



SOUTH CAROLINA ARMY NATIONAL GUARD

REGIONAL TRAINING INSTITUTE
5th Battalion (Signal), 218th Regiment
(Leadership) 5411 Leesburg Road
Eastover, South Carolina 29044-9732

NGSC-SIG-25CMF

MEMORANDUM FOR RECORD

SUBJECT: Student Information Letter

1. ****ENSURE YOUR UNIT ADMINISTRATOR OR TRAINING NCO READS THIS LETTER AS WELL FOR GUIDANCE ON ISSUING ORDERS****
2. ****CLASS SPECIFIC WELCOME LETTER WILL BE E-MAILED TO STUDENTS PRIOR TO THE CLASS START DATE!****
3. Congratulations, you have been selected to attend ONE of the following courses at McCrady Training Center, Eastover, SC.
 - **Course Title:**

25B10 MOS-T
25B30 ALC
25B40 SLC

25U10 MOS-T
25U30 ALC
25U40 SLC
 - Host School: **218th Regiment (LDR)**
 - School ATRRS Code: **1014**
 - In-Processing Location: **McCrady Training Center Building 3800 Room TBD.**
 - **YOUR ORDERS MUST READ:**

REPORT TO:
5th Battalion (Signal), 218th Regiment(Leadership)
5411 Leesburg Road Eastover, South Carolina 29044-9732
 - Reporting Uniform: **OCP**

- Emergency Phone Numbers:
 - **25B Courses:**
 - **SFC Jonathan Tillman, Course Manager 803-299-0717**
 - **25U Courses:**
 - **SFC Robert Cooper, Course Manager 803-299-0716**
 - **Battalion Operations:**
 - **SFC Scott Melba, Chief of Training 803-299-2303**
 - **MSG Delesia Jackson, OPS NCO 803-608-6436**

4. The following information is provided to assist you in making the transition from your present position to that of a student at the 218th REGT (LDR) Regional Training Institute(RTI).

- a. Course Scope: To attend any of the above listed Courses within the 25 Series Career Management Fields.
- b. Performance evaluations during this course rely heavily on how familiar you are with the course material. It is recommended to have all tools necessary to take good notes. Pencils, pens, highlighters, notebook paper, and a thumb drive are some suggestions of items that you may require to effectively take notes during the course.
Digital devices may be used to take notes but will not be allowed during exams.
- c. Qualifying Scores:
Qualifying ASVAB Score Requirements for 25B / 25U can be located at www.goarmy.com
- d. Military Appearance: Students will comply with AR 670-1 / AR 600-9. Uniform deficiencies will be corrected prior to start date of course.
- e. APFT/Height and Weight: Administered based on specific Course Requirements (ALC/SLC)
- f. Physical Health: Students reporting to the 25 CMF Courses must be physically fit enough to perform within the guidelines in DA PAM 611-21. Students on medication must bring a sufficient supply to last the duration of the course.
- g. Profiles: Students with permanent profiles can attend all courses, provided the profile does not preclude them from full participation. DA Form 3349 profile must be emailed to the course manager at least 10 working days prior to the start of the course.

(a) Students with shaving profiles **MUST have a copy of their DA Form 3349 on them at all times** while attending this course.

(b) Students with temporary profiles or who are pregnant should refer to AR 350-1 for guidance. If further guidance is needed, contact the operations sergeant for the course attending.

(c) AR 350-1, para 3-14f, discusses temporary profiles in training. It states: Soldiers receiving temporary or permanent physical profile limitations after starting resident training courses will be evaluated by school commandants and commanders for continued enrollment. Soldiers who:

(1) Have met, or will be able to meet graduation requirements, will continue to be trained within the limits of their profile.

(2) Are unable to meet graduation requirements will return to their unit or proceed to their PCS unit, and may, if eligible, be enrolled in a later course.

- h. Equipment / Uniform Requirements: Occupational Camouflage Pattern (OCP) is the uniform for the course. Appropriate civilian athletic clothing is authorized for individual PT.
- i. Pre-Requisite Check (PRC): The PRC must be completed through ATRRS by your Unit. Hard copy PRC is no longer being accepted, unless you are Active Duty Component (1610 or Pre-Execution Checklist).
- j. Security Clearance Verification: Ensure that you have verification of your security clearance or that an investigation has been initiated. The memorandum must state the soldier's name in full, the soldier's DOD ID, the date the clearance was awarded, or eligibility was determined, the type of clearance awarded, and a POC. **NO JPAS / DISS printout.** Student must be eligible to obtain a Secret Clearance.
- k. Laundry Service / Post Exchange: Washers and dryers are located on the 2nd floor of Building 3800 at no cost to the students (not including detergent). There is a Shoppette available on McCrady Training Center in Building 3810. Shoppette hours of operation are Wednesday – Sunday 1100 hours to 1900 hours.
- l. Dining: Meal Cards will be issued to students during in-processing. The meal card is valid for the dinner meal on Day 0 through breakfast of Graduation Day. **AGR and ADOS Soldiers are required to pay for meals and will not be issued a Meal Card.** Price per meal is \$5 for Breakfast, \$7 for Lunch, and \$10 for Dinner. It is up to the student's unit/state to determine if a student is allotted. The Dining Facility is in Building 3800. NOTE: **Please send an email to the course manager if you have any food allergies, food restrictions based on religion, or if you are vegetarian or vegan at least 2 weeks prior to your arrival at school. This action will allow the contractor to purchase food products accordingly.**

- m. Billeting: BEQ rooms are provided to students at a cost of \$24.00. This is a reimbursable travel expense. **No cash will be accepted to pay for rooms. Visa and Mastercard only.** A statement of non-availability WILL NOT BE ISSUED unless there are no BEQs available. **RESERVE YOUR ROOM PRIOR TO ARRIVAL!**

- (1) Students are **DIRECTED** to contact the McCrady Training Center Billeting office prior to their arrival to reserve their room.

McCrady Training Center Billeting Office:

803 299 2210

Email: mtcbilleting@tag.scmd.state.sc.us

- (2) The Billeting office is **BLDG #3930**. It will be the first building on the right after entering the McCrady Training Center front gate.

****STUDENTS WILL NOT RECEIVE THEIR DA FORM 1059 UNTIL VERIFICATION THAT BILLETING IS PAID IN FULL.****

- h. Travel/Transportation: Your state directs your mode of travel. We will not provide travel to and from the airport. The cost for a taxi is \$45 or more. This is a reimbursable expense, however, be prepared to pay the taxi driver at time of drop off. You may choose to use alternate modes of travel (Uber/Lyft), however, Uber and Lyft carriers will not be allowed onto the compound. You will have to carry all your luggage approximately half a mile to the training facility and up two flights of stairs to reach your room. **KEEP YOUR RECEIPT.**

NOTE: Rental Vehicles are HIGHLY recommended.

NOTE: Please send your arrival flight time to the Course Manager once you have reserved your flight. PLEASE SCHEDULE YOUR FLIGHT TO BE ON TIME FOR IN-PROCESSING

- n. POVS/RENTAL CARS: Even though a POV/rental car is not required to be successful for these courses, **it is recommended that our students have a vehicle during their time at McCrady Training Center.** The training site does have the bare necessities within walking distance of the student's barracks and classroom. However, due to McCrady Training Center being in a remote location and the length of the course, it is highly recommended that the Soldier be approved for a rental car. Access to Fort Jackson, restaurants, and grocery stores are twenty driving minutes away. Due to the current COVID policy, we are not able to drive Soldiers in a GSA unless it is a medical emergency.
- o. Medical Facilities: The Troop Medical Clinic on Fort Jackson is open Monday through Friday. Bring your medical records, if needed. Prescription drugs are not available at McCrady. If you require daily medication, please bring sufficient supplies to last the duration of the course. For weekend emergencies, please contact one of the above POCs.

NOTE: Reserve Component will need to know their Medical Readiness Unit information in case of incident/emergency.

- p. Pay: **Your Unit of Assignment will be responsible for IDT Travel and Pay.** It is the Unit's responsibility to ensure students understand how and when they will receive their pay. Ensure that your GTC or personal credit card have the appropriate credit limits and be prepared to pay on your credit card monthly to ensure your card is not delinquent or terminated. Students should have a contact name and number of their Unit POC for pay issues. Students will receive a signed copy of their orders at the end of the course, or the date stated on your travel order.
 - q. High Physical Demands Test: The High Physical Demands Test (HPDT) is a requirement for graduation. The HPDT requirement for the ALL MOS-T Courses. Requirements for 25B10 / 25U10 will vary. **NOTE: This is a graduation requirement! If you are on a profile that does not allow you to complete this task, you will be denied enrollment into this course.**
 - r. OPAT Standards: Please bring a copy of your MOS order that you currently hold the slot/position for. If you do not have an MOS order, a copy of your DD214 when you completed Advance Individual Training (AIT) will also be accepted. Paperwork will be needed the day of in-processing.
5. IN-PROCESSING: Students need to know their Unit Name, Street Address, City, Zip Code and Telephone Number, to include fax number when they in- process to ensure all In- Processing / Out-Processing paperwork is correct.
- MAIL:
- a) Mail will be picked up daily and delivered to the section leaders for distribution.
 - b) Your mailing address while at McCrady will be:

Rank, Last Name, First Name
ATTN:5TH BN (COURSE NAME)
5411 Leesburg Road,
BLDG 3800Eastover,
South Carolina 29044
6. GRADUATION: A graduation ceremony will take place on the last day of the Course. Soldiers will then be released to their unit. Please ensure that your travel arrangements are in compliance. **Students are advised not to schedule departing flights before 1200 on Graduation Day.**
7. IDENTIFICATION CARDS: All personnel must have in their possession a valid military ID(CAC) card. Identification Tags must be worn while in a military status. ID cards and ID tags will not be issued while attending the course.

8. EMERGENCY NOTIFICATIONS: Family members may contact students for emergencies through the American Red Cross. Family members should be prepared to furnish the ARC with your name, SSN, class name and the school address / telephone number. Once the battalion receives notification from the Red Cross, the Course Manager will notify the student and decide on what course of action should be taken.
9. If you have questions concerning this course, please contact the Course Managers.