

**SOUTH CAROLINA ARMY NATIONAL GUARD**  
**REGIONAL TRAINING INSTITUTE**  
4<sup>th</sup> Battalion (Modular), 218th Regiment (Leadership)  
5411 Leesburg Road  
Eastover, South Carolina 29044-9732

NGSC-LDR-DCI

MEMORANDUM FOR Attendees of Small Unmanned Aircraft System (SUAS)

SUBJECT: Small Unmanned Aircraft System (SUAS) Welcome Letter

1. The following information is provided to assist you in preparing for your stay with us as a student in the 218th Regiment.

2. Congratulations, you have been selected to attend the following course at McCrady Training Center:

Course Title and Number	SUAS Operator
Class Number	TBD
Course Dates (Start and End)	TBD
Host School	218 <sup>th</sup> RTI
School Code	1014
Report to	5411 Leesburg Rd Eastover, SC 29044 Building 3800 Room 604
Report Time/Date	0900 hrs on the Report Date
Reporting Uniform	OCP
Graduation Time / Date	1300 hrs on Graduation Date

3. Contact Information:

Operations NCO	MSG Adams	(803) 299-2224	<a href="mailto:timothy.m.adams6.mil@army.mil">timothy.m.adams6.mil@army.mil</a>
Course Manager	SFC Lawrence	(803) 299-4812	<a href="mailto:eric.f.lawrence.mil@army.mil">eric.f.lawrence.mil@army.mil</a>

4. **PURPOSE AND SCOPE:** The purpose of this course is to train and certify personnel to operate the Raven Small Unmanned Aircraft System. This course provides training on the Small Unmanned Aircraft System (SUAS) in a classroom and field environment. Students will perform day and night operations, maintenance, and practical / tactical employment of the system. At the conclusion of the training program, students will be assessed on their ability to operate the SUAS system in a multitude of scenario based situations. The following is general information that will assist you in preparing for your course. POCs for the 218th RTI are listed above.

5. **COURSE PREREQUISITE:** Students must not be on temporary profile. Student must not have a permanent profile that would interfere with the student's ability to launch, operate, or

recover the aircraft. The student must be able to lift and throw 4.2 pounds for a distance of 15 feet, stand for long periods of time (2 hours), and have use of both hands. Student must be able to lift a weight of 38 lbs. to a height of 4 feet. Student must be able to plot 8 digit grid coordinates on a map using a coordinate scale and protractor (GTA 5-2-12), and have a basic knowledge of computers (turn on/off programs, save data, operate keyboard and mouse). Student must meet accession PULHES standards for their DMOS, have 20/20 correctable vision and have normal color vision. Student must have a GT score of 100 or higher.

6. **REPORTING INSTRUCTION:** Students must report NLT 0900 hours on the start date as listed on the C3 screen in ATRRS. Students reporting after normal duty hours (0700-1630) should contact the Course Manager at (803) 299-4812 to receive further instructions. Report to building 3800, room 604 wearing OCP's for in processing.

7. **TRANSPORTATION:** Contact the Course Manager (803) 299-4812 prior to arrival in order to make arrangements to be picked up at the airport. Before you call, be sure to have your itinerary available in order to provide the operations POC with all of your flight/bus information. Students will be picked up at Columbia Metro Airport ONLY. Personnel flying into other airports will be required to provide their own transportation to and from the airport. If you are going to be an early arrival, contact the Operations NCO or Course Manager to make arrangements.

8. **QUARTERS/MEALS:** All students will be required to pay for their billets on the day of arrival. BEQ rooms are \$24.00 - \$44.00 a night. If your arrival time will be later than 1500 you must call ahead to reserve your room. We highly recommend you call McCrady Billeting to reserve your room prior to your arrival @ (803) 299-2210. Billeting is not managed by the RTI. Billeting will take all forms of major credit cards, or cash. However, personal checks will not be accepted. The room charge will be reimbursed through DTS once you return to home station.

9. Meals are \*NOT\* provided during this course. The crescent moon café (DFAC) serves breakfast (0600-0800), lunch (1100-1300) and dinner (1700-1900). The cost per meals in the DFAC are: breakfast \$5.00, lunch \$7.00 and dinner \$10.00. The DFAC accepts cash only. Students should be prepared to pack snacks/water to field portions of training. There is a small PX on McCrady on post (Opened 1100 – 1900 hrs. Wed – Sun). Based upon the daily training schedule, the Master Trainers/Site Lead will determine if the class will break from training for meals.

10. **INPROCESSING:** All students will report for in-processing with the following items. Failure to produce the proper documentation within 72 hours will result in the Soldier being released for failure to meet course prerequisites. Soldiers must meet the prerequisites of DA Pam 611-21 and bring all the items listed below:

- a. **Valid Military CAC and pin number.**
- b. **Identification Tags.**
- c. **Two copies of profile (DA Form 3349) (if applicable).**
- d. **Two copies of orders or a DD Form 1610.**
- e. **Copy of ERB/SRB**

11. **SUASMAN:** SUAS Manager (SUASMAN) is the system of record for documenting SUAS training. **All students will need to request a SUASMAN account prior to attending the course.** Once an account has been requested, please send an email to [Charles.e.elder8.mil@army.mil](mailto:Charles.e.elder8.mil@army.mil). Check your account to ensure that it has been approved, **all Soldiers should then go to the "Training Tab" and select/complete "BUQ Training"**. If you are a National Guard Soldier, please select the appropriate unit. If you are an Active Duty Soldier, please select "SCARNG" as your unit.  
<https://suasman.sofapps.net/>

12. **UNIFORM/EQUIPMENT:** Uniform will be prescribed per the training schedule and worn IAW AR 670-1. Each day students will be outdoors conducting Raven flight operations, therefore the items listed below may be needed:

- a. Cold Weather Gear (Seasonal)
- b. Wet Weather Gear
- c. Canteen or Camelbak
- d. Sun Glasses (optional)
- e. Folding Chair (optional)
- f. Personal Laptop w/CAC reader (optional)
- g. Binder
- h. Notebook
- i. Pen

13. **ADDITIONAL INFORMATION:**

- a. Linen and blankets will be issued by billeting.
- b. Bring adequate funds for personal needs.
- c. The main AAFES (PX) is located on Ft. Jackson, approximately 30 minutes away. There is a small PX located at McCrady Training Center
- d. Unit telephone number: (803) 299-2224
- e. Unit telephone numbers are provided for emergency calls only.
- f. Bring appropriate civilian attire for Commandant's/Commander's time.
- g. Military clothing sales store (MCSS) is located on Ft. Jackson.
- h. Alcoholic beverages, illegal drugs and firearms are prohibited.

14. Point of Contact for this memorandum is the undersigned at (803) 299-4812 or [eric.f.lawrence.mil@army.mil](mailto:eric.f.lawrence.mil@army.mil)

///ORIGINAL SIGNED///

ERIC. F. LAWRENCE  
SFC, SCARNG  
SUAS Course Manager