



DEPARTMENT OF THE ARMY
NEVADA ARMY NATIONAL GUARD
1/421st Regional Training Institute
4600 Alpha Avenue
Reno, NV 89506



STUDENT STANDARD OPERATING PROCEDURE



05 June 2010

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 is to outline the general policies and explain 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:

- a. 24-hour emergency: (775) 677-5220
- b. Battalion Operations: (775) 677-5222
- c. Fax: (775) 677-5203.
- d. Red Cross: 1-(877)-272-7337 (toll free).

3. Postal Services:

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

b. Your address while attending courses here is:

421st Regiment
YOUR RANK AND NAME
88M Course
4600 Alpha Avenue
Reno, NV 89506

4. Visitation:

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

5. 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 Transportation Operator. There is a need for character and integrity in today's professional military. Recognize this basic requirement for being a Soldier

and Noncommissioned Officer. Honor is a virtue and fundamental attribute of character which implies truthfulness, integrity, loyalty, courage and self-respect. While admirable in all people, honor is indispensable to the Military Transportation Corps.

6. Chain of Command:

- a. Squad Leader
- b. Class Leader
- c. Instructor
- d. Senior Instructor
- e. Course Manager
- f. Company Commander
- g. Battalion Commander

NCO Support Chain:

- a. Squad Leader
- b. Class Leader
- c. Instructor
- d. Senior Instructor
- e. Course Manager
- f. Branch Chief
- g. Commandant

7. 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 Course Manager or Commander.

8. 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 cause for 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 4 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 who had been dis-enrolled in previous courses, will be re-enrolled into the phase of training the student was last attending.

f. Discipline reasons:

- 1) Falsification of any documentation
- 2) Cheating on or compromising any examination
- 3) Excessive alcohol consumption/ alcohol consumed within 10 hours of duty
- 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) Any violation of the UCMJ, honor code or the Regimental Standards of conduct
- 19) Trouble shooting or Sharpshooting Instructors or staff
- 20) Sexual assault or Sexual harassment

9. 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.

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

11. 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.

12. Alcohol Policy: Alcohol consumption is authorized, but **MUST BE** stopped 10 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.

13. 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.

- a. (Cont.) 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”.

14. 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 Commandant. The Commandant 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 medical release or cases of emergency.

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

16. 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.

17. 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. The authorized headgear for Nevada is patrol cap year round.

18. 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.

19. 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 member, you will stand at the position of "At Ease".

20. Student Leader Responsibilities: The Class Leader and Squad Leaders are chosen by the Senior Instructor. Student Leaders will be evaluated for their leadership abilities. These positions will be indicated on their DA form 1059. Student 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

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- d. Responsible for barracks and classroom clean-up detail

21. 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 items are forbidden in the barracks area
- d. At a minimum, Soldiers at all times will wear a T-shirt, running shorts, socks, shoes and PT belt.
- e. Lights are out at 2200 hrs

22. Classroom Policy: Students are required to clean the class every day. 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, this also includes smokeless tobacco (no “spit” cans).
- l. Any other duty assigned by the Student Leader or Cadre.

23. 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.

24. Study Hall: At a minimum 30 minutes of Study Hall is required daily. 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.

25. After Actions Review: After Action Reviews are conducted by the instructor after each practical exercise, testing and training event. The Class leader will conduct daily AAR. The instructor cadre will not be present during this time in order to obtain open and candid responses. FM 7-0 is the guidance for all AAR's. Students take notes during the training day to facilitate the AAR. The AAR is not a time for grievances. Grievances should be addressed immediately to an instructor cadre or the course manager. The End of Course Critique is completed at the end of the course and submitted to USAMPS for review.

26. Weapons Cleaning: Weapons cleaning is not done during Point of Instruction (POI). All Students will clean and maintain their individual and crew served weapons. Class Leaders will be responsible for inspecting all weapons prior to turning into the arms room. Cleaning material and lubrication will be provided by the Course Manager. Only approved cleaning agents will be used.

27. Operating Vehicles: Students operating a military vehicle will have with them at all times their military operators permit and civilian drivers license. Negligent and careless driving may be grounds for dismissal from the course. Vehicle PMCS will be documented on a DA Form 2404 / DA 5988 IAW the appropriate 10 level TM prior to utilizing the vehicle. All military vehicles will be dispatched on a DD Form 1970. A Kevlar/ACH will be worn while operating any tactical vehicle. Seat belts will be worn at all times regardless of being in a non-tactical or tactical vehicle. A safety brief will be conducted prior to any movement by the instructor staff. Posted speed limits and local traffic laws will be adhered to at all times.