



DEPARTMENT OF THE ARMY
NEVADA ARMY NATIONAL GUARD
421st Regional Training Institute
4600 Alpha Avenue
Reno, NV 89506



STUDENT STANDARD OPERATING PROCEDURE



STANDARD OPERATING PROCEDURES

Summary: This SOP provides guidance pertaining to 421st Regional Training Institute standards, procedures, and other pertinent information.

Applicability: This SOP applies to all students attending courses conducted by the 421st Regiment (RTI).

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1. Purpose: The purpose of this SOP outlines the general policies and explains the required standards of behavior, conduct and performance to students and student leaders while attending courses at the 421st Regional Training Institute. This document provides standards, procedures and other pertinent information. The RTI supports and enforces Army regulations which govern the conduct and appearance of soldiers, the rights of soldiers, and the conduct of Programs of Instruction. The staff fully uses these regulations and will not publish Policy Letters for a subject which currently exists in a Regulation. Students will sign a memorandum stating that they have read and understand the Student SOP and will comply with all guidance as stipulated in the SOP.

2. Emergency Telephone Numbers, Fax Numbers, Mailing Address and Visitor Procedures:

a. The 24-hour emergency telephone number is (805) 431-0347. Persons calling should leave your name, course

title, squad and a number you can reach them. **This number is for emergencies and official use only.** The number to call during normal operating hours is (775) 677-5221 or DSN 530-4222.

b. The FAX number is (775) 677-5203.

c. Your Instructor will receive your mail and deliver it to you. Give outgoing mail to your instructor:

Your address is listed as follows:

421st Regiment
YOUR RANK AND NAME
Course Title
4600 Alpha Avenue
Reno, NV 89506

d. Visitors must report to Building 8201 before they are allowed to see students.

3. Student Conduct: The RTI trains and enforces the standards of the United States Army as prescribed by appropriate regulations, traditions, and directives. It is the student's responsibility to maintain these standards during the course of instruction and throughout their military career. While on and off duty, students will maintain high standards of appearance and conduct. Misconduct may result in immediate disciplinary action and release from the school. A high sense of honor is the mark of a true Military Police and NCO. There is a need for character and integrity in today's military. Recognize this basic requirement for being a Military Police and Noncommissioned Officer. Honor is virtue and fundamental attribute of character which implies truthfulness, integrity, loyalty, courage and self-respect. While admirable in all people, honor is indispensable to a Military Police.

4. Chain of Command:: Your Chain of Command is:

- a. Class Leader
- b. Instructor
- c. Course Manager
- d. Company Commander
- e. Battalion Commander

5. Open Door Policy: All students will seek resolution to their problems through the chain-of-command. If a student cannot resolve a problem in this manner, or if it is of a personal nature, he or she may request to see the Commander.

6. Releases Prior to Course Completion: There are situations that may cause your voluntary or involuntary release from the course. Some of the major reasons are:

a. Academic reasons: Students eliminated for academic reasons may reenter the course when the soldier's unit Commander determines the student should be able to successfully complete the course.

b. Medical reasons: Releases from the course for illness, injury or other reasons beyond the control of the

individual will be without prejudice. An injury or illness resulting in the loss of four or more hours of training, or receipt of a temporary profile that prevents full participation in the course will be released for medical reasons. The Course Manager will provide a written statement to the soldier's unit stating the reason for termination. The soldier is eligible for reenrollment, as soon as possible, after correction of the condition.

c. Emergencies: Students who have family emergencies such as illness or death will be released from the course without prejudice.

d. Students missing more than 8 hours of instruction will be released from the course. The Course Manager will determine if the student is released with or without prejudice based upon the situation.

e. Re-Enrollment: Students eliminated from the course, who attend a second time, must start at the beginning of the course upon re-enrollment. They will not receive credit for any portion of the course previously completed.

f. Discipline reasons:

- 1) Falsification of any documentation
- 2) Cheating on or compromising any examination
- 3) Excessive alcohol consumption
- 4) Insubordination
- 5) Disorderly or immoral conduct
- 6) Indecent conduct
- 7) Fighting or verbal altercations

- 8) Acts which jeopardize the safety of others
- 9) Absence without cause/authorization for leave
- 10) Possession or use of controlled substances
- 11) Possession of personally owned weapons (on Post) or any pyrotechnic devices ammunition (outside the training area)
- 12) Smoking in an unauthorized area
- 13) Fraternalization
- 14) Willful damage to property, personal or government
- 15) Any act that is racial, vulgar, or discriminatory in nature
- 16) Lack of motivation
- 17) Academic deficiencies
- 18) Excessive consumption of alcohol /alcohol consumed within 10 hours of duty
- 19) Any violation of the UCMJ, honor code or the Regimental Standards of Conduct

7. Complaints and Grievances: The Course Manager will normally handle complaints and grievances at that level; however, when necessary, the Course Manager will elevate the problem to the appropriate level.

8. Religious Services: Students electing to attend religious services must obtain class information missed during that period.

9. Sexual Harassment: The school's Sexual Harassment Command Policy letter will be posted in IAW AR 600-20 and DA Pam 600-26. In short, the RTI will not tolerate sexual harassment by students, instructors or staff.

10. Alcohol consumption is authorized, but not must be stopped 8 hours before training is to commence. Students who are found to be intoxicated, "hung over", or consumed alcohol within the 10 hours, will be immediately dismissed.

11. Standards of Evaluation:

a. Students will be evaluated by performance. A performance evaluation tests the student's application and

demonstration of lessons learned. Standards require 100% mastery in a performance evaluation to achieve a "Go". In those instances where a soldier receives a "No Go", the soldier will be counseled, re-trained and then re-tested. Students who receive a second "No Go" will be dismissed from the course. Students who receive a second "No Go" may request an appeal to the Commander.

b. All academic records are maintained in a student file. The records reflect completion of performance

evaluations, task assignments, and daily performance notes on each student.

c. Study halls are available to students at the conclusion of the training day during the Commander's time on the training schedule. This may be imposed at the discretion of the Instructor. Students should assist other students needing assistance. Instructors are available to assist students upon request and will be present for all study halls.

d. Remedial training is mandatory when an Instructor determines a student is falling behind in course material. It is also mandatory when a student receives a “No Go”.

12. Appeals of Release from the Course:

a. The soldier will be notified in writing of the proposed action, consequences of release from the course, and

the right to appeal. Students must appeal, in writing, within 48 hours after receipt of the written notification.

b. Obtain from the student an endorsement acknowledging the counseling session and release from course notice. The notice must also indicate the student’s intent with regard to appeal.

c. Students will forward their appeal to the Commander. The Commander will make final determination for dismissal.

d. Soldiers electing to appeal will remain actively involved in the course pending disposition of their appeals; however, as an exception to this policy, any soldier who is disrupting normal day-to-day operations of the course will immediately return to their unit of assignment.

e. Soldiers released for disciplinary reasons, lack of motivation, or failure to master tasks at sufficient speed to meet course training objectives will have the matter recorded on their DA Form 1059 IAW AR 623-1.

f. There is no appeal for non-enrollment or medical release or cases of emergency.

13. Pass Policy: Students must sign out and in when leaving the post. Students must return to the barracks NLT 2200 hrs. Students failing to return at the appointed time may be dismissed from the course with prejudice.

14. Safety and Risk Management: Students are responsible for ensuring that safety principles are adhered to during training. You will apply common sense to any situation not covered in safety briefings or this SOP. Report all safety hazards immediately. Risk Management principals will be applied to all training situations.

15. Appearance: Maintain uniforms and appearance in accordance with AR 670-1. Soldiers failing to make corrections as directed by the Cadre may be released from the course for disciplinary actions.

16. Physical Fitness Training: Students are required to participate fully in physical fitness training in accordance with FM 21-20. Students with permanent profiles will participate within the limits of their profile.

17. Military Courtesy: Military Courtesy will be strictly adhered to at ALL times.

a. If you meet an officer in the area, salute and give the appropriate greeting

b. When speaking with an officer, you will stand at the position of attention until told to go to "At Ease"

c. In a group or formation, the appropriate student leader will call the group to attention, render the salute and greeting. If no student leader is present, the first soldier to see officer will take charge

d. If an officer enters the barracks, the first soldier to see him will call the group to attention

e. If an officer or Senior NCO enters the classroom, training will continue. Do not announce their presence or call the room to "Attention"

f. When you meet a senior NCO, you will render an appropriate greeting.

g. When speaking with a senior NCO or Cadre, you will stand at the position of "At Ease"

18. Student Leader Responsibilities: The Student leader is chosen as the senior person attending the course. Student Leaders will not be evaluated for their leadership abilities. This position will not be indicated on their DA form 1059. Students Leaders will:

a. Strictly enforce the student SOP and all Army Regulations

b. Informally counsel soldiers who fail to enforce the standards of this SOP or Army Regulations

c. Advise Instructor or Course Manager of any student disciplinary actions

d. Responsible for barracks and classroom clean-up detail

19. Barracks Policy:

a. Beds must be made in all billeting areas each day. Appearance must be uniform

b. Lock all wall lockers

c. The use of tobacco products is prohibited inside the barracks. All "spit" cans or like are forbidden in the barracks area

d. At a minimum, soldiers at all times will wear a T-shirt, running shorts, and shoes

e. Lights are out at 2200 hrs

20. Classroom Policy: Students are required to clean the class every. The Class Leader is responsible for assigning classroom clean up duties.

a. Keep the classroom clean and neat throughout the day

b. Sweep, mop, or vacuum floors daily

- c. Dust
- d. Clean and straighten the break area
- e. Clean table tops
- f. Straighten and organize reference materials
- g. Clean white boards and chalk boards
- h. Take out trash and replace liners
- i. Clean Restroom
- j. The use of food, gum and beverages are at discretion of the Instructor
- k. Tobacco products will be used only outdoors in designated areas
- l. Any other duty assigned by the Student Leader or Cadre.

21. Personal Time: Students are authorized to wear civilian attire during this time. Personal time is a privilege not a right. Soldiers found violating any local SOP policy or Army Regulation may, at the Cadre's discretion, revoke pass privileges and restrict to the barracks.

22. Study Hall: At a minimum of 30 minutes of Study Hall is required. It is the soldier's opportunity to review any notes they have and prepare themselves for the following day's lesson plans. An instructor will be available to answer any questions, but will not lead any formal instructions. The Class Leader is the facilitator of the Study Hall, but is not responsible for any formal instruction. Study Hall time is when retraining or retesting is conducted and is dependent on the number of students and tasks that need to be performed.