



**ILLINOIS ARMY NATIONAL GUARD**  
129<sup>th</sup> Regiment (Regional Training Institute)  
2-129<sup>th</sup>, (MF) BN, 129<sup>th</sup> Regional Training Institute  
1301 North MacArthur Boulevard  
Springfield, Illinois 62702-2317

REPLY TO  
ATTENTION OF

ILARNG-RTB-25U10

20 May 2013

MEMORANDUM OF INSTRUCTION

SUBJECT: 113-25U10 (R) MOST Phase 1-2 (ADT) Student Welcome Letter

1. **Introduction:** On behalf of the 2<sup>nd</sup> Multi Functional Training Battalion (MFTB), 129<sup>th</sup> Regiment (RTI), I would like to take this opportunity to welcome you to the 113-25U10(R) Phase 1-2, Class XXX-XX. **Phase 1 will report on DD MONTH YYYY and will be conducted as ADT training through DD MONTH YYYY. Phase 2 will report on DD MONTH YYYY and conclude on DD MONTH YYYY.** Please ensure that you have orders reflecting the correct dates and that your family and employers are aware.

2. **Purpose:** To train enlisted personnel to perform duties as a signal support system specialist.

3. **Course Scope:** Instruction will encompass the following: Install and configure windows operating systems; install and configure routers and switches; setup local area networks (LANS). Personnel will also receive training on communication equipment, radios systems, FBCB2, and Training Integrated Management System (TIMS) training. The training included in each phase is listed below.

▪ **25U10 PH: 1**

*Training includes:*

- 1) How computers work
- 2) Peripheral devices
- 3) Operating systems
- 4) Network essentials
- 5) AIS security
- 6) TCP / IP
- 7) Routers
- 8) Switches
- 9) Windows XP Outlook

▪ **25U10 PH: 2**

*Training includes:*

- 1) Basic electronics
- 2) Communication Equipment
- 3) MBITR
- 4) Radio sets
- 5) Tactical satellite
- 6) FBCB2

- 7) MCS
- 8) TIMS
- 9) DTOC
- 10) Capstone

- Capstone Training Event is a culmination and practical application of selected course training.

**4. Course Prerequisites:** Students who enroll in the 25U10 SIGNAL SUPPORT SYSTEMS SPECIALIST MOS-T course must possess the following IAW DA Pam 611-21 CMF 25U10 and CMP/POI:

- a. **Orders** (Must cover the duration of all phases of the course)
- b. EL and SC Scores and date of ASVAB Completion (see below for minimum scores and validation).
- c. Capable of performing physical demands rated **moderately heavy**.
- d. Possess a minimum or above PULHES code of **111221**.
- e. **Normal** color discrimination.
- f. **Valid Security Clearance:** (JPAS or Security Manager Memorandum)  
Soldiers must meet ALL REQUIREMENTS ON THE DAY OF INPROCESSING. IF THE SOLDIER DOES NOT HAVE PROOF OF THE REQUIREMENTS TO BE ENROLLED TO THE COURSE THEY WILL HAVE 72 HOURS TO PRODUCE PROOF OF THE REQUIREMENTS. Soldiers that are unable to provide documentation will be dis-enrolled and return to Home Station
- g. **Minimum ASVAB scores as follows**, determined by date ASVAB was administered
  - A minimum score of 95 in aptitude area EL and 95 in aptitude area SC on the tests administered prior to 2 JAN 02.
  - A minimum score of 93 aptitude area EL and 93 in aptitude area SC on ASVAB test administered on or after 2 JAN 02 and prior to 1 JUL 04.
  - A minimum score of 93 in aptitude area EL and 92 in aptitude area SC on ASVAB tests administered on or after 1 JUL 04.
  - Meet the requirements outlined or AR 350-1, TRADOC Regulation 350-10, and TRADOC Regulation 350-18.

**h. ONLY permanent profiles IAW DA Pam 611-21 will be authorized for attendance.**

No temporary profiles will be authorized admittance to the course. Ensure if you require medication you have at least a 45 day supply to carry you through the course.

i. Student absences of short duration that do not preclude critical academic training required for module advancement may be accepted on a case-by-case basis.

j. Student absences of long or extended duration such as deployment/mobilization, emergency leave, illness, injury, or hospitalization may be justification for course administrative actions such as recycle (restart), or academic drop (removal from training). ATRRS will be updated to reflect academic actions affecting RC student status.

**5. Skill Port Recommendations:**

- **Note:** It is recommended that students visit the Army e-Learning website to access the reading assignments in SkillPort prior to attending the technical training in phase

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.

**or**

- c. Students may access the following recommended SkillPort courses through the Army e-Learning website at <https://www.atrrs.army.mil> or through the AKO homepage at <https://www.us.army.mil>

- Introduction to Windows XP - ID# 112615;
- Installing Windows XP Professional - ID# 113628;
- Up and Running with Microsoft Windows XP - ID# 112954;
- System Reliability and the Desktop in Windows XP Professional - ID# 13713;
- Networking Protocols and Services in Microsoft Windows XP - ID# 113736;
- Resolving Issues with Outlook and Outlook Express - ID# 214818;
- Managing Files, Folders, and Devices in Microsoft Windows XP - ID# 113687;
- Windows XP Advanced - ID# 112554;
- Introduction to Networking - ID# 125066;
- OSI Upper Layers - ID# 64165;
- OSI Layer-3 - ID# 64164; l. OSI Lower Layers - ID# 64163;
- Operating System TCP/IP - ID# 65777;
- Resolve Issues with the Operating System and Office Applications - ID# 214710;
- Cisco IOS Device Configuration and Management - ID# 84819;
- Applying Cisco Troubleshooting Tools - ID# 40509;
- Identifying, Adding, and Removing PC Systems - ID# 114109;
- Resolving Issues with Hardware and Network Connectivity - ID# 214830;
- Managing and Troubleshooting Devices, Drivers, Local Security, and User Logon - ID# 216159

## 6. Billeting

- It is recommended students acquire a government travel card.
  - It is the UNITS responsibility to ensure the student has means to pay for billeting.
  - **YOU WILL NOT RECEIVE YOUR DA1059 UNTIL YOUR ROOM HAS BEEN PAID IN FULL.**
- i. IMA billeting phone number is 217-761-1200 OR 1201, upon calling identify you as being a student for the 25U10 course. Ensure the operator who answers has your name, rank, DOB, and what phases you will be attending.
  - ii. If students are not able to attend the course, they will need to cancel their reservation with billeting. Billets cost \$15.00 per night for a 2 person room or 20.00 for a 1 person room. Room assignments are based on rank and availability, refrigerator, microwave, television, towels and bed linen provided. Reimbursement can be requested by using the Digital Travel System (DTS).
  - iii. 6 man bays are available at no cost, linen and towels only provided.
  - iv. Students are responsible for calling the IMA at 217-761-1200 or 1201 to confirm their reservation.

## 7. Meals

- a. **Meals are provided.** Ensure orders state per diem is allowed for travel days.
- b. There is a dining facility within the IMA Building.
- c. DFAC HOURS;

<u>Days</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
Monday - Sunday	0630 – 0730	1200 – 1300	1700-1800

## 8. Required items for in processing:

- i. Valid CAC Card, with working PIN number
- ii. ID Tags
- iii. Copies of Permanent profiles (DA Form 3349)
- iv. 4 sets of Orders
- v. Security Clearance of JPAS printout stating a minimum of Interim Secret or a memorandum from the Soldiers State Security Manager stating that one has been submitted and an interim granted.
- vi. DA 1059 for Phase I if only attending Phase II

## 9. Reporting / In Processing Instruction for Phase 1 and 2

- a. **Phase 1 Reporting Details:** Report to 129<sup>th</sup> Regiment (RTI), IMA Building, 1301 N. MacArthur Blvd., Springfield, Illinois, 62702, classroom A218 on **DD MONTH YYYY** between 1300 and 1600 hours. Uniform for in-processing will be APFU. All required items listed above in **item number 8**, will need to be brought with you for in-processing.
- b. **Phase 2 Reporting Details:** Report to 129<sup>th</sup> Regiment (RTI), IMA Building, 1301 N. MacArthur Blvd., Springfield, Illinois, 62702, classroom A218 on **DD MONTH YYYY** between 1300 and 1600 hours. Uniform for in-processing will be APFU. All required items listed above in **item number 8**, will need to be brought with you for in-processing.
- c. Arrival by AIR: Please email your flight itinerary to SSG Brandon Taylor at [Brandon.s.taylor1.mil@mail.mil](mailto:Brandon.s.taylor1.mil@mail.mil). Be sure your flight is scheduled to arrive at the Springfield Abraham Lincoln Capitol Airport on the start date of the course no later than 1500 hrs. Springfield Abraham Lincoln Capitol Airport is the **only** airport military transportation will be provided for. **If** you provide an itinerary military transportation **will** be provided from the airport to Camp Lincoln.
- d. **Arrival by POV:** I-55 runs North/South on the east side of Springfield, at exit 98, take the ramp for I-72 West/US 36 West toward Clear Lake Ave., Keep straight onto E. Clear Lake Ave., the road name changes to E Jefferson St., keep on E Jefferson St. to MacArthur Blvd., turn right onto N. MacArthur Blvd., Camp Lincoln is 1 mile ahead on the left. Because of heightened security measures, you must present your Military ID to enter Camp Lincoln. After the guard house proceed straight to the second left, after left turn proceed to the stop sign, IMA building will be to the right, parking to the left.
- e. **Privately owned firearms are not allowed on Camp Lincoln.**
- f. Do not arrive before the course start date unless you clear it with the Institute in advance. If you arrive early we cannot guarantee mess or billeting.
- g. You should not schedule a departure prior to 1200 hrs on the final day of the course without prior written approval from the Regiment.

## 10. Schedule:

- a. The training day will run from 0500-2000, most days, with 1-2 hours of supervised study for those students who are not meeting course standards.
- b. Study hall hours will be published on the daily training schedules at the end of the duty day.

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- c. PT will be conducted on individual basis.
- d. Graduation will take place IAW training schedules
- e. Out-processing will be IAW training schedules. This will allow students time to clear hand receipts, barracks, supply and other post activities. No student will be allowed to leave prior to 1300 unless coordinated prior and approved by the commandant.

#### **11. Student Packing List:**

- Students should bring the following personal items:
  - a. Six pairs of undergarments, six T-shirts, six pairs of socks (black or green), personal hygiene items, shower shoes.
  - b. No less than 3 sets of ACUs w/ patrol cap.
  - c. 2 pairs of boots IAW AR 670-1.
  - d. IPFU uniform (complete) w / running shoes. NOTE: Must be IAW AR 670-1.
  - e. Civilian Clothes
  - f. Laundry detergent (Washers and dryers are provided)
  - g. Pens and pencils
  - h. Notepads, normal lined and ¼” graph paper recommended.
  - i. Camel Back
  - j. Kevelar
  - k. Safety eyewear
  - l. Cold Weather Gear
- **NOTE:** The PX located on Camp Lincoln does not keep a full stock of military issue or essentials items.
- m. **Government Travel Card or Money**
- n. Green fleece is only fleece authorized
- o. It is recommended you bring a government or personal LAPTOP for study purpose.
- p. Wet weather gear will also be needed, depending on timeframe and weather conditions. There will be training conducted outdoors.

**12. UNIFORMS:** All uniforms will be worn IAW AR 670-1. There will be no personal time to square away uniforms and haircuts during in-processing. Be ready to go when you walk in the door.

**13. DISENROLLMENT:** Commanders/Commandants have the authority to deny enrollment or dis-enroll Soldiers that physically unable to meet course requirements.

Commanders/Commandants will conduct a risk assessment and counsel the reporting Soldier on the outcome should the analysis result in denial of enrollment or dis-enrollment of a course. Individual Soldier safety and the safety of the other Soldiers participating in the training must always be considered. When denial of enrollment or dis-enrollment of a course occurs, the first

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Officer in the Soldier's chain of command will be notified and provided the circumstances that resulted in the decision.

**14. RED CROSS EMERGENCIES: The American Red Cross**

If you have a family emergency while you are attending or supporting a course. This is the telephone number your family needs to call, **1-800-926-6001**, with the following information:

YOU'RE NAME:

YOU'RE SOCIAL SECURITY NUMBER:

UNIT:

COURSE:

LOCATION:

This will start the process, for your release, so you can be with your family.

**16. Point of Contact:** If your questions are not answered here in this welcome letter, please call your Course Manager at 217-761-1226 or email @ [Brandon.s.taylor1.mil@mail.mil](mailto:Brandon.s.taylor1.mil@mail.mil).

Encls: 3

1. Course Guidelines
2. Student Evaluation Plan
3. Site Map

Brandon S. Taylor  
SSG, ILARNG  
Course Manager

## COURSE GUIDELINES

The following guidelines are provided for your information. You will be expected to adhere to these at all times during the course.

### 1. Class Rules:

- a. First Call will be the time listed on the training schedule.
- b. The uniform will be ACU's unless otherwise posted on the training schedule.
- c. Maintain proper military bearing at all times.
- d. Maintain appropriate military appearance IAW AR 670-1.
- e. All safety procedures will be strictly adhered to at all times.
- f. All leaders and students will be treated with respect at all times. **Sexual / racial harassment will not be tolerated!**
- g. Fraternalization amongst students and with staff is grounds for immediate dismissal from the course.
- h. Food and drinks in the classroom, motor pool, and training area will be at the instructor's discretion.
- i. Smoking will be permitted during breaks in designated areas only.
- j. There will be a curfew which will be adhered to at all times. Failure to do so may result in removal from the class with a DA Form 1059 with unfavorable action.

### 2. Expectations:

- a. You will be expected to observe all safety procedures 100% of the time.
- b. You will be expected to demonstrate a willingness to participate in all course phases.
- c. You will be expected to complete the course with a 70% or better score on all written and practical exams.
- d. You will be expected to attend class 100% of the time. (If you must be late, you will inform your Class Leader who will then inform the instructors). We as a staff will make any decisions at that time to determine your continuing in the class or not.

NOTE: All disciplinary problems and safety violations may result in a drop from the course.

**SUBJECT: Student Evaluation Plan for the Signal Support Systems Specialist Course, 113-25U10 (R)**

1. **ACADEMIC GRADING AND EXAMINATION PLAN:** Academic subject matter is evaluated on a basis of weight points, which are distributed according to this document. Weight point achievement is calculated to a percentage computed to the second decimal place (0.00%) and is used to determine student's completion of training.

	<u>Weight Points</u>
a. <u>Module B Information Dominance</u>	
(1) <u>113-25U10 (R)/B00R Information Assurance (IA) Awareness Examination</u>	100
<ul style="list-style-type: none"><li>• This is a written examination designed to measure the student's knowledge of information assurance, physical security affects of computer hardware/software, procedures to prevent computer fraud, waste and abuse. The student must score 70 out of 100 points (70%) on the examination to achieve a GO.</li><li>• This examination covers POI File 25U1B00R</li></ul>	
(2) <u>113-25U10 (R)/B05R A+ Written Examination</u>	100
<ul style="list-style-type: none"><li>• This is a written examination designed to measure the student's knowledge of how to install, troubleshoot and configure peripheral devices, multimedia, mass storage devices, notebook computers, printers and Windows operating systems. The student must score 70 out of 100 points (70%) on the examination to achieve a GO.</li><li>• This exam covers POI Files 25U1B01R, 25U1B02R, 25U1B03R, and 25U1B04R</li></ul>	
(3) <u>113-25U10 (R)/B07R Network Essentials (N+) Written Examination</u>	100
<ul style="list-style-type: none"><li>• This is a written examination designed to measure the student's knowledge of how to install, troubleshoot and configure network designs, hardware setup, cabling and topologies. The student must score 70 out of 100 points (70%) on the examination to achieve a GO.</li></ul>	

- This exam covers POI File 25U1B06R
- (4) 113-25U10 (R)/B09R Automated Information Security (AIS) Security Written Examination 100
- This is a written examination designed to measure the student's knowledge of physical, personnel and procedural security for an automated information system. The student must score 70 out of 100 points (70%) on the examination to achieve a GO.
  - This exam covers POI File 25U1B08R
- (5) 113-25U10 (R)/B11R Transmission Control Protocol/Internet Protocol TCP/IP and Subnetting Written Examination 100
- This is a written examination designed to measure the student's knowledge of how to install, troubleshoot and configure TCP/IP components, IP addresses and subnets. The student must score 70 out of 100 points (70%) on the examination to achieve a GO.
  - This exam covers POI File 25U1B10R
- (6) 113-25U10 (R)/B13R Switches Hands-on Examination 100
- This is a hands-on performance examination designed to measure the student's skills and ability of how to configure a Cisco catalyst switch for operation. The student must score 70 out of 100 points (70%) on the examination to achieve a GO.
  - This exam covers POI File 25U1B12R
- (7) 113-25U10 (R)/B15R Routers Hands-on Examination 100
- This is a hands-on performance examination designed to measure the student's skills and ability to configure a Cisco router for operation. The student must score 70 out of 100 points (70%) on the examination to achieve a GO.

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Weight Points

- This exam covers POI File 25U1B014R

(8) 113-25U10 (R)/B17R Windows XP Hands-on Examination 100

- This is a hands-on performance examination designed to measure the student's skills and ability install Windows XP/Outlook computer operating system. The student must score 70 out of 100 points (70%) on the examination to achieve a GO.

- This exam covers POI File 25U1B16R.

b. Module C Army Battle Command Systems (ABCS)

(2) 113-25U10 (R)/C04R Communications Equipment Hands-on Examination 100

- This is a hands-on performance examination designed to measure the student's skills and ability to perform unit level maintenance on communications equipment in accordance with electronic technical manuals. The student must score 70 out of 100 points (70%) on the examination to achieve a GO.

- This exam covers POI Files 25U1C03R

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Weight Points

- (3) 113-25U10 (R)/C07R AN/PRC-148 Joint Tactical Radio System (JTRS) Enhanced Multi-Band Inter/Intra Team Radio (MBITR) (JEM) Hands-on Examination 100
- This is a written and hands-on performance-based examination designed to measure the student’s knowledge and ability to program and to correct malfunctions on the AN/PRC-148 Joint Tactical Radio System (JTRS) Enhanced Multi Band Inter/Intra Radio (MBITR) (JEM). The student must isolate and correct 3 of 4 faults on the AN/PRC-148 (MBITR) (JEM) within 20 minutes per fault and score 70 out of 100 points (70%) on the written exam. The two scores will be combined to achieve one score.
  - This exam covers POI Files 25U1C05R and 25U1C06R
- (4) 113-25U10 (R)/C09R Radio Sets Hands-on Examination 100
- This is a hands-on performance examination designed to measure the student’s skills and ability to install, operate, and perform troubleshooting procedures on radio set AN/VRC-87 System in the secure and non-secure secure modes. The student must score 70 out of 100 points (70%) on the examination to achieve a GO.
  - This exam covers POI File 25U1C08R
- (5) 113-25U10 (R)/C11R Tactical Satellite Hands-on Examination 100
- This is a hands-on performance examination designed to measure the student’s skills and ability to correct malfunctions on the AN/PRC-117F Tactical Satellite Radio Set. The student must score 70 out of 100 points (70%) on the examination to achieve a GO.
  - This exam covers POI Files 25U1C10R

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Weight Points

- (6) 113-25U10 (R)/C13R Force XXI Battle Command Brigade- 100

and-Below (FBCB2) Hands-on Examination

- This is a hands-on performance examination designed to measure the student's skills and ability to perform unit level maintenance procedures on the FBCB2 system. The student must score 70 out of 100 points (70%) on the examination to achieve a GO.

- This exam covers POI Files 25U1C12R

(7) 113-25U10 (R)/C15R Maneuver Control System (MCS) Hands-on Examination 100

- This is a hands-on performance examination. The student is required to demonstrate attainment of the performance objectives of how to perform basic system operations on the Maneuver Control System. The student must score 70 out of 100 points (70%) on the examination to achieve a GO.

- This exam covers POI Files 25U1C14R

(8) 113-25U10 (R)/C17R Tactical Internet Management System (TIMS) Hands-on Examination 100

- This is a hands-on performance examination designed to measure the student's skills and ability to perform unit level maintenance on the Tactical Internet Management System. The student must score 70 out of 100 points (70%) on the examination to achieve a GO.

- This exam covers POI Files 25U1C16R

9) 113-25U10 (R)/C19 Application of Digital Tactical Operation Center (DTOC) Hands-on Examination 100

- This is a hands-on performance examination to perform unit level maintenance on the FBCB2, PLGR/DAGR, AN/VRC-92 and the AN/PRC-117F within the (DTOC). The student must score 70 out of 100 points (70%) on the examination to achieve a GO on the examination to achieve a GO.

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- This exam covers POI Files 25U1C01R, 25U1C03R, 25U1C05R,

**TOTAL POINTS**

1,700

2. **COUNSELING**: Students will participate in counseling sessions conducted by instructors and supervisors throughout the course to review academic progress and discuss personal development. Students will be formally counseled whenever their academic standing falls to borderline failing status or if they fail to comply with FG Reg 350-5. When a student is formally counseled, a DA Form 4286 counseling form will be completed. Students must attend mandatory academic assistance or remedial training session if he/she is failing or in danger of failing.

3. **MINIMUM ACHIEVEMENTS**:

a. The student will complete all graded requirements and attend all lessons of the course.

b. Soldiers unable to achieve training standards of 70% on a given exam will be provided at least two hours of remedial training prior to re-examination. The student will not be retested on the same day.

c. Only one retest will be given for each examination. Students will be retested only on the portion of the examination (written, practical or both) that he/she fails. The maximum score awarded to the student on any successful retest will be 70%. Failure to pass any module retest will constitute failure of that module. Actions will be taken in accordance with USASC&FG Regulation 350-5 and unit Standing Operating Procedures and policies.

d. To graduate, the student must complete each exam to the established standard. Failure to pass any exam after remedial training and re-exams will constitute failure of the course.

e. Exercise extreme caution and observe all personnel and equipment safety practices. While working on equipment, the following will result in a NO GO for the examination

(1) Wearing watches, rings, identification tags or jewelry, unless they are covered with electrical tape.

(2) Improper use of Electrostatic Discharge (ESD) wrist strap or not wearing it when required.

(3) Removing Circuit Card Assemblies (CCAs) before turning off power to the equipment.

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(4) Connecting or disconnecting the antenna cable before turning off power to the radios.

4. OTHER EVALUATIONS: In addition to meeting the academic requirements outlined above, the student must also meet the Army's weight and physical fitness requirements unless otherwise directed by the Army, TRADOC, and/or Signal School/Fort Gordon regulations.

5. CHALLENGING TRAINING: If a student states that he or she knows the material that is to be taught in the current module, the student has the option to take the exam prior to receiving any training in that module. The student will be required to score a minimum of 90 percent on the exam in order to be advanced to the next module. If the student fails to make at least 90 percent on the exam, the actual score will be annotated on the student grade card. The student will remain in the module along with the remainder of the class and take the exam at the end of the module. If the first exam score was over 70 percent, then that grade will be the final grade. If the score on the first exam was less than 70 percent, the highest score that can be granted will be 70 percent for the end of module even if the student scores above 70 percent.