

Information for School 965, Last Updated 08 Dec 2016

Updated: 20160717

*****NOTICE*****

NEW SSD 2 REQUIREMENT

Effective 1 June 2015, Soldiers that have not completed their respective resident phase for ALC will be required to complete SSD2 (1-250-C49-2) prior to enrollment into ALC. Students reporting without a completion certificate will be SENT HOME IAW Change 2 ALARACT 1262014

Heavy Physical Demand Test

Effective 1 July 2016 Soldiers attending 091-91B10, 091-91C10, and 091-91E10 will take the High Physical Demand Test (HPDT) that measures their ability to perform the required tasks for his/her Military Occupational Specialty (MOS).

MSAF 360176 REQUIREMENT

Effective Feb 2016 All Soldiers reporting for ALC or SLC MUST have completed the Multi-Source Assessment and Feedback (MSAF 360176) PRIOR to attendance of the course.

*** 91/94 SLC COURSE PHASE CHANGE ***

Effective 01 October 2015 91/94 SLC is a two (2) Phase Course.

***GCSS-ARMY TRAINING AND CERTIFICATION (GTRAC) ***

Effective 24 Jul 14, All Soldiers reporting for ALC/SLC Resident Phases MUST have registered and COMPLETED ALL of the WEB BASED TRAINING (WBT) GCSS-ARMY located at <http://gcss.army.mil/GTRAC>

***Physical Fitness and Height and Weight Requirements for Professional
Military Education***

Effective 1 Nov 2012, ALL Soldiers reporting for ALC/SLC Resident Phases will be administered an initial APFT and height and weight screening during the first phase of the resident course. IAW Army Directive 2012-20

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1. GENERAL INFORMATION/SCHOOL CONTACT

a. MISSION: The Regional Training Site Maintenance conducts MOSQ, NCOES, and ASI training to provide the Army Nations Guard, USAR, and Active Component units with highly skilled mechanical maintenance Soldiers and Leaders.

b. WELCOME PACKETS: A welcome letter will be sent to the email address that is reflected in ATRRS approximately 30-45 days prior to the course start date for Soldiers with reservations and accepted Wait-List Soldiers.

c. LOCATION: The RTS-M is located at 2750 Scanlan Ave, Salina, KS 67401. POCs for any questions are S-1 785-646-3363 (office), Chief Instructor/NCOIC 785-646-3362 (office), or Senior Instructor/OIC 785-646-3361 (office).

2. BILLETING

a. All Students must report to Nickell Hall, 2930 Scanlan Avenue, Salina, Kansas, no later than 2000hrs on the REPORT DATE of the course to receive their room assignments. All students are required to spend each night in their assigned rooms. Nickell Halls telephone is 785-822-3298/3296 and after midnight call 785-822-3245/3247.

b. Be prepared to pay for your room when you check in to Nickell Hall. Nickell Hall accepts Visa, Master Card, cash or check. The single room rate is \$40.00 per night and is for E-7 and above only. The double room rate is \$20.00 per night and is for E-6 and below.

3. MEALS

Meals are available at Nickell Hall and there is no charge, unless the Soldier is on per diem. Meal times are Sunday through Saturday; Breakfast 0630-0730, Lunch 1130-1230, Dinner 1700-1800.

4. TRANSPORTATION

a. Great Lakes Airline flies into Salina Regional Airport (SLN) located in Salina, KS. American Eagle flies into the Manhattan Regional Airport (MHK) located in Manhattan KS. A variety of airlines flies into Dwight D. Eisenhower National Airport (ITC) located in Wichita, KS. There is NO transportation from any airport to Salina, KS except by rental car or taxi.

b. If a Soldier is authorized a rental car it will be at the units expense. Taxi service to Salina, KS from Manhattan, KS is through Bell Taxi 785-537-2086 and is approximately \$175.00 one way (approximately 75 miles). Taxi service to Salina, KS from Wichita, KS is through Best Cabs 316-838-2233 and is approximately \$215.00 one way (approximately 90 miles). Soldiers that fly into the Salina, KS can take Sunflower Taxi 785-826-1881 to the Nickell Hall billeting office, the cost is approximately \$6.00.

5. VEHICLES

a. Students wanting to operate their motorcycles during the course must have the Motorcycle Safety Course and be able to produce the proper documentation for proof of course completion. Failure to provide the proper documentation will mean the Soldier cannot operate their motorcycle at any time and the motorcycle will be secured within the RTS-M compound until a properly certified rider arrives to secure it. Students will also use proper PPE at all times while operating their motorcycles.

b. Privately Owned Vehicles (POV) are authorized as long as the Soldiers unit has authorized them to have it. Soldiers have to obey all local, state and federal laws when operating vehicle. Seatbelt wear will be strongly enforced and if students are caught not wearing their seatbelts then they will be instructed to walk/march at all times.

6. FINANCIAL

The Soldiers unit is responsible for their Soldiers orders and pay while attending courses at the RTS-M. The Soldier needs to bring enough money to pay for billeting which will be reimbursable when submitting their travel voucher. There is no financial assistance for Soldiers while attending any course. There is an ATM located at Nickell Hall for Soldiers to use.

7. MAIL

Incoming mail is received daily and will be given to your primary instructor. Outgoing mail must be given to your primary instructor who will give it to the administrative office. All outgoing mail needs to be present by 1200 hours or will not be mailed that day. The address to receive mail is:

Student Name C/O RTS-M (Course Name)
2750 SCANLAN AVENUE
SALINA, KANSAS 67401-8127

8. REQUIRED EQUIPMENT AND DOCUMENTS

- a. Student Data form completely filled out
- b. Orders-must be correct dates and for correct course
- c. DA Form 1059 for previous phases or DL Phase Completion Certificate (if applicable)
- d. Military ID must be current, work properly, and Soldier must know the pin number
- e. Current Permanent Profile (no temporary profiles authorized)
- f. Minimum PULHES required for all course is 22222, students with P3 and P4 on permanent profile must provide Medical Retention Board (MMRB) results
- g. Military Drivers License must be stamped ARMY STANDARD, cannot expire during course dates, must be signed by both the Soldier and Commander
- h. Signed DA Form 705 showing passing APFT within the last year ALC and SLC only
- i. SSD2 or 600-C45 (DL) certification for ALC and SSD3 certification for SLC
- j. MSAF 360176 Assessment (register and complete through <https://msaf.army.mil>) ALC and SLC only
- k. Commanders Safety Course (register and complete through ALMS) <https://safety.army.mil/TRAININGCOURSES/OnlineTraining.aspx> ALC and SLC only
- l. Composite Risk Management Basic Course (register and complete through ALMS) <https://safety.army.mil/TRAININGCOURSES/OnlineTraining.aspx> ALC only

m. Composite Risk Management Operational Course (register and complete through ALMS)
<https://safety.army.mil/TRAININGCOURSES/OnlineTraining.aspx> SLC only.

n. GCSS-Army DL (register and complete through <http://gcss.army.mil/Training/GTRAC.aspx>) ALC and SLC only, all WBT modules

o. Airline ticket for departure date (if applicable) no earlier than

p. Complete Improved Physical Fitness Uniform (IPFU) or complete Army Physical Fitness Uniform (APFU), complete Army Combat Uniform (ACU), or complete Scorpion Operation Camouflage Pattern (OCP) Uniform. Please ensure you have enough uniforms, t-shirts, under garments, and socks for the duration of the course.

q. All Soldiers attending will also bring steel-toed boots and coveralls with the exception of SLC. Safety glasses, hearing protection, and safety gloves will be provided during the course. If the Soldier has their own Personal Protective Equipment (PPE) that they would like to bring, that is acceptable.

r. ASIH8 students will have their Advance Combat Helmet (ACH)

s. Personal hygiene items and civilian clothes for off duty hours.

t. If you report without all required documents and/or equipment, you will have 72 hours to provide the documents and/or proof of equipment to the primary instructor. Failure to provide the missing items in the established time could result in being dis-enrolled and returned to your unit with a FAILED TO ACHIEVE COURSE STANDARD on your DA Form 1059 and sent back to your unit.

9. COURSE IN-PROCESSING

a. All RTS-M students will report to Eckert Hall, 2850 Scanlan Avenue at 0700hrs on your course start date to receive an initial briefing from the 235th RTI Command representative. You will then report to RTS-M for course in-processing at approximately 0730hrs on course start date with all documentation needed to conduct in-processing.

b. Uniform for SLC, ALC, and ASIH8 students will be the IPFU/APFU for weigh-in. SLC and ALC will also complete the Army Physical Fitness Test during this timeframe. Uniform for all other courses will be ACU/OCP.

c. If Soldier does not meet body composition IAW AR 600-9 they will be taped. If a Soldier does not meet body composition IAW AR 600-9 after being taped and/or fails the APFT IAW FM 7-22, then that Soldier will be counseled and given an opportunity to pass at a later date. If they do not meet the standard by the end of the course, they will receive FAILED TO ACHIEVE COURSE STANDARDS on their DA Form 1059 and dis-enrolled from the course.

10. ACADEMICS

Any student may be released prior to course completion for any of the following reason, but it is not limited to:

a. Administrative Emergency, personal problems

b. Disciplinary Infraction of school policies, student honor code, UCMJ

c. Motivation multiple counseling statements demonstrating lack of motivation

d. Absences Missing more than the three (3) hours of training

e. Class Participation Failure to be part of the class team or fails to meet any or all course standards per Individual Student Assessment Plan (ISAP)

11. PROHIBITED ITEMS

Students will not bring any privately owned weapons (POW) of any kind to the RTS-M. POWs are strictly prohibited at the RTS-M and Nickell Hall.

12. PHYSICAL FITNESS

Soldiers will participate in Physical Readiness Training (PRT), at a minimum, on Monday, Wednesday, and Friday. You will have to be able to lead a group of your peers and other instructors in PRT. Physical Training (PT) after hours is strongly encouraged and you will have access to the Kansas State Polytechnic gym located at 2310 Centennial Road, Salina KS 67401.

13. MEDICAL

Salina, KS does not have a military hospital, and Ft. Riley, KS is 50 miles from the RTS-M. If you become sick, you should try and handle it after hours. If a medical emergency arises, you will be taken to Salina Regional Hospital to be treated. The proper paperwork will be filled out at this time so that Line of Duty (LOD) procedures can be done for you when you return to your unit.

14. LOCAL INFORMATION

Look at the City of Salinas website for local information: <http://www.ci.salina.ks.us/>

15. WAIVERS

a. 091-ASIH8 (91B/E/L/S) RECOVERY OPERATIONS (WHEELED) attendees can be:

(1) 91B skill level 1-3

(2) 91E skill level 1-3

(3) 91S skill level 1-3

(4) 91L skill level 1-3

Soldiers that do not meet the requirements listed above must submit an Exception to Policy Waiver, see item c.

b. MOS-Q Soldiers in the rank of E7 or above that need to attend an MOS-Q producing course must submit an Exception to Policy Waiver for attendance, see item c.

c. EXCEPTION TO POLICY WAIVER - An Exception to Policy Waiver request MUST be submitted for each Soldier by the UNIT through their chain of command addressed to the Ordnance Corps Personnel Development Office (PDO) Soldier MUST report with the APPROVED MEMO at the start of the course or will be sent home.

16. 091-6-91-C46 CMF 91/94 ORDNANCE SLC (PH 1 & 2) COURSE SCOPE AND PREREQUISITES

a. Scope: Emphasis is on leadership, verbal and written communication skills, training management, common military skills, logistics management. Training includes Army leadership, Logistics management, GCSS-Army training and Administration functions.

b. Packing list: APFU/IPFU and ACU/OCP.

c. Prerequisites: The completion of SSD3, Commanders Safety Course, Composite Risk Management Operational Course, MSAF 360176 Assessment, GCSS-Army DL all modules.

17. 091-91B10 (R) WHEELED VEHICLE MECHANIC (PH 1 & 2) COURSE SCOPE AND PREREQUISITES

a. Scope: To perform field level maintenance on automotive wheeled vehicles, wheeled vehicle operations, introduction to troubleshooting, fuel system maintenance, electrical system maintenance, powertrain maintenance, chassis, suspension, and steering maintenance, brake maintenance, preventive maintenance checks and services (PMCS), common maintenance subjects, Test Measurement and Diagnostic Equipment (TMDE), publications, maintenance forms, use and care of tools/power tools, and shop safety.

b. Packing list: APFU/IPFU, ACU/OCP, Coveralls, steel toe boots

c. Prerequisites: Capable of performing the Heavy Physical Demand Test (HDPT) while wearing the ACU and Fighting Load consisting of: Body armor with plates, assigned weapon with prescribed number of magazines and ammunition, hydration system, helmet with cover, load carrier, and individual first aid kit. HDPT will consist of push/pull up to 100lbs individually 25 feet, and lift/lower 100lbs 4 feet and carry 25 feet, as part of a two (2) Soldier team while wearing/carrying 80lbs of uniform and combat equipment.

18. 091-91B30-C45 WHEELED VEH MECHANIC ALC (PH 1 & 2) COURSE SCOPE AND PREREQUISITES

a. Scope: Phase 1 provides you with the knowledge and skills required to diagnose automotive AC systems, light, medium, and heavy wheeled vehicles, and material handling equipment. Phase 2 includes common logistics, recovery training, and GCSS-Army training.

b. Packing list: APFU/IPFU, ACU/OCP, Coveralls, steel toe boots

c. Prerequisites: The completion of SSD 2 or Common Core DL or BNCOC Phase 1 Residential, MSAF 360176 Assessment, Commanders Safety Course, Composite Risk Management Basic Course, and GCSS-Army DL. For Phase 2 students, ensure that you have acquired access to Logistics Information Warehouse (LIW) prior to arrival. Use the following link:
https://oampro.logsa.army.mil/oamcustomlogin/faces/index.xhtml?contextType=external&challenge_url=%2Foamcustomlogin%2Ffaces2Findex.xhtml&request_id=2719686705391684482&authn_try_count=0&locale=en_US&resource_url=https%253A%252F%252Fliw.logsa.army.mil%252Fliwportal%252F

19. 091-91C10 UTILITIES EQUIPMENT REPAIRER (PH 2 & 3) COURSE SCOPE AND PREREQUISITES

a. Scope: The course consists of instruction on Maintenance Publications, Shop Math, Shop Safety, Maintenance Discipline, Principles of Electricity, Engine and Mechanical Fundamentals, Soldering, Test, Measurement, and Diagnostic Equipment, Basic Refrigeration Principles and Operations, Refrigerant and

Refrigerant Usage, Small Appliances and High Pressure Systems, Leak Proof Connections, Accessories, Compressors, Defrost Systems, Troubleshoot and Repair of Air Conditioning, Refrigeration and Ice Making Equipment, Automotive Air Conditioning Systems, Fire Suppression Systems, Heaters, EPA Section 608 Core Certification Test, EPA 608 TYPE I & II Certification Test, and EPA Section 609 Certification test.

b. Packing List: IPFU/APFU, ACU/OCP, and steel toe boots.

c. Prerequisites: The completion of 091-91C10 Phase 1 (DL). Capable of performing the Heavy Physical Demand Test (HDPT) while wearing the ACU and Fighting Load consisting of: Body armor with plates, assigned weapon with prescribed number of magazines and ammunition, hydration system, helmet with cover, load carrier, and individual first aid kit. HDPT will consist of push/pull up to 100lbs individually 25 feet, and lift/lower 100lbs 4 feet and carry 25 feet, as part of a two (2) Soldier team while wearing/carrying 80lbs of uniform and combat equipment.

20. 091-91C30-C45 UTILITIES EQUIPMENT REPAIRER ALC (PH 1 & 2) COURSE SCOPE AND PREREQUISITES

a. Scope: Phase 1 course consists of maintenance and repair of air-conditioning and refrigeration equipment, automotive air conditioning systems, refrigerant compressors, fire suppression systems, heaters, and associated lessons on heat transfer, pressure measurement, basic refrigeration principles, small appliances and high pressure systems, refrigerant/refrigerant usage, basic operations, leak proof connections, compressor analysis, EPA 608 and 609 certifications, and electrical maintenance procedures. Phase 2 will consist of Army Values training, common logistics lessons, and technical subjects.

b. Packing list: APFU/IPFU, ACU/OCP, and Steel toe boots

c. Prerequisites: The completion of SSD 2 or Common Core DL or BNCOC Phase 1 Residential, MSAF 360176 Assessment, Commanders Safety Course, Composite Risk Management Basic Course, and GCSS-Army DL. For Phase 2 students, ensure that you have acquired access to Logistics Information Warehouse (LIW) prior to arrival. Use the following link:
https://oampro.logsa.army.mil/oamcustomlogin/faces/index.xhtml?contextType=external&challenge_url=%2Ffoamcustomlogin%2Ffaces%2Findex.xhtml&request_id=2719686705391684482&authn_try_count=0&locale=en_US&resource_url=https%253A%252F%252Fliw.logsa.army.mil%252Fliwportal%252F

21. 091-91E10 ALLIED TRADES SPECIALIST (PH 1 & 2) COURSE SCOPE AND PREREQUISITES

a. Scope: Course consists of instruction on Machining Shop Fundamentals and Safety, Bench-work and Layout Operations, Milling Operations, Lathe Operations, and Band Saw Operations. Phase 2 consists of Oxy-Acetylene Operations; Gas Metal Arc Welding (GMAW); Gas Tungsten Arc Welding (GTAW).

b. Packing List: IPFU/APFU, ACUs/OCPs, and steel toe boots.

c. Prerequisites: Capable of performing the Heavy Physical Demand Test (HDPT) while wearing the ACU and Fighting Load consisting of: Body armor with plates, assigned weapon with prescribed number of magazines and ammunition, hydration system, helmet with cover, load carrier, and individual first aid kit. HDPT will consist of lift/lower 200 lbs. 4 feet as part of a 2 Soldier team (prorated 100lbs per Soldier) while wearing/carrying 80lbs of uniform and combat equipment.

22. 091-91E30-C45 ALLIED TRADES SPECIALIST ALC (PH 1 & 2) COURSE SCOPE AND PREREQUISITES

a. Scope: Phase 1 course consists of instruction on Shop Fundamentals; Oxy-Acetylene Operations; Gas Metal Arc Welding (GMAW); Gas Tungsten Arc Welding (GTAW); and Common Logistics. Phase 2 consists of GCSS-Army training, Lathes operation, and Mill operation.

b. Packing List: IPFU/APFU, ACUs/OCPs, and steel toe boots.

c. Prerequisites: The completion of SSD 2 or Common Core DL or BNCOC Phase 1 Residential, MSAF 360176 Assessment, Commanders Safety Course, Composite Risk Management Basic Course, and GCSS-Army DL.

23. 091-ASIH8 (91B/E/L/S) RECOVERY OPERATIONS (WHEELED) COURSE SCOPE AND PREREQUISITES

a. Scope: You will learn about operating, servicing, and using wheeled recovery vehicles and equipment; to include the procedures used in crane, winching and towing operations of wheeled vehicles. You will also be introduced to the process of how to properly use oxyacetylene cutting equipment, and catastrophic recovery.

b. Packing List: Complete IPFU/ APFU, ACU/OCP, steel toed boots and coveralls. Ensure to have extras of all uniforms because they will get extremely dirty and possibly destroyed. Bring sunscreen, bug spray, and/or any other blocker needed in order to protect yourself; we will be outside for the majority of the time. Prescription glasses are to be used during all field operations, contacts will not be authorized. Safety helmets, safety glasses, hearing protection and safety gloves will be provided during this course. If you have your own safety glasses, hearing protection or gloves (leather palmed) that you would like to bring, that is acceptable. Safety helmets will be used within the RTS-M compound, but when operating vehicles outside of the compound then you will have to wear your issued ACH. Your ACH needs to be with you when you in process for verification that you have it. The RTS-M is not responsible for the serviceability of personal items at the end of the course.

c. Prerequisites: Active Army, Army Reserve, and Army National Guard must have successfully completed Skill Level 1 (SL1) resident training in the Military Occupational Specialty (MOS) 91B, 91E, 91L, or 91S. You must be in the pay grade of E-6 or below to attend ASIH8 training.

24. STUDENT DATA FORM

REGIONAL TRAINING SITE MAINTENANCE STUDENT DATA FORM RTS-M KS Form 1 Dtd: 12 February 14
ALL BLANKS MUST BE COMPLETED BELOW. THIS INFORMATION IS USED TO PREPARE YOUR
GRADUATION PACKET AND TO USE AS AN EMERGENCY DATA FORM WHILE AT RTS-M-KANSAS.

COURSE ATTENDING _____ PHASE _____

Last name: _____ First: _____ MI: _____

Rank: _____ Last 4: _____ Component: NG/USAR/RA/Other Status: AGR/TECH/M-Day (Circle One)

Unit: _____ AKO User Name: _____

Address: _____ City: _____ St: _____ Zip: _____

Unit commander or POC: _____ Unit phone number :(_____) _____ - _____

Home address: _____ City: _____ St: _____ Zip: _____

Married/Single/Divorced (Circle One)

Spouse name: _____ Spouse phone number :(_____) _____ - _____

In case of emergency notify: _____

Phone number: (_____) _____ - _____ Relationship: _____

Medical allergies (bee stings, etc.): _____

Injuries: Hot Weather / Cold Weather / None; When: _____ (Circle One)

Do you have a medical profile? YES / NO If yes please list _____ (Circle One)

Mode of transportation (POV, air, etc.): _____

Are you a passenger with someone using POV: _____ if yes, who: _____

If by air, date and time of departure: _____

Billeting room number: _____ If staying off-post, where can you be reached: _____

PRIVACY ACT STATEMENT (5 USC 522a) AUTHORITY: TITLE 10 USC 3012 PRINCIPLE(S): TO COLLECT
NECESSARY INFORMATION TO ADMINISTER STUDENT PARTICIPATION IN THIS COURSE. ROUTINE USES:
USED TO DETERMINE ENROLLMENT ELIGIBILITY, ESTABLISH & MAINTAIN ACADEMIC RECORDS, IDENTIFY
STUDENT LESSON & EXAMINATION SHEETS, & PERFORM ALL OTHER ADMINISTRATIVE FUNCTIONS