, MWR building, Military Service Club, and other assets are here to assist with balancing the training workload with rest and relaxation. If you experience issues along the way, or see ways for us to improve, please make a note of it on your after-action review.

Again, welcome to North Dakota and one of the finest schools in the Army school system. Embrace the challenges ahead of you and good luck with your training. I am sure you will enjoy your time here!


KENNETH E. KACHENA
164 RTI CSM
NCO Commandant

C. Purpose of the Student SOP:

This student SOP serves as your notification of what to expect while attending the 164 RTI. Use this SOP throughout your tenure as a student and remember the benefits you derive from the course are directly proportional to the amount of thought and effort you apply. Suggestions for improvement of this SOP should be submitted, in writing, to the commandant.

D. General Student Information:

1. This guide outlines the procedures and established guidelines to assist students attending the 164 RTI.

2. Personnel attending the 164 RTI will read the Student SOP within the first 24 hours after sign-in and become familiar with the contents. All students will be required to sign a document stating they have read, understand, and will comply with all provisions of this SOP.

NOTE: Virtual/Blended Learning:

a. These guidelines pertain to the following courses taught virtually, 12H30 PH1, 12N30 PH1, 12T30 PH1, and 12T40 PH1.

b. Soldier must have an O365 Account, and a laptop with microphone and camera to participate, the LOI and welcome letters sent to the Soldiers, explains the IT requirements more in detail.

c. Soldier must have submitted all required documents required by the S1 and contacted the Instructor prior to the class start up.

d. Failure to submit the required documents, or to contact the Instructor, will result in a denial of enrollment for the course.

e. Any unexcused absences or missing established report times set by the Instructor, or training schedule may result in dismissal from the course.

f. In addition, all other guidelines set forth by the Student SOP in regard to resident courses pertain to the Virtual Phase as well.

3. **Personal Appearance:** Each student will abide by AR 670-1 standards at all times:

a. Duty uniform is ACU with patrol cap.

b. Students are allowed to wear backpacks, commercial rucksacks, and gym bags or like articles while in uniform by carrying them over one shoulder. The bags must be black or UCP/OCP pattern, without logos or seals. Army agency/organization seals, insignias, and crests are considered logos. Hand carried book bags or brief cases need not meet this criterion.

c. The ACU is not authorized for wear off Camp Grafton.

d. Personal Hydration Systems are authorized for wear during training at the 164 RTI. The hydration systems must be UCP/OCP pattern, without logos or seals.

4. **Student Arrival Policy**

a. Students who are reporting to the 164 RTI, Camp Grafton Devils Lake, ND will arrive on the report date of their perspective course in order to sign in NLT 1500 on the report date. Soldiers must also schedule their flights and send in their itineraries as per the LOI.

b. If the Soldier cannot make it to the 164 RTI and sign in by 1500 on the report date of their course because of transportation issues, they will be allowed to sign in the next day at 0700.

5. **Student Conduct:** The conduct of student personnel and the customs and courtesies must be equal to the prescribed standards of the Department of the Army.

6. **Reference Materials:** All required training materials, will be issued to the students for use during the course. The students, with the approval of their Instructor, may retain handouts, including practical exercises and other information, issued throughout the courses.

7. **Study Hall/Remedial Training:** Every Student will have access to a study hall area (usually the course classroom), for refresher/remedial training on course lessons/evaluations. An Instructor may be present during refresher training requested by the students. An Instructor will be present during any remedial training required due to an examination/performance evaluation failure. Any remedial training required due to an examination/performance evaluation failure will be conducted outside the duty day. Any student failing an examination/performance evaluation will be required to attend a mandatory study hall for remedial training prior to taking a retest. Retest must be scheduled outside POI hours.

8. **Absence:** All students will obtain permission from their Instructor before being absent from any class. All students will inform their class leader before departing the 164 RTI training area for any authorized absence. If an excused absence results in missing an examination, a makeup examination will be arranged as soon as possible. Any emergency requiring the student to leave the class should be immediately reported to the Instructor. The Course Management Plan will dictate the allotted amount of time a Soldier may miss during POI hours.

9. **Pass and Leave Policy:** A pass can only be granted by the Commandant. Ordinary leave will not be granted to student personnel. Passes will be limited to four (4) hours in duration except for courses with a scheduled break in instruction in which case passes will not exceed 24 hours. Any pass granted during scheduled training will be ruled as an excused absence and will be limited as indicated in the absence paragraph above. Routine travel done during off duty hours and within 30 miles of Camp Grafton does not require a pass. Any travel beyond 30 miles of Camp Grafton requires a pass from the Commandant.

10. **Student Pay:** All students pay documents will be processed by their home units. The 164 RTI will not process any pay documents. Soldiers requiring a Certificate of Performance will get signatures from their assigned Instructor for verification of performance.

11. **Training Schedules:** The class training schedule is published by the NCOIC of the course before the training cycle start date. It is the responsibility of each student to be familiar with the contents of this schedule as all training is based on this schedule.

12. **Telephone Calls:** Students may make "OFFICIAL BUSINESS" calls on telephones of the 164 RTI. Incoming calls will be documented, and a message forwarded to the student. Students may make official calls from the administration area during duty hours with permission. Public telephones, located in the barracks and Soldier Support Center, are available to the students for personal calls.

13. Alcohol, Drugs, and Gambling:

a. Students (21 years and older) may consume alcoholic beverages on Camp Grafton in the service club when authorized by the Instructor. Students are not allowed to possess, store, or consume alcohol in any assigned billets. Any student found with alcohol on Camp Grafton outside of the Military Service Club will be considered for dismissal from the course.

b. All students will vacate the Military Service Club no later than 2200, or otherwise directed by their School House Chain of Command.

c. Possession of unauthorized drugs is prohibited. Anyone found to have in their possession any illegal drugs or unauthorized prescription drugs will be processed for dismissal from the course and the proper authorities will be notified. All prescribed narcotics will be turned in and administered by the RTI S-1.

d. Gambling is only permitted in the Military Service Club with organized charitable gambling (i.e., pull tabs and blackjack). Any other form of gambling is not permitted, and students involved will be considered for dismissal from the course.

14. **Clearance:** Before departure, all equipment drawn from the 164 RTI will be cleaned and turned into the course Instructor. The course Instructor will turn in equipment to the S4. All students must sign out with the S1 before being released.

15. **Mail:** The mailing address at the 164 RTI is:

RANK, NAME
CLASS (Example 12B MOS-T)
Headquarters, 164th Regiment, RTI-ND
4417 Highway 20
DEVILS LAKE, ND 58301-8500

16. **Visitors:** Commanders and the chain-of-command of students attending courses are encouraged to visit the 164 RTI.

- a. Unofficial visits will be limited to non-duty hours.
- b. Visitors must report to Building 1500 and the student will be notified.
- c. Visitors are restricted to designated areas.
- d. Visitors are not allowed in billeting areas.

17. Complaints and Counseling:

a. The Commandant has an "OPEN DOOR" policy to air complaints and grievances. The student is required to inform the student's cadre chain of command of their intent to see the Commandant.

b. Staff, clergy, and/or counselors are available for counseling. Students should inform a cadre member of their need for counseling and arrangements will be made.

c. Students who are deficient academically or have reoccurring deficiencies will be counseled.

d. Counseling is handled by the chain-of-command. Students who do not respond positively to counseling may be considered for motivational dismissal.

e. Each student's academic progress is recorded. Students with academic problems are encouraged to seek assistance.

18. **Graduation:** All Soldiers who successfully complete their respective course of instruction will have appropriate entries made in their records and be provided a diploma and Academic Evaluation Report (DA Form 1059).

19. **Air Transportation:**

- a. Return flight arrangements will be confirmed by the Soldiers home station.
- b. Students will coordinate with their units to change their flight schedules.
- c. The location and time of departure for the buses going to the airport will be announced at graduation.
- d. Students departing on different flights will be taken to the airport at the same time.

20. **Sick Call Procedures:**

- a. Sick call for all students will go through the course Instructor. An appointment may be made for the student at the civilian clinic in Devils Lake, ND. The student will be sent to or transported to the appropriate facility at the appropriate time by RTI staff.
- b. Uniform for sick call will be the duty uniform.
- c. Students receiving "quarters" status because of sick call will remain in their assigned billeting area or for MOS-T be moved to single occupancy billet.
- d. Students receiving prescriptions will be required to pay for the medication. All receipts should be turned in at home station for reimbursement.
- e. Medical emergencies.
 - 1) S-3 will be notified of the emergency as soon as the emergency is handled, or time allows.
 - 2) For problems or emergencies occurring after normal duty hours, call "701-665-7500." Inform the party answering what the nature of the emergency is and give your location (building number).
 - 3) For emergencies involving possible loss of life, sight or limb; dial "911." Give the operator all requested information. Be sure you know your location (building number). Once your call to 911 is complete, call the front gate at 701-665-7500 and inform them of the situation.
 - 4) **DO NOT** use "911" for any calls except true emergencies.

21. **Morale, Welfare, and Recreation:** Athletic equipment can be requested through course Instructors and picked up at the 164 RTI S-4 by the Instructors.

- a. BLDG 1500 weight room may be utilized as per hours posted.
- b. Soldier Service Center may be utilized as per hours posted.

22. **Equal Opportunity and the Prevention of Sexual Harassment/Sexual Assault:**

The Commandant has a **ZERO** tolerance policy regarding EO and SAPR. These paragraphs establish policy and provide guidance for equal opportunity and the prevention of sexual harassment/sexual assault. All assigned or attached personnel will comply with the provisions of this policy, state/local policy, AR 600-20, and other applicable regulations. EO policies are posted on the 164 RTI bulletin board.

a. Equal Opportunity:

1) The 164 RTI, will provide equal opportunity and fair treatment for Soldiers without regard to race, color, religion, gender, sexual orientation, or national origin. This policy applies both on and off post, extends to Soldiers and their families, and applies to the Soldier's working, living, and recreational environments.

2) Commanders and supervisors at all levels will not discriminate nor will they tolerate discrimination.

b. The Prevention of Sexual Harassment/Sexual Assault adhering to the Army's SAPR program.

1) Sexual Assault is defined as: intentional sexual contact characterized by use of force, physical threat or abuse of authority or when the victim does not or cannot consent; sexual assault can occur without regard to gender, spousal relationship, or age of victim.

Consent will not be deemed or construed to mean the failure by the victim to offer physical resistance. Consent is not given when a person uses force, threat of force or coercion, or when the victim is asleep, incapacitated, or unconscious.

2) Sexual harassment/Sexual Assault violates acceptable standards of conduct; integrity and impartiality required of all 164 RTI personnel. It interferes with mission accomplishment and unit cohesion.

3) Leaders at all levels are responsible for taking appropriate actions in dealing with sexual harassment issues. This requires each individual to promote a climate where such conduct is discouraged, and corrective action is taken to eliminate this unacceptable form of behavior.

4) Students will be always committed to a professional interaction with other students and cadre. Fraternization policy from the Adjutant General of North Dakota and the Army's policy will be strictly adhered to. Fraternization violations will not be tolerated and are grounds for dismissal.

5) Students will be assessed how well they fostered a climate of dignity and respect and adhered to the Army's SAPR, and EO/EEO programs. This assessment should identify any significant actions or contributions the rated student made toward promoting the personal and professional development of his/her fellow classmates; ensuring the fair, respectful treatment of his/her fellow students, and establishing an overall environment that fosters dignity and respect for all members of the class. This assessment should also identify any failures by the student to foster a climate of dignity, respect and adherence to the Army's SAPR program. Additionally, if the rated student committed a substantiated act of sexual harassment or sexual assault on or off duty, the assessment must note the incident.

6) DA Form 1059 will address the requirements and DA Form 4856 will assess.

7) Raters and reviewers will document any substantiated finding in an Army or Department of Defense investigation or inquiry, that a student committed an act of sexual harassment or sexual assault on or off duty; failed to respond to or report a sexual harassment or assault of which he or she had knowledge; or, retaliated against a person making a complaint or report of sexual harassment or sexual assault.

8) All 164 RTI personnel, including students, must be made aware of the channels available to report perceived or actual instances of sexual harassment. These channels include, but are not limited to, the Student/Staff/Instructor; to Class Leader/Section NCOIC/Branch Chief to Command to the Equal Opportunity Representative, or the State Inspector General.

9) Instructors will inform students of their mandatory reporter role.

23. During in processing, students will be informed of the restriction to post for the report night and graduation night of their course.

E. Honor Code:

1. The 164 RTI has long recognized one of its first responsibilities is to hold its students to high levels of integrity. Lying, cheating, and stealing are acts considered unacceptable for all members of the military. Students must not only have the courage to maintain their own personal integrity, but they must also require such integrity from those with whom they work. The philosophy is students are expected to properly conduct themselves in accordance with the spirit, not just the letter, of the honor code. The Commandant has established a **ZERO** tolerance policy for brawling, any offence where alcohol was a contributing factor, and any EO/SAPR violation. Any student committing one of these offences is grounds for immediate dismissal.

2. The honor code at the 164 RTI will govern the personal conduct of students. This applies to both resident and virtual courses. Any incidents violating the honor code may result in the student being processed for immediate dismissal from the course in which they are enrolled.

3. The honor code is "Soldiers will not lie, cheat or steal, nor tolerate those who do or commit any act unbecoming of a Noncommissioned Officer (NCO) and/or enlisted student of the 164 RTI."

a. Lying: Students violate the honor code by lying, if they make an oral or written statement, or a gesture of communication in the presence of and to another, which was intended to deceive or mislead.

b. Cheating: Students violate the honor code if they fraudulently act out of self-interest or assist another to do so with intent to gain or to give unfair advantage. Cheating involves such acts as presenting one's own work dishonestly, presenting someone else's work as one's own without attribution, or transmitting material to someone who should not properly have access to it. Therefore, all work submitted or presented by a Soldier must be the Soldier's own; any outside source, either personal or documentary, contributing to the preparation and performance must be clearly indicated.

NOTE: Virtual/Blended learning courses will follow the same standards outlined within this SOP. It is a violation of the honor code to have additional browser windows open, document notes (unless otherwise directed) open, or any means of communication with other students.

c. Stealing: Students violate the honor code if they wrongfully take, obtain, or withhold money, personal property, or article of value with intent to permanently deprive or defraud the owner of its use and benefit, or if they appropriate it for use by anyone other than the owner.

d. Knowledge of Violation: If a Soldier believes an honor code violation may have occurred, they are strongly encouraged to confront the individual. When confronting the individual, the suspected Soldier is being given the opportunity to explain the situation before alleging an "honor violation." The violation will be reported to the student chain of command immediately.

e. Conduct Unbecoming a Soldier/NCO: Students violate the honor code if they commit any act resulting in any substantiated complaint against the individual or the organization or civil charge or conviction. Some examples of acts considered conduct unbecoming a Soldier/NCO are: drunken and disorderly conduct, driving under the influence, displaying signs of intoxication on duty, sexual or racial harassment, verbally or physically demonstrating support for racist or extremist groups, belligerent conduct, brawling, disrespect, or failure to report any honor code violations.

F. Student Dismissal and Conduct:

The Commandant may return students to their units for the following reasons:

1. Student Dismissal:

a. Academic Dismissal: Academic elimination is the failure to attain passing scores on course examinations. Students will be permitted to return IAW AR 350-1.

1) Written Tests: The minimum passing score will be announced prior to each written examination. If a student fails to achieve the minimum score on a test they will be counseled. Students who have failed the initial examination will receive refresher/remedial training and be retested. Retesting will be conducted in accordance with the provisions of the Course Management Plan. Remedial training and retesting will be done during non-academic hours. Students failing to achieve the minimum score through retesting will be processed for dismissal from the course.

2) Performance Evaluations/Examinations: Students who fail to obtain a “GO” on the initial performance evaluation will be counseled. They will receive refresher/remedial training and will be retested during non-academic hours. Retesting will be conducted in accordance with the Course Management Plan. Students who fail to receive a “GO” on the performance evaluation retest will be processed for dismissal from the course.

b. Administrative Dismissal: Administrative dismissal will include medical problems, emergencies, or situations involving a personal hardship unforeseen at the time of entry into the course. Students dismissed for administrative reasons may attend future classes at the discretion of their unit commander and the 164 RTI. Commanders may request the release of a student under this paragraph.

c. Disciplinary Dismissal: Disciplinary dismissal will be imposed for infractions of 164 RTI policies and may result in punitive action. Students dismissed for disciplinary reasons will be permitted to re-enter the course IAW AR 350-1.

d. Motivation Dismissal: Lack of motivation will be cited as cause for dismissal when a student fails to respond to counseling concerning their attitude. Students dismissed for motivational reasons will be permitted to return using the same eligibility guidelines applied to disciplinary releases.

2. Student conduct

a. Tardiness: Unexcused tardiness will not be tolerated. Any student who is late for formation, class, re-testing, or any other appointed place of duty while attending the 164 RTI will be counseled by the assigned Instructor. As a result, the Soldier may be processed for dismissal, based upon Instructor discretion.

b. Cheating: Cheating by students will not be tolerated. Students found cheating will be counseled by the assigned Instructor and processed for immediate dismissal from the course. The determination whether a student is or was cheating shall be based on the professional opinion of the Instructor observing the incident.

c. Incarceration: Any student who is incarcerated in a law enforcement facility will be counseled by the assigned Instructor and processed for immediate dismissal from the course.

d. Alcohol/Drug: Any student who is involved in an alcohol/drug related incident will be counseled by the assigned Instructor and may be processed for immediate dismissal from the course.

G. Appeal of Dismissal:

1. All students recommended for dismissal for motivational, disciplinary, or academic reasons, have the option of appealing their release from the course IAW AR 350-1. For appeals guidance see para. 3-15.

2. Counseling will be conducted for every dismissal by their Training Supervisor, except for Administrative Dismissals.

3. The following procedures apply in cases where dismissal is considered for motivational, disciplinary, or academic reasons:

a. The training supervisor will notify the student in writing of the proposed action, the basis for the action, the consequences of disenrollment, and the right to appeal. The supervisor will advise the student any appeal must be submitted within 7 duty days after receipt of the written notification of the dismissal action. Appeals will be submitted to the school commandant or commander.

b. The student will acknowledge by endorsement within 2 duty days receipt of the written notification of dismissal action. The endorsement must indicate whether the student

intends to appeal the dismissal action. The written notification must advise the student of the right to appeal within 7 duty days to the school commandant or commander.

c. A DA Civilian's chain of command will be notified, and they will be returned to their organization upon dismissal from class for disciplinary, academic, or motivational reasons.

d. Appeals will be forwarded to the school commandant or commander who will refer the proposed action and the appeal to the Office of the Staff Judge Advocate to determine legal sufficiency of the dismissal decision. All appellate actions will become part of the student's case file. Commandants and commanders will make their final decision on dismissals after considering the supporting Office of the Staff Judge Advocate recommendation. In cases where an Office of the Staff Judge Advocate is not available, the commandant or commander will forward appeals to the commander who has General Court Martial Convening authority for review and final decision; General Court Martial Convening Authorities will obtain a legal review before final action.

e. Students who elect to appeal will remain actively enrolled in the course pending disposition of their appeals. When the commandant determines a student's continued participation with the main student body is contrary to good order, discipline or morale, the student will stay enrolled in the class and continue course work separate from the main student body. In cases where the decision of the appeal is delayed, students will participate in graduation ceremonies; however, the DA Form 1059 will not be signed until final adjudication.

4. If student has less than three days remaining in the course, the student will be sent home, if resolved the student may return to the next available course.

5. Students who are actively involved in an appeals process that commit further violations of the RTI SOP or any governing regulation will be dismissed immediately from the course.

H. Student Organization and Responsibilities:

1. General: Each class will be organized into platoons/squads/teams. Each will have a student chain-of-command as follows:

- a. 164 RTI, Battalion Commander.
- b. 164 RTI, NCO Commandant.
- c. 164 RTI, Chief Instructor
- d. 164 RTI, Branch Chief/Assistant Branch Chief
- e. 164 RTI, Course Manager, NCOIC.
- f. 164 RTI, Course Instructor.
- g. Class Leader/Platoon SGT.
- h. Squad Leader.
- i. Student.

2. Leadership positions will be rotated for NCOPDS courses. Leadership positions will be appointed by the NCOIC for MOS Qualification courses and will not be rotated during the course. The duties in these positions include but are not limited to:

- a. Class Leader/Platoon SGT.
 - 1) Assist in control and discipline of the class at all times.
 - 2) Proper utilization and supervision of subordinates to ensure all orders are carried out.
 - 3) Movement of the class in a military manner to and from all training areas.
 - 4) Ensure student squads are formed and ready for instruction on the date and time cited in the training schedule.

- 5) Conduct inspections of class members IAW TC 3-21.5.
- 6) Supervise policing assigned areas and class facilities.
- 7) Represent students as student body representative.
- 8) Accountability of personnel at all times.
- 9) The course NCOIC will brief student leaders as to any additional responsibilities.
- 10) Participate in all class-training activities.
- b. Squad Leader/Team Leader.
 - 1) Control and discipline of assigned squad.
 - 2) Accountability of personnel at all times.
 - 3) Proper utilization and supervision of subordinates to ensure all orders are carried out.
 - 4) Conduct inspections of personnel and equipment as directed by the Class Leader/Platoon SGT.
 - 5) Supervise policing assigned areas and class facilities.

I. Student Housing:

1. MOS-T

- a. MOS-T students will be housed in the assigned billets for the course they are attending. Student bunk rosters will not exceed 75% capacity. Limited to two Soldiers in the shower at a time. E-8 and above will be afforded the opportunity to stay in chargeable quarters at their own expense.
- b. Each student housed in the barracks will be required to provide their own linen.
- c. If additional cleaning or billeting supplies are required, these will be requested through the course Instructor.
- d. Billets inspection will be conducted daily. Billets will be maintained in a "ready for inspection" status at all times. Course Instructor will provide a billet inspection checklist. A final inspection of the barracks will be conducted the day prior to graduation to ensure barracks are ready for upcoming classes reporting for training by 164 RTI cadre.
- e. Students will be responsible for cleaning and maintaining assigned areas to include the following duties:
 - 1) Personnel assigned to class leadership positions will maintain order and ensure housekeeping practices meet 164 RTI billet inspection policies.
 - 2) Thermostats in all areas will not be tampered with.
 - 3) Perishable food items will not be stored in the billets. They must be consumed or disposed of.
 - 4) Flammable material will not be used to clean walls or floors.
 - 5) Storage of flammable materials in the billets is prohibited.
 - 6) Spray down showers with provided cleaning solution after each use.
- f. Smoking is not allowed in any building on Camp Grafton. Smoking is allowed in designated smoking areas only (to include e-cigarettes and vaping).
- g. Students are not allowed to possess, store, or consume alcohol/drugs in the billets.
- h. Female Soldiers/students are not allowed in the male billeting area and male Soldiers/students are not allowed in the female billeting area at any time except in the performance of assigned duties, i.e., billets inspections.
- i. All lights will be out by 2300 hours. Quiet time is from 2300 - 0500 or as announced by the Instructor staff. Quiet time will be strictly enforced.

2. NCOPDS

- a. NCOPDS students will be housed in single rooms.
- b. If chargeable quarters are not available at the time of sign-in; students will be placed in transient billets and moved to chargeable quarters as soon as rooms are available. Students will be responsible for cleaning the transient billets prior to moving into chargeable quarters.
- c. Movement from transient billets to chargeable quarters will not be done during POI training hours.
- d. Students are responsible for paying for chargeable quarters. Payment may be made by credit card or cash. Personal checks WILL NOT be accepted.
- e. Tobacco use or possession of alcohol/drugs in chargeable quarters is not allowed (to include e-cigarettes and vaping). Violation of this policy may result in disciplinary dismissal.
- f. Security of personal items in chargeable quarters is an individual Soldier responsibility.
- g. Informal inspection may be done IAW 164 RTI command inspection guidance. On the day of departure, a walk through may be conducted by an Instructor/Staff to ensure no damage has been done to the billets. If damage has been observed, the Instructor/Staff will notify billeting and S3 OPS to ensure damages are paid for prior to student sign out. S1 will have the Sign out roster, Instructor/Staff member will ensure all students sign out as they are released. Students are responsible to turn in their keys to the billeting office.
- h. Students are required to vacate chargeable quarters no later than 1000 on the departure day of their class.

J. Security/Weapons/Vehicles:

- 1. Purpose: To prescribe procedures to ensure protection and prevention of theft of equipment.
- 2. Physical security control measures:
 - a. Personnel Access. In addition to personnel housed in the barracks, only authorized personnel will be allowed into the billeting area.
 - b. All items, except those required for display inspection, will be secured when leaving the barracks.
- 3. Weapon security control measures.
 - a. All weapons will be secured in an arms room at all times when not in use for training purpose.
 - b. During field training, when the weapon is in the possession of student personnel, it will be accounted for at all times.
 - c. Issued weapons will not be taken into the PX, Soldier Center, or Military Service Club at any time.
 - d. Personal weapons (handguns, rifles, shotguns, bayonets, bows, crossbows, etc.) are not allowed on Camp Grafton by students. Knives carried by students will be folding type only with a maximum blade length of 4 inches. Students in violation of this policy may be processed for dismissal under the Disciplinary Dismissal category.
- 4. Vehicle security control measures.
 - a. All student vehicles will be parked and secured in designated lots.
 - b. Military vehicles brought from home stations will be secured at all times.

K. Army Combat Fitness Test and Height/Weight Verification:

The Following pertains to all NCOPD Soldiers attending courses:

1. If RC Soldiers attending professional military education (PME) after 01 October 2022 fail both a record test and a retest (after seven days) during the course, they will be removed from the course and processed IAW AR 350-1, paragraph 3-13.
2. As of 01 October 2022, all NCOPDs will require a passing height/weight as a graduation requirement.

L. Evaluations and Reports:

1. Academic Evaluation Report (DA Form 1059). All Soldiers who successfully complete their respective course of instruction will have appropriate entries made in their records and be provided a diploma and Academic Evaluation Report (DA Form 1059).

2. Part II – ACADEMIC ACHIEVEMENT (ACADEMIC RATER).

a. Block a. Check the appropriate box if Soldier fully supported SAPR, EO, and EEO. If checked NO comments are required.

b. Block b. **ACFT** will be completed and documented for all NCOPDS. MOS-T Reclassification courses will leave blank.

c. Block c. **HT/WT** will be completed and documented for all NCOPDS. MOS-T Reclassification courses will leave blank.

d. Block d. **OVERALL GRADE POINT AVERAGE:** NCOPDS and MOS-T Reclassification will use a percentage base of 0.00 to 1.00, with 1.00 representing 100%. All written test scores will be evaluated to two decimal places. MOS-T Reclassification will leave blank if all evaluations are performance base GO/NO GO.

e. Block e. Leave blank.

f. Block f. **CHARACTER/ACCOUNTABILITY:** Credibility with peers; ability to see things from another point of view; identify and understand another person's feelings; anticipates or adapts to changing situations; presents the truth in an appropriate and tactful manner; adds value to the learning environment; takes accountability for their own professional development.

g. Block g. **PRESENCE/COMPREHENSIVE FITNESS:** Considerate of the character and motives of others; commanding presence and a professional image; leads by example; projects self-confidence and inspires confidence in others; dynamic and energetic.

h. Block h. **INTELLECT/CRITICAL THINKING & PROBLEM SOLVING:** Problem solving skill; understand course material, adapt to real situations; understanding of second or third order effects; demonstrate ability of lesson content.

i. Block i. **LEADS/COMMUNICATION & ENGAGEMENT:** Does the right thing; leads the way in performance; completes group tasks; positive outlook; ability to understand message content; uses communication skill to impact mission.

j. Block j. **DEVELOPS/COLLABORATION:** Loyalty to fellow classmates and encourage fairness; open and candid communication; analyze lessons learned and seeks self-development; promote teamwork; participates in study groups; develops others in class or personal time.

k. Block k. **ACHIEVES/LIFELONG LEARNER:** Gets results and accomplishes tasks; meets or exceeds course requirements; participates in professional and self-development; provides feedback to Instructor to assist in improving courseware.

1) **FAR EXCEED STANDARDS:** Consistently performs above the required US Army standards and organizational goals of leader competencies and attributes; leadership enables unit to far surpass required organizational and US Army standards; demonstrated

performance epitomizes excellence in ALL aspects; this student takes disciplined initiative in applying leader competencies and attributes; results have an immediate impact and enduring effect on the mission, their classmates and peers; demonstrated by the best of the very best students in the same course. This rating is reserved for those students clearly separating themselves from their peers and must be supported with Instructor comments.

2) **EXCEED STANDARDS:** Often performs above the required US Army standards and organizational goals of leader competencies and attributes; this student often takes disciplined initiative in applying leader competencies and attributes; results have an immediate impact on the mission, their classmates/peers, the unit, and the US Army; this level of performance is not common, typically demonstrated by the upper third of students of the same course and must be supported with Instructor comments.

3) **MET STANDARDS:** Successfully achieves and maintains the required US Army standards and organizational goals of leader competencies and attributes; effectively meets and enforces standards for the appropriate course and takes appropriate initiative in applying the leader competencies and attributes; results have a positive impact on the mission of the organization, classmates/peers, and the US Army; this level of performance is considered normal and typically demonstrated by a majority of students in the same course.

4) **DID NOT MEET STANDARDS:** Fails to meet or maintain the required US Army standards and organizational goals of leader competencies and attributes; does not enforce or meet standards for the organization; exhibits/displays minimal or no effort; actions often have a negative effect on the classroom environment, classmates/peers, and the US Army. This training is reserved for those students not meeting the standard and must be supported with Instructor comments.

5) **NOT EVALUATED:** Attribute is not evaluated.

l. Block l. COMMENTS. Rater will provide comments to justify ratings provided in Block f thru k. All comments will be in narrative format and personal in nature. If Block a. is marked NO comments are required to capture any violation in SAPR, EO, and EEO programs.

m. Block m. SPECIAL PROJECT(S) OR PAPER(S). No requirement to fill out, however if Soldier did accomplish a special project or wrote a paper capture the event here.

3. PART III – OVERALL ACADEMIC ACHIEVEMENT (REVIEWING OFFICIAL).

Reviewing official will be designated by someone in higher duty position than the academic rater. Reviewing official can be equal to or higher rank than identified rater.

a. Block a. Class standing is based off the initial inputs of the course. For example, a class of 16 report, two fail ACFT and released from the course. Remaining Soldiers will be ranked on a class size of the initial 16.

1) Commandant's List (limited to 20%):

2) Superior Academic Achievement (21% to 40%):

3) Achieved Course Standards:

4) Failed to Achieve Course Standards:

b. Block b. COMMENTS: Reviewing official will provide comments to support the Soldiers performance and potential in course related positions.

c. Block c. RATED STUDENT HAS DEMONSTRATED APTITUDE FOR THE FOLLOWING ASSIGNMENT(S): Optional to fill out.

4. Reclassification. Will be rated using the two blocks in Part III (Achieved Course Standards or Failed to Achieve Course Standards). Character, Presence, Intellect, Leads, Develops, Achieves will be NOT EVALUATED for reclassification.

5. PME. Will be rated using all four blocks in Part III.

- a. **Distinguished Honor Graduate:** Must have the highest overall academic grade point average of eligible students and meet all the criteria of the COMMANDANT'S LIST.
- b. **Commandant's List (PME Only) (limited to 20%) criteria:**
 - 1) Soldier must achieve a "Far Exceed standards" in 4 of the 6 Abilities in blocks f-k, two of them must be in "Intellect" and "Leads".
 - 2) Soldier must receive a 95% or higher on all evaluated rubrics i.e., written essays, written exams, and oral presentations.
 - 3) The Soldier must receive an average of 90 points in ACFT events taken, excluding any alternate aerobic or waived events annotated on a permanent profile.
 - 4) Soldier will have no examination or performance-oriented assessment failures.
- c. **Superior Academic Achievement (PME Only) (21% to 40%) criteria:**
 - 1) Soldier must achieve a "Far Exceeds the Standards" in 2 of the 6 Abilities in blocks f-k. The Soldier must receive a "Far Exceeds the Standards" in "Intellect/Critical Thinking & Problem Solving" and one additional block.
 - 2) Soldier must receive a 90% or higher on all evaluated rubrics i.e., written essays, written exams, and oral presentations.
 - 3) The Soldier must receive an average of 80 points on the ACFT to be eligible, excluding any alternate aerobic or waived events annotated on a permanent profile.
 - 4) Soldier will have no examination or performance-oriented assessment failures.
 - 5) Student must not receive any derogatory counseling's.
- d. **Distinguished Leadership Graduate (PME only) criteria:** Must meet all criteria of the Commandant's list and be selected by Cadre and his/her peers and approved by the Course Manager.
- e. **Achieved Course Standards criteria:** Will follow standards listed in current CMP's.
- f. **Failed to Achieve Course Standards criteria:** No change will follow current procedures.

M. Safety:

Safety will not be sacrificed for realism during training or for the achievement of any other goal at the 164 RTI. Safety must always be stressed. Any unsafe acts must be acted on immediately and then reported to the chain of command. To eliminate unsafe practices and conditions, the following will be adhered to:

- 1. Exits:
 - a. Exits will always be clear and unobstructed.
 - b. Hallways leading to exits will always be free of obstructions. Chairs, tables, ironing boards and trash cans should never be placed in hallways, stairwells or on stairways.
 - c. Nightlights and exit lights will not be covered or tampered with.
- 2. Electrical:
 - a. Unauthorized electrical appliances or wiring will not be used. The only electrical appliances authorized are alarm clocks, electric razors, irons, electric radios, and hair dryers.
 - b. Unauthorized personnel will not tamper with electrical fuse boxes or install electrical wiring of any type.
 - c. Notify your Instructor in case of any trouble with electrical lines and lighting.
 - d. Extension cords will not be used without approval of S-3.
 - e. Any unsafe acts, conditions, or hazards, which could result in personal injury or property damage, should be reported to the chain of command.

- f. 164 RTI follows Lock out Tag out procedures where posted.
- 3. Fire:
 - a. In case of fire the following steps will be followed:
 - b. Vacate building. Personnel in building 1500 will meet in front parking between parking rows two and three.
 - c. In the event of an alarm during inclement weather, accountability will be achieved prior to moving to barracks.
 - d. If building is equipped with an alarm, trip it. If not, verbally notify any persons in the building from doorway. **DO NOT RE-ENTER BUILDING!**
 - e. Get to a phone and dial "911". Provide building number if known.
- 4. Fireworks are not allowed.
- 5. Training Sites: Safety briefs will be given to classes before field training, training on motorized equipment, technical courses involving power tools and/or tools that can possibly injure a Soldier. At a minimum, students will observe the following rules on training sites/areas.
 - a. All students are safeties.
 - b. Safety goggles will be worn whenever operating power tools or operating equipment without enclosed cabs or other times as designated by the Instructor.
 - c. Hearing protection will be worn when operating power tools and motorized equipment or other times as designated by the Instructor.
 - d. Safety helmets will be worn when working in and around areas that have obstructed overhead areas or the possibility of falling objects. Safety helmets or ACH will be worn in areas designated by the Instructors/staff.
- 6. Severe Weather
 - a. During times of weather watches or weather warnings; current weather condition reports are available on 1240 AM radio.
 - b. The Camp Grafton warning for severe weather or tornado is a sustained siren for three (3) minutes.
 - 1) During duty hours, students should follow the directions of their Instructors.
 - 2) After duty hours the shelters available to students are the billets, the Laundromat, and the mess hall.
 - 3) When in a building, go to the lowest and most interior part of the building. Stay away from doors and windows.
 - 4) When in a vehicle or outdoors:
 - a) Stop and get out of the vehicle. Never attempt to outrun a tornado.
 - b) Lie down flat in the nearest depression.
 - c) Be alert for the possibility of flash flooding when in low areas or depressions.
 - c. Winter Weather: Cleats will be worn when winter weather conditions result in icy or slippery conditions.
- 7. Active Shooter
 - a. If notified of an Active Shooter situation follow the protocol below:
 - 1) Run: Evacuate if possible (leave belongings, keep hands visible for law enforcement, do not attempt to move wounded).
 - 2) Hide: Barricade yourselves in their immediate area (turn off lights, lock door, cover window in door, blockade the doorway, if possible, gather as group away from door, silence cell phones, remain quiet.)
 - 3) Fight: As a last resort, only when your life is in imminent danger, attempt to incapacitate the active shooter with physical aggression or throwing items.

8. Bomb Threat: If at any time you hear a bomb threat announced over the PA system; vacate the building. Personnel in building 1500 will meet on the east side of building 2000.
9. Student MWR Water Operations: Refer to current 164 RTI Policy Letter.
10. Communicable Disease Control: Refer to current 164 RTI Policy Letter.

N. After Action Reviews:

Students will be required to conduct AARs assigned by the 164 RTI.

1. As called for in individual lessons or as prescribed by POI.
2. All students will individually complete a Course After Action Evaluation utilizing the 164 RTI MilSuite AAR before departing for home station.
3. Course After Action Evaluations will be submitted.
4. The 164 RTI S-3 will send out an External Evaluation link for the External Assessment Process AAR post-graduation.
5. 164 RTI maintains a SharePoint on MilSuite which allows students who graduate from any class offered at the 164 RTI to reach back and receive updated information through postings and blogs pertaining to their CMFs.

O. Acceptable use Guest Internet Service:

1. Camp Grafton's computing and/or network services may not be used for commercial purposes or personal gain. Use of services for any commercial purpose, partisan political purpose or for any unlawful purpose is prohibited.
2. Intentionally or recklessly abusing or misusing computing/network resources to cause damage, system interruptions, or harassment to other persons.
3. Repeatedly or purposefully engaging in activities which can be reasonably expected to, or do, unreasonably tax computing/network resources or go beyond their intended or acceptable use.
4. Borrowing, lending, falsifying, or misusing a computer account, computing/network resource, or allowing, or facilitating the unauthorized access to use of Camp Grafton computing/network resources by a third party.
5. Using electronic media to harass or threaten other persons, or to display, design, copy, store, draw, print, or publish obscene language or graphics.
6. Using Camp Grafton computing resources to gain or attempt to gain unauthorized access to computing resources either inside or outside of Camp Grafton.
7. Intercepting or attempting to intercept or otherwise monitor any communications not explicitly intended for him or her without authorization.
8. Copying, reading, accessing, using, misappropriating, altering, publishing, or destroying computer files, output data, documents, or other files of another individual or attempts to do so, without the permission of that individual, project leader, or authorized administrator.
9. Making, distributing and/or using unauthorized duplicates of copyrighted material, including software applications, proprietary data, and information technology resources. This includes sharing of entertainment (e.g., music, movies, video games) files in violation of copyright law.
10. Interfering with the operation of Camp Grafton's information technology resources by deliberately attempting to degrade or disrupt resource performance, security, or administrative operation including, but not limited to, intentionally introducing any computer virus or similar disruptive force into any computing resource.

11. Using a computer, computer system, computer network, or any other Camp Grafton property for the creation, design, manufacture, preparation, display, or distribution of any written or graphic obscene material is prohibited.

12. The guest internet service is provided as a convenience to enhance the morale and welfare of personnel visiting Camp Grafton. Please use the service to access email, shopping, video conferencing and “mainstream” entertainment etc. Please don’t use the service for unlawful or questionable purposes (i.e., gambling, file sharing, pornography, or harassment). Failure to comply with this policy may result in termination of your access to the service.

Network/SSID (name): ND-GuestNet

Password: ND-guest123

Web Portal Username: ndguest

Web Portal Password: Guest123

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