



DEPARTMENT OF THE ARMY  
3<sup>rd</sup> MULTI-FUNCTIONAL BATTALION  
129TH REGIMENT (REGIONAL TRAINING INSTITUTE)  
1301 NORTH MACARTHUR BOULEVARD  
SPRINGFIELD, ILLINOIS 62702-2317

NGIL-RTB-RD

21 April 2013

MEMORANDUM FOR Small Group Instructor Training Course (SGITC) Students

SUBJECT: Memorandum of Instruction for SGITC Class 001-13, From 24 June 2013 thru 28 June 2013

1. Congratulations on your selection to attend Small Group Instructor Training Course (SGITC) at the Illinois Military Academy (IMA). We will provide the very best instructors supported by a professional support staff. Your success will depend on your willingness to learn the material and maintain a positive attitude. Our goal is to provide you with the best training and to award you a diploma at the conclusion of the course.

**\*\*All students report NLT 0800 on 24 June 2013 in APFU.**

2. REQUIREMENTS: If you are unable to attend all course dates, contact your unit immediately for cancellation from this course. If you are on profile you will need to bring a copy of your DA Form 3349.

3. ORDERS: Your orders are the responsibility of your unit; you must report to the course with a copy of your orders. You will not be able to in-process without them. AGR / FTNGD-OS Soldiers stationed at Camp Lincoln will not be required to have orders.

4. PERSONAL APPEARANCE: Students not complying with uniform appearance will be denied enrollment, until such time, as they comply with the standard. Camp Lincoln has no PX, clothing and sales, barber, or tailoring facilities.

5. COURSE SCOPE: This course is for all Soldier's, who have satisfactory completed a TRADOC approved Instructor Training Course.

a. The emphasis of SGITC is learning by doing. The course provides you with knowledge of group effectiveness as it relates to learning. The **process of learning** is what is most important. The content is helpful but is not the true focus of the course. The final exercise defines the process and not the content. You will utilize the adult learning model, which involves the various stages of group development and your key role as an instructor/facilitator. Forces that can affect learning such as perceptions and effective communication styles are key areas of the Small Group Instruction (SGI) process. You will perform a self-assessment. You will be provided several opportunities to experiment with different instructing techniques and

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facilitating methods. Several unique practical exercises enforce using the most beneficial SGI method for the situation.

b. Performance evaluation standards are based in part on a lesson that you select or are assigned during the course orientation. You will present a minimum 45 minute class containing an introduction, part of the content which best lends itself to the various SGI methods by selecting appropriate enabling learning objectives (ELOs) or learning steps, and a final review or closure using the AAR process. The evaluation includes your preparation, SGI methods, instructional techniques, facilitation, intervention, and ability to transition the group's attention from content to process issues and incorporation of the adult learning model.

c. Be prepared to participate in class discussions, as group success will only occur through the active participation of all group members. A copy of the training schedule (Enclosure) is also included for your reference prior to class beginning. A student reference book will be issued to you on the first day of the course (Chapter 1-5 of your Student Guide).

d. It is also recommended you bring a laptop computer if you have one. If you do not have access to one, there are computers that you can use at the IMA in our Distance Learning Lab (DLL). Thumbdrives are not allowed for use on any of the military networks at the IMA. You can use them in your personal computers and the stand-alone computer that will be available to you in the classroom. For this reason it is recommended that you bring blank CDs with you if you need to print materials. The RTI will have a very limited number of CDs available for use.

6. QUARTERS: Billeting will be provided at the IMA. **You MUST call 217-761-1200 or 1201, the IMA Reservation Desk to make your own reservations**, make sure you identify yourself as an SGITC student. Lodging cost for BEQ rooms is \$15 for a double occupancy room, \$20 for a single occupancy room (if available). **You must pay for your lodging by cash, check or credit card.** This cost is reimbursable through DTS. BEQ rooms have internet access, a refrigerator, and a television. Students will be provided sheets, a pillow with pillowcase, and towels. Non-availability statements will not be issued. Alcohol, illegal drugs, ammunition, pyrotechnics, fireworks and firearms are prohibited. Vehicles and personnel are subject to search while on Camp Lincoln.

7. MEALS: Meals will be provided at no cost the entire duration of the course beginning with lunch on the 24 June 2013. AGR soldiers will be required to pay for their meals if they choose to eat in the DFAC. The cost for this is \$7.50.

8. UNIFORM/EQUIPMENT REQUIREMENTS: Contact your unit to get any equipment to conduct your classes. Duty uniform is ACU s with patrol cap and will be worn IAW AR 670-1 standards. APFUs will be worn for inprocessing only. Appropriate civilian attire is authorized for off-duty hours. It is suggested that you bring a 3 inch three-ring binder to hold your student materials that will be handed out on the first day.

9. PAY AND ALLOWANCES: Your unit will process your pay. You will not receive pay or allowances while you are at Camp Lincoln. Please bring enough funds to defray any personal or

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incidental costs that you may incur during your stay. Camp Lincoln does have an ATM available on post; it is located in the lobby of the IMA facility.

10. LOCAL COMMUNITY INFORMATION: <http://www.visit-springfieldillinois.com/>

11. REPORTING INFORMATION: Report in your Army Physical Fitness Uniform (APFU) to the IMA; located at 1301 North MacArthur Blvd, Springfield, IL 62702. In processing for SGITC starts promptly at 0800, on 24 June 13. Quarters are available starting the evening of 23 June 13, if you are not within commuting distance.

12. ITEMS REQUIRED FOR IN-PROCESSING :

a. DA Form 1059 (Academic Evaluation Report) showing satisfactory completion of a TRADOC approved Instructor Training Course.

b. 2 copies of your orders

c. Current/valid Military ID.

d. A copy of DA Form 3349 (Permanent Profile) and your memorandum from the Medical Review Board, if applicable. Refer to TRADOC Regulation 350-18, page 37, paragraph 3 21d.

e. Failure to provide the above items may prevent enrollment. Contact your unit for assistance.

f. Camp Lincoln is NOT an Active Duty Post and does not have any of the following facilities: Full PX, Finance Office, Clothing and Sales, Commissary, and a Barber Shop.

13. MEDICAL FACILITIES: Memorial Medical Center in Springfield is the closest available medical facility, which is located less than 2 miles from this facility. If you require daily medication, bring sufficient supplies to last the duration of the course.

14. GRADUATION EXERCISES: The graduation exercise is mandatory for all students who successfully complete the course. Graduation time are published on the training schedule. The graduation uniform is ACUs.

15. MAILING ADDRESS:

RANK & NAME

129<sup>th</sup> Regiment (RTI)

SGITC 001-13

1301 North MacArthur Blvd

Springfield, IL 62702

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16. ADDITIONAL INFORMATION: Additional information concerning our course can be located in DTMS.

17. EMERGENCY PHONE NUMBERS: If a student has an emergency that would require them to leave the course for any duration of time, the American Red Cross must be contacted at (800) 382-6382. The Red Cross will verify the emergency and then contact the schoolhouse to arrange release of the student. School POC and Contact information will be provided to students during in processing.

Again, congratulations on being selected to attend our course. If you have any questions concerning the course please call the SSG Daniel Brown at 217-761-1245, email [daniel.r.brown7.mil@mail.mil](mailto:daniel.r.brown7.mil@mail.mil)

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MARK WHITLOCK  
LTC, IN, ILARNG  
Commander