



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
2-183^D REGIONAL TRAINING INSTITUTE
2101 EAST PARADE AVENUE
FORT PICKETT, BLACKSTONE
VIRGINIA, 23824

NGVA-RTI-B

DATED

MEMORANDUM FOR RECORD

Subject: Memorandum of Instruction for Students of Motor Transport Operator Class

1. Congratulations on your selection to attend The Motor Transport Operator Course at 2nd BN (TC) 183rd REGT (RTI) Fort Pickett, Virginia. This course is conducted during an Active Duty Training period. The course includes training on M1075A1 PLS and M1076 Trailer Combination, and M915 Series Tractor and Trailer.

2. Report times for Phase I and Phase II are from 1300-1800 on the report date. You will report to Regimental Training Institute (RTI) located on East Parade Ave, Building 2101, Room 211, upstairs in the Transportation Hall. In-processing will be conducted upon your arrival. We want to ensure that you are totally prepared to attend and successfully complete this course. If your attendance status changes prior to the report date, or if the report in time presents a problem, immediately notify the school by contacting the Course Manager, (contact information provided below.) Lodging and dinner are provided for students starting on the report date. You must have a valid ID card to get onto Fort Pickett.

3. If you are using commercial modes of transportation please notify 2nd BN RTI no later than 72 hours prior to the report date. Advise us of your travel plan so we can arrange for a RTI shuttle to transport you to Fort Pickett.

a. Please email the Course manager about your commercial travel plans to include: date of travel, time of flight landing or bus arriving and your flight number or bus number.

b. If air travel is authorized, you are required to use Richmond International Airport. A RTI shuttle will be provided to transport you to Fort Pickett. Upon arrival, remain in the baggage claim area or the USO until the shuttle arrives.

c. If bus travel is authorized, the nearest bus station is located in Petersburg, Virginia. Upon arrival please wait, a RTI shuttle will be provided to transport you to Fort Pickett.

d. If authorized POV travel, enter 2101 East Parade, Blackstone VA 23824 into your GPS (or see Encl 3.) Please note: Students must meet the safety equipment and licensing requirements of AR 600-55, AR 385-10, DODI 6055.05, DA PAM 385-10.

e. Statement of Non-Availability for cab fare is not authorized.

f. Please be advised. If you do not inform us of your transportation we will not know to send a shuttle. If you experience any travel delays, please notify the Course Manager as soon as possible.

4. 4. During in-processing all paper work will be verified for completeness and accuracy, and we will verify you have the required clothing and equipment (See Encl 4.)

a. You are required to have all documentation requested on the in-processing checklist (See Encl 1). Notes about the In-Processing Checklist:

(1) A valid state license must not expire prior to completion of the course.

(2) Soldier must be registered in GCSS Army by their unit prior to arrival.

(3) Copy of orders must reflect the dates for the entire length of the course. Please note that if your orders run through the entire length of Phase I and Phase II, you will not be paid until the end of the course. To avoid pay issues, request that your orders be cut for Phase I, then for Phase II in order to receive pay at the end of each phase.

(4) You must have a completed OPAT before coming to the course. If you do not meet the current OPAT level to be an 88M (which is heavy), you will not be enrolled into this course.

b. You must complete a COVID-19 Medical History Form (See Encl 2) before you arrive at RTI. You must also have your own personal masks to wear for the duration of the course. The mask should be one solid color or OCP / Camo.

5. General Policies and Procedures:

a. All visitors/students will check in and out at building 2101.

b. Male billets are OFF LIMITS to female personnel. Female billets are OFF LIMITS to males. Fraternization will not be tolerated and will be grounds for immediate dismissal.

c. Cadre/Staff quarters are OFF LIMITS to all students, unless an emergency situation exists.

d. The conduct of students is to be exemplary at all times. Loudness, discourtesy or horseplay are considered unbecoming and will not be tolerated. Radios, TVs, and etc. will not be played after lights out.

e. Safe-guarding of valuables, i.e. watches, money, and equipment is the student's responsibility. You are discouraged from bringing valuables to this course.

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SUBJECT: MOI for Students of Motor Transport Operator Class

f. Student areas will be maintained in high state of police at all times. This includes grounds and quarters.

g. Consumption of alcoholic beverages is prohibited in the RTI area. Smoking is restricted to designated areas only.

h. No unit specific uniform items will be worn while attending the course.

i. The possession of privately owned firearms within the boundaries of Fort Pickett is prohibited.

j. Manuals and materials are provided for student's use during the conduct of the course. Issued manuals and materials will be collected prior to student out-processing.

6. Additional course information can be found in ATRRS Course Catalog. Our School Code is 1020.

7. Point of Contact are Phone: 434-292-8422 (Branch Chief), Phone: 434-298-5987 (Readiness), Phone: 434-292-8597 (Training)

//Original Signed//
MSG, USA
Chief Instructor