



**DEPARTMENT OF THE ARMY**  
**ILLINOIS ARMY NATIONAL GUARD**  
Headquarters 129<sup>th</sup> Regiment (Regional Training Institute)  
1301 North MacArthur Boulevard  
Springfield, Illinois 62702-2317

REPLY TO  
ATTENTION OF:

NGIL-RTI-OPS

01 January 2016

MEMORANDUM FOR Incoming Students to the 129th Regiment (Regional Training Institute)

SUBJECT: Welcome Letter

1. Welcome to the 129th Regiment, Regional Training Institute (RTI) located in Springfield, IL. You have been reserved to attend training at one of the finest military institutions in the United States Army. We have a proud history of conducting 92G, 25U, and 88M MOS-T; Officer Candidate School (OCS); Modern Army Combatives (MACP); Army Basic Instructor Course (ABIC); Small Group Instructor Training Course (SGITC); 68W Sustainment; Combat Lifesaver; and the Company Commander First Sergeant Pre-command Course. This letter of instruction will provide you with information regarding your course, travel to Illinois, and student requirements.
2. Students using airline transportation must schedule their flights to and from utilizing the Springfield, Bloomington, or Peoria airports to ensure all course instruction is accomplished. Do not schedule arrival or departure at any other location. For your information, Camp Lincoln is a 5-minute drive from the Abraham Lincoln Capital Airport in Springfield. If you are unable to get a flight into Springfield, Bloomington and Peoria are the next available airports. While Bloomington is a 60-minute drive and Peoria is a 75-minute drive, the 129th RTI will provide ground transportation on a limited basis to Bloomington and Peoria. Soldiers may experience a 1 to 2 hour wait for transportation to Springfield from these two locations.
3. As soon as you receive your commercial travel schedule (airline, bus, or train schedule) please inform the 129th RTI of your itinerary via one of the following methods.
  - a. You may fax or email a copy of the schedule to the RTI at fax (217) 761-3337 or russell.l.creviston.mil@mail.mil attention 1SG Russell Creviston. If you do not have access to a fax machine please call during normal duty hours (0800 - 1630 central time), at (217) 761-1234. If there is no answer, leave a message with the following information: your name, the course you will be attending, your flight, bus or train number, the time of arrival and city you in which you will arrive.
  - b. If you do not fax, call or leave a message, you can expect a wait of up to 6 hours. We are not able to provide continuous shuttle support from the terminals to the RTI.
  - c. If you are traveling by any form of commercial transportation, you must wear civilian clothes while traveling.

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4. If you are traveling via privately owned vehicle (POV), please call and inform us of your travel plans and estimated time of arrival at Camp Lincoln. For force protection purposes, we recommend that you wear civilian clothes while traveling via POV.

a. You will be required to provide proof of insurance and a valid driver's license when you sign in.

b. Illinois has a mandatory seat belt law, so you will wear your seat belt while in Illinois.

5. When you arrive at Camp Lincoln, report directly to the front desk at the IMA to secure your billeting. See course specific enclosure to this letter of instruction for your report time and uniform. The IMA is staffed 24 hours per day, 7 days a week. Lodging costs for BEQ rooms are \$30 for a double occupancy room, \$35 for a single occupancy room (if available, for E-7 and above only). Students are required to have a Government Travel Card to pay for the room. The cost for rooms is considered "government lodging" and is reimbursable through Defense Travel System (DTS). Rooms have internet access, a refrigerator, microwave, and a television. The IMA provides students with sheets, a pillow with pillowcase, and towels.

a. The IMA has a dining facility, and the 129th RTI provides three meals a day at no cost during your course. If you have special dietary needs due to religious beliefs or medical requirements, please call before your arrival so we can make the necessary arrangements.

b. IMA provides a laundry facility at no cost to you. You must provide your own detergent. Commercial laundry and dry-cleaning is available at the local rate.

c. There is free wireless internet in the IMA.

d. Mailing address while staying at the IMA is

Headquarters, 129th Regiment (RTI)  
Course Name  
(YOUR NAME)  
1301 N. MacArthur Blvd  
Springfield, Illinois 62702-2317

e. Weapons and pets are not allowed on post and are not allowed in the IMA.

f. In the event of fire all personnel will leave their workspace and report to the Rally Point #2 on the east parking lot of the IMA building in a calm and efficient manner. Do not utilize elevators for building evacuations. The last person to exit the

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room/workspace will turn off the lights and close the door. This will assist in clearing the floor by signifying the room is clear.

g. In the event of tornados/severe weather watch all personnel will leave their work space calmly and efficiently manner to the IMA auditorium (room A122) or the basement as IMA Facility Staff directs. The last person to exit the room/workspace will turn off the lights and close the door. Do not utilize elevators for building evacuations. Personnel will be taken to a place to cover shelter in spaces without external windows.

h. Males will only share rooms and latrines with other males, while females will only share rooms and latrines with other females. Males will not occupy the same room as females (vice versa) unless the room door is propped open to allow a clear view of the interior.

i. In accordance with Camp Lincoln and ILARNG policy, there is no alcohol allowed at the Illinois Military Academy. Camp Lincoln security personnel may refuse access to Camp Lincoln to any individual(s) who physically demonstrate an alcoholic impairment, and in severe cases, will contact civil authorities. Witnesses to violations of this alcohol policy will report the violations to the IMA facility manager. The 129th RTI will report, through appropriate security channels, to the individual's Unit Commander or Commander of the ILARNG incidents that result in illegal activity, injury or damage to property or general disorderly conduct. Users of the IMA are still subject to applicable civilian and military laws.

6. See course specific enclosure for report time, reporting uniform, in-processing expectations, and authorized departure time.

7. All students are required to bring the following items to verify that you meet the prerequisites of the course, and to ensure you are able to successfully complete the course without distractions.

- a. One copy of your orders, pay orders, and or DTS produced DD Form 1610.
- b. Current military identification card with an active pin number for accessing AKO for digitally signing and set of ID tags.
- c. Current Physical Health Assessment with over 40 screening (MEDPROS printout), if applicable.
- d. Copy of permanent profile(s) (DA Form 3349), if applicable. If you have a P3 or P4 you need to bring a MMRB and appropriate waiver with you.
- e. Government Travel Card that is active and ready for use.

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8. Students attending DA Form 1059 producing courses may be administered an initial height and weight /body composition screening IAW AR 350-1, para 3-13d. Reference the course specific enclosure for further details.

9. Uniform requirements

a. ACU (UCP or OCP pattern) with patrol cap is the daily duty uniform. Uniforms will meet the standards established by AR 670-1 and ALARACT messages. Uniforms will be complete, to include shoulder patches, U.S. Army, and name tapes. ASU uniform is not required for any course except for OCS. All students must meet grooming standards IAW AR 670-1 upon reporting.

b. The IMA has a gym for your use. The Improved Physical Fitness Uniform is required for class-organized physical training. Students will be given time to conduct physical training on their own and you are authorized to conduct physical training on your own time in appropriate civilian exercise attire.

c. See the enclosed course specific information for packing list items that must accompany you to your course. If your unit issues you these items, you must bring them with you. Make sure these items fit properly and that they are in serviceable condition.

10. Memorial Medical Center at 701 N 1st St, Springfield, IL 62781 is the facility you are required to use for emergency and non-emergency medical treatment. If you go on sick call while attending a course, you will pay for any prescription medicine you may require. The Army will directly reimburse you for your expenditures from TRICARE. The S1 will help you complete the form TRICARE requires for the reimbursement when you return from sick call. The RTI S1 section will assist you in completing the form, but you have the responsibility to send it forward to your unit. Please remember to keep all receipts.

11. The emergency numbers you will use during normal duty hours are (217) 761-1226/1220/1213 and for evenings is (217) 761-1200. Only use these numbers in the case of an emergency.

12. You must report to the course with a Government Travel Card to pay for your billeting. Since inclement weather is possible while traveling to and from Illinois, be prepared to pay for a night in a motel, taxi fares, and additional meals enroute. There is an ATM in the lobby of the IMA for your personal monetary requirements. Your unit of assignment will resolve pay problems.

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13. There is a post exchange on Camp Lincoln that sells a limited amount of military uniform accessories, snack foods, and drinks. Hours of operation are 0900-1500 Monday-Friday.

14. We do not provide a shuttle service to the local community of Springfield. A taxi service is available. A link to the City of Springfield website is below. You can access it to find information about the city and its services. <http://www.springfield.il.us> .

15. If you are unable to attend the course for which you are receiving this welcome letter, contact your unit immediately. Your unit will cancel your reservation for the course.

16. Point of contact for any information regarding course information is the undersigned. Please call commercial (217) 761-1234 or email: [russell.l.creviston.mil@mail.mil](mailto:russell.l.creviston.mil@mail.mil)

FOR THE COMMANDER:



RUSSELL L. CREVISTON  
1SG, USA  
Regimental Operations NCO

Encls

1. Course specific information
2. Camp Lincoln map
3. RTI directions and phone numbers
4. Houses of worship

Welcome Letter Enclosure 1  
25U (Signal Support System Specialist) Course Information

1. Prerequisites (25U10): Students who enroll in the 25U10 Signal Support Systems Specialist MOS-T course must possess the following qualifications for initial award of MOS

a. A physical demand rating of moderately heavy.

b. Physical profile of 111221.

c. Qualifying scores.

(1) A minimum score of 95 in aptitude area EL and 95 in aptitude area SC in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior 02 January 2002.

(2) A minimum score of 93 in aptitude area EL and 93 in aptitude area SC on ASVAB test administered on and after 02 January 2002 and prior to 01 July 2004.

(3) A minimum score of 93 in aptitude area EL and 92 in aptitude area SC on ASVAB tests administered on and after 01 July 2004.

d. Normal color vision

e. A security eligibility of SECRET is required for the initial award and to maintain the MOS.

f. Enlisted personnel in grades E1-E7 requiring MOS 25U10 reclassification training and meeting the requirements of DA PAM 611-21.

2. Purpose: Provide skills and knowledge required to install, troubleshoot and perform field level maintenance on manual and automated signal support systems and terminal equipment, deploy and operate dedicated re-transmissions stations in a tough, realistic Operational Environment (OE) focuses on technical and tactical skills.

a. Phase 1: (Module A of the POI consists of 112 hours) this resident portion of the course is administered in Active Duty for Training during first portion of 2 by 2 structured training. The student will acquire the skills and knowledge to install, troubleshoot, and perform field level maintenance (FLM) on manual and automated signal support systems and terminal equipment to include: routers, switches, and Local Area Networks (LANs); acquire skills in Information Assurance Awareness (IAA), knowledge of Operational Security (OPSEC), configure A+ Hardware and Software, N+ Network Essentials, Microsoft Operating System and Outlook, TCP/IP and Subnetting; training on Automated Information Security (AIS); use of technical manuals and publications.

b. Phase 2: (Module B,C, & D consist of 112 hrs) This resident portion is conducted during the Active Duty for Training during the active Duty for Training segment of the training year. The student will acquire the skills and knowledge to install, troubleshoot, and perform field level maintenance (FLM)

on manual and automated signal support systems and terminal equipment to include: Army Battle Command Systems (ABCS)- Tactical Internet Management System (TIMS) and Command Post of the Future (CPOF), Standardized Integrated Command Post System (SICPS), Digital Tactical Operations Center (DIOC), AN/PSN-11 and AN/PSN-13 Global Positioning System (GPS), Force XXI Battle Command Brigade and Below (FBCB2 System, Single Channel Ground and Airborne Radio System (SINCGARS) family, AN/PRC-117 ( ) Tactical Satellite (TACSAT) Radio, Team/Squad Radios; Commercial-Off-the-Shelf Computers (COTS), AN/PYQ-10 Simple Key Loader (SKL), AN/PRC-148 Joint Tactical Radio System (JTRS) Enhanced Multi Band Inter/Intra Radio (MBITR) (JEM); use of Test Measurement and Diagnostic Equipment (TMDE), maintenance forms, records, technical manuals and publications; students participate in a Brigade-wide Capstone/Field Training Exercise (FTX) to reinforce technical skills.

3. It is recommended that students visit the Army e-Learning website to access and complete the recommended reading assignments in SkillPort prior to attending the highly technical Phase 1 training. The student is provided training on the use of computers and networking. The steps for accessing these courses are:

a. Go to: <https://usarmy.skillport.com/SkillPortFE/login/usarmylogin.cfm>

b. Create an account or log in if you are a current user

(1) Getting Started with Windows 7

(2) Installing, Upgrading, and Migrating to Windows 7

(3) Monitoring, Backing Up and Restoring Windows 7

(4) Configuring Network Connectivity in Windows 7

(5) Resolving Issues with Outlook and Outlook Express – ID# 214818

(6) Interconnecting Cisco Networking Devices Part 1 – ID# CC-ICNE

(7) Interconnecting Cisco Networking Devices Part 2 – ID# CC-ICNF

(8) OSI Upper Layers –ID# 64165

(9) OSI Lower Layers –ID# 64163

(10) CompTIA Network+ 2012 - ID# CS-CTMT

(11) Resolve Issues with the Operating System and Office Applications –ID#214710

(12) Resolving Issues with Hardware and Network Connectivity –ID# 214830

#### 4. Student Packing List

- a. Six pairs of undergarments, six T-shirts, six pairs of socks (black or green), personal hygiene items, shower shoes.
- b. Prescribed medication – ensure you bring enough for the duration of this course.
- c. No less than 3 sets of ACUs w/patrol cap.
- d. 2 pairs of boots IAW AR 670-1
- e. IPFU uniform (complete) w/running shoes. NOTE: Must be IAW AR 670-1.
- f. Civilian clothes
- g. Laundry detergent (washers and dryers are provided)
- h. Pens and pencils
- i. Notepads, normal lined and ¼" graph paper recommended
- j. Camelback/Water Source
- k. ACH
- l. Safety eyewear
- m. Cold weather gear
- n. Government travel card (NOTE: Government travel card is a REQUIRED item)
- o. Green fleece jacket is only authorized fleece
- p. It is recommended you bring a government or personal LAPTOP for study purpose.
- q. Wet weather gear will also be needed, depending on timeframe and weather conditions. There will be training conducted outdoors.
- r. bug spray
- s. sunscreen

- NOTE: The PX located on Camp Lincoln does not keep a full stock of military issue or essentials items.

5. REPORTING: It is imperative that you arrive and in process at the Illinois Military Academy (IMA) on Camp Lincoln between 1300 and 1600hrs of your scheduled report date.

6. INPROCESSING: The IPFU will be the required uniform. You must present ALL of the following documents to the 129<sup>th</sup> RTI staff at this time;

- a. One copy of your orders, pay orders, and/or DTS produced DD Form 1610.
- b. Current military identification card with an active pin number for use during the class.
- c. Current Physical Health Assessment with over 40 screening (MEDPROS printout), if applicable
- d. Copy of permanent profile(s) (DA Form 3349), if applicable. If you have a P3 or P4 you need to bring a MMRB and appropriate waiver with you.
- e. One copy of your JPAS or a state drafted verification letter with acknowledgment that you possess a SECRET security clearance.

7. DEPARTING: On your course end date from the 129<sup>th</sup> RTI, please schedule flights no earlier than 1200 hrs. We will provide transportation to airport locations.

8. You may contact 25U10 MOS-T Reclassification Course Manager at 217-761-1226 or via email at [brandon.s.taylor1.mil@mail.mil](mailto:brandon.s.taylor1.mil@mail.mil).

# Camp Lincoln

1301 North MacArthur Blvd

Springfield, IL 62707

Sangamon County



## Legend

- Restricted Parking
- General Public Parking
- Installation Area
- Building
- Sidewalk
- Roadway

Camp Lincoln Entrance

Parking

No Parking

Handicap Parking

Permit Parking

Main Entrance

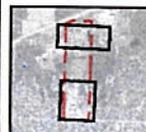
PHA Clinic

No Entry

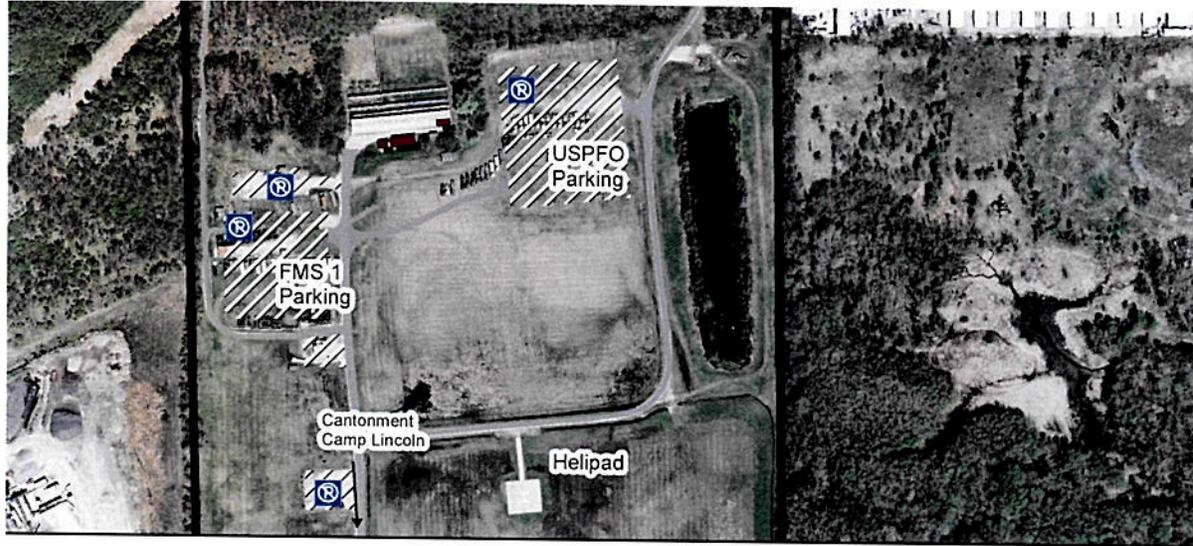
- 01 Joint Forces Headquarters
- 02 North Readiness Center
- 03 USPFO Logistics
- 04 CSMS
- 05 Central Issue Facility
- 10 South Readiness Center
- 11 State Warehouse
- 20 Storage Building
- 21 Storage Building
- 22 Museum Storage
- 25 FMS 1
- 28 Allied Trades
- 30 Museum
- 31 Museum Admin Bldg
- 32 USPFO Storage
- 35 Facility Maintenance Shop
- 39 Illinois Military Academy
- 53 State Aviation Office
- 54 Safety & Occupational Health
- 73 Entrance Control Point

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Sangamon County  
 Springfield  
 Camp Lincoln



This illustrative conceptual plan not intended as a design document



Down Range Camp Lincoln

NOT TO SCALE

NOT TO SCALE

Cantonment Camp Lincoln

